Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: MA-509 - Cambridge CoC

1A-2. Collaborative Applicant Name: City of Cambridge Department of Human Service Programs

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Cambridge Department of Human Service Programs

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	No
School Administrators/Homeless Liaisons	No	No
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Faith-based community	Yes	Yes
Local drop-in meal program	Yes	Yes

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

1. To solicit and consider opinions from a broad array of organizations and individuals that have knowledge of homelessness or an interest in implementing solutions to homelessness, the CoC: convenes regular CoC and Working Group meetings that are open to the public; participates in a range of City-hosted public meetings and local committees focused on homelessness; attends local meetings hosted by neighborhood associations, universities & business associations; actively encourages voicing of opinions and feedback by offering multiple formats including in-person meetings, 1:1 conversations and online surveys; and has a Board of Directors and membership that represents a broad array of stakeholders, opinions and expertise.

2. To communicate and advertise public meetings and forums, the CoC maintains a calendar of events and public meetings on its website; encourages participation from the public through the "Get Involved" section of the website; sends regular meeting reminders and monthly newsletter to CoC members and email subscribers; and maintains an active Twitter account to communicate announcements and meetings.

3. Information gathered in public forums is taken into consideration to improve CoC system performance and implement new approaches by being presented to the appropriate decision-making body where feedback and opinions are discussed, suggestions are vetted, and actions are agreed upon, delegated and implemented. In 2015 the CoC hosted a 3-day public forum that included local and national experts on homelessness and culminated in a series of recommendations agreed upon by a steering committee of diverse stakeholders. These recommendations resulted in improvements to the CoC (dedicated location for mail services, increased prevention funds, successful advocacy to expand inclusionary zoning, by-name list case conferencing), and drive the CoC's ongoing efforts to secure resources from multiple sources to facilitate additional system improvements.

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

1. The CoC has an open invitation process where all interested persons and organizations are welcomed and encouraged to join the CoC and participate in its planning activities. To join the CoC, persons must indicate interest to CoC staff through email or verbal communication, attendance a CoC meeting, or signing up through the CoC's website.

2. The CoC works to solicit new members by advertising on its website, newsletter, Twitter, informational flyers, and through announcements at community meetings hosted by the City's Police Department, Health Department, City Council meetings, and other local groups.

3. The invitation for new members occurs year-round. The CoC's website has a "Get Involved" section that encourages participation in the CoC through meeting attendance, volunteer opportunities, and other events. Additionally, the CoC makes announcements inviting new CoC members at public and community meetings on at least a quarterly basis and participates in special outreach events. On 4/28/2018, CoC staff participated in the City's annual Fair and Affordable Housing Open House event, which allowed for in-person marketing and outreach to a broad audience & led to increased participation in CoC meetings by representatives from a local tenants organization and other interested stakeholders.

4. The CoC conducts outreach at local shelters, meal programs and drop-in centers to advertise CoC meetings and events to encourage participation and membership by persons experiencing or formerly experiencing homelessness. Periodically the CoC hosts client feedback sessions where currently homeless persons are informed of opportunities to participate in the CoC, and are offered incentives to share their experiences of the homeless services system.

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

1. The CoC notifies the public it is accepting project application proposals by: posting public notifications on the CoC's website (7/6/18) & in its newsletter, emailing funding announcements to the CoC listserv (7/6/18), posting notifications on Twitter (7/10-8/1/18), and hosting public meetings to provide instructions & information to interested agencies (7/17/18). The public notifications explicitly state that the CoC welcomes and encourages applications from all interested organizations, including those that have not previously received CoC Program funding. Notifications include a link to the CoC's publicly posted Local Competition Information document, which includes detailed instructions on how to submit proposals, and a timeline & description of how applications will be reviewed and ranked. The CoC conducts special outreach to providers not currently receiving funds to ensure they are aware of funding opportunities. The Collaborative Applicant works with providers that express interest in applying for funds by responding to inquiries, providing guidance & training on completing application materials, and by providing detailed feedback on proposals after review by the Evaluation Panel. Outreach efforts to include

proposals from non-funded agencies have been successful as seen by the inclusion of Vinfen's PSH proposal in 2013, Just-A-Start's RRH proposal in 2015, and Hildebrand's PSH proposal in the 2016 competition.

2. The CoC determines whether project applications will be included in the CoC's submission using procedures detailed in the Local Competition Information document and in the published request for project proposals: Collaborative Applicant staff conduct a threshold review of each application to verify the proposed project and applicant meet eligibility requirements outlined in the NOFA; and the Evaluation Panel scores, reviews & ranks applications using published criteria.

3. The CoC publicly announced it was open to proposals on 7/6/18.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

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

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

1. The City of Cambridge (the ESG entitlement recipient) shares the same geography and boundaries as the Cambridge CoC. Planning, coordination, and allocation of both CoC and ESG funds is the responsibility of the City's Human Services Planning and Development Office (P&D) in consultation with the CoC

Board. P&D staff-including the CoC and ESG planners, HMIS lead, and Coordinated Entry project manager-meet weekly to discuss program performance and to identify program and service gaps in both CoC and ESG programs. During these regular meeting strategies for evaluating and reporting on performance are established for inclusion in contracts between subrecipients and the City at the start of the next regular contracting cycle.

2. P&D solicits community feedback throughout the year that informs its regular meetings. Six times per year P&D convenes a meeting of the entire CoC membership-including ESG subrecipients-to discuss topics such as system performance, community needs and service gaps, PIT/HIC findings, the CAPER report, methods for evaluating and reporting on project performance, and any other concern the community faces in delivering homeless and homeless prevention services in the CoC. P&D invites and encourages community feedback during these CoC-wide meetings and provides opportunities for people to speak openly about funding allocation, program evaluation, and performance (among other topics) or to provide feedback privately. This feedback structures the allocation and evaluation processes that are taking place throughout the year and guides regular P&D meetings as staff strive to consistently address and respond to community needs and performance with both CoC and ESG program evaluation and subsequent program adjustments.

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

Yes to both

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

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. The CoC Board -in consultation with Transition House, the CoC's primary DV service provider-has issued policies and procedures to address the safety concerns and unique needs of those experiencing and/or those who have survived Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV). In early 2018 the CoC published its VAWA resources page on the CoC's website including information about the CoC's emergency transfer plan and

emergency response protocol for those experiencing DV. Clients actively fleeing DV are encouraged to develop a safety plan and are referred to Transition House. Safety plans are used as a guide to determine which services or interventions are best for the client's unique needs.

2. Client choice is balanced with safety and confidentiality by utilizing a Coordinated Entry (CE) system that emphasizes client choice across multiple housing and service programs. The CE system is trauma-informed and client-centered; staff are trained to identify and recommend services or interventions that address each client's unique needs. Clients are encouraged but not required to make choices to address their most emergent safety, security, and housing needs. If a client chooses not to engage with-or to later withdraw from- a service, intervention, or housing placement, the client is not penalized, demoted from their place on any CoC-controlled priority listing or waitlist, and is not terminated from any CoC or ESG-funded program.

Households fleeing DV can access housing and services offered by several programs: emergency shelter (ESG funded); permanent housing (CoC funded); safety planning, legal advocacy, public benefits advocacy, counseling and support groups, and services in languages other than English (funded by DOJ Victims Of Crime Act (VOCA) grant, private foundations, US Office on Violence Against Women, MA Dept. of Children & Families, & HHS Family Violence Prevention and Services Act).

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

1. The CoC offers annual training for CoC project staff that covers best practices on serving survivors of domestic violence. CoC providers are trained to offer housing and services in a manner that considers unique circumstances of survivors by assessing needs & coordinating services while prioritizing safety for the client (case-by-case assessment of appropriate referrals). The CoC has adopted victim-centered practices that uphold client choice by providing a training series for project staff on trauma-informed care and Motivational Interviewing in Oct. 2017. The CoC's DV service provider, Transition House, offered a free community training, "Working with Survivors of Domestic Violence," in Oct. 2017 in partnership with the City of Cambridge's Domestic & Gender-Based Violence Prevention Initiative. Additionally, through annual HMIS trainings, all staff are trained to assess, collect & record data, and make referrals in ways that protect safety and confidentiality while promoting client autonomy.
2. Coordinated Entry staff, including the Project Coordinator, Housing Navigators, and other partner staff, participate in annual training to review all CE policies and procedures, including trauma-informed care, confidentiality and safety planning protocols when working with survivors of domestic violence. CE staff are trained to access community resources for safety planning available through Transition House, Legal Services, and the Cambridge Police Department's Domestic Violence Unit.

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

The CoC uses several data sources to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking. The CoC recognizes that none of these data sources are without flaws as domestic violence needs are frequently underreported, but the CoC utilizes all data sources available to understand the scope and types of needs in the community. The primary source used to assess the needs related to DV of persons accessing services through the CoC is data from Transition House, the CoC's provider of housing and services for DV survivors. Transition House maintains a comparable HMIS database, which produces deidentified aggregate reports for annual performance assessments for the CoC and ESG programs. The CoC also utilizes data from HMIS to assess the number of clients in different program types who are currently fleeing DV or who have experienced DV in the past.

The CoC also reviews data from the following sources to assess broader community need: Cambridge Domestic and Gender Based Violence Prevention Initiative's Assets and Needs Assessment Report (qualitative data gathered through a 4 month series of interviews and focus groups); Cambridge Police Department's Domestic Crime Data (annual statistics about domestic incidents reported to police); Cambridge Public Health Department's Community Health Assessment; City of Cambridge's Community Needs Assessment; National Network to End Domestic Violence's Census; data from On the Rise, a drop-in center for homeless women; and the statewide SafeLink Domestic Violence Hotline's reports.

The CoC uses information from the above sources to quantify needs and gaps in the homeless service system for persons impacted by domestic violence; determine training needs for CoC staff; improve communication of resources available to clients and staff; and engage in policy work to improve overall system coordination and functioning.

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

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

SSO Coordinated Entry	X
RRH	X
Joint TH/RRH	

1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving

in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1. To date in Federal FY 2018 (Oct. 2017 – Sept. 2018), the CoC has served 303 DV survivors experiencing homelessness in Emergency Shelter, Transitional Housing, Street Outreach, and the Coordinated Entry system. Of those 303, 104 were currently fleeing domestic violence upon assessment. The CoC is serving an additional 55 DV survivors in Permanent Housing projects, and 11 persons have received ESG prevention assistance through the City's Multi-Service Center.
2. The CoC used HMIS records and Transition House's separate comparable database to calculate the numbers above. For projects using the CoC's HMIS system, all active enrollments between Oct. 1, 2017 and Sept. 9, 2018 were queried for a "Yes" response to HUD HMIS Data Element 4.11 (whether heads of household and other adults are survivors of DV) in clients' most recent Entry or Annual Assessment. Data submitted from Transition House for the 2018 Point-in-Time count from their separate, comparable HMIS database (Apricot) were included in the calculation.
3. Staff at individual project sites collect data for Data Element 4.11 from clients through assessment at project entry date and/or annual update assessments.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1. The CoC estimates that at least 256 DV survivors are currently in need of permanent housing or services in the CoC's geographic area. Of those clients, 81 are currently fleeing domestic violence.
2. The data source used to estimate the current need for DV housing and services is the CoC's Coordinated Entry system's assessment data for persons active on the prioritized waitlist (235 with DV history, of which 60 are currently fleeing), which is stored in HMIS plus the number of DV survivors occupying Transition House's Emergency Shelter and Transitional Housing units (21).
3. The CoC collected the data through standardized assessments conducted by Coordinated Entry staff, specifically HUD Data Elements 4.11.2 and 4.11.2B.

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

1. The CoC has significant unmet need for housing and services for domestic

violence (DV) survivors that is consistent with unmet need documented at the State level. In state fiscal year 2014 (the most recently published data), SafeLink – the statewide DV hotline – answered 27,226 service related calls. Of those callers, 17,300 (63%) were unable to access shelter at the time of the call. Similar results have been documented in the National Network to End Domestic Violence's recent census of 48 DV providers in Massachusetts, which found that on September 13, 2017 there were 298 unmet requests for service, of which 64% (190) were for housing. Data from the State's family shelter system indicate that 587 families served (16%) cited DV as the reason for homelessness. The CoC currently has 1 dedicated DV shelter in its geography, which consistently operates at maximum capacity (16 beds), 5 Transitional Housing beds, and 22 Permanent Supportive Housing beds dedicated for DV survivors. The CoC's Coordinated Entry (CE) system does not have adequate staff resources to comprehensively address the volume and scope of the specialized service needs of DV survivors.

2. The CoC calculates that it would need to add 55 units of permanent housing to adequately address the housing demand of clients currently fleeing DV who are currently enrolled in the Coordinated Entry system and in Transition House's ES & TH projects. The unmet need increases significantly – to 230 units - when the calculation includes clients with a history of DV but who are not currently fleeing.

3. The CoC used the following data sources to quantify unmet need: Housing Inventory Count, CoC's PSH annual turnover rate, and Coordinated Entry placement rate of DV survivors.

4. Unmet need was calculated in the following way: (# of DV survivors in ES & TH + # of DV survivors in the Coordinated Entry system) – (# of DV PH beds that turn over in one year + # of DV PH placements by CE to non-DV specific PH projects).

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

1. The proposed Collaborative Rapid Rehousing Project (CRRHP) will increase units available to DV survivors by providing RRH to 4 homeless households (2 families, 2 individuals). The project will formalize an existing partnership between Just-A-Start (rental assistance administrator) and Transition House (the CoC's primary DV provider). The project will provide comprehensive services to DV survivors by providing mediation services to address barriers such as credit history, debt management, previous evictions, and CORIs. Transition House staff will provide victim-centered, trauma-informed services, and will support JAS staff to advocate and represent DV survivors as successful future tenants, and will work with clients and JAS to consider safety planning when conducting housing search.

2. The proposed Domestic Violence Housing Navigator (DVHN) SSO project will address unmet needs of DV survivors by serving as a unique, safe, and separate Coordinated Entry (CE) access point designed to address specialized DV needs, giving them fair and equal access to services and housing offered throughout the local homeless system. The Navigator will join the existing CE

team and will be skilled in supporting people at a vulnerable point in their life, attuned to trauma, confidentiality, safety risks, and housing search and advocacy. Adding this staff position to the CE system will allow victims of DV with a variety of vulnerabilities and service needs to access timely, trauma-informed support that upholds DV victim rights under VAWA. The DVHN will conduct outreach and assessment at shelters and drop-in centers; provide DV-specific training and case support to CoC partners; and will be the primary point of contact for staff from other locations where DV survivors may present for services such as medical facilities and City Hall.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

The City of Cambridge is the Project Applicant for both DV Bonus projects included in the CoC's submission, and Transition House is the subrecipient that will implement both proposed projects.

1. Rate of housing placement: The City of Cambridge serves as the project applicant for the CoC's Coordinated Entry (CE) project, and to date in FY 2018 13% of the 60 clients currently fleeing DV in the CE system have exited to housing. Those 8 clients represent 15% of all exits (53 total) from the CE system in FY 2018. Transition House, the proposed subrecipient for the DV Bonus projects, operates a Transitional Living Program, which has a permanent housing placement rate of 80%.

2. Rate of housing retention: The City (project applicant), with Transition House as the subrecipient, operates a PSH project for DV survivors. The most recently submitted APR for this project shows a housing retention rate of 92% for 25 survivors served by the project in 2016 and 100% for the 19 clients served in 2017.

3. The City of Cambridge (project applicant), in partnership with Transition House (subrecipient), the Cambridge Housing Authority, and other entities operate the Community Support Partnership, which offers safety planning and free legal support to survivors through a Community Advocate, demonstrates the project applicant and subrecipient's capacity to improve safety for DV survivors. Transition House works closely with the Cambridge Police Department's Domestic Violence Unit and multi-disciplinary High-Risk Team to protect clients' safety.

4. The project applicant and partner subrecipient address multiple barriers faced by DV survivors through offering services that emphasize trauma recovery, safety planning, economic empowerment, self-advocacy, education and vocational training, self-esteem development, positive parenting, legal support, stabilization assistance and obtaining and retaining safe, affordable housing.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Cambridge Housing Authority	12.00%	No	No
Department of Housing & Community Development	17.00%	Yes-HCV	No
Somerville Housing Authority	53.00%	Yes-Both	No
Boston Housing Authority	65.50%	Yes-Both	No
Arlington Housing Authority	22.00%	Yes-Public Housing	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

The CoC has encouraged adoption of a homeless admission preference through regular communication with leadership at the Cambridge Housing Authority & through joint participation in HUD field office meetings related to PHA & CoC collaboration. The Executive Director and another staff member of the CHA sit on the CoC's Board of Directors, and are actively engaged in the CoC planning and governance processes. Although the CHA's Board has not adopted a homeless preference, the CHA works directly with several homeless service nonprofits in the CoC to provide support with sponsor-based voucher programs serving homeless families with children, unaccompanied homeless youth, households fleeing domestic violence, and chronically homeless individuals. The CHA is a critical partner in the CoC's efforts to end homelessness, and has demonstrated commitment to the shared goal through use of its Moving To Work designation to support innovative projects dedicated for households moving out of homelessness.

The CHA, in partnership with the CoC's Collaborative Applicant, recently applied for and was awarded 89 Section 811 Mainstream Vouchers. At least 75% of those vouchers will be set-aside for homeless clients (anticipated start in November 2018). This new resource will require the CHA to provide a limited homeless preference in its administrative plan for homeless non-elderly persons with disabilities.

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

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

The CoC addresses the needs of LGBTQ persons experiencing homelessness by providing non-judgmental, culturally competent services in affirming, safe & inclusive settings. Provider staff ask neutral, open-ended questions about sexual orientation & gender identity; use pronouns requested by the client; and are trained in areas such as aging in the LGBTQ community & screening for DV within same sex relationships. The newly opened youth shelter (Y2Y) was designed to be a gender-inclusive space; the CoC's DV projects allocate units to the LGBTQ community; and many projects post safe space signage.

Although the CoC did not conduct in-person training on effective implementation of the Equal Access Rule in FY18, it encouraged providers to review HUD webinars and training documents related to the Equal Access Rule, and created a page on the CoC's website where providers can easily access training resources. Additionally, Collaborative Applicant staff completed Sexual Orientation and Gender Identity (SOGI) training to enhance capacity to address the needs of LGBTQ persons experiencing homelessness in a culturally competent manner.

CoC & ESG providers must have project-level anti-discrimination policies & must adhere to the City of Cambridge's anti-discrimination policy (Camb. Municipal Code 2.76.160), and the CoC's Board of Directors adopted a CoC-wide anti-discrimination policy – drafted with assistance from the City of Cambridge's Human Rights Commission (the entity tasked with enforcing Fair Housing) – in January 2018. The CoC plans to use Planning Grant funds to support an in-person training on the Equal Access rule in the coming year.

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

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	No

3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	No

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

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X
No strategies have been implemented:	
Other:(limit 50 characters)	
Participation in Homeless Session of DistrictCourt	X

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

1. The CoC's Coordinated Entry system (Cambridge Coordinated Access Network, or C-CAN) covers the entire CoC geographic area, which is coterminous with the City of Cambridge. Policy-wise, any homeless household presenting within the CoC is eligible for an intake with C-CAN. Operationally, we make our Coordinated Access Network accessible throughout our entire geographic area by offering both fixed intake sites and mobile intake via outreach staff.

2. The Coordinated Intake grant funds outreach staff who are employed by two partner agencies. Because our outreach workers make up a core component of our C-CAN staff team, and are trained assessors, means that their proactive engagement of most-vulnerable households (particularly outdoor sleepers) frequently leads to intake/assessment of this population on the spot. Of 163 of

the persons enrolled in our Coordinated Entry system since its launch, Coordinated Entry was their first program enrollment in our CoC's HMIS, demonstrating our ability to reach people who have not engaged Cambridge services in the past.

3. All resources that are prioritized through our Coordinated Access Network—including Permanent Supportive Housing, Rapid Rehousing, Transitional Housing, and Housing Navigation—are allocated based on dynamic prioritization, ensuring that the clients most in need of these resources receive access to them in as timely a manner as possible. While the availability of resources directly prioritized through C-CAN is significantly exceeded by the number of clients in our CoC who would be appropriate for these interventions, our assessment staff maintains strong knowledge of local services in order to offer thoughtful "soft" referrals of community resources that may be of assistance, so that clients who are not highest-prioritized can still receive timely help.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

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

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1. The CoC considers the following vulnerabilities experienced by clients in the project review, ranking & selection process: abuse/victimization, chronic homelessness, serious mental illness, substance abuse, and chronic health condition. The CoC also considers whether projects serve priority populations with specific needs including Veterans, unaccompanied or parenting youth, and families with children, and gives special consideration to projects that are the sole providers of services to subpopulations in the CoC.

2. Project scorecards award points for serving vulnerable populations by evaluating the service needs at entry of persons served as reported on the Annual Performance Report. To receive points, at least 50% of the households served in the reporting year must be a population with intensive service needs. Awarding extra points in this way is designed to acknowledge the resource requirements of serving populations with intensive service needs, and to offset the impact serving these populations may have on other scored components such as housing stability and income increases. Additionally, the CoC's Evaluation Panel considers the impact serving chronically homeless clients with

criminal histories, particularly sex offenders, has on the length of time to secure a unit and subsequent impact on projects' utilization rates and recaptures of funds.

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

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

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

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes

(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA). CoC Governance Charter pg 8-9

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

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Bitfocus, Inc.

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

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	237	16	221	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	159	5	118	76.62%
Rapid Re-Housing (RRH) beds	25	0	25	100.00%
Permanent Supportive Housing (PSH) beds	472	22	295	65.56%
Other Permanent Housing (OPH) beds	123	0	32	26.02%

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

TH: 1 non-CoC funded, faith-based project does not currently participate in HMIS. It is a 36 bed substance use recovery program that utilizes a customized data collection system. HMIS staff are presently in proactive conversations with this agency to determine a timeline for training followed by direct data entry into our HMIS implementation.

PSH: Our CoC has 152 VASH beds that are not represented in our HMIS and this significantly impacts the bed coverage rate. Please note that if VASH vouchers are excluded from the calculation, the coverage rate would be 100%. We are conscientiously engaging with PHA staff to discuss responsibilities related to data collection and data entry, as well as the benefits of HMIS participation.

OPH: 5 non-CoC funded OPH projects (91 Section 8 Mod. Rehab. SRO beds) are not participating in HMIS. CoC and HMIS Lead staff are actively engaged with the provider agency and PHA and are optimistic that these projects can become part of our HMIS implementation in the coming year.

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

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2018

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

Instructions:

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

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

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/27/2018

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

Instructions:

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

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

Methodology of our sheltered count did not change from the previous year, however, shelter staff continued to be more cognizant of data quality due in part to participation in monthly data quality reporting, which decreased missing error rates and improved accuracy. This, coupled with more robust de-duplication checks with our software solution, improved data quality for the majority of HUD Universal Data Elements.

This year's shelter count was higher this year from last (the Individual emergency shelter count went from 252 to 280), notably due to the opening of a winter warming center with 49 mats. While we anticipated the addition of the warming center might reduce the number of persons in the unsheltered count, our data cross referenced HMIS data show that on the night of the PIT some persons who had been sleeping at our wet shelter opted to stay at the new warming center, and in addition, word of mouth from a Boston night center (run by the same provider) also impacted the population of stayers at the warming center.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

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

Beds Added:	49
Beds Removed:	0
Total:	49

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory   No

because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?

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

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

No

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

Yes

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

The Cambridge CoC has a core group of youth service providers that are engaged throughout the year, and in order to maximize our ability to reach the homeless youth population during the PIT, we convened meetings with TAY providers, volunteers (including formerly homeless youth), McKinney Vento Liaisons, and other relevant stakeholders. This planning resulted in focused coverage of specific geographic locations where youth were most recently reported to camp outdoors, as well as the known service locations of drop-in centers and night-by-night shelters. If persons were awake when they were observed on the night of the PIT, or if contact was made during the survey week following, volunteers with TAY expertise engaged youth in outreach, providing referral to the Coordinated Access program for assessment and also referring to more immediate services as appropriate.

In addition, the 4th annual Massachusetts Unaccompanied Youth Count took

place 4/23-5/13/18. Planning for this year's event included ramping up PR efforts in order to raise awareness/increase participation from the previous three annual counts. Our CoC saw a larger amount of young adult volunteer participation for this survey-based count.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

Muliple PIT planning meetings in the months leading up to the count, along with correspondence with the CoC's Veterans working group, and the CoC's Board (including representatives serving homeless families with children and CH households) helped to identify locations to include in the service-based portion of the unsheltered count to maximize the CoC's ability to reach and survey each population.

To improve the accuracy of counts for households experiencing chronic homelessness, families with children, and Veterans, the CoC cross referenced data collected on the night of and post-PIT (surveys) with HMIS. This provided increased accuracy of data collected, including disabling condition information, household-make up and veteran status.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	749

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

1. The CoC uses data collected from its two homelessness prevention programs and its general support program (all operated out of the Cambridge Multiservice Center for the Homeless (MSC)) to identify risk factors for first-time homelessness. Households at risk of homelessness are identified via by presenting as at risk at a Coordinated Entry access point, at walk-in hours at the MSC, at eviction sessions at Cambridge District Court and Eastern Housing Court, and through landlord/property manager referral. Services are advertised throughout the CoC at places likely to be frequented by households at risk of homelessness.

