

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: MA-511 - Quincy, Brockton, Weymouth, Plymouth City and County CoC

1A-2. Collaborative Applicant Name: City of Quincy, MA

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Quincy, MA

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

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

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

Two examples of the CoC's inclusive structure and approach are: 1) The Unaccompanied Homeless Youth Committee is co-chaired by a CoC funded and a non-CoC funded youth serving organization and involves school homeless liaisons, youth advocates, colleges, job training, gang outreach, shelters, substance abuse treatment. Input from these partners and from a homeless youth survey conducted for the last 3 years is informing the development of a UHY Housing Action Plan. 2) The CoC recently heard from a group of concerned CoC member agencies working in Plymouth (e.g., state government, local elected officials, elder services, community action agencies, housing agencies, and hospitals) about an increase in elder homelessness. The CoC responded by providing leadership in developing a Homeless Elder Committee comprised of the aforementioned agencies and others to conduct a survey of elders and launch a by-name list for use in developing a plan to prevent and end homelessness.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
School on Wheels	No	Yes	No
Old Colony YMCA	No	Yes	Yes
Father Bill's & MainSpring	No	Yes	Yes
Brockton Public Schools	No	Yes	No
Quincy Public Schools	No	Yes	No
Health Imperatives	No	Yes	No
Family & Community Resources	No	Yes	No
Bridgewater State University	No	Yes	No
Massasoit Community College	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
DOVE	Yes	No
DTA Domestic Violence Specialist	Yes	No
Family & Community Resources	Yes	No
Father Bill's & MainSpring	Yes	Yes
Friends of the Homeless - South Shore	Yes	Yes
Old Colony YMCA	Yes	Yes
Housing Solutions for Southeastern MA	Yes	Yes
Carolina Hill Shelter	Yes	No
Plymouth Coalition for the Homeless	Yes	No
Health Imperatives	Yes	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The City of Quincy Planning Department (QPD) as Collaborative Applicant annually announces new funds available through the CoC competition, open to any providers. For 2016, QPD emailed the 160-person CoC membership about the new funds (7/6/16), including the availability of TA by the CoC Support Entity. Letters of intent were due 7/13 and concept papers were due 7/15. Projects were informed in 24 hours if approved to submit, and final applications were due 8/12. Factors the CoC considered in selecting new projects: meeting goals of ending chronic homelessness and/or homelessness of other subpopulations, and alignment with HEARTH Act. The CoC seeks applications and offers TA for non-CoC providers, but HEARTH requirements are difficult to master. As such, the CoC has experienced challenges in having new agencies apply. This year a DV provider considered an application, but opted not to submit. The Support Entity will work with them in the next year to increase their capacity to apply.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Semi-Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	5
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	5
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	5
How many of the Con Plan jurisdictions are also ESG recipients?	2
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	2

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

The CoC collaborated with five out of five Con Plan jurisdictions. It had monthly planning meetings with 2 and quarterly with 1 Con Plan jurisdiction; for the other 2, frequency was annual. Extent of interaction was 1 (2 hours/week), 1 (3 hours/month), 1 (3 hours/quarter), and 2 (3 hours/year). With 1 Con Plan jurisdiction that is the CoC Applicant, interactions include planning meetings, weekly phone calls, emails, and workshops on occasion. For two other Con Plan jurisdictions interactions include monthly or quarterly planning meetings, phone calls and emails. For the remaining 2, interaction is via email and calls around Con Plan submission and PIT data. All 5 jurisdictions seek PIT data and CoC input for the Con Plans.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

The CoC works with the 2 ESG recipients – one local government (Quincy) and the state - to inform local ESG funding decisions, performance standards, and evaluation of outcomes. The CoC reviews ESG allowable funding categories and rules, and compares them against local priorities. It gives input to the recipients regarding funding allocations and updates to the Consolidated Plan at planning meetings, CoC committee meetings, and through written recommendations. The CoC relies on and provides PIT data and HMIS data to guide this input (e.g., unduplicated annual shelter stays, exits to housing, demographics). It also reviews ESG subrecipient outcomes. The CoC gives input to the state on performance standards; for Quincy it also helps to evaluate outcomes through CoC level Committee review of subrecipient outcomes and comparison to HMIS and other CoC data on trends, feasible performance expectations, and the like.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The CoC ensures persons fleeing all forms of domestic violence are offered shelter, housing and services from the following programs: CoC-funded PSH housing (when family units are available); ESG-RRH; DOJ programs (Victims of Crime Act, VAWA); U.S. Dept of HHS; and state-funded shelter. Any homeless family is eligible for shelter in MA with DV assessments and triage conducted at

the CoC's family shelter entry point. Households also present directly at the CoC's two state-funded DV shelters. Regardless of entry point, survivors are assessed and connected to housing and services that respect family choice, use trauma-informed care, and factor in safety and security. Single adults fleeing DV are assisted at the 2 adult shelters. Only a minimum of data is shared between victim service providers and homeless providers to protect PII, and only upon household informed consent. Case conferencing uses only de-identified info, and PIT data is collected via de-identified counting sheets.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Hingham Housing Authority	100.00%	Yes-HCV
Quincy Housing Authority	100.00%	Yes-HCV
Plymouth Housing Authority	8.00%	Yes-Public Housing
Brockton Housing Authority	0.00%	No
Weymouth Housing Authority	74.00%	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-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

There were 1,244 units in the CoC targeted to homeless households through other resources as of the 2016 PIT. Targeted state-funded resources include: HomeBASE RRH for homeless families (661); Mass Rental Voucher Program (MRVP) subsidies set aside for homeless families (175), chronically homeless individuals (55) and chronically homeless non-VA eligible veterans (15); MHSA-Pay for Success units for high service utilizers (20), and Home & Healthy for Good for the chronically homeless (7). Additionally, there are: SSVF RRH (1) and VASH (235 units). The CoC was active since inception in getting local set-asides for New Lease, the first in the nation initiative to set a homeless family preference in federally-funded multifamily housing (15 units/year in the CoC). CoC providers have also used local Community Preservation Act, CDBG, HOME, and private funds to develop units for homeless individuals (40) and homeless families (20).

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

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

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

Not applicable.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

The coordinated entry system includes multiple referring orgs: victim services, shelters, affordable housing developers, municipalities, police, schools/early ed., colleges, mental health, substance abuse, CDBG/HOME/ESG recipients. 1. To reach those least likely to have access, entry points operate outreach, low barrier shelter or housing, and use trauma informed care and motivational interviewing. 2. Everyone is triaged at entry points for Prevention/Diversion or RRH/PSH as quickly as possible and prioritized accordingly. 3. Standard services (prevention, diversion, assessment, RRH, PSH) are available at entry points for easy access to the most appropriate intervention. 4. The VISPDAT and by-name lists determine access to PSH and RRH. 5. All CoC shelters and housing are low barrier and follow Housing First. Minimal paperwork is required for entrance into CoC PSH and RRH. 6. The CoC uses by-name lists for long term stayers, and is about to launch a veterans list.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of

the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	12
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	2
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	10
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

1. This is a small CoC where all renewals are PH (except for HMIS) and have dedicated/prioritized CH beds, and the CoC as a whole is low barrier. The scoring tool favors PH projects with dedicated CH beds with 30 of 100 points related to ending CH and 4 of 100 points for a Housing First approach. The CoC added a criterion this year to weight projects that serve target populations that often exhibit additional vulnerabilities: veterans, youth, DV survivors, families. All projects are required to use the HUD Prioritization. 2. Due to the focus on low barrier CH projects, the CoC serves households facing the most challenges (no income, substance abuse, mental health, criminal records, DV, high utilizers, unsheltered). The CoC also uses the VISPDAT to prioritize according to various vulnerabilities. 3. As noted above, all PH renewal projects have some portion dedicated for CH households that exhibit one or more vulnerabilities, and those with more dedicated beds receive higher scores.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The Collaborative Applicant publicly shared the review, ranking and selection criteria for the FY2016 local CoC Program Competition in two ways. (1) It documented the review, ranking, and selection criteria in the CoC Policies and Procedures Manual, posted that on the Collaborative Applicant's (City of Quincy) website and emailed a notice of that posting to the 160-person General Membership list on 8/8/16. (2) On 8/24/16 the Collaborative Applicant emailed the final review process and ranking decisions for the FY2016 CoC competition to the 160-person General Membership list and posted it to their website.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/08/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/23/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC has a two-step process for monitoring performance to ensure CoC projects meet the requirements in 24 CFR part 578 as well as CoC goals. (1) The Collaborative Applicant (CA) conducts desk monitoring every year and on-site monitoring every 2 years or so. The CA uses the HUD CPD monitoring handbook as a guide and assesses for on-time APR submissions, APR performance, HUD findings, quarterly draw-downs, etc. The CA keeps the CoC informed of project results to guide improved CoC performance and planning. (2) The Project Review Committee as part of the annual competition uses the CoC scoring tool to conduct project reviews. Criteria include: homeless eligibility, project utilization, project spending, and a thorough review of APR outcomes (housing stability, destination upon exit, increased income, mainstream benefits, target populations served), HMIS data quality, and chronic unit commitments. Project renewal and ranking is based on scoring from these reviews.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. p.8, GC and p.1-2 HMIS Governance Agreement

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software Efforts to Outcomes (ETO)

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Social Solutions Inc.

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$113,007
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$113,007

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
----------------	---------

City	\$0
County	\$0
State	\$125,335
State and Local - Total Amount	\$125,335

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$88,033
Organization	\$0
Private - Total Amount	\$88,033

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$326,375
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,609	19	1,575	99.06%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	61	33	15	53.57%
Rapid Re-Housing (RRH) beds	682	0	682	100.00%
Permanent Supportive Housing (PSH) beds	785	0	550	70.06%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

The CoC has PSH, TH bed coverage rates below 85% according to the 2016 HIC. The main challenge to PSH bed coverage is with VASH, which has 235 units not recorded in HMIS. Historically, the local VA was not willing to enter data into HMIS. With increased collaboration between HUD and the VA, the CoC is better positioned to coordinate use. The CoC will create a plan in the next 12 months to facilitate entry, and will include utilizing existing Vets@Home TA to facilitate agreements with the VA/PHAs; identifying users to access HMIS; creating a new HMIS VASH program; and training users. Another 24 PSH units reported as under development on the HIC will be in HMIS when they come online. They weren't included in the count for 2C-2 for this reason. For TH, the only non-DV beds not covered by HMIS are in a state-funded shelter for parenting youth. The state funder uses its own database and has not agreed to participate in HMIS. The CoC will continue outreach to seek participation.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input checked="" type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Monthly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	1%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	4%	3%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	9%	8%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

8

2D-4. How frequently does the CoC review data quality in the HMIS?

Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Project

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

There are no RHY-funded programs within the CoC's geography. The PATH program currently enters case notes in the CoC's HMIS database on an as-needed and case-by-case basis. PATH began using an Electronic Health

Record system on July 1, 2016 which is not linked to the CoC. PATH and the CoC met on 8/31/16 to discuss the coordinated entry process and technical requirements for uploading data to the CoC in compliance with HUD's data standards for HMIS. SAMHSA's Homeless and Housing Resource Network is providing PATH with TA to determine the best strategy for full participation in HMIS. It is anticipated that data uploading into the CoC's HMIS will be implemented by 8/1/17.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy) 01/27/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy) 05/02/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

For the sheltered PIT count, each provider agency completes a printed copy of the CoC survey of total clients in each program on the PIT night. They subsequently enter the data into customized Excel worksheets, which

automatically tabulate results. The lead agency then compares the surveys to the data in HMIS in order to verify the assessment data. In the event of a discrepancy between HMIS and the Excel-generated report, the data is analyzed by the CoC HMIS Administrator to determine the cause and to correct the issue. Extrapolation is not necessary for our CoC since we fully account for each of the region's sheltered beds. HMIS is the source for all subpopulation data. Conducting a trial run of the PIT data two weeks prior to the count also helps to identify any missing data that would need to be corrected. This Complete Census Count method was selected because the CoC has a very high rate of HMIS bed coverage, and provider surveys would capture any additional missing data.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

Not applicable.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

Not applicable.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

Enhancements were made to the implementation of the sheltered PIT count in order to improve data quality. This included enhanced volunteer and case manager training on the meaning and use of demographic and specific data elements of families being sheltered in state-funded overflow motels, which are part of the statewide family shelter system.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/27/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

The CoC uses a night of the count - known locations methodology to conduct its unsheltered count. The count was conducted by shelter staff and clinicians familiar with the unsheltered population. Each team was responsible for a coverage area in the target cities of Quincy, Weymouth, Brockton, Plymouth & Wareham. The teams canvassed downtown areas, known locations, & nonshelter services to conduct the public count. Interviews of the clients were conducted when possible to collect identifying information. After the count, teams gathered to compare counts in order to avoid duplication. In order to ensure complete coverage of all unsheltered persons, the CoC reached out to all police departments and local hospitals in our region to get a count of unsheltered homeless persons observed that night. HMIS is checked to see if unsheltered clients have stayed at a shelter in the past to verify subpopulation data.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

The CoC did not change the methodology used in the unsheltered PIT count but we have marked the selections in 2I-3 to more accurately reflect our methodology. In the 2015 competition, the CoC only checked the box "Night of the count – known locations" in Section 2I-1. This year, we checked both "Night of the count – known locations", and "HMIS." This represents a change in reporting to HUD, not a change in methodology. Staff have been using HMIS for a number of years to aid in obtaining demographic information for PIT reporting on the CoC's unsheltered population.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

Not applicable.

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input type="checkbox"/>
Survey questions:	<input type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

The CoC did not change the way we implemented the unsheltered PIT count, but have marked selections in question 2J-1 to more accurately reflect strategies that have been in place over the last several years to ensure data quality. In 2015, the CoC marked Training and Unique Identifier. In 2016 we have marked Training, "Blitz" Count and Enumerator Observation in 2J-1. Training and enumerator observation: The HMIS team held trainings for staff and volunteers on the importance of accurate data and best practices for collecting and recording it, including through enumerator observation, during the

count. Blitz count: The CoC has used a blitz count for a number of years, conducting its unsheltered count on the same night as the sheltered PIT count at a time when it is unlikely that homeless individuals would be counted more than once by different counters. The CoC does not use a unique identifier and incorrectly recorded that last year.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

*** 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1,803	1,692	-111
Emergency Shelter Total	1,729	1,593	-136
Safe Haven Total	0	0	0
Transitional Housing Total	46	61	15
Total Sheltered Count	1,775	1,654	-121
Total Unsheltered Count	28	38	10

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	4,029
Emergency Shelter Total	3,918
Safe Haven Total	0
Transitional Housing Total	111

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

1. The CoC has staff at the coordinated entry points—the two shelters for individuals and the family shelter access point—to assess, triage, and prevent homelessness. These staff track discharges from other systems and assess reasons individuals and families are seeking assistance. 2. Information gathered at entry is used to address trends and engage with mainstream agencies in order to prevent homelessness. Prevention and diversion work at the shelter access points include: assessment, housing search, mediation, negotiation, financial assistance, support services, workforce development, discharge planning. 3. CoC partnerships to prevent homelessness at these entry points include: providers of ESG and state prevention funding; court-based providers; community action agencies; and providers of DV services, workforce, child care, legal, and housing.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

1. Length of stay (LOS) for individuals and families in congregate shelter decreased from FY15 to FY16. Success is a result of the use of long term stayer lists reviewed at least monthly to match households to housing via HUD’s prioritization. 2. Dedicated case managers will continue to work with longest stayers, and all family shelters will use state “Strategic Rehousing Initiative” funds to rehouse long stayers. An assessment tool identifies individuals for RRH, and staff continue to work with every family to use state RRH upon entry. 3. HMIS tracks LOS for individuals and families to target long stayers. HMIS populates both lists. 4. The Individual and Family Committees conduct planning to reduce LOS; prioritizing resources by LOS. The Executive Committee oversees planning for the Systems Performance Measures and strategizes based on that data. 5. Those with longest LOS are prioritized for CoC and ESG RRH and PSH so the CoC’s resources are used to reduce LOS.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent

supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	79
Of the persons in the Universe above, how many of those exited to permanent destinations?	76
% Successful Exits	96.20%

3A-4b. Exit To or Retention Of Permanent Housing:
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	681
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	645
% Successful Retentions/Exits	94.71%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

(1) The Systems Performance Measures report shows 26% of those exiting homelessness have additional spells within 2 years. (2) The number of individuals and families returning to homelessness will be reduced by: provision of 12 months of stabilization to families entering RRH and PSH; employing assessment specialists at the shelter access points that provide prevention/diversion to anyone seeking shelter; providing all households in PSH and RRH with tenancy preservation services; helping secure alternative housing for those who can't maintain the current tenancy. (3) A unique identifier is used in HMIS to identify households who return to homelessness, allowing case managers to review their history and implement strategic rehousing plans that effectively target prevention, diversion, RRH. (4) HMIS is used to monitor and record returns to homelessness by using a unique identifier and reviewing outcomes at least annually.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.

(limit 1000 characters)

1. The CoC helps CoC-funded projects increase participants' income by: co-locating staff at 2 Career Centers, which has increased access to trainings and workshops, and by sharing info at CoC committee meetings about mainstream benefits so CoC staff are kept updated. 2. Each participant in CoC projects is assessed for income and opportunities to increase income and benefits from any sources as a first step in all housing plans. Housing case managers aid participants in applying for non-employment income and benefits, and/or accessing the Career Center or other mainstream employment supports. 3. CoC-funded project staff receive training on benefits and how to help participants gain access (via SOAR, etc.). 4. The majority of participants in CoC-funded projects are chronically homeless, making income increases difficult to achieve. On average, CoC-funded projects had success with 68% of participants increasing income from any source.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

(limit 1000 characters)

1. The primary mainstream employment organizations with whom the CoC is working to grow income for homeless individuals and families are: the 3 Career Centers in the CoC, Youth Build, Training Resources of America, Massachusetts Rehab Commission, and SSI's Ticket to Work program. 2. These employment partners provide job search, training programs, resume assistance, and job placement. The focus is on short term training with direct linkages to employment opportunities in the community. Participants get help in achieving a first job, as well as subsequent jobs that pay higher wages and connect to career ladders. Employment specialists and housing staff in the CoC funded projects coordinate weekly with these employment services. 3. The CoC has 11 PH projects. Participants in all PH projects (100%) are connected to these mainstream employment agencies regularly. The CoC has 0 SH and 0 TH projects.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?

(limit 1000 characters)

The CoC did not exclude any areas from the unsheltered count. The street outreach teams are programs within CoC-funded providers, resulting in seamless coordination. For the PIT, street outreach staff and volunteers map out known locations in the CoC's hub communities. Complete coverage of the CoC is achieved by communicating with police departments and hospitals in all cities and towns. Those partners provide counts of unsheltered persons not able to be covered by an outreach team, and alert outreach staff throughout the year when an unsheltered person is identified. Street outreach staff complete HUD intakes in HMIS for all unsheltered persons upon engagement. Unsheltered persons are encouraged to enter shelter using motivational interviewing and other methods, and have the same access to housing opportunities as any sheltered guest (e.g., a PSH project opening in August 2016 housed 6 unsheltered individuals within the 20 unit building).

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)**

Not applicable. The CoC did not completely exclude any geographies from the most recent PIT count.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)** 08/10/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.
(limit 1500 characters)**

Not applicable - the report was successfully submitted.

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

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	256	270	14
Sheltered Count of chronically homeless persons	233	254	21
Unsheltered Count of chronically homeless persons	23	16	-7

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
 (limit 1000 characters)**

1. The total number of sheltered and unsheltered chronically homeless persons increased by 14 persons in the 2016 count. 2. The number of sheltered and unsheltered chronically homeless individuals decreased in 2016. The overall 2016 increase is due to an increase in the number of sheltered chronically homeless persons in families (141 persons in families, 2015; 177 persons in families, 2016). The number of chronically homeless families was the same at 53; the increase is due to larger family sizes. The rental market has tightened this year, and the CoC's homeless providers report difficulty rehousing larger families and others. As a result, the state began offering additional HomeBASE RRH funds targeting larger families. 3. There was no change to PIT count methodology.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	209	208	-1

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

In the course of answering this question the CoC identified an error in the 2015 HIC, which reported there were 209 chronic dedicated PSH beds (question 3B-1.2 reflects the actual HIC submission). Two non-CoC funded PSH projects totaling 11 beds were inadvertently listed as dedicated for chronic when they are not. Thus, the correct number of chronic dedicated beds in 2015 should have been listed as 198. In 2016, the HIC accurately lists the total dedicated chronic beds at 208, representing a real increase of 10 beds attributable to a new non-CoC funded project. Additionally, the CoC learned just after filing the 2016 HIC of a new CoC project providing 25 beds dedicated to chronically homeless individuals funded from the 2015 CoC competition's bonus funds. Therefore, the CoC is steadily increasing its chronically homeless dedicated beds since 2015, and has submitted new project applications in the 2016 competition that would total 21 additional chronic beds.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Yes

Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found. p.8 GC;p5-7 ALT

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

The CoC, an early adopter of Housing First, made progress toward ending chronic homelessness in the first years of plan implementation (2005-2011) due to annual CoC PSH awards. Over 90% of the CoC’s chronic beds were HUD CoC funded. The CoC leverages other resources for most supportive services, but needs HUD long-term rental subsidies in order to house this vulnerable population and sustain it. The CoC will seek out non-CoC housing resources for chronically homeless persons. The CoC is a partner in the statewide Pay for Success initiative (10 new state funded subsidies are for chronic persons, 10 more for high service utilizers may meet HUD chronic definition). The CoC was awarded 50 state rental vouchers for a Moving On pilot that frees more beds for chronically homeless persons. However, two resources are needed to reach the goal: (1) more new HUD CoC PSH beds and (2) increased safety net resources via the state systems of care (e.g., treatment, mental health beds).