2. The CoC's strategy to address households at risk of homelessness is through intervention in eviction proceedings for non-payment of rent and lease violations-including hoarding and quiet enjoyment violations-as well as with households experiencing problems that threaten tenancy (sanitary, rent increases, etc.) that are not yet at the eviction stage. Households in these situations may be offered clinical or traditional case management, mediation services, legal services, financial assistance, and/or rental assistance to prevent homelessness. Additionally, households facing significant rent increases in unsubsidized rental housing (a substantial risk factor for first time homelessness) can apply for an emergency Housing Choice Voucher through the Cambridge Housing Authority that allows the household to remain in their housing unit. The CoC prioritizes households seeking emergency HCVs due to rent increase for funds to clear rental arrears, case management to assist with the HCV application, and mediation and/or legal services to work with landlords to address concerns about working with a PHA.

3. The CoC-through the ESG and CoC Planners in consultation with the CoC Board-is responsible for development of strategies to combat first time homelessness, the Director of the MSC is responsible for overseeing the implementation of these strategies.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. In FY 2017, individuals and persons in families remained homeless for an average of 135 nights.

2. The CoC's strategy to reduce the length-of-time (LOT) individuals and persons in families remain homeless is to prioritize chronically homeless persons with the longest LOT homeless for housing placement. The number of PH vacancies each year is not high enough to meet the demand of clients prioritized for PH, and long waitlists for PH increase the LOT clients spend in homelessness. The CoC works to address this by continuing to seek non-CoC funded PH resources to include in the CE system to increase the inventory of units available for persons exiting homelessness, and by working to increase Housing Search resources in the CoC. CoC staff worked with the Cambridge Housing Authority to secure 89 new Section 811 Mainstream vouchers, of which at least 66 will be dedicated for persons experiencing homelessness. The CoC anticipates that this significant increase in inventory will help to reduce the average LOT households remain homeless.

3. The Coordinated Entry (CE) system uses a standardized assessment tool (Vulnerability Index) to identify and prioritize households with longest LOT for housing placement.

4. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to reduce LOT households remain homeless, and the City's CoC Planner is responsible for overseeing the implementation of these strategies.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

Percentage

Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	12%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1. The CoC's strategy to increase the rate at which households in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent destinations includes supporting providers in accessing services for clients (ESG RRH financial assistance, housing search, assistance accessing mainstream benefits); offering Housing First training to CoC providers; implementing regular CoC-wide case conferencing meetings; and improving resources, communication and standardization related to document collection needed to access housing (identification, homeless and chronically homeless verification).

2. The CoC's strategy to increase the rate at which households retain permanent housing includes supporting PH providers in offering tenancy supports including on-site case management to ensure clients obtain and retain income and benefits, access treatment if desired, and develop good tenancy practices. Additionally, in Fall of 2017 the CoC offered free training to providers on supportive housing case management (including mitigating issues with landlords), Motivational Interviewing, and Housing First practices. The CoC's strategy also includes accessing funds available to supplement supportive service staffing through Medicaid (Community Supports for Persons Experiencing Chronic Homelessness -CSPECH). In FY17, the CoC had a 98% PH retention rate.

3-4. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to increase the rate of exits from homelessness into PH & rate of PH retention, and the City's CoC Planner is responsible for overseeing the implementation of these strategies.

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

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	3%

3A-4a. Applicants must:

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

1. The CoC identifies common factors of households who return to homelessness by monitoring HMIS data elements (Prior Residence, Exit Destination) collected by CoC and ESG projects and by the CoC's Coordinated Entry (CE) system.

2. The CoC's strategy to reduce returns to homelessness is utilization of the CoC's prevention services funded by ESG, CDBG and City dollars. The CoC works to reduce returns to homelessness by supporting effective case management and stabilization services through training and technical assistance, with a specific focus on Motivational Interviewing, tenancy skill development, money management, assistance obtaining benefits, and effective referrals to clinical, medical and employment services.

3. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to reduce the rate of returns to homelessness, and the City's CoC Planner is responsible for overseeing the implementation of these strategies.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

1. The CoC implements the following strategies to increase clients' access to cash income: providing training and resources to CoC providers about the array of projects and programs that can assist increasing income for clients; regularly disseminating information such as resource guides and career fair announcements; offering training on applying for SSI/SSDI; and providing opportunities to connect with representatives from employment & benefits agencies at CoC meetings. Additionally, several CoC-funded projects have staff who have completed SOAR training to assist clients in accessing benefits.

2. CoC providers collaborate with the Cambridge Employment Program (local Office of Workforce Development), Career Source (the local One-Stop Center), and local jobs programs to provide employment assistance, job search, and training to clients in CoC-funded projects; and coordinate with the Massachusetts Rehabilitation Commission (vocational rehab & SSI/SSDI eligibility) and the Massachusetts Department of Transitional Assistance (TAFDC, EAEDC, SNAP) to provide access to cash assistance and benefits.

3. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to increase employment and income, and the City's CoC Planner is responsible for overseeing the implementation of these strategies.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)	05/31/2018

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	10
Total number of beds dedicated to individuals and families experiencing chronic homelessness	167
Total	177

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

Yes

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

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1. The CoC's primary strategy for rapidly rehousing families is to quickly identify and refer families to the State's Emergency Assistance system. The State manages the family shelter system and provides up to $8000 in RRH for eligible families. For State FY18, 23% of the families who entered the State's system were diverted at entry with RRH, and 58% of families exited shelter using RRH assistance. This strategy connects eligible families to RRH assistance, including rental assistance and supportive services, that exceeds the resources available locally. Families ineligible for State services are assessed and prioritized for ESG and CoC RRH assistance.

2. The CoC addresses the housing and service needs of families to assist them in successfully maintaining housing after RRH assistance ends by: working to establish strong tenancy skills during the period of assistance, connecting clients with all available mainstream benefits and ongoing tenancy supports, and developing stabilization plans to assist clients in maintaining housing permanently. The City's Multi-Service Center for the Homeless (MSC) offers general support and case management services that may be accessed by households after RRH assistance ends, and provides regular tenancy support services such as mediation, homelessness prevention, and legal services.

3. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to rapidly rehouse families with children, and the Director of the MSC is responsible for overseeing the implementation of these strategies.

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

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

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	No
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

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

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	X

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

1. The CoC's strategy to increase housing and services for all youth experiencing homelessness includes allocation of CoC, ESG, CDBG and local City funds to projects serving youth experiencing or at risk of homelessness; participation in local, regional and national conferences and committees to learn about best practices in addressing youth homelessness; advocating for increased City and State funding to support youth-serving projects; supporting the development and ongoing operations of a youth shelter; supporting development of youth advocates by supporting attendance at national conferences; participating in the State's annual count of unaccompanied homeless youth; and by ensuring currently and/or formerly homeless youth are members of CoC planning and leadership bodies.

2. The CoC's strategy to increase housing and services for youth experiencing unsheltered homelessness includes all the strategies listed above plus:

securing $75,000 in City funds to support ongoing operation of Youth on Fire, a daytime drop-in center primarily serving unsheltered youth in Harvard Square; and inclusion of youth-serving organizations in the City's Multi-Disciplinary Outreach Team (MDOT), which conducts regular street outreach to unsheltered youth in Cambridge and collaborates with neighboring CoCs serving the unsheltered youth population that regularly crosses CoC borders.

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

1. The impact of the strategies listed above include: addition of 27 youth shelter beds in the CoC as shown by the increase in youth-dedicated shelter beds from 0 to 27 between 2015 and 2018; 100% of youth served by the Youth Supportive Housing project retained housing in CY 2017 and 36% gained or increased income; the medical outreach van that provides services to unsheltered youth served 53 clients between July 2017 and June 2018; Youth on Fire, the drop-in center that received $75,000 in City funding in the last year, served 133 youth in the past 12 months; and Youth Count data helped secure $3.3 million for Unaccompanied Youth Services in the State's FY2019 budget.

PIT and AHAR data do not demonstrate reductions in youth homelessness as a result of the CoC's efforts; however, increases observed in the number of sheltered youth and consistently high utilization of youth shelter beds demonstrates the demand for trauma-informed, inclusive and affirmative shelter resources for youth.

2. The CoC uses data from the PIT, HIC, APRs, CAPER reports, State Youth Count reports, and budget information to measure the success of the strategies described in Q3B-2.6.

3. The CoC believes these measures are imperfect but appropriate for tracking progress in our ongoing efforts to increase housing and services for youth experiencing homeless because they utilize readily available data from HMIS and other reliable sources.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

1. The CoC collaborates with youth education providers, including the LEA,

McKinney Liaisons, librarians, and Youth Centers staff, through attendance at CoC and community meetings, communication related to service provision, and participation in data collection (PIT and MA Youth Count).

2. The formal partnership between the CoC and the LEA & McKinney Liaisons is through membership on the Homeless Education Providers Committee (HEPC) convened by the Cambridge Public School Department (LEA) to better serve children experiencing homelessness. The McKinney Liaison as well as staff from CoC providers and the director of the CoC's Multiservice Center for the Homeless participate on the committee. The HEPC meets quarterly to improve identification of eligible children and provision of educational and homeless services.

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

The CoC and ESG Written Standards include policies requiring all providers to inform individuals and families of their rights and eligibility for educational services. All CoC and ESG projects serving households with children must have a staff person designated as the educational liaison that will ensure children are enrolled in school and connected with appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney Vento Title I education services. Additionally, Cambridge Public Schools maintains a resource guide and "Know Your Child's Rights" pamphlet for families experiencing homelessness on the department's website that includes general information, FAQs, and contact information for Homeless Service Coordinators and the Homeless Liaison. These resources are linked on the CoC's website and Resource Guide.

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

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

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

1. The CoC's Coordinated Entry staff, street outreach, and SSVF-funded outreach teams conduct frequent, coordinated outreach to identify, engage, and assess veterans for eligibility and referrals through the CoC's Veterans Working Group. HMIS is queried biweekly to update the by-name-list of veterans, and members from street outreach teams alert the Veterans Working Group when a previously unknown veteran is identified. The CoC's by-name list of veterans assists in efficient access to services, tracking of eligibility determinations and case notes, and tracking of whether veterans have been assessed through the CoC's Coordinated Entry system.

2. Members of the CoC's Veterans Working Group - outreach staff from the Boston VA Medical Center, SSVF & GPD, street outreach teams, shelter staff, and the City of Cambridge's Veterans Services Office - work collaboratively to assess veterans to determine eligibility for HUD-VASH, VA Medical Services, SSVF, GPD and MA Chapter 115 Veterans Benefits. The group also assists veterans in completing necessary paperwork to demonstrate and/or appeal eligibility determinations. Working Group and HMIS staff ensure that all identified veterans have been assessed through the CoC's Coordinated Entry system.

3. The Veteran's Working Group coordinates referrals to HUD-VASH, VA Medical Services, SSVF, Grant Per Diem assistance, Veterans Legal Services, and MA Veterans Benefits. The group meets every other week to engage in case conferencing, referrals, and eligibility assessment updates. They also engage in information sharing, training, and distribution of resource guides to CoC and ESG-funded providers, who refer veterans to the Working Group and/or local Veterans Services Office for eligibility determinations, assessments and referrals. Veterans service providers – specifically VA Healthcare for the Homeless and SSVF outreach staff regularly visit shelters to assess and refer veterans to appropriate services.

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   No

resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?

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

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

People of different races or ethnicities are more or less likely to receive homeless assistance.	X
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	X

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

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

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

Instructions:

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

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

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	No	Yes
Other: (limit 50 characters)		
Massachusetts HIV Drug Assistance Program	Yes	Yes

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

1. The CoC utilizes and relies on public and private resources to supplement CoC Program funds, and utilizes City and ESG funded case management services at shelters and drop-in centers to facilitate access to mainstream benefits including income support, supplemental food programs, health insurance and community health clinics, mental health and substance use services, employment programs, elder services, transportation assistance, and local and federal Veterans benefits. The CoC actively collaborates with publicly funded Fuel Assistance, Adult Education and workforce development services and CoC staff regularly attend Public Benefits Advocacy Trainings offered through the Massachusetts Continuing Legal Education and the MA Law Reform Institute. Several CoC project staff have completed SOAR training to

improve access to SSI/SSDI, staff also utilize the MA Virtual Gateway, which streamlines online applications for multiple benefits (SNAP, WIC, etc.), and case managers accompany clients to appointments to apply for SSI/SSDI/TANF/EAEDC.

2. The CoC systematically keeps program staff up-to-date on mainstream resources available to persons experiencing homelessness through regular updates to the CoC's comprehensive web-based Resource Guide for Persons Experiencing Homelessness; regular communication about available resources, updates and trainings disseminated through the CoC's newsletter; staff participation in regular regional meetings related to public benefits; and periodic trainings provided by the State's Disability Determination Service (for SSI/SSDI).

3. The CoC's Board of Directors and the City of Cambridge - in its role as the Collaborative Applicant and ESG recipient - are responsible for development of strategies to increase access to and utilization of mainstream benefits, and the City's CoC Planner is responsible for overseeing the implementation of these strategies.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	21
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	21
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

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

1. The CoC's street outreach efforts include multiple dedicated outreach teams and programs that work collaboratively to ensure that all unsheltered persons are identified, engaged with the CoC's Coordinated Entry system, and connected to needed services. Street outreach targeting unsheltered persons is

provided primarily by CASPAR's First Step Street Outreach project and the City's Multi-Disciplinary Outreach Team (MDOT), which includes staff from Healthcare for the Homeless, Professional EMS, Cambridge Police Dept Homeless Outreach Unit, MA Department of Mental Health, PATH Team, recovery coaches, Veterans services, MH crisis intervention staff and other providers. These projects provide dedicated street outreach focused on identifying and engaging with unsheltered persons, assessing need for services, encouraging acceptance of services, and assisting in accessing mainstream benefits and supportive services. Other agencies in the CoC offer street outreach services, including student-run shelters, the local needle exchange program, youth drop-in center, and faith-based organizations.

2. Street outreach teams cover the CoC's entire 6 square mile geography, and regularly visit less visible encampments in wooded areas, along the river and train tracks to ensure all unsheltered persons are identified and engaged.

3. The CoC conducts street outreach 7 days/week year-round, publicizes a phone number for the public to call if they encounter a person in need of assistance, and MDOT meets weekly to engage in cross-agency case conferencing.

4. The CoC has tailored street outreach to persons unlikely to request assistance by persistent, frequent visits and by offering essential items -food, water, toiletries, socks, underwear, transportation assistance, "pocket guides" to available services including meals, showers, health clinics, shelters, etc. - in an effort to develop rapport with persons reluctant to access services and to ensure basic needs are met.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1. The CoC has implemented the following strategies to further fair housing: adopting Written Standards that ensure housing and services are marketed to all eligible persons and to those not likely to seek out services on their own; adopting a CoC Anti-Discrimination Policy; using Coordinated Entry policies and procedures to lower participating projects' barriers and increase equity of access by clients; establishing a protocol for clients to file a Coordinated Entry discrimination complaint; implementing special outreach and mobile assessment teams as part of the Coordinated Entry system to ensure all persons are reached and assessed; including disability access indicators within the CoC's Resource Directory; participating in the City's yearly Fair Housing outreach event; and translating materials into multiple languages.

2. Staff in the Cambridge CoC speak at least 10 different languages, and have access as needed to TTY & interpretation services, including telephonic

interpretation that allows access for dozens of languages. The CoC and providers work with the Cambridge Commission for Persons with Disabilities & the MA Commission for the Deaf and Hard of Hearing to assist with providing effective communication for persons with disabilities. Being located in a linguistically diverse geography, the CoC actively monitors the level of need for written materials in different languages spoken throughout the community, and translates written materials accordingly.

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

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	22	25	3

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Administrativ...	09/14/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	CE Assessment Tool	09/14/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	CoC Rating and Ra...	09/14/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting - ...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	CoC Process for R...	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Projects Accepted...	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Project Rejection...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Local Competition...	09/14/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/14/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies and...	08/14/2018
3A-6. HDX–2018 Competition Report	Yes	FY 2018 COC Compe...	09/14/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority	09/14/2018

3B-5. Racial Disparities Summary	No	Racial Disparity ...	09/14/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administrative Plan

Attachment Details

Document Description:

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description:

Attachment Details

Document Description: Public Posting - Rate, Rank, Review & Selection

Criteria

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejection-Reduction Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description: FY 2018 COC Competition Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

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	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/14/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/12/2018
2B. PIT Count	09/12/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/14/2018
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

ATTACHMENT 1
PHA Administrative Plans

This attachment includes the following documents:

1. MA Department of Housing & Community Development (DHCD)
   a. Excerpt from Housing Choice Voucher Program Administrative Plan
2. Boston Housing Authority:
   a. PH Priority System description
   b. Priority & Preference definitions
   c. Section 8 Priority & Preferences
3. Somerville Housing Authority
   a. Public Housing Admissions & Continued Occupancy Policy
   b. Section 8 Administrative Plan excerpt
4. Arlington Housing Authority
   a. Emergency Case Plan

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.

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[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.

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 Assualt 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.

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 of 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 or DHCD policies in its housing programs with respect to occupancy of under-occupied and overcrowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD/DHCD-approved desegregation plan.

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

3. On-Site Under or Over Housed Transfers

For complete definitions of each Under or Over Housed Transfer category and the verification required for each category, please refer to Section 7.2.3 of Chapter 7, "Transfer Policy."

4. Standard (no Priority) Applicants

Standard Applicants who qualify for no priority.

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

Priority One: **Priority One:**
Displaced Due to Disaster   Displaced Due to Natural 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 Two: **Priority Two:**
(Elderly/Disabled Program Only)   Urban Renewal
                                      Condemnation

Excessive Rent Burden
Imminent Landlord Displacement

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

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

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[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 Elderlyor Disabled over other single persons. An Applicant will be given preference over an Applicant who is a Single Person who is not an Elderly or Disabled person within each waiting list Priority category.

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

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

(b)   **Veterans Preference**

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

Verification Requirement:

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

(c)   **Working Families Preference**

(1)   Definition of a Working Family:

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

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

SHA

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

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 it s 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

EMERGENCY CASE PLAN
Pursuant to 760 CMR 5.11, the Local Housing Authority (LHA): The Arlington Housing
Authority hereby adopts the following Emergency Case Plan.

I. STATEMENT OF POLICY AND PURPOSE. Through this Plan, the LHA 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. Requirements as to evidence, documentation and verification employed by the
LHA in making determinations of Emergency Case Status shall be reasonable in relation
to the realistic capacity and resources of the applicant.

II. DEFINITION OF HOMELESS APPLICANT. As required by 760 CMR 5.11 and
consistent with the definition in 5.03, the LHA shall define a "Homeless Applicant" as an
applicant who has been or is imminently faced with displacement from his/her "Primary
Residence" as a result of circumstances described in Section III below, and who:

(A)   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
(B)   has made reasonable efforts to locate alternative housing; and
(C)   has not caused or substantially contributed to the safety - or life-threatening
situation; and
(D)   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.

"Primary Residence" is defined by 760 CMR 5.03 as the principal home (domicile)
occupied by all members of an applicant household not less than nine months of the
year.

III. THE LHA SHALL GRANT PRIORITY 4 -EMERGENCY CASE STATUS to an
otherwise eligible and qualified "Homeless Applicant" who meets the definition in
Section II above, and who is displaced from his/her "Primary Residence" under the
following circumstances:

(A) Homeless and Facing a Significant Immediate and Direct Threat to the Life or Safety
of the Applicant or any Household Member for Causes Other Than the Fault of the
Applicant or Member of the Applicant Household. Applicants are "homeless and facing
a significant immediate and direct threat to life or safety" if they meet the definition set
out in Section II above. "Causes other than the fault of the applicant or member of the
applicant household" shall mean causes outside their reasonable control, including but

not limited to substandard housing conditions which directly and substantially endanger or impair the health, safety, or well-being of the family, and other circumstances as determined by the LHA.

(B) Severe Medical Emergencies. An applicant is suffering a severe medical emergency if the applicant or member of the applicant household is determined by the LHA to suffer from an illness or injury posing a severe and medically documented threat to life or safety which has been significantly caused by the lack of suitable housing or as to which the lack of suitable housing is a substantial impediment to treatment or recovery.

(C) Abusive Situation. An applicant is in an abusive situation if the applicant or member of the applicant household is determined by the LHA to be a victim of abuse as defined in the Abuse Prevention Act (G.L. c.209A, §1), which abuse constitutes a significant and direct threat to life or safety. The Abuse Prevention Act defines "abuse" as the occurrence of one or more of the following acts between "family or household members": (1) attempting to cause or causing physical harm; (2) placing another in fear of imminent serious physical harm; or (3) causing another to engage involuntarily in sexual relations by force, threat or duress. "Family or household members" are individuals who are related by blood or marriage, have a child together, or who now or formerly resided in the same household or dated each other.

IV. ADMINISTRATION OF THE PLAN

(A) Applications. Emergency Case applications shall be processed using the same application procedures, determination of eligibility procedures, verification procedures, and appeal procedures as Standard Applicants. In view of the nature of Emergency Cases, the LHA shall make every reasonable effort to process Emergency Case applications promptly and to make timely determinations of eligibility or ineligibility. If the applicant is found to be eligible and qualified, but not to qualify for Emergency Case Status, he or she shall be treated as a Standard Applicant.

(B) Placement. When an applicant has been determined by the LHA to qualify as an Emergency Case applicant, the applicant shall be offered the next appropriate and available unit, in accordance with the priority ranking of 760 CMR 5.09(1) and the preference ranking of 760 CMR 5.09(2). If no appropriate unit is then available, the applicant shall remain as an Emergency Case priority on the waiting list for each appropriate housing program and bedroom size. If the LHA determines that an applicant granted Emergency Case Status but not yet offered a unit has obtained permanent housing suitable for his/her household size and income, the applicant shall no longer be considered an Emergency Case applicant, and shall remain on the appropriate waiting lists as a Standard Applicant.

(C) Records. The LHA shall maintain records with regard to Emergency Case applicants in accordance with 760 CMR 5.16.

(D) Relationship to Affirmative Action Goals. If the LHA or DHCD at any time determines that the number of applicants granted Emergency Case Status substantially interferes with the achievement by the LHA of its Affirmative Action goals, then this Plan shall be revised, upon public notice and in conformity with DHCD requirements, to maintain a proper balance between Emergency Case and Affirmative Action applicants.

V. PROCEDURES FOR PROCESSING EMERGENCY CASE APPLICATIONS. Upon receipt of an application for Emergency Case Status, the LHA shall determine whether the applicant is apparently eligible based solely on the information in the application. If so, it shall follow the procedures below. The applicant must qualify under each of the criteria set forth below:

(A) Determine whether the applicant is a "Homeless Applicant" as defined above, and if so;

(B) Determine whether displacement has been or will be from the applicant's "Primary Residence," as defined above, and if so;

(C) Determine whether the applicant meets all of the requirements in any one of the Paragraphs (1, 2, or 3) below.

1. Requirement of Paragraph 1: The loss of housing was not caused by the fault of the applicant or household member.

2. Requirements of Paragraph 2: a. The applicant or a member of the applicant household is suffering an illness or injury which poses a severe and medically documented threat to life or safety; and b. the medical emergency has either been significantly caused by lack of suitable housing or lack of suitable housing is a substantial impediment to treatment or recovery.

3. Requirements of Paragraph 3: a. The applicant or a member of the applicant household is the victim of abuse as defined in Section III (C); and b. the abuse constitutes a significant immediate and direct threat to life or safety of the applicant or a member of the applicant household.

If the criteria in Sections V (A) and (B) and the requirements of Paragraph 1, 2 or 3 of Section V (C) above have been met, then:

(D) Determine whether the applicant is eligible under the standards set forth in 760 CMR 5.06 and 5.07.

(E) Determine whether the applicant is qualified under the standards set forth in 760 CMR 5.08.

➢ C-CAN Housing Prioritization Tool

Date of this assessment: [   ]   Assessor: [   ]

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1. In what language do you feel best able to express yourself?

    ☐ English   ☐ Amharic   ☐ Arabic
    ☐ Bengali   ☐ Chinese   ☐ Haitian Creole
    ☐ Korean   ☐ Portuguese   ☐ Somali
    ☐ Spanish   ☐ Other: [   ]
    ☐ Don't know   ☐ Refuse

---

2. Is this the first time you have been homeless in the past 5 years?

    ☐ Yes (continue to question 3)
    ☐ No (skip to question 4)
    ☐ Don't know or ☐ refuse (continue to question 3)

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3. Have you been homeless for more than 90 days?

    ☐ Yes (continue to question 4)
    ☐ No (skip to question 5)
    ☐ Don't know or ☐ refuse (skip to question 5)

---

4. In the past, have you ever received temporary assistance to help you move back into housing such as temporary rental assistance, deposits, help with moving costs, etc.?

    This question is intended to identify whether the individual or family has received rapid re-housing or similar assistance in the past. If the answer is yes, ask if they received that kind of assistance once, or if it happened more than once.

    ☐ Yes, more than once (skip to question 14)
    ☐ Yes, once (continue to question 5)
    ☐ No (continue to question 5)
    ☐ Don't know or ☐ refuse (continue to question 5)

5. How many dependents do you have with you in your care?

   If you already know the answer, just fill it in here without asking again.

   ☐ zero to three (continue to question 6)
   ☐ four or more (continue to question 6)
   ☐ Don't know or ☐ refuse (continue to question 6)

6. Are you under 25 years of age with at least one dependent under the age of 5?

   If you already know the answer, just fill it in here without asking again.

   ☐ Yes (continue to question 7)
   ☐ No (continue to question 7)
   ☐ Don't know or ☐ refuse (continue to question 7)

7. Have you ever been in jail, arrested, or accused of a crime or criminal activity (even if it wasn't true)?

   If appropriate, explain that a criminal history will not reduce the person's likelihood of Cambridge CAN prioritizing them for a housing program.

   ☐ Yes (continue to question 8)
   ☐ No (skip to question 9)
   ☐ Don't know or ☐ refuse (skip to question 9)

8. Which of these categories does your criminal history include?

   If multiple responses apply, only record the answer for the highest severity of crime. For example, if the client reports both arson and a DUI, record only "Offenses that make it extremely difficult to find housing[...]"

   ☐ Offenses that make it extremely difficult to find housing, such as arson, crime resulting in placement on the sex offender registry, production of crystal meth, etc. (continue to question 9)
   ☐ Drug offenses or crimes against person or property (continue to question 9)
   ☐ Only minor offenses, such as a moving violation, a DUI, a misdemeanor, etc. (continue to question 9)
   ☐ Don't know or ☐ refuse (continue to question 9)

9. Do you have any evictions, have you ever been asked to leave your rental apartment, or has a landlord used legal papers to ask you to leave?

As appropriate, explain that a history of eviction(s) will not reduce the person's likelihood of Cambridge CAN prioritizing them for a housing program.

☐ Yes (continue to question 10)
☐ No (skip to question 11)
☐ Don't know or ☐ refuse (skip to question 11)

10. How many evictions have you had?

As appropriate, explain that a history of eviction(s) will not reduce the person's likelihood of Cambridge CAN prioritizing them for a housing program.

☐ one or two (continue to question 11)
☐ three or more (continue to question 11)
☐ Don't know or ☐ refuse (continue to question 11)

11. Do you have friends or family members who you can stay with for a short period of time, or who can lend you money?

☐ Yes (continue to question 12)
☐ No (continue to question 12)
☐ Don't know or ☐ refuse (continue to question 12)

12. Do you have any income from any source right now?

Check off any that apply.

☐ Earned income   ☐ Unemployment insurance
☐ Supplemental Security Income (SSI)
☐ Social Security Disability Income (SSDI)
☐ VA-Service connected disability compensation
☐ VA non-service-connected disability pension
☐ Private disability insurance
☐ Worker's compensation
☐ Temporary Assistance for Needy Families (TANF)
☐ General Assistance (GA)
☐ Retirement income from Social Security
☐ Pension or retirement from a former job
☐ Child support
☐ Alimony or other spousal support
☐ Other source

☐ Yes (continue to question 13)
☐ No (skip to question 14)
☐ Don't know or ☐ refuse (continue to question 13)

13. What is your monthly income right now?

You do not need to ask the client about "AMI" specifically; referencing the table on the following page, select the corresponding option yourself based on the client's income.

Monthly income: $_____

☐ Above 30% AMI (continue to question 14)
☐ Between 16% and 30% AMI (continue to question 14)
☐ Less than 15% AMI (continue to question 14)
☐ Don't know or ☐ refuse (continue to question 14)

FY 2018 HUD income limits for Cambridge

income limit	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
30% AMI	$22,650	$25,900	$29,150	$32,350	$34,950	$37,550	$40,150	$42,750
15% AMI	$11,325	$12,950	$14,575	$16,175	$17,475	$18,775	$20,075	$21,375

14.   Does your credit history include a judgment of debt to a landlord?

☐ Yes
☐ No
☐ Don't know or ☐ refuse

Client's Housing Prioritization Tool is now complete.

➢ C-CAN Vulnerability Index Assessment

Date of this assessment: [   ]   Assessor: [   ]

1. What is the total length of time you have lived on the streets or in shelters?

   number of **years**: [   ]   number of **months**: [   ]

2. In the past 3 years, how many times have you been homeless and then become housed again?

   [   ]

3. How many times have you been to an emergency room in the past 3 months?

   [   ]

4. How many times have you been hospitalized as an inpatient in the past year?

   [   ]

5. Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions?

   a. Kidney disease, end-stage renal disease, or dialysis
      ☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

   b. History of frostbite, hypothermia, or immersion foot
      ☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

   c. Liver disease, cirrhosis, or end-stage liver disease
      ☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

   d. HIV or AIDS
      ☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

   e. History of heat stroke or heat exhaustion
      ☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

f. Heart disease, arrhythmia, or irregular heartbeat
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

g. Emphysema
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

h. Diabetes
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

i. Asthma
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

j. Cancer
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

k. Hepatitis C
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

l. Tuberculosis
☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

m. **To be answered by assessor based on observation**: Do you observe signs or symptoms of serious physical health conditions?
☐ Yes   ☐ No

6. Have you ever abused drugs/alcohol, or been told you do?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

7. Have you consumed alcohol every day during the past month?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

8. Have you ever used injection drugs or shots?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

9. Have you ever been treated for drug or alcohol abuse?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

10. **To be answered by assessor based on observation**: Do you observe signs or symptoms of alcohol or drug abuse?

☐ Yes   ☐ No

11. Are you currently or have you ever received treatment for mental health issues?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

12. Have you ever been taken to the hospital against your will for mental health reasons?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

13. **To be answered by assessor based on observation**: Do you detect signs or symptoms of severe, persistent mental illness?

☐ Yes   ☐ No

14. Do you have a physical disability that limits your mobility? (i.e. wheelchair, amputation, inability to climb stairs)

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

15. Have you ever had a serious brain injury or trauma that required hospitalization or surgery?

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

16. Are you currently receiving services from the Massachusetts Department of Mental Health (DMH)?

DMH services are not the same as simply having a therapist, counselor or psychiatrist. To be considered a client of DMH, one must have applied and have been approved to receive services from DMH, i.e. having a DMH Case Worker.

☐ Yes   ☐ No   ☐ Doesn't know   ☐ Refused

17. Please record as many ways that the client can be contacted as she/he is willing to provide. (For example, cell phone, email address, location client frequently spends time at, name of a provider they work closely with, etc.) This makes it easier for us to get in touch with them if they receive an offer of services or housing.

Client's Vulnerability Index Assessment is now complete.

ATTACHMENT 4

Objective Criteria

Please see attached Local Competition Document, publicly posted and distributed on July 6, 2018, that includes a description of the objective selection criteria, and a copy of the scoring tool used in the FY18 competition (p. 7-8). Please note the description on page 5 related to the method for evaluating DV providers.

FY 2018 Continuum of Care (CoC) Program Competition
LOCAL COMPETITION INFORMATION

CONTENTS

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) provides federal funding for homeless programming through the Continuum of Care (CoC) Homeless Assistance Program. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

HUD is making available approximately $2 billion in Fiscal Year 2018 for the CoC Program. The Cambridge CoC is eligible to apply for up to $4,781,420[1]. This amount includes the CoC's Annual Renewal Demand of $4,322,638, $259,358 in Bonus funds, and $199,424 in Domestic Violence (DV) Bonus funds. The 2018 Competition opened on June 20 and will close on September 18, 2018.

The Cambridge Department of Human Service Programs (DHSP) coordinates the annual process and prepares the consolidated application for funding for the Cambridge CoC. This document provides information to Cambridge CoC stakeholders, subrecipients and other interested parties about the local process leading up to submission of an application to HUD, including the steps required to submit an application for renewal funding, the steps required to submit a proposal for new funding, and the CoC's procedures for reviewing, scoring, ranking and reallocating projects.

FUNDING PARAMETERS

Like past years, the 2018 CoC Competition is highly competitive, with HUD placing increasing emphasis on reallocating resources based on performance. The 2018 Notice of Funding Availability (NOFA) explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoCs to competitively rank all projects (except Planning projects) in two tiers.

Cambridge Annual Renewal Demand (ARD):	$4,322,638
Tier 1 (94% of ARD):	$4,063,279
Tier 2 (12% of ARD): 6% of ARD ($259,358) + Bonus ($259,358) + DV Bonus ($199,424)	$718,140

CoCs may create the following types of new projects by using amounts available through the bonus process or by making funds available through reallocation. Reallocation is when a CoC shifts funds in whole or part from existing renewal projects to create one or more new projects without decreasing the CoC's ARD. CoCs may also apply to expand renewal projects if they fall within the eligible new project types.

1. CoCs may create new Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families (including unaccompanied youth) or that meet the requirements of "DedicatedPLUS" as defined in the NOFA;

2. CoCs may create new Rapid Rehousing (RRH) projects that will serve homeless individuals and families (including unaccompanied youth) coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations; and

3. CoCs may create new Joint Transitional Housing (TH) and RRH projects that provide TH units and short or medium term tenant-based rental assistance (RRH) in one project.

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[1] The Cambridge CoC can apply for its Annual Renewal Demand ($4,322,638) plus up to $458,782 in Bonus funds.

New and existing agencies are encouraged to apply for new projects. All agencies interested in applying for a new project in the 2018 competition must complete and submit a New Project proposal form. The New Project proposal form will be posted to the CoC's website on 7/6/2018.

HUD'S SELECTION PROCEDURES

As described above, the 2018 competition requires CoCs to rank 6% of the ARD in Tier 2 plus the amount available for Bonus and DV Bonus projects. It is likely that projects ranked in Tier 1 will be conditionally awarded by HUD if they pass eligibility and threshold reviews. HUD will select projects ranked in Tier 2 by point value and in order of CoC score. All projects ranked in Tier 2 are at risk of nonrenewal.

As in the 2017 competition, projects will be allowed to "straddle" tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1, and may fund the Tier 2 portion of the project depending on the CoC score and other factors. If HUD does not fund the Tier 2 portion of the project, HUD may award project funds at the reduced amount provided the project is still feasible with reduced funding.

CoC Scoring

HUD will score CoCs on the following 200 point scale. CoC level scores impact likelihood of Tier 2 projects being selected for funding.

1.	Coordination and Engagement	48
2.	Project Ranking, Review and Capacity	29
3.	Homeless Management Information System	13
4.	Point-in-Time Count	6
5.	System Performance	56
6.	Performance and Strategic Planning (progress toward meeting Federal Strategic Plan goals)	48

Tier 2 Scoring

HUD will assign point values to all projects ranked in Tier 2. Projects will be selected by point value and in the order of CoC score.

1.	CoC Score	Up to 50 points
2.	CoC Project Ranking	Up to 40 points
3.	Commitment to Housing First	Up to 10 points

HELPFUL RESOURCES

Please utilize the following websites for important documents and updates, and please reach out to DHSP staff with any questions related to the 2018 competition.

Cambridge CoC's NOFA Page:
http://cambridgecoc.org/category/nofa/

HUD's NOFA Competition Page:
https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

COMPETITION TIMELINE

Su	M	T	W	Th	F	S	
1	2	3	4	5	6	7	7/6: Local Competition Procedures posted; Renewal Applications[2] distributed New Project proposal form[3] posted and distributed
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	7/17: July CoC meeting @ 10:30 at Central Sq. Library – NOFA Q&A
22	23	24	25	26	(27)	28	7/27: Deadline for submission of Renewal Applications
29	30	31	1	2	(3)	4	7/30: Funding Priorities Survey distributed 8/3: Deadline for submission of New Project proposals
5	6	7	8	9	10	11	8/10: Renewal Project scores & Reallocation Assessments completed
12	13	14	(15)	16	17	18	8/15: Deadline for submission of Funding Priorities Survey
19	20	21	22	23	24	25	8/20-8/24: Evaluation Panel meets to review project scores, select new project proposals and determine Project Rankings
26	27	28	29	30	31	1	8/31: Subrecipients notified of score & rank; rankings posted to CoC website
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9/13: Full CoC Application posted to website
16	17	18	19	20	21	22	9/18: Final deadline for DHSP to submit application to HUD

Important Deadlines

7/27:   Renewal Applications due to DHSP staff

8/3:   New Project Proposals due to DHSP staff

8/15:   Funding Priorities Survey due to DHSP staff

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[2] Please note that this is a local Renewal Application, not the esnaps form.
[3] Please note that this is a local proposal form, not the esnaps application.

PROJECT REVIEW, SCORE & RANKING PROCEDURES

The CoC Program regulations and the FY 2018 CoC Program NOFA requires CoCs to evaluate and rank all project applications as part of the annual application process. The Cambridge CoC via the Board's Evaluation Panel will comprehensively evaluate all new and renewal projects based on quality and performance to strategically allocate resources available to the CoC through the FY 2018 competition.

Process & Responsibilities

To review, score and rank projects, the CoC will follow the following process, designed to be fair, inclusive and transparent. The CoC Board's Evaluation Panel is responsible for making final decisions related to project ranking and reallocation. Project scores, ranking, and reallocation decisions will be disseminated to all project applicants by DHSP staff by August 31, 2018.

Procedure for Renewal Projects	Responsible Party	Deadline
1. Complete Renewal Application and submit to DHSP staff	Subrecipient agency	7/27
2. Submit original Match letters to DHSP staff	Subrecipient agency	8/3
3. Complete esnaps forms	DHSP staff	Week of 8/6
4. Complete Project Scoring & Reallocation Assessment	DHSP staff	7/30 – 8/10
5. Evaluation Panel meets to determine final rankings	CoC Evaluation Panel	8/20-8/24
6. Notify subrecipients of score & rank	DHSP staff	8/31
7. Submit Renewal Application & Priority Listing to HUD	DHSP staff	9/18

Procedure for New Projects	Responsible Party	Deadline
1. Complete New Project Proposal and submit to DHSP staff	Subrecipient agency	8/3
2. Complete Project Scoring	CoC Evaluation Panel	8/20-8/24
3. Evaluation Panel meets to determine final score & ranking	CoC Evaluation Panel	8/20-8/24
5. Notify subrecipients of score & rank	DHSP staff	8/31
4. Complete esnaps forms	DHSP staff	Week of 9/3
6. Submit original Match letters to DHSP staff	Subrecipient agency	9/5
7. Submit New Project Application & Priority Listing to HUD	DHSP staff	9/18

Data Sources for Evaluating Projects

The Cambridge CoC will rank all projects using objective criteria to evaluate past performance, and assessments of the degree to which projects improve the CoC's system performance, progress toward meeting Federal Strategic Plan goals, and contributions to local funding priorities. The following components will be considered by the CoC Board's Evaluation Panel when evaluating new and renewal projects: Project Score (NOFA Scorecard); CoC Funding Priority Recommendations; and Reallocation Assessments.

1. Project Score (NOFA Scorecard) – the Collaborative Applicant (DHSP staff) will complete a NOFA Scorecard for each renewal project. The NOFA Scorecard includes objective data agreed upon by the CoC's Homeless Services Planning Committee and the CoC's Evaluation Panel. Data sources include projects' Annual Performance Report (APR), and DHSP's records related to timely submission of data reports. *Projects operated by victim service providers will be evaluated using non-identified APR data generated from a comparable database.* NOFA Scorecards including performance goals for each project type are included at the end of this section for reference. First time renewals and projects without a full year of performance data will be assigned the median score and if necessary will be ordered based on Evaluation Panel scores from their original application for funding. Project scores for new project proposals will be completed by the Evaluation Panel based on submitted proposals using the criteria published in the New Project proposal form.

2. CoC Funding Priority Recommendations – Active members of the CoC (organizations and members who have been present at 50% or more of CoC meetings in the past 12 months) indicate preferences and recommendations related to local funding priorities and ranking strategy in an annual survey administered during the CoC competition. The CoC Board's Evaluation Panel considers these local funding priority recommendations when determining project rankings.

3. Reallocation Assessments - Each Renewal Project will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming while also considering the special needs of subpopulations served by each project. Completed Reallocation Assessments will be provided to the Evaluation Panel to inform Reallocation decisions. Reallocation Assessments include information related to projects' contributions to policy priorities and system performance collected through local Renewal Applications, and helps the CoC to consider the severity of needs and vulnerabilities experienced by project participants.

	Question	Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

NOFA Scorecards by Project Type
The following pages show the NOFA Scorecards for renewal and new projects, including data sources and point values.

NOFA Scorecard - Renewal Projects	Data Source (new APR)	Data Source (old APR)	Max	Scale		Score
CLIENT OUTCOMES						
Housing Stability						
% of clients remaining in PH or exiting to permanent destination	Q23a, Q23b	Q29a1, Q29a2	20	> 98%	20	
				96 - 97.9%	18	
Goal: > 90%				94 - 95.9%	16	
				92 -93.9%	14	
				90 - 91.9%	12	
				82.5 - 89.9%	10	
				75 - 82.4%	8	
				67.5 - 74.9%	6	
				60 - 67.4%	4	
				< 60%	0	
Access to income & benefits						
% of adults who increased total income	Q19a3	Q24b3	10	> 40%	10	
				40%	8	
Goal: > 35%				36 - 39%	6	
				32 - 35%	4	
				28 - 31%	2	
				<28%	0	
% of households receiving non-cash benefits	Q20b	Q26a2, Q26b2	10	100%	10	
				95 - 99.9%	8	
Goal: > 85%				90 - 94.9%	6	
				85 - 89.9%	4	
				80 - 84.9%	2	
				< 80%	0	
HUD & LOCAL PRIORITIES						
Housing First			2	Project is Housing First	2	
Project must meet Housing First Threshold as indicated in application.	Project application	Project application		Not Housing First	0	
Priority populations			4	4 populations	4	
Project can receive 1 point for each priority population served (Chronically Homeless, Veterans, Youth, Households with Children). To receive points, at least 50% of households served during the reporting year must be a priority population.	Q5a, Q8	Q8, Q16, Q21		3 populations	3	
				2 populations	2	
				1 populations	1	
				0 populations	0	
Populations with intensive service needs	Q13, Q14	Q18, Q19	4	4 populations	4	
Project can receive 1 point for each population with intensive service needs: serious mental illness; substance use; chronic health condition (HIV/AIDS, developmental and physical disability); and domestic violence. To receive points, at least 50% of households served during the reporting year must be a population with intensive service needs.				3 populations	3	
				2 populations	2	
				1 populations	1	
				0 populations	0	
Dedicated units for Chronically Homeless	HIC / Proj. App.	HIC / Proj. App.	20	# of dedicated CH units	up to 10	
1 points per unit (max 10) plus up to 10 points for percentage of units dedicated (100% = 10, 90%=9, 80%=8, etc.)				% of dedicated units	up to 10	
PROJECT CAPACITY						
HMIS Data Quality						
Exits to known destinations	Q6	DQ report	5	< 5%	5	
				5 - 20%	4	
Maximum points for less than 5% missing destination data. Projects with 0 exits will receive full points.				20 - 40%	3	
				40 - 60%	2	
				80 - 40%	1	
				> 80%	0	
Data completeness	Q6	DQ report	10	10 elements <10% error rate	10	
Maximum points when error rate is below 10% for each of the following 10 universal data elements: DOB, Race, Ethnicity, Gender, Veteran Status, Relationship to HoH, Disabling Condition, Income at entry, Income at annual assessment, and Income at Exit. Example: 10 points for low error rate on all 10 elements, 7 points for error rate below 10% on 7/10 elements.				9 elements <10% error rate	9	
				8 elements <10% error rate	8	
				7 elements <10% error rate	7	
				6 elements <10% error rate	6	
				5 elements <10% error rate	5	
				4 elements <10% error rate	4	
				3 elements <10% error rate	3	
				2 elements <10% error rate	2	
				1 element <10% error rate	1	
Utilization Rate	Q2	Q10, 11	5	> 90%	5	
Average daily bed utilization				85 - 90%	3	
				80 - 84.9%	1	
				< 80%	0	
Reporting deadlines	DHSP records	DHSP records	5	All deadlines met	5	
Project meets all reporting deadlines.				Any deadline missed	0	
Expenditures/Recaptures	DHSP records	DHSP records	5	≤ 90% of budget spent	5	
Project expends contracted budget.				< 90% of budget spent	0	
TOTAL SCORE			100			0

NEW PROJECT SCORECARD

Component	Maximum Points	Points Awarded
Experience		
Proposal demonstrates that the applicant is experienced in working with the target population and in providing housing similar to that proposed in the application. Application provides concrete examples showing experience and expertise in working with and addressing the target population's housing and supportive service needs.	15	
Proposal demonstrates that the applicant is experienced with effectively utilizing federal funds and/or other public funding. Application provides concrete examples showing experience in managing basic organization operations including capacity to submit required reports on existing grants, and financial accounting systems to ensure timely expenditures of grant funds.	10	
Project Design and Activities		
Housing First – proposal indicates a clear commitment to a Housing First program design and includes required assurances related to screening and termination, and includes applicant's experience operating or contributing to a Housing First program.	10	
Application clearly describes proposed activities and target population; demonstrates the community's need for the proposed project activities; and demonstrates an understanding of the needs of the clients to be served.	10	
Application demonstrates that the type and location of the housing proposed will fit the needs of the clients to be served. If another entity is providing the housing or subsidy, a letter of commitment must be included with the proposal form.	5	
Application demonstrates a clear plan to assist clients to rapidly secure and maintain housing that is safe, affordable, accessible, and meets their needs.	5	
Application clearly describes how clients will be assisted in obtaining mainstream benefits.	5	
Application clearly describes how clients will be assisted to increase employment and/or income.	5	
Application clearly describes the types of supportive services that will be offered to clients, including the role of project staff and coordination with other providers, to maximize positive outcomes for clients.	5	
Proposal describes client outcome goals will improve the CoC's progress toward meeting Federal Strategic Plan goals and improving system-level performance.	5	
Financial		
Budget request is reasonable and appropriate, items align with project activities; and costs are within funding guidelines.	15	
Match amount is documented and meets requirements.	5	
Timeliness		
Application clearly describes a plan for rapid implementation of the project, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	5	
Total	100	

PROCESS FOR REALLOCATION

Voluntary Reallocation

Subrecipient agencies must complete a local Renewal Application form for each project for which they are seeking renewal funding. The local Renewal Application includes a section on Voluntary Reallocation that will provide agencies with an opportunity to voluntarily reallocate funds. CoC Board Evaluation Panel members will be responsible for determining how to reallocate funds based on New Project proposal scores and the CoC's Funding Priorities recommendations.

Involuntary Reallocation

Each Renewal Project[4] will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming. Completed Reallocation Assessments will be provided to the Evaluation Panel alongside Project Scores to inform Reallocation decisions.

Reallocation Assessment

Question		Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

Applying for New Projects using Reallocated Funds

New and existing agencies are encouraged to apply for new projects using reallocation funds. Interested agencies should review materials posted on the CoC's website, and should reach out to DHSP staff to discuss any questions related to the process.
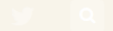
All agencies interested in submitting an application for a new project in the 2018 competition must complete and submit a New Project proposal form. The CoC Board's Evaluation Panel will evaluate and score all New Project proposals. Depending on the number of proposals received and the amount of reallocation funds available, the Panel will determine whether New Projects will be submitted as PH Bonus Projects or as Reallocation projects.

---

[4] First time renewal projects cannot be reallocated.

ATTACHMENT 6
CoC Rating and Review Procedure – Public Posting

- 7/6/2018 screenshot of website public posting of New Project Proposal Form & Local Competition Information document including Project Review, Score & Ranking Procedures & Process for Reallocation

- 7/10/2018 screenshot of Twitter posting of New Project Proposal opportunity

- Screenshot showing dates and times of public postings of: New Project Proposal request – including rate, rank review & selection criteria - (7/6/18) & project rankings (8/30/18)

- Screenshot of email sent to full CoC Listserv on 7/6/18 announcing Availability of Funding & Local Competition Information

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Home › Blog › 2018 CoC Competition: New Project Proposal Form available

📅 July 6, 2018 4:50 pm   👤 Liz Mengers

The 2018 CoC Program competition offers the opportunity to include New Project submissions in the CoC's application for funds from the U.S. Department of Housing and Urban Development (HUD). Organizations interested in applying for a new CoC project through the Bonus or Domestic Violence Bonus process should complete the New Project Proposal Form.

To be considered for inclusion in the CoC's submission, applicants must submit a completed cover sheet, budget form, and a brief narrative as described in Section VII of the New Project Proposal Form. **Submissions must be received by August 3**, and completed forms will be reviewed and evaluated by the CoC as described in the Form and in the Local Competition Information document.
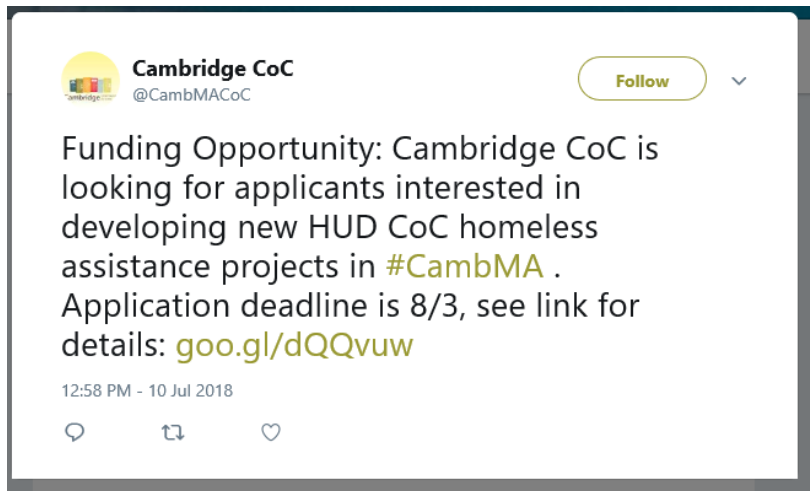
The CoC welcomes and encourages proposals from all interested organizations, including those that have not previously received CoC Program funding.