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

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

The CoC is implementing a Housing First plan to rapidly rehouse families within 30 days. However, MA doesn't limit lengths of stay in shelter and housing costs are high, so rehousing currently may take months. The state mandate to shelter eligible families means no family in the CoC is screened out of shelter or RRH due to factors unrelated to housing success. The state recently increased diversion and RRH maximum allotments in the CoC so more families could be rehoused faster in FY16 and FY17. The coordinated entry point for families is the welfare office where CoC partners assess and triage homeless and at-risk families. In FY16, 64% of families were diverted from shelter and rehoused with state RRH. Employment specialists at the entry point work with diverted families to help sustain housing. These diversion, RRH, and employment activities will continue in FY16 to help ensure families are rehoused within 30 days. Families over-income for state RRH may access CoC ESG RRH funds.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	3	225	222

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count,		
FY2016 CoC Application		Page 44	09/08/2016

	most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	484	432	-52
Sheltered Count of homeless households with children:	484	432	-52
Unsheltered Count of homeless households with children:	0	0	0

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The number of homeless households with children decreased from 2015 to 2016 by 52 families. 1. Massachusetts has a state-funded family shelter system, and DHCD has total control over eligibility determinations and placements into shelters in this CoC. In 2016 the CoC launched a Strategic Diversion Initiative and a Strategic Rehousing Initiative targeting families most likely to have long shelter stays (large families, undocumented, those in high rental cost areas, those who need to retain jobs in the area, etc.) in order to reduce family shelter caseloads. This gives families access to over \$10,000 to avoid a shelter stay or become rehoused. Thus, the CoC diverted more families from shelter and rehoused others faster. For diversion, 64% of homeless families in the CoC were diverted from shelter entry in FY16 (up from 22% in FY15). There was no change to the sheltered count methodology. 2. There was no change in the unsheltered count or its methodology, remaining at 0.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>

Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	29	15	-14

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing

program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

There were 14 fewer unaccompanied youth coming from unsheltered situations in FY15 than in FY14. This is a result of an increased focus on youth that is implemented in two ways: 1. Youth Protocol in shelter, and 2. Enhanced coordination via the CoC UHY committee. Youth Protocol makes shelter more welcoming for youth and helps them connect to school/jobs. It includes a chance to tour the shelter before entry and become comfortable; assignment of a dedicated triage worker to access supports; separate check-in, meal, and sleeping space; access to quiet study space; and flexibility to accommodate their schedules. The protocol helps youth access shelter and reduces unsheltered situations. The UHY Committee launched in 2015, meets quarterly, and members are regularly making referrals to one another to identify homeless and at risk youth and ensure they receive shelter, housing, and services. HMIS data on youth-headed households indicates none came from unsheltered situations prior to entry.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$112,340.00	\$304,675.00	\$192,335.00
CoC Program funding for youth homelessness dedicated projects:	\$76,168.00	\$304,675.00	\$228,507.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$36,172.00	\$0.00	(\$36,172.00)

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	6
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	2
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	13

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

The CoC collaborates with liaisons, school districts, early childhood programs, Head Start, colleges, and other educational partners to identify homeless

individuals and families. Each partner participates in the CoC family and youth committees, and follows the established referral practices with homeless providers to identify homeless children and youth. Collaboration during committee meetings includes data sharing on homeless trends, identification of services and changes to policies, and case conferencing. Family shelters are mandated to collaborate with local liaisons when a family enters shelter – alerting the school liaison and connecting the family. Children’s Services Specialists at each shelter also serve as liaisons with early childhood services. The CoC includes the educational partners in strategic planning meetings, such as in the development of a Youth Housing Action Plan. Liaisons include the CoC in trainings to share information about best practices and resources.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

The CoC ensures homeless individuals and families are identified and then informed of and provided access to educational services and CoC and ESG funded housing resources. Every family shelter in the CoC is required by their state of MA shelter contract to designate staff to ensure children are enrolled in school or early ed. programs. CoC and ESG providers also operate family shelter, so there is seamless coordination with the McKinney-Vento liaisons and coordinated access for families and youth to CoC and ESG resources. M-Vs are informed as soon as a family is placed in shelter, and the family is informed of school options (continuation in school of origin or enrollment in a nearby school). The M-Vs also inform unaccompanied youth of their rights to services, and the individual shelters employ a Youth Protocol designed to help youth enroll in school. The Family Committee tracks implementation of these policies, helps resolve barriers and updates the CoC about HEARTH Act requirements.

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)

The CoC and all of its projects serving families have collaborative partnerships with programs that serve infants, toddlers, and young children. However, these do not currently take the form of written agreements, such as MOUs. Old Colony YMCA, a CoC funded provider, serves 1100 children annually in its various child care programs, many of whom are homeless or at-risk. It is a critical and seamless source for childcare for housing participants. It also has a partnership with Early Intervention. The Y also provides deeply discounted camp slots to CoC funded project participants and family shelter guests each summer. CoC funded programs also assist families in accessing resources for children from other providers, particularly for back to school supplies, holiday gifts, school clothes, etc. The Family Committee serves to coordinate the

various resources available to children and families, and it is during those meetings that collaborative partnerships are often formed.

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

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	64	60	-4
Sheltered count of homeless veterans:	63	59	-4
Unsheltered count of homeless veterans:	1	1	0

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The number of homeless veterans decreased by 4 in 2016 PIT compared to the 2015 PIT. This decrease is a result of the CoC’s continued implementation of its Veterans Track. The Veterans Track identifies all homeless veterans within the CoC and connects them to emergency shelter, prevention, diversion, rapid rehousing and workforce development services. The number of unsheltered veterans remained the same in 2015 and 2016 at just one person (a different individual from last year). The street outreach team prioritizes working with unsheltered veterans and at the time of the PIT the CoC was actively engaging this unsheltered veteran. The CoC is currently preparing to launch its Veterans Committee which will include creating a CoC by-name master list of homeless veterans for coordinated outreach and engagement. There were no changes to PIT count methodology, and thus, cannot be attributable to the decrease.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

FBMS, a CoC and VA-funded provider, uses a Veterans Track to identify, assess, and refer Veterans to resources; all CoC partners may make referrals. 1. FBMS outreach teams discuss military service with unsheltered people to identify veterans. The number of unsheltered homeless veterans is low (1 person in last two PIT). 2. Outreach and shelter staff make referrals to the FBMS Veterans Track liaisons who conduct assessments with a common tool that determines eligibility for VA and other services. One liaison worked at the VA for 30+ years aiding veterans in accessing benefits. VA eligibility is confirmed by staff at the local VAMC. 3. FBMS is the SSVF provider and the only provider of individual shelter, thus referrals are streamlined. Family shelters and the VA may make SSVF referrals. The VA has weekly drop-in hours where any veteran can apply for VASH. CoC-funded providers send veterans to the drop-in, and the relationship with the VA ensures a smooth and open referral process.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	75	60	-20.00%
Unsheltered Count of homeless veterans:	2	1	-50.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. No

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The CoC is not on track to end veterans homelessness by 2016. The CoC uses

a Veterans Track model for services to ensure regional resources are coordinated, maximized, and easily accessible to all homeless veterans. CoC recently renewed its agreement with our Vets@Home TA through calendar 2016 and we are implementing recommended strategies to make progress against the federal benchmarks. Activities include launching a by-name master list, facilitating VASH data entry into HMIS, and converting GPD to permanent housing. Continued HUD support for this TA is crucial. The CoC is preparing to launch its Veterans Committee to include representatives from SSVF, GPD, the VA and CoC-funded partners, among others. CoC staff created a master list in HMIS that will enable the committee to target its prevention strategies and strengthen case conferencing. Major barrier: the VA contracts for shelter in the CoC and refers homeless veterans from a geographic area greater than the boundaries of the CoC.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	13
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	13
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

To facilitate health insurance enrollment the CoC collaborates with 3 agencies:
 1. Boston Healthcare for the Homeless, 2. Brockton Neighborhood Health, 3. Manet Community Health. MA is a Medicaid expansion state and already had near-universal coverage prior to the ACA. Uninsured families are rare and identified/enrolled by family shelter providers. For individuals, the CoC's 2 shelters are coordinated entry points and have onsite licensed clinics staffed by the first two providers above. Positive outcomes are facilitated insurance enrollment, provision of onsite care, and coordinated access to other health

resources/community clinics upon housing placement. In FY2016, 95 individuals/month were seen by a doctor/nurse at the clinics. Patients were screened for and/or assisted with health insurance enrollment prior to appointments. Manet provides health care to PSH participants. Lastly, a CoC provider is working with Steward Healthcare to develop their Medicaid ACO to improve access/care.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
The health clinics at CoC shelters are coordinated entry points.	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	13
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	13
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	13
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	13
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	56	682	626

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

Not applicable.

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

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

Not applicable.

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.

(limit 1500 characters)

Not applicable.

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input checked="" type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Not applicable		

4C. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	2016 CoC Consolid...	08/30/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	2016 CoC Consolid...	09/08/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	08/30/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Re...	09/07/2016
05. CoCs Process for Reallocating	Yes	CoC's Process for...	09/07/2016
06. CoC's Governance Charter	Yes	CoC Governance Ch...	09/06/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	08/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Admin Plan Ex...	08/31/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	HMIS Governance A...	08/30/2016
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/06/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	Systems Performan...	08/12/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: 2016 CoC Consolidated Application: Evidence of the CoCs Communication to Reject Projects

Attachment Details

Document Description: 2016 CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: CoC Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: CoC's Process for Reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Admin Plan Excerpts - Hingham, Quincy, Plymouth

Attachment Details

Document Description: HMIS Governance Agreement: Responsibilities of CoC and HMIS Lead

Attachment Details

Document Description: CoC Written Standards for Orders of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: Systems Performance Measures Report from HDX

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	08/11/2016
1B. CoC Engagement	08/22/2016
1C. Coordination	09/06/2016
FY2016 CoC Application	Page 63
	09/08/2016

1D. CoC Discharge Planning	08/11/2016
1E. Coordinated Assessment	08/29/2016
1F. Project Review	09/07/2016
1G. Addressing Project Capacity	08/11/2016
2A. HMIS Implementation	08/30/2016
2B. HMIS Funding Sources	08/15/2016
2C. HMIS Beds	09/01/2016
2D. HMIS Data Quality	08/12/2016
2E. Sheltered PIT	08/31/2016
2F. Sheltered Data - Methods	08/12/2016
2G. Sheltered Data - Quality	09/01/2016
2H. Unsheltered PIT	08/12/2016
2I. Unsheltered Data - Methods	08/31/2016
2J. Unsheltered Data - Quality	08/30/2016
3A. System Performance	08/23/2016
3B. Objective 1	09/01/2016
3B. Objective 2	08/31/2016
3B. Objective 3	08/17/2016
4A. Benefits	09/01/2016
4B. Additional Policies	08/12/2016
4C. Attachments	09/08/2016
Submission Summary	No Input Required

* Evidence of Communication and Process to Reject Projects. Note: Project was not formally rejected because at the request of the CoC the applicant agreed not to submit a renewal application. See attached details.

Liz Rogers

From: Sean Glennon <sglennon@quincyma.gov>
Sent: Tuesday, August 23, 2016 12:09 PM
To: Liz Rogers
Subject: FW: Formal Notification of Reallocation

FYI.

Sean Glennon
Community Development Director
Dept. of Planning & Community Development

34 Coddington Street, 3rd Floor | Quincy, MA 02169
sglennon@quincyma.gov | (P) 617-376-1167

From: Sean Glennon [<mailto:sglennon@quincyma.gov>]
Sent: Tuesday, August 23, 2016 12:09 PM
To: Carl Nagy-Koechlin (ckoechlin@housingsolutionssema.org)
Subject: Formal Notification of Reallocation

Hi Carl,

I'm sorry to be so prescriptive about this, but HUD requires formal notification to be sent to project applicants who's funding is being reallocated.