We encourage all organizations interested in applying for a new project to attend the July 17 CoC meeting. If you are interested in applying and cannot attend the meeting, please reach out to Liz at emengers@cambridgema.gov if you have any questions or need additional information about the application process.

Download the New Project Proposal Form here: 2018_CoC_NewProjectProposal
Download the Housing Budget Workbook here: FY2018_NewProject_HousingBudgetWorkbook

Categories: NOFA

Cambridge CoC
@CambMACoC

Follow

Funding Opportunity: Cambridge CoC is looking for applicants interested in developing new HUD CoC homeless assistance projects in #CambMA . Application deadline is 8/3, see link for details: goo.gl/dQQvuw

12:58 PM - 10 Jul 2018

This message was re-tweeted regularly through the month of July as shown in screenshot below.

Cambridge CoC @CambMACoC · Jul 24
Funding Opportunity: Cambridge CoC is looking for applicants interested in developing new HUD CoC homeless assistance projects in #CambMA . Application deadline is 8/3, see link for details: goo.gl/dQQvuw

Cambridge CoC Retweeted

Central Square MA @CentralSquareMA · Jul 24
The @CambridgePolice is running a donation drive with @CambMA until July 31 to collect sanitary wipes, sunscreen, socks, & snacks for the local homeless!

#CentralSQ #CambMA

Cambridge Police @CambridgePolice
Even with the warmer weather our #CambMA residents who are homeless need continued support. Help us and our partners collect sanitary wipes, sunscreen, socks and snacks at five drop-off location now until July 31st.

4   2

Cambridge CoC @CambMACoC · Jul 22
Funding Opportunity: Cambridge CoC is looking for applicants interested in developing new HUD CoC homeless assistance projects in #CambMA . Application deadline is 8/3, see link for details: goo.gl/dQQvuw

Cambridge CoC @CambMACoC · Jul 20
Funding Opportunity: Cambridge CoC is looking for applicants interested in developing new HUD CoC homeless assistance projects in #CambMA . Application deadline is 8/3, see link for details: goo.gl/dQQvuw

Cambridge CoC @CambMACoC · Jul 20
Funding Opportunity: #CambMA is seeking qualified applicants to administer the

Home › NOFA

2018 CoC Competition Project Rankings

📅 August 30, 2018 7:36 pm   👤 Liz Mengers   💬 No comments

The CoC Board's Evaluation Panel met on Thursday, August 23 to determine the ranking strategy for the FY 2018 CoC Program competition. The project scores and ranks are listed here. The full CoC Application and Priority Listing will be posted to the website in early September.

CONTINUE READING

2018 CoC Competition: New Project Proposal Form available

📅 July 6, 2018 4:50 pm   👤 Liz Mengers

The 2018 CoC Program competition offers the opportunity to include New Project submissions in the CoC's application for funds from the U.S. Department of Housing and Urban Development (HUD). Organizations interested in applying for a new CoC project through the Bonus or Domestic Violence Bonus process should complete the New Project Proposal Form. To be […]

CONTINUE READING

2018 CoC Progam Competition

📅 June 29, 2018 2:04 pm   👤 Liz Mengers

Each year the Cambridge Continuum of Care (CoC) applies for funds for homeless services from the U.S. Department of Housing and Urban Development (HUD). This annual grant competition brings about $4 million to the City's continuum of housing and services. HUD has posted the 2018 CoC Program Notice of Funding Availability (NOFA), and the CoC […]

CONTINUE READING

Ignore
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Forward to: TEST
HMIS Message...
Create New
Example Auto...
Done
To Manager
Reply & Delete

Move
Rules
OneNote
Actions

Assign Policy
Mark Unread
Categorize
Follow Up

Translate

Find
Related
Select

Zoom

Report Message

Delete   Respond   Quick Steps   Move   Tags   Editing   Zoom   Protection

LM

Fri 2018-07-06 1:03 PM

Liz Mengers <emengers=cambridgema.gov@mail71.atl51.rsgsv.net> on behalf of Liz Mengers <emengers@cambridgema.gov>

Cambridge CoC Funding Opportunities

To   Colangelo, Marianne

If there are problems with how this message is displayed, click here to view it in a web browser.

Cambridge CONTINUUM OF CARE

Good afternoon,

The Cambridge CoC is seeking proposals for three funding opportunities:

1. **FY 2018 CoC Program Competition**: Cambridge is eligible to apply for $259,358 in Bonus funds, and up to $199,424 in Domestic Violence Bonus funds through the current competition. The CoC welcomes and encourages proposals from all interested organizations, including those that have not previously received CoC Program funding. The New Project Proposal form must be submitted by **August 3**, and is posted on the website here: http://cambridgecoc.org/2018-coc-competition-new-project-proposal-form-available/

2. **Emergency Solutions Grant Housing Search**: The City of Cambridge Department of Human Service Programs (DHSP) is seeking responses from experienced nonprofit organizations to provide housing search and placement services funded by the Rapid Rehousing component of the Department of Housing and Urban Development (HUD) funded Emergency Solutions Grant (ESG) program. The submission deadline is **July 23**, and the Request is posted

Attachment 7
CoC's Process for Reallocation

The CoC did not reallocate projects in whole or part in the FY 2017 competition. This attachment includes:

➤ Process for Reallocation as described in the Local Competition Information document, posted publicly and distributed on 7/6/2018.
➤ Reallocation calculation demonstrating the CoC meets the requirements for **Option 2 in Q1E-4**

PROCESS FOR REALLOCATION

Voluntary Reallocation

Subrecipient agencies must complete a local Renewal Application form for each project for which they are seeking renewal funding. The local Renewal Application includes a section on Voluntary Reallocation that will provide agencies with an opportunity to voluntarily reallocate funds. CoC Board Evaluation Panel members will be responsible for determining how to reallocate funds based on New Project proposal scores and the CoC's Funding Priorities recommendations.

Involuntary Reallocation

Each Renewal Project[1] will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming. Completed Reallocation Assessments will be provided to the Evaluation Panel alongside Project Scores to inform Reallocation decisions.

Reallocation Assessment

Question		Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

Applying for New Projects using Reallocated Funds

New and existing agencies are encouraged to apply for new projects using reallocation funds. Interested agencies should review materials posted on the CoC's website, and should reach out to DHSP staff to discuss any questions related to the process.

All agencies interested in submitting an application for a new project in the 2018 competition must complete and submit a New Project proposal form. The CoC Board's Evaluation Panel will evaluate and score all New Project proposals. Depending on the number of proposals received and the amount of reallocation funds available, the Panel will determine whether New Projects will be submitted as PH Bonus Projects or as Reallocation projects.

---

[1] First time renewal projects cannot be reallocated.

	ARD	REALLOCATION					
FY2014	$3,685,626						
FY2015	$3,719,124	$479,721					
FY2016	$4,053,356	$284,606					
FY2017	$4,020,064		FY14 - 18 Reallocation / FY14 ARD				
FY2018	$4,322,638	$99,892					
		$864,219		$864,219 / $3,685,626 =	23.4%		

Question Status: Answered

Thank you for submitting a question via the HUD Exchange. The response to your question is listed below.

Requestor Name: Liz Magargee

Requestor Email: emengers@cambridgema.gov

Question Related To: e-snaps

Question ID: 102925

Question Subject:

1E-4 clarification: 20% reallocation question

Question Text:

Can you please clarify the method that will be used to calculate whether or not a CoC meets the 20 percent reallocation between FY 2013 and FY2017. Does this mean that the CoC's total reallocation amount between 2013 and 2017 will be divided by the 2017 ARD, or that the total reallocation amount will be divided by the cumulative ARD between 2013 and 2017?

For example, if your CoC has an ARD of $5,000,000 for each of those years, and each year between 2013 and 2016 it reallocated $250,000 for a cumulative total of $1,000,000 reallocated. Would the calculation be $1,000,000/the FY 2017 ARD of $5 million, or would the calculation be $1,000,000/the cumulative ARD over time of $25 million?

Thanks for your help,
Liz

Response:

In order to determine if a CoC reallocated at least 20 percent of the CoC's ARD in FY 2013, FY 2014, FY 2015, and FY 2016 CoC Program Competitions, HUD will take the total amount of new reallocation renewal projects that were listed on the FY 2013 through FY 2016 reallocation forms, add those numbers together, and then divide this number by the CoC's FY 2013 CoC Program Competition ARD amount.

Informational Note about Resources: Numerous resources are provided on *CoC Program Competition: e-snaps Resources* page and the *Frequently Asked Questions* on the HUD Exchange. These resources and FAQs have been developed to support CoCs and Project Applicants in the successful submission of their applications. More resources and

Please note that the CoC replicated the methodology explained in the AAQ using FY 14 - FY 18.

ATTACHMENT 8

Q1E-5a – Project Application Written Acceptance Notifications

This attachment includes:
1. Screen capture of public posting of rankings document, posted on 8/30/2018
2. Project Rankings as posted on 8/30/2018 and included in notifications to applicants on 8/28/2018
3. Copies of emails sent to each subrecipient project applicant on 8/28/2018 notifying them their applications were accepted and ranked.

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Home > Blog > 2018 CoC Competition Project Rankings

📅 August 30, 2018 7:36 pm   👤 Liz Mengers   💬 No comments

The CoC Board's Evaluation Panel met on Thursday, August 23 to determine the ranking strategy for the FY 2018 CoC Program competition. The project scores and ranks are listed here. The full CoC Application and Priority Listing will be posted to the website in early September.

Categories: NOFA

Cambridge
CONTINUUM OF CARE

FY 2018 CoC Competition: Project Rankings
Cambridge CoC

Project Name	Project Type	Score	Rank	Budget	Reallocation	Cumulative Total	
Heading Home: Cambridge Stepping Stone PSH	PH - PSH	95	1	$473,921		$473,921	
HomeStart: Key PSH	PH - PSH	92	2	$902,019		$1,375,940	
Heading Home: Cambridge Homeless to Housing PSH	PH - PSH	91	3	$319,317		$1,695,257	
Heading Home: Solid Ground PSH	PH - PSH	86	4	$97,747		$1,793,004	
Transition House: T-House PSH	PH - PSH	85	5	$213,305		$2,006,309	
HomeStart: Going Home PSH	PH - PSH	83	6	$588,898		$2,595,207	
Cambridge Coordinated Intake Expansion	Coord. Entry	79*	7	$464,951		$3,060,158	
Cambridge Coordinated Intake	Coord. Entry	79*	8	$12,624		$3,072,782	
Cambridge Dedicated HMIS	HMIS	79*	9	$20,230		$3,093,012	Tier 1
Cambridge Dedicated HMIS Expansion	HMIS	79*	10	$14,770		$3,107,782	$4,063,279
AAC: Supportive Housing Ending Homelessness	PH - PSH	79*	11	$116,034		$3,223,816	
Transition House: PSH Expansion	PH - PSH	79*	12	$60,759		$3,284,575	
Bridge PSH Expansion	PH - PSH	79*	13	$103,517		$3,388,092	
TRA for Families	PH - PSH	73	14	$121,125		$3,509,217	
PRA: YMCA SRO Project	PH - PSH	70	15	$297,089		$3,806,306	
TRA for Individuals	PH - PSH	63	16	$122,280		$3,928,586	
AAC: Youth Rapid Rehousing Project (Reallocation + Bonus)	PH - RRH		17	$134,693		$4,063,279	
Just-A-Start: Rapid Rehousing Project	PH - RRH	51	18	$294,160		$4,357,439	
DV BONUS: Transition House/JAS RRH	PH - RRH		19	$108,473		$4,465,912	
DV BONUS: Transition House DV Housing Navigator	Coord. Entry		20	$90,860		$4,556,772	Tier 2
BONUS: HomeStart Key Expansion	PH - PSH	92	21	$100,841		$4,657,613	$716,340
BONUS: HomeStart Going Home Expansion	PH - PSH	83	22	$80,500		$4,738,113	
BONUS: AAC SHEH Expansion	PH - PSH	79	23	$41,506		$4,779,619	
AAC: Youth Supportive Housing					$47,562		
Vinfen: Cambridge CBFS PSH					$53,330		
FY 2018 CoC Planning Grant (not ranked)	Planning			$129,679			
TOTAL REQUEST				**$4,909,298**			

Tier 1 Maximum (94% of Renewal Demand)		$4,063,279
Tier 2 (6% of Renewal Demand + DV Bonus + Bonus funds)		$718,140
Planning Grant		$129,679
TOTAL AVAILABLE FUNDING		**$4,911,098**

The 2018 ranking approach prioritizes preserving high performing Permanent Supportive Housing projects and projects that support HUD mandated functions (HMIS and Coordinated Entry), and utilizes Reallocation and Bonus funds to expand services for unaccompanied youth through a new Rapid Rehousing project. Projects are prioritized and ranked by score in the following categories: (1) Renewal PSH; (2) Coordinated Intake; (3) HMIS; (4) New project with Reallocation funds; (5) Renewal Rapid Rehousing; (6) DV Bonus projects; (7) Expansion projects with Bonus funds. If the DV Bonus projects are awarded through the DV Bonus category, the projects below them will move up in rank.

*HUD mandated projects and renewals without a full year of performance data were assigned the average score for ranking purposes.

From:	Mengers, Elizabeth
To:	Lori Cain
Cc:	McCarthy, Michelle
Subject:	2018 CoC Program competition - HomeStart project rankings
Date:	Tuesday, August 28, 2018 5:14:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf
	2018_HS_GoingHome_Scorecard.xlsx
	2018_HS_Key_Scorecard.xlsx

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods.

The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Lori, both expansion projects were approved, but one will go in without the unit (just staff costs) to ensure that the total Bonus request for the CoC is within the maximum allowable. If the DV Bonus projects are awarded through the DV Bonus allocation, then the HomeStart expansion requests will move up in rank.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.
Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

From:	Mengers, Elizabeth
To:	"Hannah Lodi"
Cc:	Levin, Josh
Subject:	2018 CoC Program competition - CHA project rankings
Date:	Tuesday, August 28, 2018 5:16:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf
	2018_PRA_Scorecard.xlsx
	2018_TRA_FAM_Scorecard.xlsx
	2018_TRA_IND_Scorecard.xlsx

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods.

The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.

Thanks,

Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

From:	Mengers, Elizabeth
To:	"Nancy Mahan"
Cc:	Payack, Michael
Subject:	2018 CoC Program competition - Bridge PSH project ranking
Date:	Tuesday, August 28, 2018 5:17:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. The Bridge PSH project has been accepted and will be ranked in Tier 1 on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.
Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

From:	Mengers, Elizabeth
To:	"Yahaira Bautista"; Kristen Lascoe
Cc:	McCarthy, Michelle
Subject:	2018 CoC Program competition - AAC project rankings
Date:	Tuesday, August 28, 2018 5:16:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf
	AAC_Youth_RRH_Budget_DRAFT.xlsx

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications – SHEH and the YSH reallocation – have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods. The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

As discussed last week, as an alternative approach to the requested expansion of the Youth Supportive Housing project, the Evaluation Panel voted to reallocate the YSH grant and use those reallocated funds ($47,562), plus $53,330 in reallocation funds plus $33,801 in Bonus funds to create a new Rapid Rehousing project ($134,693), which has been ranked in Tier 1. The Panel strongly recommended that the CoC and AAC explore partnering with organizations experienced in implementing rapid rehousing projects to assist with this project. We can discuss this further as we work to complete the HUD application in the coming weeks.

Michelle McCarthy will be working on the HUD application and will be in touch as she works through the forms. Since this will be submitted as a new project with a different component type, she will be reaching out for assistance with various aspects of the narrative. I've attached a draft budget that includes funds for staff, supportive services and TBRA for 4 1BRs. Please review and let us know if you would like to make any changes. Please submit a match letter to Michelle (scanned version is fine) by Friday, September 7. The minimum match amount is $33,674.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.
Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. The Coordinated Entry project applications have accepted and will be ranked in Tier 1 on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.

Thanks,

Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods.

The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.

Thanks,

Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

From:	Mengers, Elizabeth
To:	"Elizabeth Winston"; Gerry Zipser
Cc:	Payack, Michael
Subject:	2018 CoC Program competition - Just A Start project ranking
Date:	Tuesday, August 28, 2018 5:16:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf
	2018_JAS_RRH_Scorecard.xlsx

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods.

The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly. Although the RRH project is ranked in Tier 2, we are hopeful that the ranking at the top of Tier 2 will result in a full award as has been the case for the past few years. We are also optimistic that the bonus project partnership with Transition House will be selected through the special DV Bonus process defined in the NOFA.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.

Thanks,

Liz

Liz Mengers Magargee
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Good afternoon,

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As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods.

The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

Although the DV Bonus projects are ranked in Tier 2, we are hopeful that HUD will select and award these projects through the special DV Bonus process. As I continue working on the system application, I may reach out to you for assistance in estimating DV prevalence rates and other items to help support our case for the need for these projects in our community. Mike and Josh will be working on completing the HUD project application forms for the DV Bonus projects, and will be in touch next week with additional information and/or questions. Please note that we will need scanned versions of match letters for the new projects by September 7.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.
Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org
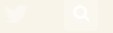
ATTACHMENT 9

Q1E-5.
The Cambridge CoC (MA-509) did not reject or reduce any project applications in the FY 2018 competition.

Projects that were reallocated indicated interest in reallocation during the local competition process, and were notified by email on 8/30 of the reallocation/ranking decisions made by the CoC Board's Evaluation Panel.

Need Help?

Cambridge
CONTINUUM OF CARE

About Us   How We Help   About Homelessness   HMIS   Resources   News & Events   Get Involved

Home > Blog > 2018 CoC Competition Project Rankings

📅 August 30, 2018 7:36 pm   👤 Liz Mengers   💬 No comments

The CoC Board's Evaluation Panel met on Thursday, August 23 to determine the ranking strategy for the FY 2018 CoC Program competition. The project scores and ranks are listed here. The full CoC Application and Priority Listing will be posted to the website in early September.

Categories: NOFA

Cambridge
CONTINUUM OF CARE

FY 2018 CoC Competition: Project Rankings
Cambridge CoC

Project Name	Project Type	Score	Rank	Budget	Reallocation	Cumulative Total	
Heading Home: Cambridge Stepping Stone PSH	PH - PSH	95	1	$473,921		$473,921	
HomeStart: Key PSH	PH - PSH	92	2	$902,019		$1,375,940	
Heading Home: Cambridge Homeless to Housing PSH	PH - PSH	91	3	$319,317		$1,695,257	
Heading Home: Solid Ground PSH	PH - PSH	86	4	$97,747		$1,793,004	
Transition House: T-House PSH	PH - PSH	85	5	$213,305		$2,006,309	
HomeStart: Going Home PSH	PH - PSH	83	6	$588,898		$2,595,207	
Cambridge Coordinated Intake Expansion	Coord. Entry	79*	7	$464,951		$3,060,158	
Cambridge Coordinated Intake	Coord. Entry	79*	8	$12,624		$3,072,782	
Cambridge Dedicated HMIS	HMIS	79*	9	$20,230		$3,093,012	Tier 1
Cambridge Dedicated HMIS Expansion	HMIS	79*	10	$14,770		$3,107,782	$4,063,279
AAC: Supportive Housing Ending Homelessness	PH - PSH	79*	11	$116,034		$3,223,816	
Transition House: PSH Expansion	PH - PSH	79*	12	$60,759		$3,284,575	
Bridge PSH Expansion	PH - PSH	79*	13	$103,517		$3,388,092	
TRA for Families	PH - PSH	73	14	$121,125		$3,509,217	
PRA: YMCA SRO Project	PH - PSH	70	15	$297,089		$3,806,306	
TRA for Individuals	PH - PSH	63	16	$122,280		$3,928,586	
AAC: Youth Rapid Rehousing Project (Reallocation + Bonus)	PH - RRH		17	$134,693		$4,063,279	
Just-A-Start: Rapid Rehousing Project	PH - RRH	51	18	$294,160		$4,357,439	
DV BONUS: Transition House/JAS RRH	PH - RRH		19	$108,473		$4,465,912	
DV BONUS: Transition House DV Housing Navigator	Coord. Entry		20	$90,860		$4,556,772	Tier 2
BONUS: HomeStart Key Expansion	PH - PSH	92	21	$100,841		$4,657,613	$716,340
BONUS: HomeStart Going Home Expansion	PH - PSH	83	22	$80,500		$4,738,113	
BONUS: AAC SHEH Expansion	PH - PSH	79	23	$41,506		$4,779,619	
AAC: Youth Supportive Housing					*$47,562*		
Vinfen: Cambridge CBFS PSH					*$53,330*		
FY 2018 CoC Planning Grant (not ranked)	Planning			$129,679			
TOTAL REQUEST				**$4,909,298**			

Tier 1 Maximum (94% of Renewal Demand)	$4,063,279
Tier 2 (6% of Renewal Demand + DV Bonus + Bonus funds)	$718,140
Planning Grant	$129,679
TOTAL AVAILABLE FUNDING	**$4,911,098**

The 2018 ranking approach prioritizes preserving high performing Permanent Supportive Housing projects and projects that support HUD mandated functions (HMIS and Coordinated Entry), and utilizes Reallocation and Bonus funds to expand services for unaccompanied youth through a new Rapid Rehousing project. Projects are prioritized and ranked by score in the following categories: (1) Renewal PSH; (2) Coordinated Intake; (3) HMIS; (4) New project with Reallocation funds; (5) Renewal Rapid Rehousing; (6) DV Bonus projects; (7) Expansion projects with Bonus funds. If the DV Bonus projects are awarded through the DV Bonus category, the projects below them will move up in rank.

*HUD mandated projects and renewals without a full year of performance data were assigned the average score for ranking purposes.

From:	Mengers, Elizabeth
To:	"Yahaira Bautista"; Kristen Lascoe
Cc:	McCarthy, Michelle
Subject:	2018 CoC Program competition - AAC project rankings
Date:	Tuesday, August 28, 2018 5:16:00 PM
Attachments:	2018_CCoC_ProjectRankings.pdf
	AAC_Youth_RRH_Budget_DRAFT.xlsx

Good afternoon,

I'm writing to update you on the decisions made by the CoC Board's Evaluation Panel for the 2018 CoC Program competition. The Panel met last week to work through the difficult strategic resource allocation decisions required for the 2018 submission to HUD. Each of your agency's project applications – SHEH and the YSH reallocation – have been accepted and will be ranked on the CoC's Priority Listing.

As shown in the attached ranking document, the rankings prioritize preservation of funding for existing Permanent Supportive Housing (PSH) projects, projects formed using Reallocation funds, and projects that support mandated functions (HMIS and Coordinated Entry). The Panel decided on the rankings using the scores of renewal projects, results of the CoC Funding Priorities survey, and consideration of HUD's Policy Priorities and selection methods. The scoring workbooks for each of your agency's renewal projects are attached to this email. Projects supporting mandated functions (HMIS and C-CAN) and those without a full year of performance data have been assigned the average score and ranked accordingly.

As discussed last week, as an alternative approach to the requested expansion of the Youth Supportive Housing project, the Evaluation Panel voted to reallocate the YSH grant and use those reallocated funds ($47,562), plus $53,330 in reallocation funds plus $33,801 in Bonus funds to create a new Rapid Rehousing project ($134,693), which has been ranked in Tier 1. The Panel strongly recommended that the CoC and AAC explore partnering with organizations experienced in implementing rapid rehousing projects to assist with this project. We can discuss this further as we work to complete the HUD application in the coming weeks.

Michelle McCarthy will be working on the HUD application and will be in touch as she works through the forms. Since this will be submitted as a new project with a different component type, she will be reaching out for assistance with various aspects of the narrative. I've attached a draft budget that includes funds for staff, supportive services and TBRA for 4 1BRs. Please review and let us know if you would like to make any changes. Please submit a match letter to Michelle (scanned version is fine) by Friday, September 7. The minimum match amount is $33,674.

Thank you for your ongoing partnership and work to serve the Cambridge community. Please feel free to contact us if you have questions or would like to discuss the rankings in more detail.
Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

From:	White, Susan C
To:	Mengers, Elizabeth; Dennis, Mark H
Cc:	Levin, Josh; Dennis, Mark H
Subject:	RE: Vinfen: Cambridge CoC Renewals: Cambridge CBFS PSH
Date:	Monday, July 16, 2018 3:36:46 PM
Attachments:	2018 Application Vinfen Cambridge PSH REALLOCATION.docx

Hi Liz:

Your recollection is correct. Vinfen is NOT intending to renew our Cambridge CBFS PSH project. Though it only serves three individuals, it's been chronically under leased almost since the initial funding.

Attached is the application with only the "REALLOCATION" section completed.

Please let me know if you have any questions or need additional information.

Sue

Sue White
Director of Affordable Housing
Vinfen
950 Cambridge Street
Cambridge, MA 02141
T: (617) 441-2390
F: (617) 441-1858
Email: whites@vinfen.org

From: Mengers, Elizabeth [mailto:emengers@cambridgema.gov]
Sent: Friday, July 06, 2018 10:15 AM
To: White, Susan C; Dennis, Mark H
Cc: Levin, Josh
Subject: Vinfen: Cambridge CoC Renewals

Hi Sue and Mark,
The 2018 CoC competition has begun, and we are working to complete the Project Applications for the Cambridge CoC. You can read more detail about this year's competition in the Local Competition Procedures document.

Brief renewal application forms are attached for each of your projects eligible for renewal through the Cambridge CoC**. Please complete these forms and return to me by Friday, July 27**. Original match letters for each renewal should be dropped off at our office at 51 Inman Street by August 3.

Details and guidance about match requirements are included in the application form.

I recall that Vinfen would like to reallocate the CBFS grant. If this has not changed, please simply complete the Reallocation section of the renewal application form and return to me.

The July 17 CoC meeting will be focused on the competition. I encourage you or a representative of your agency to attend as this will be a good opportunity to ask questions and hear an overview of the application process, including opportunities to apply for new funding.

Please contact me or your grant manager if you have any questions about the application process.

Thanks,
Liz

Liz Mengers Magargee
Homeless Services Continuum of Care Planner
City of Cambridge | Department of Human Service Programs
617-349-6209 | www.cambridgecoc.org

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September CoC Meeting Rescheduled

With the CoC Program competition deadline approaching in mid-September, the Homeless Services Planning Committee (HSPC) meeting scheduled for September 18 has been rescheduled for October 16. The meeting will be at the Central Square branch of the Cambridge Public Library on Tuesday, October 16 from 3:00 - 4:30. We will send a reminder closer to the meeting date. You can check other upcoming committee meetings posted on the CoC's website:

http://cambridgecoc.org/events/

CoC Program Competition Rankings

The FY2018 CoC Program competition rankings are posted online here:

http://cambridgecoc.org/2018-coc-competition-project-rankings/

The full CoC Application and Priority Listing will be posted to the website in early September.

Thank you to our community of partners and stakeholders for your work and contributions to the annual application for CoC Program funds!

Attachment 10
Local Competition Deadline

This attachment includes:

- ➢ Local competition deadlines as described in the Local Competition Information document (p. 4-5), posted publicly and distributed on 7/6/2018.
- ➢ Evidence of public posting of Local Competition Information document (7/6/2018)

FY 2018 Continuum of Care (CoC) Program Competition
LOCAL COMPETITION INFORMATION

CONTENTS

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) provides federal funding for homeless programming through the Continuum of Care (CoC) Homeless Assistance Program. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

HUD is making available approximately $2 billion in Fiscal Year 2018 for the CoC Program. The Cambridge CoC is eligible to apply for up to $4,781,420[1]. This amount includes the CoC's Annual Renewal Demand of $4,322,638, $259,358 in Bonus funds, and $199,424 in Domestic Violence (DV) Bonus funds. The 2018 Competition opened on June 20 and will close on September 18, 2018.

The Cambridge Department of Human Service Programs (DHSP) coordinates the annual process and prepares the consolidated application for funding for the Cambridge CoC. This document provides information to Cambridge CoC stakeholders, subrecipients and other interested parties about the local process leading up to submission of an application to HUD, including the steps required to submit an application for renewal funding, the steps required to submit a proposal for new funding, and the CoC's procedures for reviewing, scoring, ranking and reallocating projects.

FUNDING PARAMETERS

Like past years, the 2018 CoC Competition is highly competitive, with HUD placing increasing emphasis on reallocating resources based on performance. The 2018 Notice of Funding Availability (NOFA) explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoCs to competitively rank all projects (except Planning projects) in two tiers.

Cambridge Annual Renewal Demand (ARD):	$4,322,638
Tier 1 (94% of ARD):	$4,063,279
Tier 2 (12% of ARD): 6% of ARD ($259,358) + Bonus ($259,358) + DV Bonus ($199,424)	$718,140

CoCs may create the following types of new projects by using amounts available through the bonus process or by making funds available through reallocation. Reallocation is when a CoC shifts funds in whole or part from existing renewal projects to create one or more new projects without decreasing the CoC's ARD. CoCs may also apply to expand renewal projects if they fall within the eligible new project types.

1. CoCs may create new Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families (including unaccompanied youth) or that meet the requirements of "DedicatedPLUS" as defined in the NOFA;

2. CoCs may create new Rapid Rehousing (RRH) projects that will serve homeless individuals and families (including unaccompanied youth) coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations; and

3. CoCs may create new Joint Transitional Housing (TH) and RRH projects that provide TH units and short or medium term tenant-based rental assistance (RRH) in one project.

---

[1] The Cambridge CoC can apply for its Annual Renewal Demand ($4,322,638) plus up to $458,782 in Bonus funds.

New and existing agencies are encouraged to apply for new projects. All agencies interested in applying for a new project in the 2018 competition must complete and submit a New Project proposal form. The New Project proposal form will be posted to the CoC's website on 7/6/2018.

HUD'S SELECTION PROCEDURES

As described above, the 2018 competition requires CoCs to rank 6% of the ARD in Tier 2 plus the amount available for Bonus and DV Bonus projects. It is likely that projects ranked in Tier 1 will be conditionally awarded by HUD if they pass eligibility and threshold reviews. HUD will select projects ranked in Tier 2 by point value and in order of CoC score. All projects ranked in Tier 2 are at risk of nonrenewal.

As in the 2017 competition, projects will be allowed to "straddle" tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1, and may fund the Tier 2 portion of the project depending on the CoC score and other factors. If HUD does not fund the Tier 2 portion of the project, HUD may award project funds at the reduced amount provided the project is still feasible with reduced funding.

CoC Scoring

HUD will score CoCs on the following 200 point scale. CoC level scores impact likelihood of Tier 2 projects being selected for funding.

1.	Coordination and Engagement	48
2.	Project Ranking, Review and Capacity	29
3.	Homeless Management Information System	13
4.	Point-in-Time Count	6
5.	System Performance	56
6.	Performance and Strategic Planning (progress toward meeting Federal Strategic Plan goals)	48

Tier 2 Scoring

HUD will assign point values to all projects ranked in Tier 2. Projects will be selected by point value and in the order of CoC score.

1.	CoC Score	Up to 50 points
2.	CoC Project Ranking	Up to 40 points
3.	Commitment to Housing First	Up to 10 points

HELPFUL RESOURCES

Please utilize the following websites for important documents and updates, and please reach out to DHSP staff with any questions related to the 2018 competition.

Cambridge CoC's NOFA Page:
http://cambridgecoc.org/category/nofa/

HUD's NOFA Competition Page:
https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

COMPETITION TIMELINE

Su	M	T	W	Th	F	S	
1	2	3	4	5	6	7	7/6: Local Competition Procedures posted; Renewal Applications[2] distributed New Project proposal form[3] posted and distributed
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	7/17: July CoC meeting @ 10:30 at Central Sq. Library – NOFA Q&A
22	23	24	25	26	(27)	28	7/27: Deadline for submission of Renewal Applications
29	30	31	1	2	(3)	4	7/30: Funding Priorities Survey distributed 8/3: Deadline for submission of New Project proposals
5	6	7	8	9	10	11	8/10: Renewal Project scores & Reallocation Assessments completed
12	13	14	(15)	16	17	18	8/15: Deadline for submission of Funding Priorities Survey
19	20	21	22	23	24	25	8/20-8/24: Evaluation Panel meets to review project scores, select new project proposals and determine Project Rankings
26	27	28	29	30	31	1	8/31: Subrecipients notified of score & rank; rankings posted to CoC website
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9/13: Full CoC Application posted to website
16	17	18	19	20	21	22	9/18: Final deadline for DHSP to submit application to HUD

Important Deadlines

7/27: Renewal Applications due to DHSP staff

8/3: New Project Proposals due to DHSP staff

8/15: Funding Priorities Survey due to DHSP staff

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[2] Please note that this is a local Renewal Application, not the esnaps form.
[3] Please note that this is a local proposal form, not the esnaps application.

PROJECT REVIEW, SCORE & RANKING PROCEDURES

The CoC Program regulations and the FY 2018 CoC Program NOFA requires CoCs to evaluate and rank all project applications as part of the annual application process. The Cambridge CoC via the Board's Evaluation Panel will comprehensively evaluate all new and renewal projects based on quality and performance to strategically allocate resources available to the CoC through the FY 2018 competition.

Process & Responsibilities

To review, score and rank projects, the CoC will follow the following process, designed to be fair, inclusive and transparent. The CoC Board's Evaluation Panel is responsible for making final decisions related to project ranking and reallocation. Project scores, ranking, and reallocation decisions will be disseminated to all project applicants by DHSP staff by August 31, 2018.

Procedure for Renewal Projects	Responsible Party	Deadline
1. Complete Renewal Application and submit to DHSP staff	Subrecipient agency	7/27
2. Submit original Match letters to DHSP staff	Subrecipient agency	8/3
3. Complete esnaps forms	DHSP staff	Week of 8/6
4. Complete Project Scoring & Reallocation Assessment	DHSP staff	7/30 – 8/10
5. Evaluation Panel meets to determine final rankings	CoC Evaluation Panel	8/20-8/24
6. Notify subrecipients of score & rank	DHSP staff	8/31
7. Submit Renewal Application & Priority Listing to HUD	DHSP staff	9/18

Procedure for New Projects	Responsible Party	Deadline
1. Complete New Project Proposal and submit to DHSP staff	Subrecipient agency	8/3
2. Complete Project Scoring	CoC Evaluation Panel	8/20-8/24
3. Evaluation Panel meets to determine final score & ranking	CoC Evaluation Panel	8/20-8/24
5. Notify subrecipients of score & rank	DHSP staff	8/31
4. Complete esnaps forms	DHSP staff	Week of 9/3
6. Submit original Match letters to DHSP staff	Subrecipient agency	9/5
7. Submit New Project Application & Priority Listing to HUD	DHSP staff	9/18

Data Sources for Evaluating Projects

The Cambridge CoC will rank all projects using objective criteria to evaluate past performance, and assessments of the degree to which projects improve the CoC's system performance, progress toward meeting Federal Strategic Plan goals, and contributions to local funding priorities. The following components will be considered by the CoC Board's Evaluation Panel when evaluating new and renewal projects: Project Score (NOFA Scorecard); CoC Funding Priority Recommendations; and Reallocation Assessments.

1. Project Score (NOFA Scorecard) – the Collaborative Applicant (DHSP staff) will complete a NOFA Scorecard for each renewal project. The NOFA Scorecard includes objective data agreed upon by the CoC's Homeless Services Planning Committee and the CoC's Evaluation Panel. Data sources include projects' Annual Performance Report (APR), and DHSP's records related to timely submission of data reports. *Projects operated by victim service providers will be evaluated using non-identified APR data generated from a comparable database.* NOFA Scorecards including performance goals for each project type are included at the end of this section for reference. First time renewals and projects without a full year of performance data will be assigned the median score and if necessary will be ordered based on Evaluation Panel scores from their original application for funding. Project scores for new project proposals will be completed by the Evaluation Panel based on submitted proposals using the criteria published in the New Project proposal form.

2. CoC Funding Priority Recommendations – Active members of the CoC (organizations and members who have been present at 50% or more of CoC meetings in the past 12 months) indicate preferences and recommendations related to local funding priorities and ranking strategy in an annual survey administered during the CoC competition. The CoC Board's Evaluation Panel considers these local funding priority recommendations when determining project rankings.

3. Reallocation Assessments - Each Renewal Project will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming while also considering the special needs of subpopulations served by each project. Completed Reallocation Assessments will be provided to the Evaluation Panel to inform Reallocation decisions. Reallocation Assessments include information related to projects' contributions to policy priorities and system performance collected through local Renewal Applications, and helps the CoC to consider the severity of needs and vulnerabilities experienced by project participants.

	Question	Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

NOFA Scorecards by Project Type
The following pages show the NOFA Scorecards for renewal and new projects, including data sources and point values.

NOFA Scorecard - Renewal Projects	Data Source (new APR)	Data Source (old APR)	Max	Scale		Score
CLIENT OUTCOMES						
Housing Stability						
% of clients remaining in PH or exiting to permanent destination	Q23a, Q23b	Q29a1, Q29a2	20	> 98%	20	
				96 - 97.9%	18	
Goal: > 90%				94 - 95.9%	16	
				92 - 93.9%	14	
				90 - 91.9%	12	
				82.5 - 89.9%	10	
				75 - 82.4%	8	
				67.5 - 74.9%	6	
				60 - 67.4%	4	
				< 60%	0	
Access to income & benefits						
% of adults who increased total income	Q19a3	Q24b3	10	> 40%	10	
				40%	8	
Goal: > 35%				36 - 39%	6	
				32 - 35%	4	
				28 - 31%	2	
				<28%	0	
% of households receiving non-cash benefits	Q20b	Q26a2, Q26b2	10	100%	10	
				95 - 99.9%	8	
Goal: > 85%				90 - 94.9%	6	
				85 - 89.9%	4	
				80 - 84.9%	2	
				< 80%	0	
HUD & LOCAL PRIORITIES						
Housing First			2	Project is Housing First	2	
Project must meet Housing First Threshold as indicated in application.	Project application	Project application		Not Housing First	0	
Priority populations			4	4 populations	4	
Project can receive 1 point for each priority population served	Q5a, Q8	Q8, Q16, Q21		3 populations	3	
(Chronically Homeless, Veterans, Youth, Households with Children).				2 populations	2	
To receive points, at least 50% of households served during the				1 populations	1	
reporting year must be a priority population.				0 populations	0	
Populations with intensive service needs	Q13, Q14	Q18, Q19	4	4 populations	4	
Project can receive 1 point for each population with intensive service				3 populations	3	
needs: serious mental illness; substance use; chronic health condition				2 populations	2	
(HIV/AIDS, developmental and physical disability); and domestic				1 populations	1	
violence. To receive points, at least 50% of households served during				0 populations	0	
the reporting year must be a population with intensive service needs.						
Dedicated units for Chronically Homeless	HIC / Proj. App.	HIC / Proj. App.	20	# of dedicated CH units	up to 10	
1 points per unit (max 10) plus up to 10 points for percentage of units dedicated (100% = 10, 90%=9, 80%=8, etc.)				% of dedicated units	up to 10	
PROJECT CAPACITY						
HMIS Data Quality						
Exits to known destinations	Q6	DQ report	5	< 5%	5	
				5 - 20%	4	
Maximum points for less than 5% missing destination data. Projects with 0 exits will receive full points.				20 - 40%	3	
				40 - 60%	2	
				80 - 40%	1	
				> 80%	0	
Data completeness	Q6	DQ report	10	10 elements <10% error rate	10	
Maximum points when error rate is below 10% for each of the				9 elements <10% error rate	9	
following 10 universal data elements: DOB, Race, Ethnicity, Gender,				8 elements <10% error rate	8	
Veteran Status, Relationship to HoH, Disabling Condition, Income at				7 elements <10% error rate	7	
entry, Income at annual assessment, and Income at Exit. Example: 10				6 elements <10% error rate	6	
points for low error rate on all 10 elements, 7 points for error rate				5 elements <10% error rate	5	
below 10% on 7/10 elements.				4 elements <10% error rate	4	
				3 elements <10% error rate	3	
				2 elements <10% error rate	2	
				1 element <10% error rate	1	
Utilization Rate	Q2	Q10, 11	5	> 90%	5	
Average daily bed utilization				85 - 90%	3	
				80 - 84.9%	1	
				< 80%	0	
Reporting deadlines	DHSP records	DHSP records	5	All deadlines met	5	
Project meets all reporting deadlines.				Any deadline missed	0	
Expenditures/Recaptures	DHSP records	DHSP records	5	≤ 90% of budget spent	5	
Project expends contracted budget.				< 90% of budget spent	0	
TOTAL SCORE			100			0

NEW PROJECT SCORECARD

Component	Maximum Points	Points Awarded
Experience		
Proposal demonstrates that the applicant is experienced in working with the target population and in providing housing similar to that proposed in the application. Application provides concrete examples showing experience and expertise in working with and addressing the target population's housing and supportive service needs.	15	
Proposal demonstrates that the applicant is experienced with effectively utilizing federal funds and/or other public funding. Application provides concrete examples showing experience in managing basic organization operations including capacity to submit required reports on existing grants, and financial accounting systems to ensure timely expenditures of grant funds.	10	
Project Design and Activities		
Housing First – proposal indicates a clear commitment to a Housing First program design and includes required assurances related to screening and termination, and includes applicant's experience operating or contributing to a Housing First program.	10	
Application clearly describes proposed activities and target population; demonstrates the community's need for the proposed project activities; and demonstrates an understanding of the needs of the clients to be served.	10	
Application demonstrates that the type and location of the housing proposed will fit the needs of the clients to be served. If another entity is providing the housing or subsidy, a letter of commitment must be included with the proposal form.	5	
Application demonstrates a clear plan to assist clients to rapidly secure and maintain housing that is safe, affordable, accessible, and meets their needs.	5	
Application clearly describes how clients will be assisted in obtaining mainstream benefits.	5	
Application clearly describes how clients will be assisted to increase employment and/or income.	5	
Application clearly describes the types of supportive services that will be offered to clients, including the role of project staff and coordination with other providers, to maximize positive outcomes for clients.	5	
Proposal describes client outcome goals will improve the CoC's progress toward meeting Federal Strategic Plan goals and improving system-level performance.	5	
Financial		
Budget request is reasonable and appropriate, items align with project activities; and costs are within funding guidelines.	15	
Match amount is documented and meets requirements.	5	
Timeliness		
Application clearly describes a plan for rapid implementation of the project, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	5	
Total	100	

PROCESS FOR REALLOCATION

Voluntary Reallocation

Subrecipient agencies must complete a local Renewal Application form for each project for which they are seeking renewal funding. The local Renewal Application includes a section on Voluntary Reallocation that will provide agencies with an opportunity to voluntarily reallocate funds. CoC Board Evaluation Panel members will be responsible for determining how to reallocate funds based on New Project proposal scores and the CoC's Funding Priorities recommendations.

Involuntary Reallocation

Each Renewal Project[4] will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming. Completed Reallocation Assessments will be provided to the Evaluation Panel alongside Project Scores to inform Reallocation decisions.

Reallocation Assessment

	Question	Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

Applying for New Projects using Reallocated Funds

New and existing agencies are encouraged to apply for new projects using reallocation funds. Interested agencies should review materials posted on the CoC's website, and should reach out to DHSP staff to discuss any questions related to the process.

All agencies interested in submitting an application for a new project in the 2018 competition must complete and submit a New Project proposal form. The CoC Board's Evaluation Panel will evaluate and score all New Project proposals. Depending on the number of proposals received and the amount of reallocation funds available, the Panel will determine whether New Projects will be submitted as PH Bonus Projects or as Reallocation projects.

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[4] First time renewal projects cannot be reallocated.

Need Help?

Cambridge
CONTINUUM OF CARE

About Us   How We Help   About Homelessness   HMIS   Resources   News & Events   Get Involved

Home > Blog > 2018 CoC Competition: New Project Proposal Form available

📅 July 6, 2018 4:50 pm   👤 Liz Mengers

The 2018 CoC Program competition offers the opportunity to include New Project submissions in the CoC's application for funds from the U.S. Department of Housing and Urban Development (HUD). Organizations interested in applying for a new CoC project through the Bonus or Domestic Violence Bonus process should complete the New Project Proposal Form.

To be considered for inclusion in the CoC's submission, applicants must submit a completed cover sheet, budget form, and a brief narrative as described in Section VII of the New Project Proposal Form. **Submissions must be received by August 3**, and completed forms will be reviewed and evaluated by the CoC as described in the Form and in the Local Competition Information document.

The CoC welcomes and encourages proposals from all interested organizations, including those that have not previously received CoC Program funding.

We encourage all organizations interested in applying for a new project to attend the July 17 CoC meeting. If you are interested in applying and cannot attend the meeting, please reach out to Liz at emengers@cambridgema.gov if you have any questions or need additional information about the application process.

Download the New Project Proposal Form here: 2018_CoC_NewProjectProposal
Download the Housing Budget Workbook here: FY2018_NewProject_HousingBudgetWorkbook

Categories: NOFA

CAMBRIDGE CONTINUUM OF CARE
GOVERNANCE CHARTER

ADOPTED: April 2014

MOST RECENT UPDATE: July 2018

Contents

Introduction

Since the mid-1990s, Cambridge's Homeless Services Planning Committee (HSPC) has been convening regularly to coordinate programs and services for households experiencing homelessness in the City. This group, also known as the Continuum of Care (CoC), is a group of organizations and individuals working to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The group is comprised of stakeholders who, as an administrative entity, coordinate a year-round planning effort and prepare the annual application for homeless services grants from the U.S. Department of Housing and Urban Development (HUD).

HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act codified the role and functions of the CoC, formalizing the responsibilities of a CoC and establishing minimum requirements for its operation and management. This governance charter:
- outlines the governance structure of the Cambridge CoC under the new CoC Program Interim Rule;
- defines the roles and responsibilities of the Board, Committees, Working Groups and staff; and
- establishes policies and procedures for operating and managing the CoC.

ARTICLE I. Name, Vision, Mission, Purpose and Responsibilities

A. <u>Name.</u> The name of this unincorporated association is the Cambridge Continuum of Care (CCoC).

B. <u>Mission.</u> The CCoC plans, develops and implements comprehensive and coordinated strategies to address homelessness in Cambridge.

C. <u>Vision.</u> The vision of the CCoC is that in our community every person is appropriately, safely and decently housed. The CCoC works to alleviate homelessness through prevention, assistance toward self-sufficiency and the provision of a continuum of housing and service options.

D. <u>Purpose.</u> The purposes of the CCoC are to:

1. Promote communitywide commitment to implementing best practices to work toward the goal of ending homelessness in Cambridge;

2. Maximize available funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals and families in Cambridge, while minimizing the trauma and dislocation that homelessness causes to individuals, families and the community;

3. Promote access to mainstream programs by homeless individuals and families, encouraging the full, effective use of available resources; and

4. Improve self-sufficiency among individuals and families that experience homelessness.

E. <u>Responsibilities.</u> The CCoC will fulfill the responsibilities assigned to continuums of care under Title 24, Part 578 of the Code of Federal Regulations and will satisfy all other legal requirements necessary to secure maximum funding under relevant state and federal programs to end homelessness.

ARTICLE II.   Committee Structure, Designated Entities and Roles

A. <u>Homeless Services Planning Committee (HSPC).</u>   The HSPC serves as the primary working entity of the CCoC. This committee is open to the public and meets regularly to strengthen coordination and service delivery, and to carry out CoC responsibilities defined by the CoC Program Interim Rule. Primary responsibilities of the HSPC include:

   i. To convene regular meetings of the CCoC;
   ii. To establish performance targets and to monitor and act on outcomes;
   iii. To provide system coordination;
   iv. To conduct the Point in Time (PIT) count, Housing Inventory Count (HIC) and Annual Gaps analysis;
   v. To establish a coordinated system for individuals experiencing homelessness that provides a standardized process for assessing and prioritizing needs for housing or services across all providers; and
   vi. To establish and follow written standards for providing CoC assistance that at a minimum include:
      a. Policies and procedures for evaluating individuals' eligibility for assistance;
      b. Policies and procedures for determining and prioritizing which eligible households will receive transitional housing assistance;
      c. Policies and procedures for determining and prioritizing which eligible households will receive rapid rehousing assistance;
      d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rehousing assistance;
      e. Policies and procedures for determining and prioritizing which eligible households will receive permanent supportive housing assistance; and
      f. A specific policy to guide the operation of the coordinated assessment system in addressing the needs of households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or stalking, but who are seeking shelter or services from non-victim service providers.

<u>Membership</u>

Membership in the Cambridge CoC is open to any organization or individual interested in working to prevent and end homelessness in Cambridge. There are no membership dues and new members are welcome to join at any time. Annually, the CCOC issues an invitation for any interested organization or individual to become a member of the CCOC. The invitation is made public through the CCOC's website and through messages distributed by email and social media.

Members of the HSPC include representatives from relevant organizations and agencies working in Cambridge, Massachusetts, as well as individuals interested in working to address homelessness in the City. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, government entities, businesses, advocates, public housing agencies, school representatives, social service providers, mental health agencies, hospitals and health care practitioners, universities, affordable housing developers, law enforcement and organizations that serve veterans.

1. <u>General Membership.</u> Any organization or individual interested in addressing homelessness in Cambridge can join the CCOC as a non-voting general member. General members are encouraged to attend HSPC meetings and participate in Working Groups, and must attend at least one meeting per year to maintain membership.

2. <u>Voting Membership.</u> Voting members of the CCOC vote on issues related to governance of the CoC, priorities for funding competitions, and are responsible for electing members to the CCOC Board.

Voting members must attend at least 75% of HSPC meetings over the course of a year (July – June) and/or actively participate in one of the CCOC's Working Groups (attendance at 75% of meetings over the course of a year). Generally, votes will take place in-person at HSPC meetings, but certain time sensitive items may require online voting. To become a voting member of the CCOC, interested organizations and individuals must submit a CCOC Membership Application form, which is available on the CCOC's website.

The following subcommittees of the HSPC are responsible for HMIS and Coordinated Entry management and oversight.

1. <u>HMIS Working Group.</u> The Homeless Management Information System (HMIS) Working Group meets quarterly to advise the operations, policies, and procedures of the CCoC HMIS implementation. This group oversees and informs operation of the HMIS by the designated HMIS Lead as outlined in the HMIS Governance Charter and works to monitor performance targets as established by the CCoC.

2. <u>Coordinated Entry Working Group.</u> The Coordinated Entry Working Group convenes at least quarterly to advise the operations, policies, and procedures of the CCoC's Coordinated Entry system.

Additionally, members of the HSPC may form topic and/or subpopulation focused Working Groups or subcommittees as deemed necessary or useful to the overall functioning of the CCoC. Examples of the focus areas of these Working Groups include: Veterans; Youth; Families with Children; Individual Shelters; Point-in-Time Count, etc. When such groups form, information about agendas and how to join Working Groups will be circulated broadly throughout the CCoC.