This email, then, is to provide formal notification that the Housing Solutions project "Greater Plymouth Area Supportive Housing Program" will not be included in the MA-511 CoC's 2016 application for renewal. This is in accordance with our previous discussion held on June 22, 2016 wherein you indicated you would not submit a renewal application, and instead make those funds available for a new permanent housing reallocation project. Again, as the Collaborative Applicant, I want to thank you for your decision to reallocate these funds for a project that will align better with CoC and HUD priorities regarding chronic homelessness, Housing First, and those who are otherwise experiencing significant vulnerabilities.

Your patience and cooperation throughout this difficult process has been unparalleled, and our continuum will be stronger for it. Thank you again.

Very sincerely,

Sean

Sean Glennon
Community Development Director
Dept. of Planning & Community Development

34 Coddington Street, 3rd Floor | Quincy, MA 02169
sglennon@quincyma.gov | (P) 617-376-1167

MA-511 Reallocation Timeline and Process for “Greater Plymouth Area Supportive Housing Program”

Project Summary:

Operated by Housing Solutions for Southeastern Massachusetts, the project provides scattered site leased 2-bedroom apartments in the Plymouth area using Section 8 subsidies for 10 families (20 people). The CoC funds help cover operating costs. One unit is dedicated for a chronically homeless family, and the others are prioritized. Due to Section 8 screening requirements many chronically homeless families may not qualify. This project provides an important resource to the CoC, by providing permanent subsidized housing with supportive services for 10 formerly homeless families with a disabled household member.

Reallocation Timeline:

August 2015:

In August of 2015, the CoC’s Project Review Committee met to review, score, and rank projects for inclusion in the HUD 2015 CoC Competition. During this meeting, the project was identified as a low performer. The Committee discussed the unique aspects of the program, and its related challenges in meeting a low barrier and/or Housing First designation – both of which are CoC/HUD priorities. In addition, the project did not submit an APR on time, and the previous year’s APR contained errors. The Committee agreed the project would be ranked last among PSH renewals, and would notify Housing Solutions that this project would be considered for reallocation in the 2016 CoC Competition.

September 2015:

The Project Review Committee held a meeting with Housing Solutions, and informed them of the ranking decision and desire to reallocate in the following CoC competition. The CoC offered to assist Housing Solutions during that year to identify other ways to sustain the project without CoC funding. Housing Solutions acknowledged the challenges, and agreed to work with the Collaborative Applicant and Project Review Committee to identify other funding sources.

November 2015:

The CoC submitted the Consolidated Application that included a renewal application for the project, with the understanding that it would likely represent the final renewal request.

September 2015 – May 2016:

The City of Quincy, MA – the CoC’s Collaborative Applicant – worked with Housing Solutions to explore other local funding that could be used to replace CoC funding if reallocation was implemented.

June 2016:

The Project Review Committee, including the Collaborative Applicant, held a meeting on June 22nd with Housing Solutions to discuss reallocation for the impending 2016 CoC Competition. During that meeting, Housing Solutions agreed to reallocate the resources and indicated they would not submit a renewal application.

July 2016:

The CoC provided public notification via email that the 2016 competition had launched, and that all renewal project applications were due by August 12th. The email also provided notification of the reallocation process and availability of funds for new projects through reallocation and the Bonus funding. New projects using reallocation or Bonus funds were required to submit letters of intent by July 13th, followed by concept papers on July 15th.

August 2016:

As anticipated, Housing Solutions did not submit a renewal application for the 2016 CoC competition, and one project application was submitted to create a new project with those reallocated funds. On August 23rd, the Collaborative Applicant provided formal notification via email to Housing Solutions confirming their project would not be included in the consolidated application and would be fully reallocated. On August 24th, the Collaborative Applicant publicly posted the final ranking for the 2016 CoC competition via its website and an email to the 160-person CoC membership list.



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Thursday, September 8, 2016

Add a new version of this Message

Enter the new Message, then press the Add button.

Dept: Planning and Community Development

Status:

Message Date:

Message Title*: Quincy/Weymouth CoC 2016 Project Ranking & Selection Process

Message Text*:

SubHead

Reallocation Plan

FY 2016 Competition

In compliance with the Interim Rule, please click here to read a summary of this year's selection process, and to view the project ranking.

Please click here to view the FY 2016 Consolidated Application.

Please click here to view the FY 2016 Priority Listing.

[Click here to see style samples.](#)

Created by on 01/17/2014 03:35 PM
 Last maintained by Susan Callow on 09/08/2016 02:07 PM
 Instance_id - 796 ; Version - 18 ; DB Item - 11381

Applicant: Quincy/Weymouth CoC MA-511
Project: MA-511 CoC Registration FY2015 COC_REG_2015_121789

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1A-1. CoC Name and Number: MA-511 - Quincy, Brockton, Weymouth, Plymouth City and County CoC

1A-2. Collaborative Applicant Name: City of Quincy, MA

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Quincy, MA

Applicant: Quincy/Weymouth CoC
Project: MA-511 CoC Registration FY2015
MA-511
COC_REG_2015_121789

1A. Continuum of Care (CoC) Identification

Instructions:

The fields on this screen are read only and reference the information entered during the CoC Registration process. Updates cannot be made at this time. If the information on this screen is not correct, contact the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/ask-a-question/>.

Collaborative Applicant Name: City of Quincy, MA

* Evidence of CoC's publicly announced Rating and Review procedure. Also see Selection Criteria and Scoring Tool Crosswalk and Excerpt from CoC Policies and Procedures Manual - both attached.

Liz Rogers

From: Liz Rogers
Sent: Monday, August 08, 2016 7:35 AM
Subject: South Shore Network CoC Policies & Procedures/Reallocation Plan Posted

Importance: High

Bcc: 'mallen@ocln.org'; 'kallen@uwgpc.org'; 'almeda@bmbcc.org'; 'jalmeida@bamsi.org'; 'halsaad@manetchc.org'; 'kanfield@ascentria.org'; 'heatherarrighi@bpsma.org'; 'lorraine.art@state.ma.us'; 'audrey.banks@jud.state.ma.us'; 'amacleod-barbosa@comcounseling.org'; 'lbarros@selfhelpinc.org'; 'joylin_barry@ccab.org'; Jessica Benoit; 'mark.bilton@state.ma.us'; 'paul.bowman@state.ma.us'; 'lesliebridson@quincypublicschools.com'; 'lburgess@oldcolonyymca.org'; 'kcappiello@cobma.us'; 'jonrc@selfhelpinc.org'; 'dcarman@uwgpc.org'; 'brockton.interfaith@gmail.com'; 'susanna.s.chan@state.ma.us'; 'sue.chandler@dovema.org'; 'wclark@townofmilton.org'; 'james@bpsma.org'; 'mcoffey@plymouthareacoalition.org'; 'dovesheltermanager@gmail.com'; 'gary.n.comeau@massmail.state.ma.us'; April Connolly; 'claire.cronin@mahouse.gov'; 'jdaley7@massasoit.mass.edu'; 'PADaly@sscac.org'; 'jdaVin@healthimperatives.org'; 'ldemilia@healthimperatives.org'; 'dawn.devereaux@state.ma.us'; 'kdibona@healthimperatives.org'; 'DDiGiorgi@oldcolonyelderservices.org'; 'bekasdad@comcast.net'; 'rdoane@interfaithsocialservices.org'; 'hdubois@hptc.org'; 'sellis@ssmh.org'; 'ellisonb@vinfen.org'; 'kfacchini@southshorehousing.org'; 'Shirley.FanChan@umb.edu'; 'fernandesm@randolph.k12.ma.us'; 'sfiner@southbaymentalhealth.com'; 'tefitzpatrick@gmail.com'; 'mary.flaherty@state.ma.us'; 'stephanie.fleming@mahouse.gov'; 'ffrazier@bamsi.org'; 'rfry@mpsd.org'; 'GALEGGALANTE@bpsma.org'; 'NBGalibois@sscac.org'; 'sglennon@quincyma.gov'; 'jennifer@sowma.org'; 'jesse_graham@ccab.org'; 'n.grenier@nwsoma.org'; 'Katherine.Guay@va.gov'; 'phamilton@ocpcrpa.org'; 'philomena.hare@use.salvationarmy.org'; 'lharper@oldcolonyelderservices.org'; 'stacey.hartstone@state.ma.us'; 'rheap@comcounseling.org'; 'dheim@bgcbrockton.org'; 'mhorr@quincyma.gov'; 'erin.hurley@state.ma.us'; 'edward.jacoubs@state.ma.us'; 'rjenkins@brocktonredevelopmentauthority.com'; 'richard.jobin@state.ma.us'; 'tjohnson@healthimperatives.com'; 'susan.keating@brocktonhousingauthority.com'; 'patricia.kelleher@fcr-ma.org'; 'hkennedy@bamsi.org'; 'Ckowalski@hptc.org'; 'laura.Krim@dmh.state.ma.us'; 'faith.lafayette@state.ma.us'; 'juliana.langille@ccbrockton.org'; 'kleblanc@umext.umass.edu'; 'jlehrer@weymouth.ma.us'; 'jlyoung@sswib.org'; 'Leo.Lloyd@USE.SalvationArmy.org'; 'loftusg@vinfen.org'; 'clogan@oldcolonyymca.org'; 'klove@bawib.org'; 'jlydon@quincyha.com'; 'felicia.lyle@use.salvationarmy.org'; 'Benjamin.Lyle@USE.SalvationArmy.Org'; 'plynch18@massasoit.mass.edu'; 'smcarolinahill@aol.com'; 'Mona.Mackinnon@state.ma.us'; 'hmaclean@plymouthareacoalition.org'; 'jmanning@diomass.org'; 'emanning@quincyma.gov'; 'karendmccarthy@bpsma.org'; 'sara@sowma.org'; 'conmel@aol.com'; 'mmelpignano@baystatecs.org'; 'joan@massappleseed.org'; 'Jmiller@eliotchs.org'; 'daliravi@hotmail.com'; 'jose.monteiro@state.ma.us'; 'stevem@hptc.org'; 'kmoorehead@thehome.org'; 'mmorais@interfaithsocialservices.org'; 'rmorgan@nrcollab.org'; 'mosesj@vinfen.org'; 'susannagl@sccls.org'; 'carln-k@southshorehousing.org'; 'enazzaro@thehome.org'; 'ucb4u@comcast.net'; 'bniles@quincyha.com'; 'do'brien@townhall.plymouth.ma.us'; 'Heather.Odom@USE.SalvationArmy.Org'; 'kkintz@healthimperatives.org';

Bcc: 'Cheryl@sowma.org'; 'jennifer.parks@state.ma.us'; 'lpeters@healthimperatives.org';
'stpike@northeastonsavingsbank.com'; 'mpujalte@southshorehousing.org';
'kquigley@ssymca.org'; 'roxanne.reynolds@state.ma.us'; 'nicole.richardi@state.ma.us';
Liz Rogers; 'rogersblessing@yahoo.com'; 'mrogovin@asa.org';
'nicole.ross@use.salvationarmy.org'; 'timothy.ross@use.salvationarmy.org';
'gloriarubilar@bpsma.org'; 'csantiago@careerworks.org'; 'msantucci@braintreema.gov';
'mschafer@horizonsforhomelesschildren.org'; 'pastordmshaw@verizon.net';
'cshppard@qcap.org'; 'hshruhan@oldcolonyymca.org'; 'lsilva@bridgew.edu';
'matt@simtechsolutions.com'; 'cherylsimmons2@va.gov'; 'sslautterback@doe.mass.edu';
'espaulding@oldcolonyymca.org'; 'kspear@hptc.org'; 'laspencer@sscac.org';
'rstewart@horizonsforhomelesschildren.org'; 'bastrollo@qcap.org';
'eyma.sutton@state.ma.us'; Joyce Tavon; 'tomt@brocktonhousingauthority.com';
'catherine.thomas@state.ma.us'; 'dieja.varela@fcr-ma.org';
'jacquelyn.vecchi@state.ma.us'; 'jverla@careerworks.org'; 'mwakin@bridgew.edu';
'bwalters@donahue.umassp.edu'; 'whites@vinfen.org';
'swillis@oldcolonyelderservices.org'; 'stacy_wyrosdic@ccab.org'; John Yazwinski;
'szou@brocktonredevelopmentauthority.com'

Good morning,

As part of the South Shore Network CoC's governance responsibilities, the Policies & Procedures Manual has been updated and posted to the City of Quincy website:

<http://www.quincyma.gov/Government/PLANNING/McKinneyPrograms.cfm>

The Policies & Procedures Manual outlines overarching guidelines for the operation of and participation in the Network. Of particular note as we are currently engaged in the funding competition, the Manual includes all information relevant to the rating, review, and ranking of CoC project applications (beginning on page 8). In addition, it includes the reallocation plan that encourages new and existing providers to apply for new projects using the reallocation process (beginning on page 14).