B. <u>Designated Entities.</u>

1. <u>Collaborative Applicant.</u>   The City of Cambridge Department of Human Service Programs (DHSP) is the designated Collaborative Applicant for the CCoC. The Collaborative Applicant is the eligible applicant that submits the annual CoC Consolidated Application for funding on behalf of the CoC. The Collaborative Applicant is the only entity that can apply for a grant for Continuum of Care planning funds on behalf of the CoC.

2. <u>HMIS Lead.</u> DHSP is the designated HMIS Lead for the CCoC. See attached HMIS Governance Charter for detailed Roles and Responsibilities.

3. <u>Support Entity.</u> As the designated Collaborative Applicant and HMIS Lead, DHSP staff play a significant role in supporting the operation and management of the CCoC and its HMIS system. DHSP staff coordinate and facilitate CCoC meetings, distribute written meeting agendas and minutes, maintain CCOC membership records, manage the content of the CCoC website and newsletter, staff the CCoC Board, HSPC and its subcommittees, coordinate the annual PIT and HIC and, with the oversight of the CCoC Board, design, operate and follow a collaborative, fair and transparent process for developing applications in response to CoC Program NOFAs. Additionally, DHSP staff participate in and represent the CCoC in the City's Consolidated Plan and ESG allocation and reporting processes. DHSP staff members are also active participants in regional and State groups meeting to coordinate efforts related to provision of ESG and CoC funds.

C. <u>CCoC Board.</u> The CCoC Board meets quarterly to oversee the work of the designated entities, the HSPC and its subcommittees defined above. The Board is responsible for ensuring that the CCoC fulfills the responsibilities assigned to continuums of care under Title 24, Part 578 of the Code of Federal Regulations and oversees progress toward meeting local, regional and federal goals to prevent and end homelessness. The CCoC Board is also responsible for establishing priorities for funding projects under the CoC Programs, and for ranking multiple applications if required by HUD in the Notice of Funding Availability (NOFA). The CCoC Board will form an Evaluation Panel to fulfill responsibilities related to CoC funding to ensure allocation and ranking decisions are made by individuals with no financial interest in the decisions made.

The City of Cambridge, the recipient of formula-based Emergency Solutions Grant (ESG) funds for the CCoC's geographic area, will consult with the CCoC Board to review ESG outcomes, funding priorities and allocations. When selecting subrecipients for ESG funding, the City will invite CCoC Board members without conflicts of interest to participate in the decision-making process.

ARTICLE III.   CoC Board Policies and Procedures

A. <u>Number, Composition and Terms.</u>   The CCoC Board will be established by August 30, 2014 and will consist of an odd number of CCoC members with at least 50% elected at any given time. The Board must be representative of the CCoC organizations identified in Article II and the projects serving the various homeless subpopulations in Cambridge. The Board will include:

   a. Elected seats:
      i. Representatives of organizations providing housing or services for persons experiencing homelessness;
      ii. At least one homeless or formerly homeless individual;
      iii. Members from the public and private sectors; and
      iv. A member from at least one ESG recipient or subrecipient organization in the CCoC.

   b. Appointed seats:
      i. Collaborative Applicant (DHSP);
      ii. Consolidated Plan entity (Cambridge Community Development Department);
      iii. Cambridge Housing Authority; and
      iv. HMIS Lead (DHSP).

CCoC Board members will serve terms of three years. Board members may be reappointed or reelected for subsequent three year terms and there is no limit on the number of terms a member may serve. If a Board member is removed or resigns, the Support Entity (DHSP) will solicit nominations from CCoC members and develop a slate of candidates for election to the Board.

B. <u>Board Member Nominations and Elections.</u> Every three years, or more frequently depending on turnover of Board members, the Support Entity will solicit nominations from CCoC members and develop a slate of candidates for election to the Board giving preference to candidates who:
   a. Help satisfy the Board composition requirements defined above;
   b. Have been nominated repeatedly by a significant cross-section of members;
   c. Bring valuable experience and expertise to the Board; and
   d. Have demonstrated interest, diligence and effectiveness in working toward the CCoC's mission.

Voting members of the CCOC will elect new members from the slate of candidates by majority vote.

C. <u>Code of Conduct, Conflicts of Interest and Recusal Process.</u> CCoC Board members must exercise care when acting on behalf of the CCoC. These individuals must complete the work they have agreed to undertake in a timely manner. In addition, they must attend Board meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for three meetings within a calendar year or repeated failure to complete work assignments will be grounds for removal from the Board. Repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during meetings will be grounds for removal.

CCoC Board members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CCoC and its processes. Failure to honor these rules will be grounds for removal from the Board and any of its committees.

1. Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
    a. Any organization that they or a member of their immediate family represents; or
    b. Any organization from which they or a member of their immediate family derives income or anything of value.
2. Whenever CCoC Board members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
    a. Fully disclose the nature of the interest; and
    b. Withdraw from discussing, lobbying and voting on the matter.

At the beginning of every Board meeting, the facilitator must ask if there are any conflicts of interest or potential conflicts of interest that need to be disclosed before the business included in the meeting's agenda is discussed.

Any matter in which CCoC Board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors' actual or potential conflicts of interest and their recusal from participation in the decision. CCoC Board members must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest they face or are likely to face in fulfilling their duties as Board members.

ARTICLE IV.   Approval of Charter and Subsequent Amendments

A. Scope of the Governance Charter. The CCoC Governance Charter establishes a framework for governing the Continuum as well as roles and responsibilities related to establishment of policies and procedures needed to comply with 24 CFR Part 578.

B. Approval and Subsequent Amendments. The governance framework outlined in this document and every subsequent amendment to that framework must be approved by a majority of CCoC members.

C. Regular Reviews of the Governance Charter. In consultation with the Collaborative Applicant and the HMIS Lead, the HSPC will review the charter annually and recommend to the Board changes to improve the functioning of the CCoC and maintain compliance with federal regulations. Every five years after initial approval of the charter, the CCoC Board will invite interested members to participate in a review and discussion of the Board selection process. Based on the consensus achieved in that discussion, the Board will ask HSPC members to ratify the existing selection process or approve proposed changes to that process at their next monthly meeting.

APPENDIX A: HMIS Governance Charter

Purpose
The purpose of the Cambridge Homeless Management Information System (CHMIS) is to provide a robust and comprehensive system for collecting and disseminating information about persons experiencing homelessness and the homelessness service system in the City of Cambridge. The long-term vision of HMIS is to enhance Partner Agencies' collaboration, service delivery and data collection capabilities. Accurate information will put the City of Cambridge Continuum of Care in a better position to plan for future needs and meet the reporting requirements of the U.S. Department of Housing and Urban Development (HUD).

The mission of the Cambridge Continuum of Care HMIS is to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will meet Federal requirements and also enhance service planning and delivery.

The fundamental goal of CHMIS is to document the demographics of homelessness in Cambridge according to the HUD HMIS and Data Standards. The project aims 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 the actual experiences of individuals and families experiencing homelessness and from the service providers who assist them in shelters and homeless assistance programs throughout the City.

Charter Definition
This document defines the governance structure of the CHMIS. The charter is intended to be used as a statement of the roles and responsibilities of the HMIS Lead Agency, the CoC Lead Agency and the HMIS Working Group as they relate to managing the CHMIS.

Roles & Responsibilities
The City's Planning and Development Division within the Department of Human Service Programs (DHSP) staffs and is the lead agency for both the CoC and the CHMIS. DHSP Grant Managers are the authorizing agents for all HMIS agreements made between Partner Agencies and DHSP. HMIS Project Staff are responsible for the administration of the web-based application and user access. HMIS Project Staff also provide technology, training and technical assistance to users of the system throughout the City.

The HMIS Working Group provides important oversight and guidance to HMIS. This group is committed to balancing the interests and needs of all stakeholders involved: individuals and families experiencing homelessness; service providers; case managers and end users; funders; and policymakers.

City of Cambridge Continuum of Care
HMIS Working Group – members must be active HMIS users and/or manage staff using HMIS.
- Project direction and guidance – includes oversight of implementation of the HMIS
- Approval of HMIS project forms and documentation
- Project participation and feedback
- Prioritization of issues

City of Cambridge, DHSP
Planning and Development Division
- Lead agency for HMIS administration and overall responsibility for project
- Project funding
- Liaison with HUD
- Project Staffing

- Procurement of software and licenses
    - Selection of system software
- Manage contract with software vendor
- User Administration
    - Add and remove partner agency HMIS administrators
    - Manage user licenses
- Creation of project forms and documentation
- Project policies and procedures compliance
- Signatory for Memorandums of Understanding
- Keeper of Signed Memorandums of Understanding

Training Coordinator
- Adherence to HUD Data Standards*, Security Plan and Privacy Plan
- Application customization
- Curriculum development
- Training documentation
- Confidentiality training
- Application training for Agency Administrators and End Users
- Outreach/end user support
- Training schedule
- Helpdesk

Data Analyst
- Adherence to HUD Data Standards*
- Application customization
- Data monitoring
- Data validity
- Aggregate reporting and extraction
- Assist Partner Agencies with agency-specific data collection and reporting needs (within reason and within constraints of other duties)

*HUD Data Standards and HMIS Requirements: https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf

Partner Agency
Any agency, group, or other entity that has completed an Agency Agreement with DHSP is a Contributory HMIS Organization (CHO), or Partner Agency. All Partner Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Partner Agencies must complete an Agency Agreement with DHSP before gaining access to HMIS. Partner Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

Partner Agency Executive Director
- Authorizing agent for Partner Agency Agreement
- Designation of HMIS Agency Administrator
- Agency compliance with Policies & Procedures

- Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HMIS Data and Technical Standards. Annually, Partner Agencies will conduct a thorough review of internal policies and procedures regarding HMIS.

Partner Agency Administrator

Each Partner Agency will designate an HMIS Agency Administrator to serve as primary contact between DHSP and the Partner Agency, and send that person's name and contact information to HMIS Project Staff.

Changes to that information should be promptly reported to DHSP. HMIS Agency Administrators are responsible for:

- Program compliance with Policies & Procedures
- Authorizing agent for Partner Agency User Agreements
- Keeper of Executed Client Informed Consent forms
- Authorizing Agent for User ID requests
- Internet connectivity
- End user adherence to workstation security policies
- Detecting and responding to violations of the Policies & Procedures
- Maintain agency/program data in HMIS application
- 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

Non-Cambridge HMIS Partner Agency

Agencies using a comparable HMIS must either provide DHSP access to their HMIS system, or submit data to DHSP on at least a quarterly basis. Data should be submitted in the .csv format specified by HUD (see HMIS Comma-Separated Value Format Documentation). Non-CHMIS Partner Agencies must assign a staff member to be the primary point of contact with HMIS Project Staff.

Meetings

HMIS Project Staff within the HMIS Lead Agency convene HMIS meetings every other week. These meetings allow HMIS staff to check in with DHSP grant managers on HMIS issues including software bugs, reporting (APRs), project development, HMIS trainings, etc.

The HMIS Working Group meets quarterly to inform and advise the operations, policies and procedures of the CHMIS implementation and to provide feedback from end users on a regular basis.

Additionally, HMIS Project Staff attend all monthly CoC meetings to report to the larger group on progress, updates and issues related to HMIS. CoC members are invited to participate in the HMIS Working Group, and are given an opportunity to provide feedback on the HMIS implementation to both HMIS Working Group members and HMIS Project Staff.

City of Cambridge
Homeless Management Information System (HMIS)

POLICIES & PROCEDURES

City of Cambridge Department of Human Service Programs
Planning & Development Division
51 Inman Street, 2nd Floor
Cambridge, MA   02139

Revision History

Date	Author	Description
10/19/2011	DHSP, P&D	First draft to be distributed to HMIS Committee
11/10/2011	DHSP, P&D	Draft for distribution to full HSPC
12/30/2012	DHSP, P&D	Glossary of terms added
1/13/2014	DHSP, P&D	Removal of HPRP and PULSE references; addition of ESG CAPER information; replaced SHP & SPC with CoC
12/8/2014	DHSP, P&D	Updated to reflect 2014 Data Standards
6/27/2016	DHSP, P&D	Updated to reflect change in data elements (2015), HMIS Vendor, Client Consent procedure and System Performance Measure report requirement.

TABLE OF CONTENTS

This document provides the framework for the ongoing operations of the City of Cambridge Homeless Information Management System (CHMIS).

1 PROJECT OVERVIEW

The purpose of the Cambridge Homeless Management Information System (CHMIS) is to provide a robust and comprehensive system for collecting and disseminating information about persons experiencing homelessness and the homelessness service system in the City of Cambridge. The long-term vision of HMIS is to enhance Partner Agencies' collaboration, service delivery and data collection capabilities. Accurate information will put the City of Cambridge Continuum of Care (CoC) in a better position to plan for future needs and meet the reporting requirements of the U.S. Department of Housing and Urban Development (HUD).

The mission of the Cambridge Continuum of Care HMIS is to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will meet Federal requirements and also enhance service planning and delivery.

The fundamental goal of HMIS is to document the demographics of homelessness in Cambridge according to the HUD HMIS Data Standards (updated in 2014). The project aims 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 the actual experiences of individuals and families experiencing homelessness and from the service providers who assist them in shelters and homeless assistance projects throughout the City.

Data that are gathered via intake interviews and project participation will be used to complete HUD Annual Performance Reports and, more broadly, will inform system-level performance measure reports on the Cambridge CoC as a community wide system of care. These data may also be analyzed to provide unduplicated counts and anonymous aggregate data to various stakeholders in the Continuum of Care. The HMIS project utilizes a web-enabled application residing on a central server to facilitate data collection by homeless service organizations across the City. Access to the web-based application is limited to agencies formally participating in the project and then only to authorized staff members who meet the necessary training and security requirements.

The City's Planning and Development Division within the Department of Human Service Programs (DHSP) staffs and is the lead agency for HMIS. DHSP Grant Managers are the authorizing agents for all agreements made between Partner Agencies and DHSP. HMIS Project Staff are responsible for the administration of the web-based application and user access. HMIS Project Staff also provide technology, training and technical assistance to users of the system throughout the City.

The HMIS Working Group provides oversight and guidance to HMIS. This group is committed to balancing the interests and needs of all stakeholders involved: individuals and families experiencing homelessness; service providers; case managers and end users; funders; and policymakers.

Potential benefits of HMIS include:
- Improved service coordination when information is shared among case management staff within one agency or with staff in other agencies (with written client consent) who are serving the same clients;
- Aggregated information that can be used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of project services, and report to funding agencies such as HUD;
- Capacity to generate HUD Annual Performance Reports (APRs) for Continuum of Care grants and Consolidated Annual Performance and Evaluation Report (CAPER) reporting for Emergency Solutions Grants (ESG) (specifically CR-65 ESG Persons Assisted), as well as other HUD reports such as the Annual Homeless Assessment Report to Congress (AHAR), Housing Inventory Count (HIC), and System Performance Measures
- In accordance with the HEARTH Act, data will contribute to the whole of the CoC in order to track and analyze system level performance. Therefore, aggregated data are used to inform policy decisions aimed at addressing and ending homelessness at local, state and federal levels.

2   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.

Confidentiality

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

Policies regarding client data are founded on the premise that a client owns his/her own personal information and provide the necessary safeguards 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 are 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

The availability of a centralized data repository is necessary to achieve the ultimate citywide aggregation of unduplicated homeless statistics. HMIS Project staff are responsible for ensuring the broadest deployment and availability for homeless service agencies in the City of Cambridge.

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.

3   ROLES AND RESPONSIBILITIES

City of Cambridge Continuum of Care

CoC HMIS Committee
- Project direction and guidance
- Approval of project forms and documentation
- Project participation and feedback

City of Cambridge, DHSP

Planning and Development Division
- Lead agency for HMIS administration and overall responsibility for project
- Project funding
- Liaison with HUD
- Project Staffing
- Procurement of software and licenses
  - Selection of system software
- Manage contract with software vendor
- User Administration
  - Add and remove partner agency HMIS administrators
  - Manage user licenses
- Creation of project forms and documentation
- Project policies and procedures compliance
- Signatory for Memorandums of Understanding
- Keeper of Signed Memorandums of Understanding

Training Coordinator
- Adherence to HUD Data Standards
- Application customization
- Curriculum development
- Training documentation
- Confidentiality training
- Application training for Agency Administrators and End Users
- Outreach/end user support
- Training timetable
- Helpdesk

Data Analyst
- Adherence to HUD Data Standards
- Application customization
- Data monitoring
- Data validity
- Aggregate reporting and extraction
- Assist Partner Agencies with agency-specific data collection and reporting needs (within reason and within constraints of other duties)

Partner Agency

Any agency, group, or other entity that has completed an Agency Agreement with DHSP is a Contributory HMIS Organization (CHO), or Partner Agency. All Partner Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Partner Agencies must complete an Agency Agreement with DHSP before gaining access to HMIS. Partner Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

Partner Agency Executive Director
- Authorizing agent for Partner Agency Agreement
- Designation of HMIS Agency Administrator
- Agency compliance with Policies & Procedures
- Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards. Annually, Partner Agencies will conduct a thorough review of internal policies and procedures regarding HMIS.

Partner Agency Administrator
Each Partner Agency will designate an HMIS Agency Administrator to serve as primary contact between DHSP and the Partner Agency, and send that person's name and contact information to HMIS Project Staff. Changes to that information should be promptly reported to DHSP. HMIS Agency Administrators are responsible for:
- Project compliance with 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/project data in HMIS application
- 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

Non-Cambridge HMIS Partner Agency

Agencies using a comparable HMIS must either provide DHSP access to their HMIS system, or submit data to DHSP on at least a quarterly basis. Data should be submitted in the .csv format specified by HUD (see HMIS Comma-Separated Value Format Specifications v 4.1). Non-Cambridge HMIS Partner Agencies must assign a staff member to be the primary point of contact with HMIS Project Staff.

4 OPERATING PROCEDURES

1. Security and CHMIS Access

Bitfocus, Inc. will host the CambridgeHMIS Clarity Human Services Software. 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 Clarity Human Services' Software will be issued a user license (login ID and password) once the initial training is complete and the *CHMIS Partner Agency User Agreement Form* has been signed.

(a) **End User Accounts**
HMIS Project Staff will provide an End User Account username and initial password to each authorized End User once the initial HMIS training has been completed and the CambridgeHMIS Partner Agency User Agreement Form has been signed. 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 *Partner Agency Agreement* and the *Partner Agency User Agreement Form.*

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

Licenses and access to Clarity Human Services Software will be cancelled immediately for any staff that terminates employment or changes roles where software access is no longer required. The Participant's Agency Administrator will notify the CHMIS System Administrators of staff changes within seven (7) business days.

(b) **End User Inactivity**
End Users who have not logged into the system in the previous 90 days will be flagged as inactive. Inactive End Users may have their CHMIS accounts locked or removed to maintain the security, confidentiality, and integrity of the system.

(c) **User Access Levels**
The Partner Agency shall designate one User to be the Agency Manager, identify and approve their respective users, and determine Clarity Software user access level for their respective users. The level will be based on each user's job function as it relates Clarity Software's data entry and retrieval schema. HMIS Project Staff will aid in the determination of HMIS User access level when requested.

(d) **Passwords**
End User Account passwords should never be written on any item left in their office, desk, or other workspace, and passwords should never be in view of any other person.

(e) **Connectivity and Computer Systems**
Partner Agencies will connect to CHMIS independently via the internet and are responsible for providing their own secure internet connectivity and computer systems sufficient for doing so. HMIS Project Staff may provide consultation or advice in securing sufficient internet connectivity and computer systems. HMIS Project Staff provides technical support to Partner Agency's solely for CHMIS.

(f) **Workstation Security**
At a minimum, the primary workstation used by each End User to log in to CHMIS should be configured to meet the following best practices:

- Password-protected log on for the workstation itself;
- Password-protected (aka locked) screensaver after five minutes or more of inactivity;
- Operating system updated with manufacturer's latest patches at least weekly;
- Ports firewalled;
-
- Systems scanned at least weekly for viruses and malware.

HMIS Project Staff may provide some recommendations or advise in pursuing these best practices, but proper workstation configuration remains the responsibility of each Partner Agency.

(g) Local Data Storage and Transfer

Partner Agency Users are responsible for maintaining the security and confidentiality of any client-level data extracted from the database and stored locally, including all data used in internal reporting. No identifiable client-level data is to be transmitted unless it is properly protected. Security questions should be addressed to HMIS Project Staff.

(h) Remote System Access

Users working off site using an agency's portable device must only access HMIS using a secure, password-protected, non-public wi-fi connection. Partner Agencies and End Users must abide by these Policies and Procedures and ensure the security and confidentiality of client data regardless of the computer used to log in to the system. For this reason, End Users are strongly cautioned against extracting and storing personally identifiable client information on their own personal computers and internet devices.

(i) Client Access to Records

Clients may not be denied access to their own records. Clients have the right to see their information contained in Clarity Software. If a Client requests, the Participant/User must review the information with the client.

(j) Training

HMIS Project Staff will coordinate adequate and timely training for all End Users prior to issuing an End User Account. Additionally, HMIS Project Staff will post training aids, reference material, and other support in the HMIS section of the Cambridge CoC website (http://cambridgecoc.org/hmis/

2. Data Collection and Entry

(a) Standard Data Collection

It is the responsibility of 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 (CoC and ESG) there are additional program specific data elements which are detailed in Table B. Please refer to the 2014 HMIS Data Standards Manual, for more information on data elements required by HUD and other federal partners. Other Local Data Elements (LDE) and data collection protocols will be set by the HMIS Lead Agency as-needed for adequate data analysis and meeting objectives of local plans.

Table A: 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.

1	Name	10	Project Entry Date
2	Social Security Number	11	Project Exit Date
3	Date of Birth	12	Destination
4	Race	13	Personal ID*
5	Ethnicity	14	Household ID*
6	Gender	15	Relationship to Head of Household
7	Veteran Status	16	Client Location
8	Disabling Condition		
9	Living Situation		

*System generated

Table B: Program Specific Data Elements for HUD CoC and ESG Funded Projects
The following Program-Specific Data Elements will be collected for projects that are required to report to HUD and other organizations. Other agencies without this reporting requirement may also collect these elements to facilitate a better understanding of the homeless population in the City of Cambridge.

1	Income and Sources	9	Substance Abuse
2	Non-Cash Benefits	10	Domestic Violence
3	Health Insurance	11	Contact
4	Physical Disability	12	Date of Engagement
5	Developmental Disability	13	Bed Night Date (ESG Night by Night projects only)
6	Chronic Health Condition	14	Residential Move-In Date (Rapid Rehousing projects only)
7	HIV/AIDS	15	Housing Assessment Disposition
8	Mental Health Problem	16	Housing Assessment at Exit (Prevention projects only)

Service and Shelter Records includes Bed Register and ESG-specific service fields (if applicable).

Extended Data are optional and include Case Notes, Referrals, Goals, Action Steps, Follow-Up Plans, and Self-Sufficiency Matrix measurements.

(b) Informed Client Consent
Partner Agencies post a Data Privacy Notice in all areas where client intakes are conducted.

Agencies will collect and retain signed client consent forms before any client data will be entered into the CHMIS. Partner Agency staff will thoroughly explain the client consent to each client.

CHMIS will provide a standard *CHMIS Agency Authorization for Release of Information form* to all Partner Agencies. If client consent is not obtained, the Partner 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.

CHMIS will provide a *Client Consent Information Sheet and Client Consent Form* to review with client in order to obtain authorization to share basic identifying information with other participating providers of the CHMIS in Clarity. If a client does not grant such authorization, then the client profile record will be marked "private" and therefore not be shared.

(c) Appropriate Data Collection
CHMIS 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 City of Cambridge.

(d) Additional Data Elements

Data element customization will be provided as needed, e.g. special projects such as preventive homeless projects in which the HMIS database is used for this data collection. Data customization will only be done after approval by and under the direction of HMIS Project Staff.

3. Quality Assurance

(a) Commitment to Data Quality
Partner Agencies are responsible for timely, accurate, and complete entry of client-level data.

(b) Data Element Completion
For each type of data element, the following completion rates are expected.

Data Element Type	Element Completion (overall completion per element)		
	Low	Minimum	Target
Universal Data Element (UDE)	<90%	90%	98%
Program Specific Data Element	<85%	85%	95%

(c) Data Integrity Expectations and Support
To ensure high quality data and ease in the generation of reports and analysis, the following data integrity expectations and supports will be observed:
- Data will be entered in a timely manner, within 5 working days following client contact.
- The Cambridge HMIS Committee will approve (and update as needed) a Data Quality Monitoring Plan that will define expectations for timeliness, accuracy and completeness of data, and establish timelines for monthly data quality monitoring.
- Attention to accuracy of participants' project entry and exit dates
- HMIS Staff will provide support to Partner Agencies as-needed for corrections of data.

4. Data Retrieval

(a) Partner Agencies
Partner Agencies will have access to retrieve any client-level data entered by their projects, other data as defined by the data sharing policies and procedures in this manual, and by the *CHMIS Informed Consent and Release of Information Authorization Form*.

(b) HMIS Project Staff
HMIS Project Staff will have access to retrieve all data in the CHMIS. HMIS Project Staff will not access individual client data for purposes other than maintenance, troubleshooting, providing reports, and checking for data integrity.

(c) Bitfocus, Inc.
Bitfocus will not access the system except for purposes of software maintenance, troubleshooting, and data conversion.

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

(e) Continuum of Care

HMIS Project staff will provide de-identified and aggregate reports to the Continuum of Care as-needed in support of its mission to prevent, reduce, and eliminate homelessness.