Additional details regarding the 2016 review and ranking results will be communicated in the coming week. As always, please let me know if you have any questions about the South Shore Network CoC generally, the Policies & Procedures Manual, or the 2016 CoC competition.

Thank you,

Liz

Question 1F-2 Selections Indicating How Project Applications were Reviewed and Ranked for the FY2016 CoC Program Competition:

Crosswalk with CoC Scoring Tool

<u>Review/Ranking Criteria</u>	<u>Location of Criteria in CoC Scoring Tool</u>
Performance outcomes from APR reports/HMIS: % permanent housing exit destinations % increases in income	Part 2, Question 2 Part 2, Questions 3, 4, and 5
Monitoring Criteria: Utilization rates Drawdown rates Frequency or amount of funds recaptured by HUD	Part 1, Question 4 Part 1, Question 4 Part 1, Question 4
Need for specialized population services: Youth Victims of Domestic Violence Families with Children Persons Experiencing Chronic Homelessness Veterans	Part 2, Question 6 Part 2, Question 6 Part 2, Question 6 Part 2, Question 1 Part 2, Question 6

*Excerpt from CoC Policies and Procedures Manual that details the policies and procedures for the FY2016 CoC Program Competition.

7. Performance Outcomes

The South Shore Regional Network CoC, through the Executive Committee, has adopted performance targets for CoC-funded projects based on HUD national performance goals and goals for this Continuum of Care. Annually, it reviews and updates the numerical benchmarks for performance based on current HUD and Network expected outcomes.

Ending Chronic Homelessness: defined by the number of PSH beds dedicated to persons experiencing chronic homelessness and the percentage of “non-chronic beds” prioritized for this population

Achieving Housing Stability: defined by the percentage of persons who remain in PSH for at least 6 months or who exit the project stably housed

Achieving Employment: defined by the percentage of persons (aged 18 years+) who maintained or gained income from employment as of the end of the program operating year, or at the time of program exit

Achieving Total Income/Benefits Growth and Stability: defined by the percentage of participants (aged 18 years+) who maintained or increased their total income from all sources and from non-cash mainstream benefits as of the end of the operating year, or at the time of program exit

8. Project Review, Ranking, and Continued CoC Funding

The South Shore Regional Network CoC utilizes a Project Review Committee to annually review, score, and rank all new and renewal projects to be considered for HUD’s Continuum of Care funding competition.

Project Review Committee

The Project Review Committee (Committee) is overseen by the Network’s Executive Committee. That body also establishes the composition of the Committee, which includes representatives from the following: the City of Quincy (Collaborative Applicant), United Way of Greater Plymouth County, South Shore Regional Network (Coordinator), and Father Bill’s & MainSpring (Support Entity).

The Committee may meet as often as necessary to complete the annual review, scoring and ranking. However, at least one meeting must take place during the CoC competition in accordance with rules established within the NOFA.

Project Scoring

Renewal Projects: The Committee utilizes the South Shore Regional Network CoC Project Scoring Tool to review and score all renewal projects under consideration. Scores are based on projects' most recent Annual Performance Reports (APRs) and HUD compliance issues. Any projects that are scored significantly lower than the others will be considered for reallocation. In such cases, those projects will then be subject to the Network's written reallocation plan. Any projects that have launched but have not yet reached the first APR due date will be assigned an average score. In these cases, threshold criteria will be factored in and such projects could receive deductions to the average score based on challenges in meeting the threshold criteria. Renewal projects that have not yet launched will not be scored and will be ranked at the bottom of the PH list.

New Projects: Applicants wishing to propose new projects either through reallocation or Bonus funds are subject to the associated process set forth by the Collaborative Applicant. Applicants for new projects must submit a letter of intent and concept paper to the Collaborative Applicant by the date specified in a publicly posted notice of funding availability. If there are proposals for new projects that fall within available funding amounts, those projects will be selected for inclusion in the application as long as they meet threshold criteria for HUD funding. If the cumulative total of proposals for new projects for Bonus or reallocation funds is greater than funds available in these categories to the CoC, then the Committee will evaluate those projects based on threshold criteria and CoC priorities and make a recommendation to the Executive Committee. The Executive Committee will make a decision about which project(s) to include in the Network's CoC consolidated application.

Project Ranking

The Committee is responsible for establishing the ranking criteria for all new and renewal projects that have been selected for inclusion in the application. The criteria may be adjusted annually as necessary. The Committee will then present a draft ranking to the Executive Committee for a final vote and adoption.

The Committee's general ranking criteria are as follows:

- Renewal projects that meet threshold eligibility will be ranked above new projects.
- Permanent housing renewals will be ranked above renewals of other project types.
- When projects have the same score, the project with more dedicated CH beds will be ranked higher.
- Any of the above is subject to change due to priorities and guidance in the HUD NOFA.

- The CoC also reserves the right to shift project ranking in order to maximize the total projects that will fit in tier 1.

Public Notice of Scoring and Ranking

The Collaborative Applicant will provide public notice of the final approved scoring and ranking of all submitted projects in one of the following ways:

- email to the full CoC membership
- website posting
- other identified electronic notification that reaches at least the General Membership of the CoC

South Shore Network (CoC MA-511) - Project Scoring Tool – PSH RENEWALS 2016

Project Name: _____ Org: _____

Evaluator Name: _____ Date: _____

Maximum score = 100.

Problems meeting threshold eligibility could result in deductions

PSH INVENTORY – Unit and bed info from renewal application and CoC Coordinated Entry data

Number of Beds	Total Beds	Dedicated CH Beds	% Dedicated (as % of total beds)	Non-CH Beds	% Prioritized (as % of non-CH beds)
Beds for Individuals					
Beds for Families (units in parenthesis)					
Total Beds (units)					

*Units/beds are the same for individual PSH. Family PSH bed count is based on count in the project application. HUD scoring is based on **bed count** (not unit count).

PART 1: THRESHOLD ELIGIBILITY

Data are from the most recent APR submitted to HUD - additional documentation may be requested

	Mark ✓, No, or deduction
(1) Residence prior to entry: Head of household must meet HEARTH definition of literally homeless and additional PSH restrictions below. <u>PSH projects - 100% CH dedicated beds, skip to (e) – next page.</u>	
a. 100% came from emergency shelter (ES) and/or place not meant for human habitation (“streets”) <ul style="list-style-type: none"> - If yes, skip to (2). If no, complete (b-d). 	
b. If any participants came from transitional housing: <ul style="list-style-type: none"> - Documentation of ES or streets immediately prior - Exception if fled domestic violence – DV documentation - If no documentation of either, deduct 5 points 	
c. If any participants came from institutional settings:	

<ul style="list-style-type: none"> - Documentation resided there no more than 90 days and came from ES or streets immediately prior - If no documentation, deduct 5 points 	
d. If any participants came from other locations - deduct 5 points	
	Mark ✓, No, or deduction
(1) Residence prior to entry (cont):	
<ul style="list-style-type: none"> e. If PSH project is 100% CH dedicated beds – 100% came from emergency shelter (ES) or and/or place not meant for human habitation (“streets”) <ul style="list-style-type: none"> - If not, deduct 10 points 	
(2) Disability Information:	
<ul style="list-style-type: none"> a. Household member with a physical or mental health condition at entry (<i>Must be the head of household if in CH dedicated bed</i>) <ul style="list-style-type: none"> - If households with no disabled members, deduct 5 points 	
(3) Project Occupancy:	
<ul style="list-style-type: none"> a. Occupancy at least 80% <ul style="list-style-type: none"> - If less than 80% and PSH is not within first year, deduct 10 points - If PSH’s first year and below 80%, provided plan to achieve full occupancy? 	
(4) Project Spending:	
<ul style="list-style-type: none"> a. Confirmation by City of Quincy or HUD* there are no problems with spending (*if project grantee is the applicant) <ul style="list-style-type: none"> - If problems, the project has provided explanation - If no or insufficient explanation, deduct 5 points 	
Met threshold or total deduction:	

PART 2: PROJECT DETAILS AND PERFORMANCE OUTCOMES

Scores are based on data from the most recent APR submitted to HUD.

	Max Points	Points Awarded
(1) Ending chronic homelessness (Maximum points – 30)		
a. <i>% of dedicated chronic (CH) beds</i>		
100% of beds CH dedicated	30	
75% or more of beds CH dedicated	20	
25% or more of beds CH dedicated	10	
Less than 25% of beds CH dedicated	5	
No CH beds	0	
b. <i>% of non-CH beds that are prioritized</i>		
85% or more	5	

Less than 85% No prioritized beds	2 0	
(2) Increased Housing Stability (Maximum points – 20)		
80% or more remained housed		
50% or more remained housed	5	
Less than 50% remained housed	0	
(3) Increased Participant Income from Employment (Maximum points – 10)		
20% or more have income from employment	10	
10% or more have income from employment	5	
Less than 10% have income from employment	0	
(4) Increased or maintained Income from Other Sources (Maximum points – 6)		
75% or more have unearned income	6	
54% or more have unearned income	5	
Less than 54% have unearned income	0	
If have employment, but no other income sources	6	
(5) Obtaining Mainstream Benefits (Maximum points – 10)		
75% or more have non-cash mainstream benefits	10	
56% or more have mainstream benefits	8	
Less than 56% have mainstream benefits	0	
If have employment, but no mainstream benefits	6	
(6) Target Populations (Maximum points - 4)		
Families	1	
Youth	1	
Domestic Violence Survivors	1	
Veterans	1	

PART 3: OTHER PROJECT INFO

Data from self-report, renewal application, and HMIS

(1) Housing First Approach (Points 4)		
Project follows a Housing First approach that has been detailed in the application (additional info may be requested)		
Yes	4	
No	0	
(2) Leveraging (Points – 10)		
Leverage equal to 150% of HUD-funded project budget	10	
Leverage is less than 150% of budget	0	
(3) HMIS Data Quality (Points – 4)		
APR data had less than 10% missing/refused data for all data elements	4	

APR data had more than 10% missing/refused data	0	
(4) APR Submission (Points – 2)		
APR is in HMIS as proof that APR submission to HUD came from HMIS	2	
APR not in HMIS	0	
TOTAL (Maximum points)	100	

9. Project Reallocation Plan

The U.S. Department of Housing and Urban Development (HUD) requires that CoCs evaluate and review all renewal projects and develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new projects that are aligned with HUD’s goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are unavailable. The South Shore Regional Network CoC encourages all grantees to consider reallocation for projects under these guidelines annually at the launch of each funding cycle in a written communication or at a Network meeting. When funds become available through reallocation, all Network members and stakeholders are notified via written communication that the Network is seeking new and existing providers to apply for new projects using the reallocation process.

Reallocation Policy

Through the reallocation process, the Network ensures that projects submitted with the CoC Consolidated Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC funding to end homelessness in the South Shore Regional Network CoC. The Network will make decisions based on the project’s score and a recommendation from the Project Review Committee. The Executive Committee will vote on the final projects to include in the Network’s consolidated application.

All renewal projects are reviewed and scored by the Project Review Committee to determine how the project performed and if a project should be considered for reallocation. This is completed either prior to or at the beginning of a new funding round, and the South Shore Regional Network CoC Project Scoring Tool is the primary tool used to conduct the assessment. The Project Review Committee may determine it needs to meet at other times during the year to further evaluate projects.

* Evidence of CoC's publicly available criteria for renewal and ranking. See also email publicly announcing process and results of FY2016 CoC Competition - included in this attachment.

Liz Rogers

From: Liz Rogers
Sent: Monday, August 08, 2016 7:35 AM
Subject: South Shore Network CoC Policies & Procedures/Reallocation Plan Posted

Importance: High

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Good morning,

As part of the South Shore Network CoC's governance responsibilities, the Policies & Procedures Manual has been updated and posted to the City of Quincy website:

<http://www.quincyma.gov/Government/PLANNING/McKinneyPrograms.cfm>

The Policies & Procedures Manual outlines overarching guidelines for the operation of and participation in the Network. Of particular note as we are currently engaged in the funding competition, the Manual includes all information relevant to the rating, review, and ranking of CoC project applications (beginning on page 8). In addition, it includes the reallocation plan that encourages new and existing providers to apply for new projects using the reallocation process (beginning on page 14).

Additional details regarding the 2016 review and ranking results will be communicated in the coming week. As always, please let me know if you have any questions about the South Shore Network CoC generally, the Policies & Procedures Manual, or the 2016 CoC competition.

Thank you,

Liz

* Evidence of public posting of FY16 Renewal and Ranking Process and Results

From: Sean Glennon
Bcc: "mallen@ocin.org"; "kallen@uwgpc.org"; "almeda@bmbcc.org"; "jalmeida@bamsi.org"; "halsaad@manetchc.org"; "kanfield@ascentra.org"; "heatherarrighi@bpsma.org"; "lorraine.art@state.ma.us"; "audrey.banks@iud.state.ma.us"; "amacleod-barbosa@comcounseling.org"; "lbarros@selfhelpinc.org"; "joylin_barry@ccab.org"; "ibenoit@helpfbms.org"; "mark.bilton@state.ma.us"; "paul.bowman@state.ma.us"; "lesliebridson@quincypublicschools.com"; "lburgess@oldcolonyymca.org"; "kcappiello@cobma.us"; "jonrc@selfhelpinc.org"; "dcarman@uwgpc.org"; "brockton.interfaith@gmail.com"; "susanna.s.chan@state.ma.us"; "sue.chandler@dovema.org"; "wclark@townofmilton.org"; "james@bpsma.org"; "mcoffey@plymouthareacoalition.org"; "dovesheltermanager@gmail.com"; "gary.n.comeau@massmail.state.ma.us"; "aconnolly@helpfbms.org"; "claire.cronin@mahouse.gov"; "jdaley7@massasoit.mass.edu"; "PADaly@sscac.org"; "davin@healthimperatives.org"; "ldemilia@healthimperatives.org"; "dawn.devereaux@state.ma.us"; "kdiabona@healthimperatives.org"; "DDiGiorgi@oldcolonyelderservices.org"; "bekasadad@comcast.net"; "aconnolly@interfaithsocialservices.org"; "hdubois@hptc.org"; "sellis@ssmh.org"; "ellisonb@vinfen.org"; "kfacchini@southshorehousing.org"; "Shirley.FanChan@umb.edu"; "fernandesm@randolph.k12.ma.us"; "sfiner@southbaymentalhealth.com"; "tefitzpatrick@gmail.com"; "mary.flaherty@state.ma.us"; "stephanie.fleming@mahouse.gov"; "ffrazier@bamsi.org"; "rfry@mpsd.org"; "GALLEGALANTE@bpsma.org"; "NBGalibois@sscac.org"; "sglennon@quincyma.gov"; "jennifer@sowma.org"; "jesse_graham@ccab.org"; "n.orenier@nwsoma.org"; "Katherine.Guay@va.gov"; "phamilton@ocpcrpa.org"; "philomena.hare@use.salvationarmy.org"; "lharper@oldcolonyelderservices.org"; "stacey.hartstone@state.ma.us"; "rheap@comcounseling.org"; "dheim@bacbrockton.org"; "mhorr@quincyma.gov"; "erin.hurley@state.ma.us"; "edward.jacoubs@state.ma.us"; "rienkins@brocktonredevelopmentauthority.com"; "richard.jobin@state.ma.us"; "tjohnson@healthimperatives.com"; "susan.keating@brocktonhousingauthority.com"; "patricia.kelleher@fcr-ma.org"; "hkennedy@bamsi.org"; "Ckowalski@hptc.org"; "laura.Krim@dmh.state.ma.us"; "faith.lafayette@state.ma.us"; "juliana.langille@ccbrockton.org"; "kleblanc@umext.umass.edu"; "ikudcey@weymouth.ma.us"; "jlyoung@sswib.org"; "Leo.Lloyd@USE.SalvationArmy.org"; "loftusg@vinfen.org"; "clogan@oldcolonyymca.org"; "klove@bawib.org"; "jlydon@quincyha.com"; "felicja.lyle@use.salvationarmy.org"; "Benjamin.Lyle@USE.SalvationArmy.Org"; "plynch18@massasoit.mass.edu"; "smcarolinahill@aol.com"; "Mona.Mackinnon@state.ma.us"; "hmaclean@plymouthareacoalition.org"; "imanning@diomass.org"; "emanning@quincyma.gov"; "karendmccarthy@bpsma.org"; "sara@sowma.org"; "conmel@aol.com"; "mmelpignano@baystatecs.org"; "joan@massappleseed.org"; "Jmiller@eliotchs.org"; "daliravi@hotmail.com"; "jose.monteiro@state.ma.us"; "stevem@hptc.org"; "kmoorehead@thehome.org"; "mmorais@interfaithsocialservices.org"; "rmorgan@nrcollab.org"; "mosesj@vinfen.org"; "susanna@sccls.org"; "carln-k@southshorehousing.org"; "enazzaro@thehome.org"; "ucb4u@comcast.net"; "bniles@quincyha.com"; "do'brien@townhall.plymouth.ma.us"; "Heather.Odom@USE.SalvationArmy.Org"; "kkintz@healthimperatives.org"; "Cheryl@sowma.org"; "jennifer.parks@state.ma.us"; "lpeters@healthimperatives.org"; "stpike@northeastonsavingsbank.com"; "mpujalte@southshorehousing.org"; "kquigley@ssymca.org"; "roxanne.reynolds@state.ma.us"; "nicole.richardi@state.ma.us"; "lrogers@helpfbms.org"; "rogersblessing@yahoo.com"; "mragovin@asa.org"; "nicole.ross@use.salvationarmy.org"; "timothy.ross@use.salvationarmy.org"; "gloriarubilar@bpsma.org"; "csantiago@careerworks.org"; "msantucci@braintreema.gov"; "mschafer@horizonsforhomelesschildren.org"; "pastordmshaw@verizon.net"; "csheppard@qcap.org"; "hshruhan@oldcolonyymca.org"; "lilva@bridgew.edu"; "matt@simtechsolutions.com"; "cherylsimmons2@va.gov"; "sslauterback@doe.mass.edu"; "espaulding@oldcolonyymca.org"; "kspear@hptc.org"; "laspencer@sscac.org"; "rstewart@horizonsforhomelesschildren.org"; "bastrollo@qcap.org"; "evma.sutton@state.ma.us"; "itavon@helpfbms.org"; "tomt@brocktonhousingauthority.com"; "catherine.thomas@state.ma.us"; "dieja.varela@fcr-ma.org"; "jacquelyn.vecchi@state.ma.us"; "jverla@careerworks.org"; "mwakin@bridgew.edu"; "bwalters@donahue.umassp.edu"; "whites@vinfen.org"; "swillis@oldcolonyelderservices.org"; "stacy_wyrosdic@ccab.org"; "jvazwinski@helpfbms.org"; "szou@brocktonredevelopmentauthority.com"; "swilks@oldcolonyymca.org"; Robert Muollo

Subject: HUD 2016 CoC Competition - Notice of Project Scoring and Ranking
Date: Wednesday, August 24, 2016 1:53:00 PM
Attachments: Appendix 2-CoC Project Scoring Tool-PSH 2016 - FINAL.docx

Dear South Shore Network to End Homelessness:

The Project Review Committee completed its scoring and proposed ranking of all renewal and new projects associated with the 2016 HUD CoC Competition. Per the CoC's Policies & Procedures Manual, the Executive Committee formally approved the scoring and ranking on August 17, 2016. This email serves as public notice of the 2016 process and results. At the bottom is the final [project ranking list and a link to the City of Quincy's webpage where it is posted](#). The general CoC Review, Score, and Ranking Procedures are also documented in the CoC's Policies & Procedures Manual beginning on page 8. The Manual can be found on the City's website here:

http://www.quincyma.gov/CityOfQuincy_Content/documents/South%20Shore%20Network-CoC%20Policies%20%20Procedures%20manual-FINAL%202016.pdf.

If you have any comments or question regarding this process, please do not hesitate to

contact me.