(f) Public

CHMIS, in consultation with the HMIS Working Group, 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. HMIS Project Staff will compile and publish certain periodic reports for public consumption regarding homelessness and housing issues in the City of Cambridge based on data available in HMIS. At no time will published, publicly-available reports contain client-level or identifiable data.

(g) Ethical Data Use

Data contained in the CHMIS will only be used to support the delivery of homeless and housing services in Cambridge. 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 User Agreement*.

(h) Access to Core Database

No one will have direct access to the CHMIS database. Access is provided solely through the Bitfocus, Inc.

5 GLOSSARY

- **Continuum of Care (CoC) Lead** – The primary decision-making entity of the CoC.

- **Contributory HMIS Organization (CHO)** – Organization that operates a contributory homeless assistance project and/or a contributory non-homeless assistance project.

- **Contributory Project** – A project, operated by a CHO, that contributes Protected Personal Information (PPI) or other client-level data to an HMIS.

- **Non-Contributory Project** – A project that does not contribute PPI or other client-level to an HMIS.

- **Homeless Assistance Project –** Project, identified by CoC as part of its homeless assistance system, whose primary purpose is to meet specific needs of people who are homeless.

- **Unduplicated Accounting of Homelessness** – Measure of extent and nature of homelessness, utilization of homeless projects over time, and effectiveness of homelessness projects.

- **HMIS Lead Agency (HMIS Lead)** – Organization designated by a CoC to operate the CoC's HMIS.

- **End User** – An employee, volunteer, or other person affiliated with a CHO who uses or enters data in the HMIS or other administrative database from which data are periodically uploaded to the HMIS.

- **HMIS Vendor** – A contractor who provides HMIS software and/or support services for the operation of a CoC's HMIS.

- **HMIS Participation:**
    - Projects must attempt to record all the universal data elements on all clients served <u>and</u> disclose to HMIS Lead at least once annually
    - All homeless assistance projects that receive funding through the CoC or ESG programs are mandated to participate
    - Victim Service Providers (as defined by VAWA) are excluded from disclosing PPI to HMIS

2018 HDX Competition Report

PIT Count Data for MA-509 - Cambridge CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	517	530	561
Emergency Shelter Total	293	307	340
Safe Haven Total	0	0	0
Transitional Housing Total	155	156	142
Total Sheltered Count	448	463	482
Total Unsheltered Count	69	67	79

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	129	181	194
Sheltered Count of Chronically Homeless Persons	60	155	159
Unsheltered Count of Chronically Homeless Persons	69	26	35

2018 HDX Competition Report

PIT Count Data for MA-509 - Cambridge CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**46**	**52**	**60**
Sheltered Count of Homeless Households with Children	46	52	60
Unsheltered Count of Homeless Households with Children	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**41**	**7**	**13**	**15**
Sheltered Count of Homeless Veterans	36	7	9	10
Unsheltered Count of Homeless Veterans	5	0	4	5

2018 HDX Competition Report

HIC Data for MA-509 - Cambridge CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	237	16	221	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	159	5	118	76.62%
Rapid Re-Housing (RRH) Beds	25	0	25	100.00%
Permanent Supportive Housing (PSH) Beds	472	22	295	65.56%
Other Permanent Housing (OPH) Beds	123	0	32	26.02%
Total Beds	1,016	43	691	71.02%

2018 HDX Competition Report

HIC Data for MA-509 - Cambridge CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	146	146	165

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	6	5	6

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	26	22	25

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for MA-509 - Cambridge 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 FY2017 data for each measure and associated metrics.

RESUBMITTING FY2017 DATA: If you provided revised FY2017 data, the original FY2017 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.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2016	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	1420		1238	77		89	12	20		25	5
1.2 Persons in ES, SH, and TH	1547		1397	117		135	18	27		38	11

b. This measure is based on data element 3.17.

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

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

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2016	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1436		1249	172		303	131	41		118	77
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1567		1414	215		342	127	56		170	114

FY2017 - Performance Measurement Module (Sys PM)

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

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2016	FY 2017	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO		17		1	6%		2	12%		2	12%	5	29%
Exit was from ES		31		1	3%		1	3%		0	0%	2	6%
Exit was from TH		29		1	3%		0	0%		1	3%	2	7%
Exit was from SH		0		0			0			0		0	
Exit was from PH		43		0	0%		0	0%		0	0%	0	0%
TOTAL Returns to Homelessness		120		3	3%		3	3%		3	3%	9	8%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	517	530	13
Emergency Shelter Total	293	307	14
Safe Haven Total	0	0	0
Transitional Housing Total	155	156	1
Total Sheltered Count	448	463	15
Unsheltered Count	69	67	-2

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1548		1399	-149
Emergency Shelter Total	1422		1239	-183
Safe Haven Total	0		0	0
Transitional Housing Total	138		168	30

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

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

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	155		149	-6
Number of adults with increased earned income	6		7	1
Percentage of adults who increased earned income	4%		5%	1%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	155		149	-6
Number of adults with increased non-employment cash income	36		34	-2
Percentage of adults who increased non-employment cash income	23%		23%	0%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	155		149	-6
Number of adults with increased total income	42		39	-3
Percentage of adults who increased total income	27%		26%	-1%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	30		56	26
Number of adults who exited with increased earned income	11		4	-7
Percentage of adults who increased earned income	37%		7%	-30%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	30		56	26
Number of adults who exited with increased non-employment cash income	13		8	-5
Percentage of adults who increased non-employment cash income	43%		14%	-29%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	30		56	26
Number of adults who exited with increased total income	24		12	-12
Percentage of adults who increased total income	80%		21%	-59%

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1131		1012	-119
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.	417		298	-119
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)	714		714	0

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1202		1072	-130
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.	445		323	-122
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.)	757		749	-8

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

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

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	139		103	-36
Of persons above, those who exited to temporary & some institutional destinations	19		21	2
Of the persons above, those who exited to permanent housing destinations	12		18	6
% Successful exits	22%		38%	16%

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1109		942	-167
Of the persons above, those who exited to permanent housing destinations	128		112	-16
% Successful exits	12%		12%	0%

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

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	261		256	-5
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	251		251	0
% Successful exits/retention	96%		98%	2%

2018 HDX Competition Report
FY2017 - SysPM Data Quality

MA-509 - Cambridge CoC

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

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

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	266	267	256	245	195	154	154	166	466	539	564	550	21	15	26	22				
2. Number of HMIS Beds	266	252	253	245	159	105	103	130	235	242	270	304	21	15	26	22				
3. HMIS Participation Rate from HIC (%)	100.00	94.38	98.83	100.00	81.54	68.18	66.88	78.31	50.43	44.90	47.87	55.27	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1914	1786	1444	1296	119	130	140	168	274	289	274	269	38	38	72	65	395	224	144	194
5. Total Leavers (HMIS)	1441	1302	1089	967	36	53	53	46	33	33	29	27	21	30	56	47	222	131	98	79
6. Destination of Don't Know, Refused, or Missing (HMIS)	1317	1134	879	641	16	1	3	4	3	3	2	2	0	0	0	2	93	55	68	40
7. Destination Error Rate (%)	91.39	87.10	80.72	66.29	44.44	1.89	5.66	8.70	9.09	9.09	6.90	7.41	0.00	0.00	0.00	4.26	41.89	41.98	69.39	50.63

2018 HDX Competition Report
Submission and Count Dates for MA-509 - Cambridge CoC

Date of PIT Count

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

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/27/2018	Yes
2018 HIC Count Submittal Date	4/27/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

CAMBRIDGE CONTINUUM OF CARE
COC PROGRAM STANDARDS

ADOPTED 7/6/2017

UPDATED 1/18/2018

Contents

A.   Introduction

The Cambridge Continuum of Care (CoC) is responsible for coordinating and implementing a system to address the needs of both people experiencing homelessness and those who are at risk of homelessness within the City of Cambridge. The Emergency Solutions Grant (ESG) Program Interim Rule and the Continuum of Care Program Interim Rule state that the CoC must, in consultation with recipients of ESG Program funds within its geographic area, establish and consistently follow written standards for providing CoC assistance.

All projects receiving CoC Program funding from the U.S. Department of Housing and Urban Development (HUD) in the Cambridge CoC are required to abide by these written standards. Projects that do not receive CoC funding are encouraged to adopt these standards. These standards will:
   o   Ensure that persons experiencing homelessness in the City will be given standardized information and support to access and maintain permanent housing;
   o   Establish community-wide expectations on the operation, quality, and equity of CoC funded projects; and
   o   Ensure project transparency across the City of Cambridge; and
   o   To make the most efficient use of limited funds.

B.   General Requirements

1.   All CoC funded projects are required to receive referrals from Cambridge Coordinated Access Network (C-CAN), excepting victim service providers, which may use a separate coordinated entry process, per 24 CFR 578.23(c)(9) and (11), which otherwise requires all Continuum of Care projects to participate. PSH and RRH projects will work with C-CAN to determine project-specific eligibility and amount and type of assistance project participants need to regain stability in permanent housing.

2.   CoC funded projects must verify and document each project participant's eligibility for CoC assistance.

3.   CoC projects must connect participants to mainstream resources in and outside of the CoC including housing, social services, employment, education and youth programs for which participants may be eligible. Participants must also be connected to other Federal, State, local, and private assistance available to assist the participant in obtaining housing stability including: Medicaid; SNAP; WIC; Unemployment Benefits; SSI/SSDI; TAFDC/EAEDA; Federal, State, or local subsidized housing; any other program or assistance available to meet the needs of the participant and allow that person to obtain and maintain permanent housing. CoC projects are responsible for conducting an ongoing assessment of the supportive services needed by project participants and coordinating services to ensure long-term housing stability.

4.   CoC funded projects must abide by the following termination procedure in order to preserve project participants' rights:

   a.   Provide participants with a complete list of project rules and consequences for violation of those rules prior to enrollment;

   b.   Examine all extenuating circumstances surrounding the decision to terminate and opt to terminate only in the most severe cases;

   c.   Provide written notice to participant containing a clear statement of the reason for termination;

   d.   Allow the participant to (1) request that the decision to terminate be reviewed by someone other than the person who made the initial termination decision or a subordinate of that person, and (2) present oral or written statements objecting to the termination;

   e.   Issue prompt written notice of the final, post-review decision; and

      f.   Inform terminated participant that the termination does not mean that he or she cannot seek services from the CoC funded service provider in the future.

5.   CoC projects that serve households with children:

      a.   Have a staff person designated as the educational liaison that will ensure children are enrolled in school and connected with appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and the McKinney Vento education services;

      b.   Not discriminate on the basis of age and/or gender of children when considering housing options. To prohibit involuntary family separation, the age and gender of a child under 18 cannot be used as a basis for denying any family's admission to a project.

6.   CoC projects must abide by Federal, State, and Local Civil Rights, Disabilities laws, and the Violence Against Women Act.

7.   HUD-funded projects shall not engage in or require as a part of project services, inherently religious activities such as worship, religious instruction. These activities may be conducted separately from project services and must be voluntary for project participants.

8.   CoC funded Transitional and Permanent Housing projects shall provide Program Participants with a HUD-approved Notice of Occupancy Rights Under the Violence Against Women Act. The HUD approved form is available from HUD here: https://www.hud.gov/sites/documents/5380.docx and on the Cambridge CoC website here: http://cambridgecoc.org/violence-against-women-act-vawa-resources. Subrecipient is responsible for ensuring that the Notice is complete and up to date when provided to Program Participants.

      The Notice shall be provided when a Program Participant:

      a.   is denied permanent housing or transitional housing;

      b.   is admitted to permanent housing or transitional housing;

      c.   receives notification of eviction; and

      d.   is notified of termination of assistance.

9.   CoC funded projects must adopt and follow policies and procedures that conform to HUD's program rules and these Written Standards. Policies and procedures must cover the following topics:

      a.   *Coordinated Entry participation*: a policy for receiving referrals from C-CAN and reporting vacancies to C-CAN including identification of the project staff position(s) responsible for C-CAN participation.

      b.   *Eligibility*: the complete list of project eligibility criteria including how each criterion will be evaluated and documented.

      c.   *Service delivery*: policies and procedures for delivering services to project participants including the full array of services available.

      d.   *Project rules*: a complete list of all rules and the consequences for violating those rules.

      e.   *Termination procedure*: the complete process for initiation of termination proceedings, making appeals, and issuing a final termination decision.

      f.   *Document collection*: a list of documents that must be collected from project participants; how often they must be collected; the priority with which documents will be received (i.e. third-party documentation over self-certification); and a retention policy (5 years after the expenditure of all funds from the grant under which the project participant was served).

      g.   *HMIS participation*: the process by which releases of information are collected and information is entered into the Homeless Management Information System (HMIS) in a timely manner.

      h.   *Confidentiality policy*: a policy describing how project participant records will be kept confidential and physically secure as well as the process by which project participant information will be released to third parties (i.e. a policy on how releases of information are collected and used).

i. *Fiscal policies and procedures*: policies and procedures describing procedures and responsibilities for approving CoC expenses and requests for reimbursement; and documentation procedures to show: that CoC funds are spent on allowable costs in accordance with requirements for eligible activities; records of the source and use of contributions made to satisfy the matching requirement described in § 578.73 of the CoC Interim Rule; and records of the receipt and use of program income.

j. *Conflicts of interest*: a policy describing compliance with the organizational conflicts of interest requirements described in § 578.95 of the CoC Interim Rule.

k. *Homeless participation*: a policy describing compliance with the homeless participation requirements described in § 578.75(g) of the CoC Interim Rule.

l. *Affirmatively furthering fair housing*: a policy describing how the project affirmatively markets housing and services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities.

m. *Protections for victims of domestic violence, dating violence, sexual assault, or stalking:* a policy describing procedures to comply with the requirements set forth in § 578.99(j) of the CoC Interim Rule, including procedures to notify participants of rights under the Violence Against Women Act (VAWA); contract, lease and occupancy agreement provisions; bifurcation; and adherence to the Cambridge CoC's emergency transfer plan.

C.   Occupancy Standards and Inspection Requirements

All CoC funded housing units must meet applicable federal, state and local safety, sanitary and habitability requirements. All housing units must meet the applicable Housing Quality Standards (HQS) for the component type.

1. The CoC grant subrecipient must physically inspect each unit to ensure that the unit meets HQS.
2. Assistance shall not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the subrecipient verifies that all deficiencies have been corrected.
3. Subrecipients must inspect all units at least annually during the grant period to ensure that the unit continues to meet HQS.
4. All housing units must be a suitable dwelling size

D.   HMIS Requirements

All CoC funded projects must collect record, and make available to the CoC's HMIS Lead Agency (Cambridge Department of Human Service Programs) data that is necessary to determine: (1) unduplicated counts of the number of homeless individuals and families accessing service; (2) demographic characteristics of homeless individuals and families; and (3) patterns of service use within the community.

To fulfill this requirement, CoC projects shall participate in one of the following instances of HMIS: (1) Cambridge HMIS; (2) ASIST HMIS; (3) Boston HMIS; or (4) an instance that is specific to and administered by the subrecipient agency. If the project chooses to utilize Option (2), (3) or (4), the CoC project must be configured in HMIS in such a way that the project is able to provide data to the HMIS Lead Agency in HUD HMIS Comma-Separated Value (CSV) format.

E.   Recordkeeping Requirements

All CoC funded projects must keep the following documentation relative to their CoC project:

1. Agency Level: Subrecipient shall collect and retain Agency-level records related to the following:
    a. Documentation of Non-profit Status
    b. Conflicts of Interest
    c. Homeless Participation
    d. Annual Audit
    e. Certificate of Authority
    f. Accounting policy

2. Project Level: Subrecipient shall retain documentation of the following project-level policies and procedures:
    a. Required Policies and Procedures
    b. Job Descriptions
    c. A written confidentiality/privacy notice, a copy of which should be made available to participants if requested.
    d. Use of the CoC's coordinated entry system (C-CAN)
    e. Use of HMIS
    f. Records of all emergency transfers requested, and the outcomes of such requests (must be retained for 3 years).

3. Participant Level: Subrecipient must collect and keep the following records as a part of the Project Participant file:
    a. Project participant eligibility including homeless or chronic homeless status and disability.
    b. Service delivery including (1) assessment of project participant service needs; (2) connection to mainstream benefits and services; and, (3) the amount and type of assistance offered to and received by project participants.
    c. Initial and annual inspection of housing units showing that minimum habitability standards are met.
    d. Evidence that housing unit rents are rent reasonable (in relation to rents being charged for comparable unassisted units in the same market).
    e. Evidence showing that the housing unit size is suitable for household composition (i.e. the unit has enough bedrooms to allow children of different genders over age five to have separate bedrooms).
    f. When required, evidence of proper income calculation.
    g. HMIS Release of Information
    h. Proof that Notice of Occupancy Rights Under the Violence Against Women Act was provided to participants in transitional and permanent housing
    i. Records must be retained for the appropriate amount of time as prescribed by HUD.

4. All projects must keep the following financial records:
    a. Documentation of all costs charged to the grant.
    b. Documentation that funds were spent on allowable costs.
    c. Documentation of the receipt and use of program income.
    d. Documentation of compliance with expenditure limits-including Fair Market Rent-and deadlines.
    e. Retain copies of all procurement contracts as applicable.
    f. Documentation of amount, source and use of match contribution.

F. Standards for Providing CoC Assistance

The standards described in this section specify community-wide standards and expectations for the provision of CoC assistance. All CoC funded projects must consistently follow these standards, and other community providers are encouraged to adopt the same standards.

1. TRANSITIONAL HOUSING

Transitional Housing (TH) facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering TH. At this time, there are no TH projects funded by the CoC Program in the Cambridge CoC; however, these standards remain as a guide for any future or non-CoC funded TH projects within the CoC.

a. Eligibility Criteria

Households defined as Homeless under Category 1 (Literally Homeless), 2 (Imminent Risk of Homelessness) or 4 (Fleeing/Attempting to Flee Domestic Violence) of HUD's Homeless definition.

b. Assessment & Accessing Assistance

All households presenting as homeless in the Cambridge CoC should be assessed through the CoC's Coordinated Entry system (C-CAN). The assessment process evaluates eligibility and prioritization for TH projects, and refers prioritized households to any available TH vacancies within the CoC. Households seeking assistance can be assessed by C-CAN staff:

   i. At the Cambridge Multi-Service Center;
   ii. At scheduled field-based access points (schedule online at www.cambridgecoc.org/cambridgecan); or
   iii. By requesting a meeting with a mobile assessment team member (617-349-7715 or cambridgeCAN@cambridgema.gov).

The standardized C-CAN assessments include a Housing Prioritization Tool and a Vulnerability Index designed to comprehensively assess service needs, and produce scores that are used to prioritize households for housing and services. The Housing Prioritization Tool results in a letter score for each of the following housing types: Permanent Supportive Housing (A); Transitional Housing (A-G); and Rapid Rehousing (A-G), with A representing highest priority for a given housing type. The Combined Vulnerability Index score ranges from 0 to 11, with higher scores indicating greater levels of vulnerability and severity of service needs.

c. Prioritization

Prioritization decisions to fill TH vacancies are determined on the following factors. Each successive sorting factor takes place within groups that have been prioritized according to the previous factor.

   i. First, households are ordered by their Transitional Housing score, as determined by the Housing Prioritization Tool, with those receiving "A" prioritized first;
   ii. Next, households are ordered by their Combined Vulnerability Index score, with those receiving the highest score prioritized first;
   iii. Finally, as per CPD-17-01 II.B.3, if multiple eligible households still maintain equal priority, those households will be ordered based on date of C-CAN assessment completion, with the earliest date corresponding to the highest priority.

Households fleeing domestic violence who qualify for an emergency transfer from a CoC funded Transitional Housing project shall have priority over all other applicants for transitional housing provided that the household meets all eligibility criteria required by Federal law or regulation or HUD Notice of Funding Availability; and the household meets any additional criteria established in accordance with 24 CFR 578.93(b)(1),(4),(6), or (7). The household shall retain their original homeless status for purposes of the transfer.

d. Minimum Standards

In addition to meeting the general standards for providing CoC assistance, TH providers must meet the following project specific minimum standards:

    i. Maximum length of stay should not exceed 24 months.
    ii. Assistance in transitioning to permanent housing must be provided.
    iii. Supportive services must be offered throughout the duration of stay in TH.
    iv. Participants in TH must enter into a lease or occupancy agreement for a term of at least one month. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months.
    v. CoC funded TH projects must provide accurate and up-to-date information on vacancies and eligibility criteria for the project (gender specific, individuals/families, etc.).

2. RAPID REHOUSING (RRH)

CoC funded Rapid Rehousing (RRH) is a type of medium-term Tenant Based Rental Assistance (TBRA) that provides intensive, targeted supportive services to quickly stabilize participants in permanent housing. The goal of RRH is for participants to maintain permanent housing after time limited rental assistance and supportive services end.

a. Eligibility Criteria

Households defined as Homeless under Category 1 (Literally Homeless) and coming directly from streets or emergency shelters or Category 4 (Fleeing/Attempting to Flee Domestic Violence) of HUD's Homeless definition.

b. Assessment & Accessing Assistance

All households presenting as homeless in the Cambridge CoC should be assessed through the CoC's Coordinated Entry system (C-CAN). The assessment process evaluates eligibility and prioritization for RRH projects, and refers prioritized households to any available RRH vacancies within the CoC. Households seeking assistance can be assessed by C-CAN staff:

    i. At the Cambridge Multi-Service Center;
    ii. At scheduled field-based access points (schedule online at www.cambridgecoc.org/cambridgecan); or
    iii. By requesting a meeting with a mobile assessment team member (617-349-7715 or cambridgeCAN@cambridgema.gov).

The standardized C-CAN assessments include a Housing Prioritization Tool and a Vulnerability Index designed to comprehensively assess service needs, and produce scores that are used to prioritize households for housing and services. The Housing Prioritization Tool results in a letter score for each of the following housing types: Permanent Supportive Housing (A); Transitional Housing (A-G); and Rapid Rehousing (A-G), with A representing highest priority for a given housing type. The Combined Vulnerability Index score ranges from 0 to 11, with higher scores indicating greater levels of vulnerability and severity of service needs.

c. Prioritization

Prioritization decisions to fill RRH vacancies are determined on the following factors. Each successive sorting factor takes place within groups that have been prioritized according to the previous factor.

    i. First, households are ordered by their Rapid Rehousing score, as determined by the Housing Prioritization Tool, with those receiving "A" prioritized first;

ii. Next, households are ordered by their Combined Vulnerability Index score, with those receiving the highest score prioritized first;

iii. Finally, as per CPD-17-01 II.B.3, if multiple eligible households still maintain equal priority, those households will be ordered based on date of C-CAN assessment completion, with the earliest date corresponding to the highest priority.

Households fleeing domestic violence who qualify for an emergency transfer from a CoC funded RRH project shall have priority over all other applicants for RRH provided that the household meets all eligibility criteria required by Federal law or regulation or HUD Notice of Funding Availability; and the household meets any additional criteria established in accordance with 24 CFR 578.93(b)(1),(4),(6), or (7). The household shall retain their original homeless or chronically homeless status for purposes of the transfer.

d. Minimum Standards

In addition to meeting the general standard for providing CoC assistance, CoC RRH providers must meet the following project specific minimum standards:

i. Participation in a RRH project cannot exceed 24 months.
ii. Rental Assistance does not need to be provided consecutively.
iii. Services that must be provided include landlord outreach, assessment of housing barriers, financial assistance, and case management.
iv. Participant must meet with a case manager at least once per month while enrolled in the project. Meeting may be by phone, at the housing unit, or at any other location designated by the project staff and/or participant.
v. Participants may receive up to six months of supportive services after rental assistance has ceased.
vi. CoC funded RRH projects must provide accurate and up-to-date information on vacancies and eligibility criteria for the project (gender specific, individuals/families, etc.).

RRH Rental Assistance Standards

i. Typical length of assistance: up to 24 months.
ii. All participants receiving rental assistance subsidies must contribute a minimum of 30% of their monthly adjusted household income toward their monthly rent. This tenant rent contribution may be adjusted at any time based on changes to household income, including, but not limited to, each annual reassessment.
iii. Maximum amount of assistance is determined by rent reasonableness of appropriate-sized unit for household x 24 months (maximum period of rental assistance).

3. PERMANENT SUPPORTIVE HOUSING

Permanent Supportive Housing (PSH) is community-based housing for households with disabilities, the purpose of which is to provide supportive services and housing without a designated length of stay.

a. Eligibility Criteria

i. Households defined as Homeless under Category 1 (Literally Homeless) or Category 4 (Fleeing/Attempting to Flee Domestic Violence) of HUD's Homeless definition.
   a. Households coming from TH must have originally come from the streets or emergency shelter
   b. Households must have an individual member with a disability

ii. Projects with beds dedicated for chronically homeless persons must also evaluate and document eligibility for the Chronic Homeless definition.

b. Assessment & Accessing Assistance

All households presenting as homeless in the Cambridge CoC should be assessed through the CoC's Coordinated Entry system (C-CAN). The assessment process evaluates eligibility and prioritization for PSH projects, and refers prioritized households to any available PSH vacancies within the CoC. Households seeking assistance can be assessed by C-CAN staff:

i. At the Cambridge Multi-Service Center;
ii. At scheduled field-based access points (schedule online at www.cambridgecoc.org/cambridgecan); or
iii. By requesting a meeting with a mobile assessment team member (617-349-7715 or cambridgeCAN@cambridgema.gov).