Very sincerely,

Sean Glennon
Community Development Director
Dept. of Planning & Community Development

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- **Project Review Committee:** The Network Executive Committee appointed the following people to complete the scoring and reviews: Sean Glennon – City of Quincy, Dennis Carman – United Way of Greater Plymouth County, Liz Rogers, Father Bill's & MainSpring (CoC Support Entity), and Joyce Tavon, consultant for the South Shore Network who provided TA to the Committee.
- **Scoring:** Projects were reviewed and scored based on their Annual Progress Reports (APRs) and HUD compliance issues. Attached is the CoC scoring tool.
- **No Rejections:** All projects that were submitted for renewal aligned with the CoC's and HUD's priorities and scored high enough on project performance to be recommended for continued funding.
- **Reallocation:** Housing Solutions for Southeastern Massachusetts did not submit its project (Greater Plymouth Area Supportive Housing Project) for renewal, and instead agreed to make those funds available to the CoC for reallocation. In accordance with the CoC's Reallocation Plan that is contained in the Policies & Procedures Manual, the City of Quincy as Collaborative Applicant sought letters of intent and concept papers to identify new projects to apply for the reallocated funds. Father Bill's & MainSpring was the only agency to submit a concept paper, and as such, was selected to submit a full project application. That project has been ranked, and can be found in the full list below.
- **Tiering:** The HUD CoC Notice of Funding Availability (NOFA) required that projects be placed in two tiers:
 - Tier 1: guaranteed renewal if meet eligibility and adequate CoC score = 93% of the CoC's total Annual Renewal Demand (ARD)
 - Tier 2: funding will be based on the CoC's and project's competitive score = remainder of ARD + allowable new permanent housing projects
- **Ranking:** The Project Review Group proposed the following plan for ranking, which was approved by the Executive Committee:
 - All Permanent Supportive Housing renewals first, in order of score – to

preserve the CoC-funded housing units and not put participants at risk of repeated homelessness

- Homeless Management Information System (HMIS) renewal project – to preserve the CoC wide system for data collection
- New permanent housing:
 - The reallocation project (Ray’s Project) was ranked ahead of the Bonus project (Paul’s Project) because it represents renewal funds.
- As per the HUD NOFA, a \$161,149 planning grant will be funded separately from the tiers as long as it meets threshold eligibility.

- **2016 CoC Project Ranking list** is below. It can also be found here:

http://www.quincyma.gov/CityOfQuincy_Content/documents/Planning-ProjectRanking.pdf

SOUTH SHORE COC (MA-511) PROJECT TIERING - 2016 HUD COC COMPETITION

Org	Project Name	Type	Amount	Project Summary
TIER 1	<i>Renewal Projects:</i>			
FBMS	Work Express Housing	PSH	\$114,153	16 units for chronically homeless individuals at Spring St, Brockton
FBMS	Ackerman's Project	PSH	\$54,419	5 scattered site units for chronically homeless individuals
FBMS	My Home I and II	PSH	\$181,229	10 scattered site units for chronically homeless individuals
FBMS	Secure Homes Consolidated Program	PSH	\$544,984	35 scattered site units for individuals & families; 29 for chronically homeless individuals
FBMS	BCIJ Program	PSH	\$1,027,339	63 scattered site units for individuals & families; 24 for chronically homeless
Old Colony Y	Supportive Housing for Families II	PSH	\$215,141	12 scattered site units for families in Brockton; 7 for chronically homeless
FBMS	Fr. McCarthy's Family Project	PSH	\$1,467,316	96 scattered site units for individuals & families; 64 for chronically homeless
FBMS	Louis Project	PSH	\$167,042	9 units for individuals - 5 for chronically homeless, 4 for women with serious mental illness 45 scattered site units for

FBMS	DEFGH Program	PSH	\$754,586	individuals & families 25 scattered site units for
FBMS	Nicole's Project	PSH	\$382,033	chronically homeless individuals, with a preference for veterans
FBMS	Zanelli's Project - Tier 1 Portion	RRH	\$87,377	Scattered site RRH supports for 30 unaccompanied homeless youth
TIER 1 LINE			\$4,995,619	
TIER 2	<i>Renewal Projects:</i>			
FBMS	Zanelli's Project - Tier 2 portion	RRH	\$217,298	See above
City of Quincy/FBMS	HMIS Brockton	HMIS	\$113,007	Homeless management info system for entire CoC
	<i>New Projects:</i>			
FBMS	Ray's Project	PSH	\$43,816	3 scattered site units for chronically homeless individuals (reallocation)
FBMS	Paul's Project	PSH	\$266,661	18 scattered site units for chronically homeless individuals, with a preference for homeless veterans
TIER 2 LINE			\$640,782	
City of Quincy	Planning Grant (HUD set-aside of funds)		\$161,149	Funds for CoC planning, coordinated entry process, application preparation, project monitoring, homeless census, etc.
GRAND TOTAL			\$5,797,550	

South Shore Network (CoC MA-511) - Project Scoring Tool – PSH RENEWALS 2016

Project Name: _____ Org: _____

Evaluator Name: _____ Date: _____

Maximum score = 100.

Problems meeting threshold eligibility could result in deductions

PSH INVENTORY – Unit and bed info from renewal application and CoC Coordinated Entry data

Number of Beds	Total Beds	Dedicated CH Beds	% Dedicated (as % of total beds)	Non-CH Beds	% Prioritized (as % of non-CH beds)
Beds for Individuals					
Beds for Families (units in parenthesis)					
Total Beds (units)					

*Units/beds are the same for individual PSH. Family PSH bed count is based on count in the project application. HUD scoring is based on **bed count** (not unit count).

PART 1: THRESHOLD ELIGIBILITY

Data are from the most recent APR submitted to HUD - additional documentation may be requested

	Mark ✓, No, or deduction
<p>(1) Residence prior to entry: Head of household must meet HEARTH definition of literally homeless and additional PSH restrictions below. <u>PSH projects - 100% CH dedicated beds, skip to (e) – next page.</u></p>	
<p>a. 100% came from emergency shelter (ES) and/or place not meant for human habitation (“streets”) - If yes, skip to (2). If no, complete (b-d).</p>	
<p>b. If any participants came from transitional housing: - Documentation of ES or streets immediately prior - Exception if fled domestic violence – DV documentation - If no documentation of either, deduct 5 points</p>	
<p>c. If any participants came from institutional settings: - Documentation resided there no more than 90 days and came from ES or streets immediately prior - If no documentation, deduct 5 points</p>	
<p>d. If any participants came from other locations - deduct 5 points</p>	

PART 1 (cont)

	Mark ✓, No, or deduction
<p>(1) Residence prior to entry (cont):</p> <p>e. If PSH project is 100% CH dedicated beds – 100% came from emergency shelter (ES) or and/or place not meant for human habitation (“streets”)</p> <ul style="list-style-type: none"> - If not, deduct 10 points 	
<p>(2) Disability Information:</p> <p>a. Household member with a physical or mental health condition at entry (<i>Must be the head of household if in CH dedicated bed</i>)</p> <ul style="list-style-type: none"> - If households with no disabled members, deduct 5 points 	
<p>(3) Project Occupancy:</p> <p>a. Occupancy at least 80%</p> <ul style="list-style-type: none"> - If less than 80% and PSH is not within first year, deduct 10 points - If PSH’s first year and below 80%, provided plan to achieve full occupancy? 	
<p>(4) Project Spending:</p> <p>a. Confirmation by City of Quincy or HUD* there are no problems with spending (*if project grantee is the applicant)</p> <ul style="list-style-type: none"> - If problems, the project has provided explanation - If no or insufficient explanation, deduct 5 points 	
<p>Met threshold or total deduction:</p>	

PART 2: PROJECT DETAILS AND PERFORMANCE OUTCOMES

Scores are based on data from the most recent APR submitted to HUD.

	Max Points	Points Awarded
(1) Ending chronic homelessness (Maximum points – 30)		
a. <i>% of dedicated chronic (CH) beds</i>		
100% of beds CH dedicated	30	
75% or more of beds CH dedicated	20	
25% or more of beds CH dedicated	10	
Less than 25% of beds CH dedicated	5	
No CH beds	0	
b. <i>% of non-CH beds that are prioritized</i>		
85% or more	5	
Less than 85%	2	
No prioritized beds	0	
(2) Increased Housing Stability (Maximum points – 20)		
80% or more remained housed		
50% or more remained housed	5	

Project Name: _____

Less than 50% remained housed	0	
(3) Increased Participant Income from Employment (Maximum points – 10)		
20% or more have income from employment	10	
10% or more have income from employment	5	
Less than 10% have income from employment	0	
(4) Increased or maintained Income from Other Sources (Maximum points – 6)		
75% or more have unearned income	6	
54% or more have unearned income	5	
Less than 54% have unearned income	0	
If have employment, but no other income sources	6	
(5) Obtaining Mainstream Benefits (Maximum points – 10)		
75% or more have non-cash mainstream benefits	10	
56% or more have mainstream benefits	8	
Less than 56% have mainstream benefits	0	
If have employment, but no mainstream benefits	6	
(6) Target Populations Served (Maximum points - 4)		
Families	1	
Youth	1	
Domestic Violence Survivors	1	
Veterans	1	

PART 3: OTHER PROJECT INFO

Data from self-report, renewal application, and HMIS

(1) Housing First Approach (Points 4)		
Project follows a Housing First approach that has been detailed in the application (additional info may be requested)		
Yes	4	
No	0	
(2) Leveraging (Points – 10)		
Leverage equal to 150% of HUD-funded project budget	10	
Leverage is less than 150% of budget	0	
(3) HMIS Data Quality (Points – 4)		
APR data had less than 10% missing/refused data for all data elements	4	
APR data had more than 10% missing/refused data	0	
(4) APR Submission (Points – 2)		
APR is in HMIS as proof that APR submission to HUD came from HMIS	2	
APR not in HMIS	0	
TOTAL (Maximum points)	100	

Liz Rogers

From: Liz Rogers
Sent: Wednesday, July 06, 2016 4:06 PM
Subject: New HUD CoC Permanent Housing Bonus and Reallocation Funds