The standardized C-CAN assessments include a Housing Prioritization Tool and a Vulnerability Index designed to comprehensively assess service needs, and produce scores that are used to prioritize households for housing and services. The Housing Prioritization Tool results in a letter score for each of the following housing types: Permanent Supportive Housing (A); Transitional Housing (A-G); and Rapid Rehousing (A-G), with A representing highest priority for a given housing type. The Combined Vulnerability Index score ranges from 0 to 11, with higher scores indicating greater levels of vulnerability and severity of service needs.

c. Prioritization

Prioritization decisions to fill PSH vacancies are determined on the following factors. Each successive sorting factor takes place within groups that have been prioritized according to the previous factor. This prioritization method complies with CPD-16-11 (III)(A) by relying on standardized assessments to prioritize based on duration of homelessness and severity of service needs.

i. First, households are ordered by Chronic Homeless status based on standard HUD assessment data from HMIS, with those indicated as Chronically Homeless prioritized first;
ii. Next, households are ordered by their Permanent Supportive Housing score, as determined by the Housing Prioritization Tool, with those receiving "A" prioritized first;
iii. Next, households are ordered by their Combined Vulnerability Index score, with those receiving the highest score (those with the highest severity of service needs) prioritized first;
iv. Next, households are ordered by their total duration of homelessness, as recorded within the Vulnerability Index assessment, with those having the longest duration prioritized first;
v. Finally, as per CPD-17-01 II.B.3, if multiple eligible households still maintain equal priority, those households will be ordered based on date of C-CAN assessment completion, with the earliest date corresponding to the highest priority.

The CoC's prioritization process allows for a match to be made between vacancies with funding-imposed eligibility requirements and households meeting those eligibility criteria. For example, when a PSH vacancy arises for a unit limited to female clients, the highest priority female client will be prioritized even though there may be higher priority male clients on the PSH waiting list.

Households fleeing domestic violence who qualify for an emergency transfer from a CoC funded PSH project shall have priority over all other applicants for PSH provided that the household meets all eligibility criteria required by Federal law or regulation or HUD Notice of Funding Availability; and the household meets any additional criteria established in accordance with 24 CFR 578.93(b)(1),(4),(6), or (7). The household shall retain their original homeless or chronically homeless status for purposes of the transfer.

d. Minimum Standards
   i. CoC funded PSH projects must provide accurate and up-to-date information on vacancies and eligibility criteria for the project (gender specific, individuals/families, etc.).
   ii. All CoC-funded PSH projects must fill vacancies for all beds and units via C-CAN referrals, which will provide referrals from a waitlist prioritized by length of time homeless and severity of service needs.
   iii. There can be no predetermined length of stay for a PSH program
   iv. Supportive services designed to meet the needs of participants must be made available to participants throughout the duration of stay in PSH. However, participation is not mandatory and cannot be a condition of tenancy.
   v. Participants in PSH must enter into a lease agreement for an initial term of at least one year. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months
   vi. PSH programs should utilize Housing First approaches.

G.   Future Review, Updates and Amendments

These written standards are not only intended to be specific and detailed, addressing unique eligibility requirements for the housing and service resources available, but they are also relevant in the Continuum's work today. To ensure the relevancy of these standards against HUD requirements, the CoC's homeless population and both local and national targeting priorities, the CoC will regularly review and update these written standards.

a. Changes/ Updates: The CoC Program Standards will be reviewed annually. Proposed changes/updates will be brought to the Cambridge CoC Board of Directors for approval.
b. When reviewing these standards in the future, the CoC's consideration may include:
   i. Provider feedback on the current written standards;
   ii. Project participant feedback on the coordinated entry process;
   iii. The effectiveness and appropriateness of housing and services for current project participants;
   iv. The CoC's success at meeting the performance standards in Section 427 of the McKinney-Vento Act;
   v. Changes in the characteristics of the homeless population within the CoC; and
   vi. Changes in the housing and service resources available in the CoC.

INTRODUCTION

This report provides an initial review of available data for the Cambridge community to assess for racial and ethnic disparity in the occurrence of homelessness, provision of homeless services, and outcomes of those services. These topics warrant more comprehensive examination, and the following information aims to establish a starting point for future analyses, planning, and actions to understand and address racial disparity in the Continuum of Care (CoC).

PRIOR ASSESSMENTS OF RACIAL & ETHNIC DISPARITY IN CAMBRIDGE

Cambridge is a racially and ethnically diverse city with a rising cost of living and shrinking middle class. One of the top five largest cities in the state, Cambridge is known for prestigious academic institutions and thriving life sciences and tech industries. The city's institutions and industries create an atmosphere of prosperity that contrasts starkly with the significant number of residents living in poverty. Racial and/or ethnic disparities in Cambridge have been documented in numerous areas of life, including incidence of poverty, income, housing and homelessness, food security, education, vulnerability to crime, and health. Ending race-based disparities and achieving racial equity has been identified as a goal through the City's current community-wide strategic planning process (Envision Cambridge).

The most recent Census (2010) found that Cambridge has a population of 105,162 with a racial and ethnic composition that is more diverse than the State. The City's population is 68% White, 15% Asian, 11% Black or African American, and 7% is Hispanic or Latino (of any race).

According to a recent comprehensive needs assessment[1] conducted for the City of Cambridge,

> People of color experience poverty at higher rates than the overall population in Cambridge and the state. The poverty rate among people who identify as Black or African American and those who are of Hispanic or Latino origin (of any race) is nearly double the overall rate of poverty in Cambridge. Asians also have higher rates of poverty, though not as far from the average. Interestingly, Hispanics in Cambridge have a lower poverty rate than the statewide average for this group, while African Americans in Cambridge experience poverty at a higher rate than African Americans statewide. Immigration also appears to be a factor. In Cambridge, 20% of individuals born outside the United States are living in poverty, as opposed to the 15% city average.[2]

Figure 1. Poverty by race and ethnicity, excerpted from City of Cambridge Community Needs Assessment
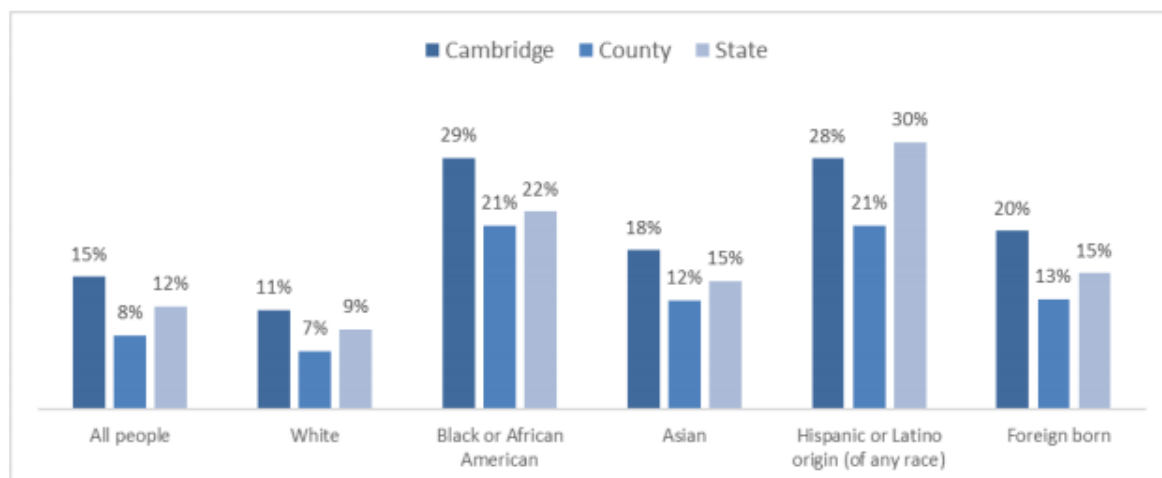
Source: U.S. Census Bureau, "Selected Characteristics of People at Specified Levels of Poverty in the Past 12 Months." 2010-2014 American Community Survey (2014).

As highlighted by the City of Cambridge Community Needs Assessment, residents impacted by poverty and financial insecurity are also likely to face housing insecurity. Figure 2 compares median income by race to the minimum income

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[1] 2017. City of Cambridge Community Needs Assessment. 2017. Prepared by TDC.
http://www.cambridgema.gov/CDD/News/2017/4/~/~/media/D6E35EF2822B411986DC72B6FEC9CD6B.ashx
[2] 2017. City of Cambridge Community Needs Assessment.

required to afford a 1-bedroom apartment in Cambridge and demonstrates the disparity between racial groups related to housing affordability.

Figure 2. 2014 Median Income by Race vs. Income Needed to Rent 1 Bedroom, excerpted from Community Needs Assessment
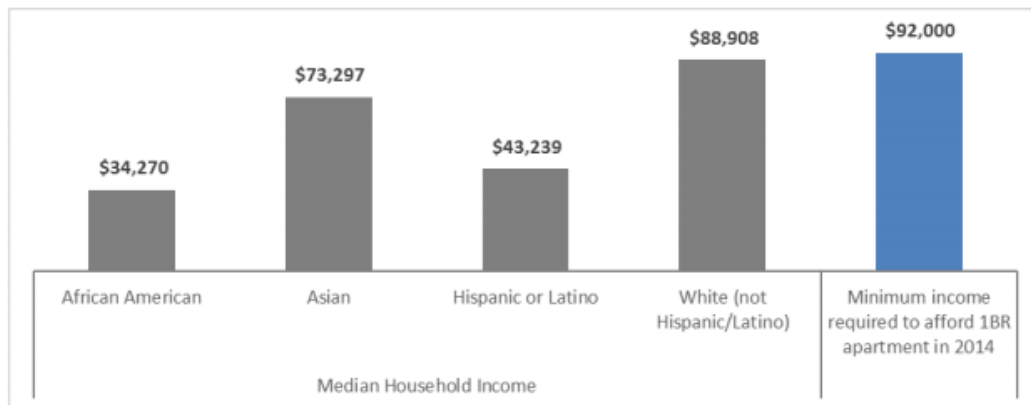
Sources: U.S. Census Bureau, "Median Household Income in the Past 12 Months," 2010-2014 American Community Survey 5-Year Estimates (2014); Cambridge Community Development Department, Cambridge Housing Affordability Gap Chart (2015).

The disparity observed in relation to housing affordability extends to rates of homelessness. As shown in Figure 3, persons identifying as Black or African American experience homelessness at disproportionately high rates compared to the overall racial composition of the city.

Figure 3. Racial Composition of Homeless Population vs, City of Cambridge, excerpted from Community Needs Assessment
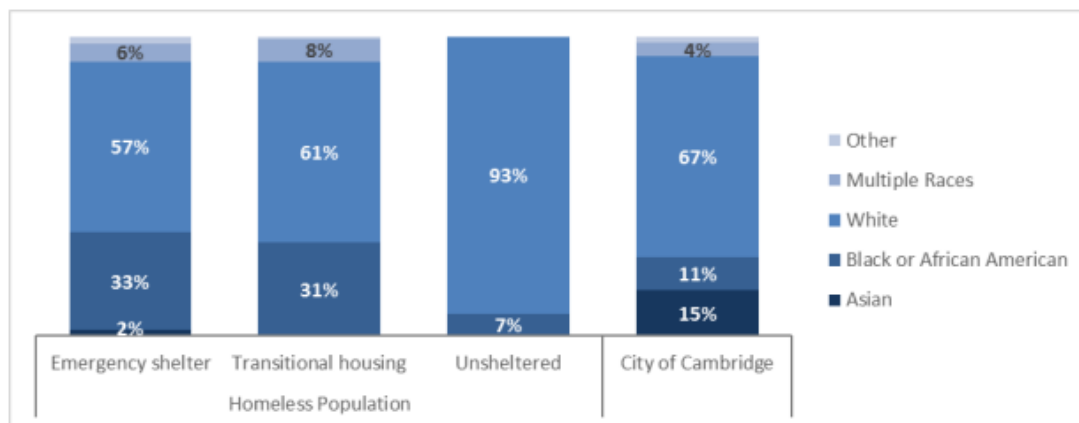
Source: Cambridge Department of Human Service Programs, City of Cambridge: 2016 Census of Persons Experiencing Homelessness.
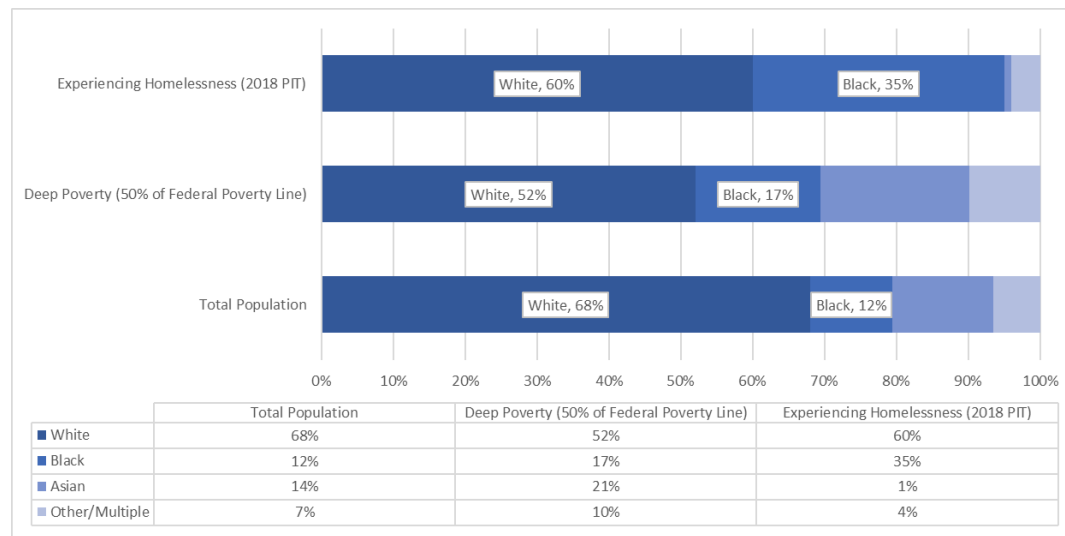
RACIAL & ETHNIC DISPARITY IN OCCURRENCE OF HOMELESSNESS

Data from the most recent Point-in-Time (PIT) count of persons experiencing homelessness in Cambridge are consistent with findings of racial disparity in occurrence of homelessness published in the City of Cambridge Community Needs Assessment, and with some of the national findings recently published by Supporting Partnerships for Anti-Racist Communities (SPARC). The SPARC study compared overrepresentation of racial and ethnic groups in the homeless population to levels of overrepresentation in the population living in deep poverty, defined as 50% or below the Federal Poverty Line[3]. As shown in Figure 4, the 2018 PIT found that 35% of persons experiencing homelessness are Black or African American while that group makes up only 12% of the overall population and 17% of the population living in deep poverty. This demonstrates that overrepresentation of Black or African American persons in the homeless population is

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[3] 2018. Center for Social Innovation. Supporting Partnerships for Anti-Racist Communities, Phase One Study Findings. http://center4si.com/wp-content/uploads/2018/03/SPARC-Phase-1-Findings-March-20181.pdf

not fully attributable to poverty rates because overrepresentation in the homeless population exceeds the proportion of the Black population living in deep poverty.

Figure 4. 2018 PIT Racial Composition Compared to Overall Population and Population in Deep Poverty

	Total Population	Deep Poverty (50% of Federal Poverty Line)	Experiencing Homelessness (2018 PIT)
■ White	68%	52%	60%
■ Black	12%	17%	35%
■ Asian	14%	21%	1%
■ Other/Multiple	7%	10%	4%

Sources: 2018 PIT, 2012-2016 American Community Survey, S1703: Selected Characteristics of People at Specified Levels of Poverty

The U.S. Census Bureau's 2012-2016 American Community Survey indicates that 8% of Cambridge's population is Hispanic or Latino origin (of any race), and that 18% of the estimated 7,095 persons living in deep poverty (50% or less than the Federal Poverty Line) identify as Hispanic or Latino. Of the 561 persons counted in the 2018 PIT, 19% were Hispanic or Latino, which indicates that Hispanic persons are overrepresented in the homeless population compared to their proportion of the overall population, but the extent of overrepresentation is similar to that found in the population living in deep poverty. The data show that persons identifying as Asian and Other (American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander) and/or multiple races are overrepresented in the population experiencing deep poverty, but that overrepresentation is not evident in the homeless population.

Figure 5. Racial & Ethnic Composition of Total Population Compared to Population Living in Deep Poverty & Population Experiencing Homelessness
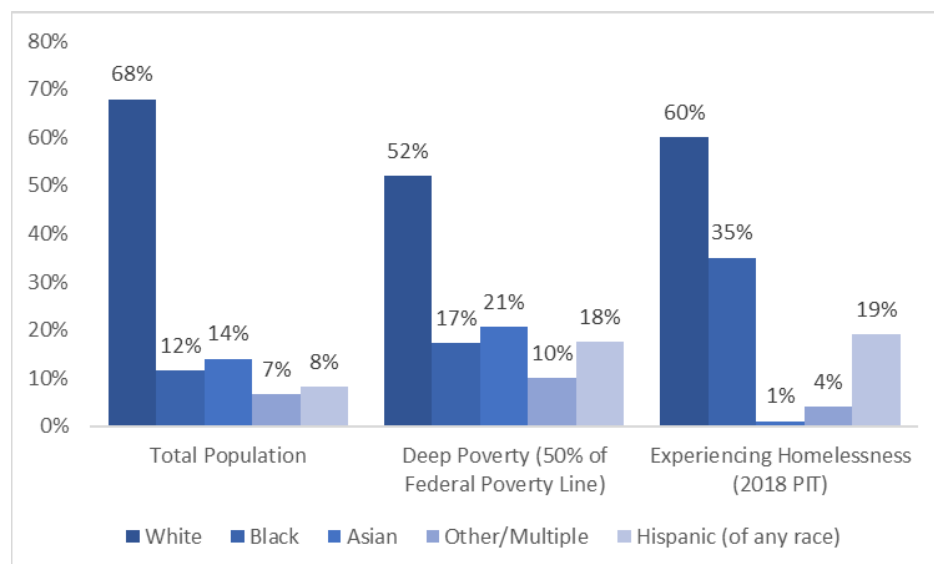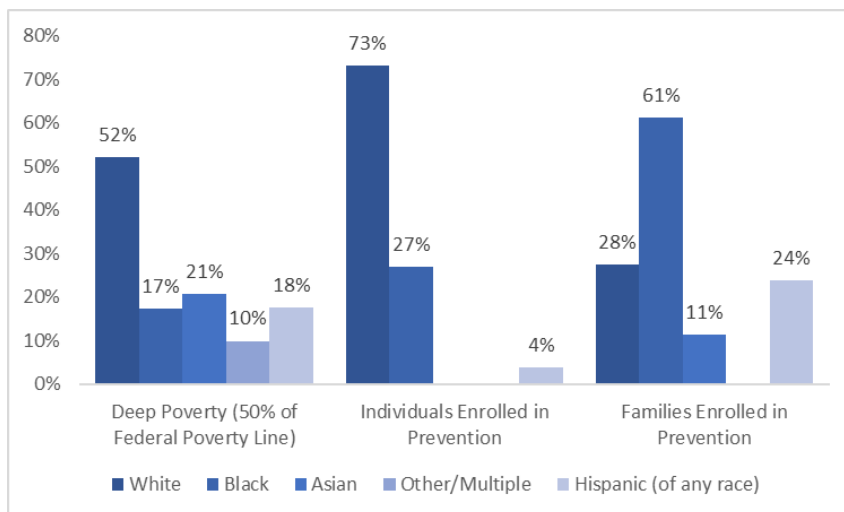

Sources: 2018 PIT, 2012-2016 American Community Survey, S1703: Selected Characteristics of People at Specified Levels of Poverty

PROVISION & OUTCOMES OF HOMELESS ASSISTANCE

To assess whether there is disparity in the provision of homeless assistance, the racial and ethnic composition of households receiving homelessness prevention assistance was compared to the composition of the population living in deep poverty. As shown in Figure 7, the racial and ethnic composition of households accessing prevention assistance is significantly different for individuals and families. Future analysis should examine rates of deep poverty by household type to determine whether apparent disparities align with poverty rates by household type. Overrepresentation of White individuals and Hispanic families, and underrepresentation of White families and Hispanic individuals among prevention assistance recipients compared to their proportion of the deep poverty population may be a result of the deep poverty data including both household types, and should be examined further in future analyses.

Despite the limitation noted above, the data show that compared to the population in deep poverty, Black or African American households, particularly families with children, are overrepresented in the population of households receiving homelessness prevention services in FY 2017. This information warrants further examination as it may be attributable to a number of different factors including but not limited to: disparities in rates of eviction (an eligibility criterion for some prevention assistance), higher rates of "network impoverishment[4]" among these groups, and successful outreach and engagement with populations in need of prevention assistance.

Figure 6. Racial & Ethnic Composition of Population in Deep Poverty Compared to Composition of Individual and Family Households Receiving Homelessness Prevention Assistance
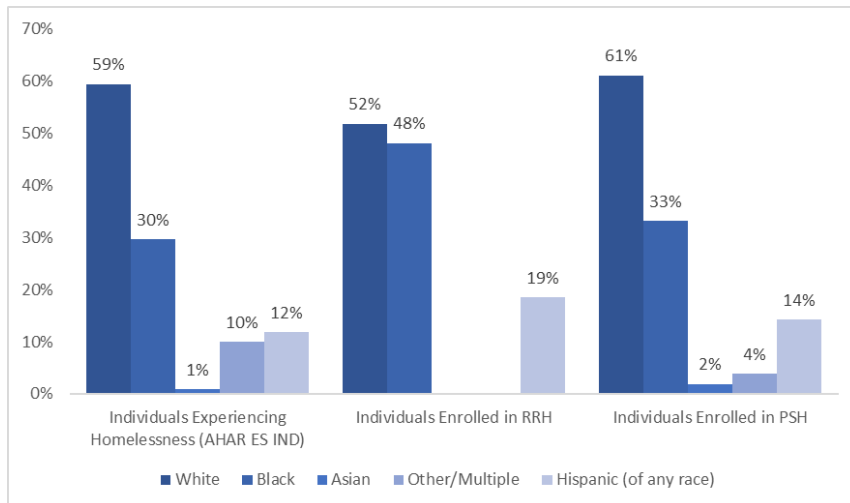

Sources: Cambridge Homeless Management information System (HMIS) report on Prevention Enrollments for Federal FY 2017, 2012-2016 American Community Survey, S1703: Selected Characteristics of People at Specified Levels of Poverty

Figure 7 compares the racial and ethnic composition of individuals who accessed emergency shelter in Cambridge during federal fiscal year 2017 to the composition of individuals enrolled in Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) in the same time frame to assess whether there is disparity in positive outcomes of homeless assistance, defined broadly here as enrollment in a permanent housing program.

[4] The SPARC study describes "network impoverishment" as a phenomenon in which not just the individual or family experiences poverty but their social networks function in an impoverished state, marked by lack of financial capital and lack of emotional support. For example, "people are not unwilling to double up, take people in, or live in another person's home – but they do not have the capacity to accommodate the additional consumption of resources (e.g., food and household goods)."

Figure 7. Racial & Ethnic Composition of Individuals Accessing Emergency Shelter Compared to Composition of Individuals Enrolled in Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH)

Sources: Cambridge Homeless Management Information System (HMIS) report on RRH and PSH Enrollments for Federal FY 2017, Annual Homeless Assessment Report (AHAR) for Federal FY 2017 (Oct. 1, 2016 – Sept. 30, 2017)

White individuals comprised 59% of the shelter population, 52% of RRH enrollments, and 61% of PSH enrollments; Black individuals comprised 30% of the shelter population, 48% of RRH enrollments, and 33% of PSH enrollments; Hispanic individuals comprised 12% of the shelter population, 19% of RRH enrollments, and 14% of PSH enrollments; and individuals identifying as other or multiple races comprised 10% of the shelter population, 0% of RRH enrollments, and 4% of PSH enrollments. The data show that the racial and ethnic breakdown of enrollments in permanent housing programs is largely representative of the racial and ethnic composition of individuals staying in emergency shelters, except for the Other/Multiple races category, which is underrepresented in both RRH and PSH enrollments. The apparent underrepresentation of individuals identified as Other/Multiple races in permanent housing enrollments should be examined further to determine whether this is a result of data quality issues or differences in reporting race and ethnicity in a shelter enrollment compared to permanent housing. It may be the case that individuals with a "Don't Know or Refused" response to race in the shelter enrollment are recorded in a specific race category in housing enrollments, which tend to have better data quality at the point of assessment.

CONCLUSION

Data reviewed for this report indicate that racial disparity clearly exists in the occurrence of homelessness in the Cambridge CoC, and that the observed disparities for occurrence of homelessness among Black or African Americans cannot be fully explained by poverty rates. Additional information and analysis is required to accurately assess the existence and extent of racial disparity in the provision and outcomes of homeless services, particularly related to provision of homelessness prevention assistance. The data reviewed in this initial report show that the racial composition of Permanent Supportive Housing enrollments corresponds with the racial and ethnic composition of the individual emergency shelter population, which indicates a lack of disparity in achievement of a positive outcome of homeless assistance (permanent housing placement). Further analysis should be conducted to assess if there are disparities in long-term stability and housing retention for persons placed in permanent housing.

Additional analysis should be conducted to assess: racial and ethnic disparities within the context of Metro Boston/regional data; racial disparities for persons identifying as Multiple or Other races; the impact of the state family shelter system on access to services within specific geographies; racial and ethnic disparities in the unsheltered population and among unaccompanied youth experiencing homelessness; and disparities in access to housing and services through the Coordinated Entry assessment and prioritization system.