Bcc: 'mallen@ocln.org'; 'kallen@uwgpc.org'; 'almeda@bmbcc.org'; 'jalmeida@bamsi.org'; 'halsaad@manetchc.org'; 'kanfield@ascentria.org'; 'heatherarrighi@bpsma.org'; 'lorraine.art@state.ma.us'; 'audrey.banks@jud.state.ma.us'; 'amacleod-barbosa@comcounseling.org'; 'lbarros@selfhelpinc.org'; 'joylin_barry@ccab.org'; Jessica Benoit; 'mark.bilton@state.ma.us'; 'paul.bowman@state.ma.us'; 'lesliebridson@quincypublicschools.com'; 'lburgess@oldcolonyymca.org'; 'kcappiello@cobma.us'; 'jonrc@selfhelpinc.org'; 'dcarman@uwgpc.org'; 'brockton.interfaith@gmail.com'; 'janice.carrigan@weymouthschools.org'; 'susanna.s.chan@state.ma.us'; 'sue.chandler@dovema.org'; 'wclark@townofmilton.org'; 'james@bpsma.org'; 'mcoffey@plymouthareacoalition.org'; 'dovesheltermanager@gmail.com'; 'gary.n.comeau@massmail.state.ma.us'; April Connolly; 'claire.cronin@mahouse.gov'; 'jdaley7@massasoit.mass.edu'; 'PADaly@sscac.org'; 'jdavin@healthimperatives.org'; 'Idemia@healthimperatives.org'; 'dawn.devereaux@state.ma.us'; 'kdibona@healthimperatives.org'; 'DDiGiorgi@oldcolonyelderservices.org'; 'bekasadad@comcast.net'; 'rdoane@interfaithsocialservices.org'; 'hdubois@hptc.org'; 'sellis@ssmh.org'; 'ellisonb@vinfen.org'; 'kfacchini@southshorehousing.org'; 'Shirley.FanChan@umb.edu'; 'fernandesm@randolph.k12.ma.us'; 'sfiner@southbaymentalhealth.com'; 'tefitzpatrick@gmail.com'; 'mary.flaherty@state.ma.us'; 'stephanie.fleming@mahouse.gov'; 'ffrazier@bamsi.org'; 'rfry@mpsd.org'; 'GALEGGALANTE@bpsma.org'; 'NBGalibois@sscac.org'; 'sglennon@quincyma.gov'; 'jennifer@sowma.org'; 'jesse_graham@ccab.org'; 'n.grenier@nwsoma.org'; 'Katherine.Guay@va.gov'; 'phamilton@ocpcrpa.org'; 'philomena.hare@use.salvationarmy.org'; 'lharper@oldcolonyelderservices.org'; 'stacey.hartstone@state.ma.us'; 'rheap@comcounseling.org'; 'dheim@bgcbrockton.org'; 'mhorr@quincyma.gov'; 'erin.hurley@state.ma.us'; 'edward.jacoubs@state.ma.us'; 'rjenkins@brocktonredevelopmentauthority.com'; 'richard.jobin@state.ma.us'; 'tjohnson@healthimperatives.com'; 'susan.keating@brocktonhousingauthority.com'; 'patricia.kelleher@fcr-ma.org'; 'hkennedy@bamsi.org'; 'Ckowalski@hptc.org'; 'laura.Krim@dmh.state.ma.us'; 'faith.lafayette@state.ma.us'; 'juliana.langille@ccbrockton.org'; 'kleblanc@umext.umass.edu'; 'jlehrer@weymouth.ma.us'; 'jlyoung@sswib.org'; 'Leo.Lloyd@USE.SalvationArmy.org'; 'loftusg@vinfen.org'; 'clogan@oldcolonyymca.org'; 'klove@bawib.org'; 'jlydon@quincyha.com'; 'felicia.lyle@use.salvationarmy.org'; 'Benjamin.Lyle@USE.SalvationArmy.Org'; 'plynch18@massasoit.mass.edu'; 'smcarolinahill@aol.com'; 'Mona.Mackinnon@state.ma.us'; 'hmaclean@plymouthareacoalition.org'; 'jmanning@diomass.org'; 'emanning@quincyma.gov'; 'karendmccarthy@bpsma.org'; 'sara@sowma.org'; 'conmel@aol.com'; 'mmelpignano@baystatecs.org'; 'joan@massappleseed.org'; 'Jmiller@eliotchs.org'; 'daliravi@hotmail.com'; 'jose.monteiro@state.ma.us'; 'stevem@hptc.org'; 'kmoorehead@thehome.org'; 'mmorais@interfaithsocialservices.org'; 'rmorgan@nrcollab.org'; 'mosesj@vinfen.org'; 'susannagl@sccls.org'; 'carln-k@southshorehousing.org'; 'enazzaro@thehome.org'; 'ucb4u@comcast.net'; 'bniles@quincyha.com'; 'do'brien@townhall.plymouth.ma.us'; 'Heather.Odom@USE.SalvationArmy.Org'; 'kkintz@healthimperatives.org'; 'Cheryl@sowma.org'; 'jennifer.parks@state.ma.us'; 'lpeters@healthimperatives.org';

Bcc: 'stpike@northeastonsavingsbank.com'; 'mpujalte@southshorehousing.org';
'kquigley@ssymca.org'; 'roxanne.reynolds@state.ma.us'; 'nicole.richardi@state.ma.us';
Liz Rogers; 'rogersblessing@yahoo.com'; 'mrogovin@asa.org';
'nicole.ross@use.salvationarmy.org'; 'timothy.ross@use.salvationarmy.org';
'gloriarubilar@bpsma.org'; 'csantiago@careerworks.org'; 'msantucci@braintreema.gov';
'mschafer@horizonsforhomelesschildren.org'; 'pastordmshaw@verizon.net';
'csheppard@qcap.org'; 'hshruhan@oldcolonyymca.org'; 'silva@bridgew.edu';
'matt@simtechsolutions.com'; 'cherylsimmons2@va.gov'; 'sslautterback@doe.mass.edu';
'espaulding@oldcolonyymca.org'; 'kspear@hptc.org'; 'laspencer@sscac.org';
'rstewart@horizonsforhomelesschildren.org'; 'bastrollo@qcap.org';
'eyma.sutton@state.ma.us'; Joyce Tavon; 'tomt@brocktonhousingauthority.com';
'catherine.thomas@state.ma.us'; 'dieja.varela@fcr-ma.org';
'jacquelyn.vecchi@state.ma.us'; 'jverla@careerworks.org'; 'mwakin@bridgew.edu';
'bwalters@donahue.umassp.edu'; 'whites@vinfen.org';
'swillis@oldcolonyelderservices.org'; 'stacy_wyrosdic@ccab.org'; John Yazwinski;
'szou@brocktonredevelopmentauthority.com'

A message from Sean Glennon at the City of Quincy:

Dear South Shore Network to End Homelessness:

HUD has announced the availability of funds for 2016 Continuum of Care (CoC) project renewals and new permanent housing bonus funds. Please see the link to the Notice of Funding Availability (NOFA): <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf> . You will also find all other application documents and relevant information on the HUD Exchange FY2016 CoC Program Competition page: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/> **HUD frequently amends competition materials, and this site should be checked frequently for any updates.**

This message will provide details on the Permanent Housing Bonus and the Reallocation Process.

First, up to \$268,581.65 is available to our CoC to fund new projects under the Permanent Housing Bonus component of the application.

The CoC is eligible to apply for more than one project for new Permanent Housing.

2.

Funding must be used to create new permanent supportive housing projects that will exclusively serve chronically homeless individuals and families or rapid re-housing projects that will serve individuals, families, or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homeless.

3. These projects will be part of the overall ranking and tiering process. This CoC intends to give priority ranking to **renewal projects FIRST...and THEN to new permanent housing projects.**

Secondly, \$45,000 is available under reallocation.

These funds are becoming available after the Project Review Committee worked with Housing Solutions for Southeastern Massachusetts beginning last year to identify challenges in aligning its CoC project with HUD priorities moving forward. The Committee is grateful to Housing Solutions for their partnership in agreeing to end CoC funds for this project and allow for the funds to be reallocated to a different, allowable HUD CoC use, thereby helping to ensure these funds stay with the CoC for the long term. Projects seeking these reallocated dollars should propose to provide PSH for chronically homeless households, rapid rehousing for individuals, families, or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or

other persons who meet the criteria of paragraph (4) of the definition of homelessness. Reallocated funds could also be used to create Support Services Only-Coordinated Entry projects or new HMIS projects.

So with that said, any entity wishing to be considered by the CoC for submission of permanent housing bonus project application(s) and/or a new project with the reallocated funds must submit a **concept paper** by **12:00 P.M. on July 15, 2016** to my attention. Concept papers may be submitted (and are preferred) via e-mail. If submitting via e-mail, please request a "read receipt" for confirmation.

Any entity planning to submit a concept paper is requested to send a **notice of intent** (literally one-to-two sentences indicating the following for each project: your agency's intent to submit a concept paper, whether it will be permanent supportive housing or rapid re-housing, likely target population, and an estimated amount of your request). Please send this to my attention (either by e-mail or snail mail) by next **Wednesday, July 13, 2016**. There are a lot of technical and programmatic ramifications in the application this year, which is why I am requesting the notice of intent in advance of concept paper submissions.

All CoC-approved project applications and attachments must be submitted in the online application system(esnaps) **on or before August 15, 2016**. You will be informed if your concept paper has been selected so you can proceed with the application.

The Regional Network encourages diverse partners to submit applications. However, please keep in mind the following:

There are many technical definitions and restrictions on how these funds may be used and for which populations. You must be familiar with 24 CFR part 578 (the CoC Program interim rule): <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf> and HUD CPF 14-012 "Prioritizing Persons Experiencing Chronic Homelessness in PSH and Record-Keeping Requirements:" <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>

HUD will require that any funded project participate in the CoC's coordinated entry system, which means potentially eligible homeless persons will be screened and prioritized from the entire CoC, not solely from any one agency. Projects must also be low-threshold as described in the CoC materials. All applicants must be familiar with these HUD CoC concepts and the impact on project implementation.

HUD has placed a very tight timeline on the application process, so please keep agency capacity in mind when deciding whether or not to apply for a permanent housing bonus project this year. Liz Rogers, representing Father Bill's & MainSpring as the CoC's Support Entity, is serving as the point person for technical questions. You may reach out to her with questions about the new permanent housing bonus prior to the July 15th concept paper deadline at lrogers@helpfbms.org

If you have any other questions about the program competition, please feel free to contact me. We are once again on an accelerated schedule, and I thank you for your cooperation.

Very sincerely,

Sean

Liz Rogers

From: Liz Rogers
Sent: Friday, July 08, 2016 10:17 AM
Subject: CORRECTION: New HUD CoC Permanent Housing Bonus and Reallocation Funds

Importance: High

Bcc: 'mallen@ocln.org'; 'kallen@uwgpc.org'; 'almeda@bmbcc.org'; 'jalmeida@bamsi.org'; 'halsaad@manetchc.org'; 'kanfield@ascentria.org'; 'heatherarrighi@bpsma.org'; 'lorraine.art@state.ma.us'; 'audrey.banks@jud.state.ma.us'; 'amacleod-barbosa@comcounseling.org'; 'lbarros@selfhelpinc.org'; 'joylin_barry@ccab.org'; Jessica Benoit; 'mark.bilton@state.ma.us'; 'paul.bowman@state.ma.us'; 'lesliebridson@quincypublicschools.com'; 'lburgess@oldcolonyymca.org'; 'kcappiello@cobma.us'; 'jonrc@selfhelpinc.org'; 'dcarman@uwgpc.org'; 'brockton.interfaith@gmail.com'; 'janice.carrigan@weymouthschools.org'; 'susanna.s.chan@state.ma.us'; 'sue.chandler@dovema.org'; 'wclark@townofmilton.org'; 'james@bpsma.org'; 'mcoffey@plymouthareacoalition.org'; 'dovesheltermanager@gmail.com'; 'gary.n.comeau@massmail.state.ma.us'; April Connolly; 'claire.cronin@mahouse.gov'; 'jdaley7@massasoit.mass.edu'; 'PADaly@sscac.org'; 'jdavin@healthimperatives.org'; 'Idemia@healthimperatives.org'; 'dawn.devereaux@state.ma.us'; 'kdibona@healthimperatives.org'; 'DDiGiorgi@oldcolonyelderservices.org'; 'bekasdad@comcast.net'; 'rdoane@interfaithsocialservices.org'; 'hdubois@hptc.org'; 'sellis@ssmh.org'; 'ellisonb@vinfen.org'; 'kfacchini@southshorehousing.org'; 'Shirley.FanChan@umb.edu'; 'fernandesm@randolph.k12.ma.us'; 'sfiner@southbaymentalhealth.com'; 'tefitzpatrick@gmail.com'; 'mary.flaherty@state.ma.us'; 'stephanie.fleming@mahouse.gov'; 'ffrazier@bamsi.org'; 'rfry@mpsd.org'; 'GALEGGALANTE@bpsma.org'; 'NBGalibois@sscac.org'; 'sglennon@quincyma.gov'; 'jennifer@sowma.org'; 'jesse_graham@ccab.org'; 'n.grenier@nwsoma.org'; 'Katherine.Guay@va.gov'; 'phamilton@ocpcrpa.org'; 'philomena.hare@use.salvationarmy.org'; 'lharper@oldcolonyelderservices.org'; 'stacey.hartstone@state.ma.us'; 'rheap@comcounseling.org'; 'dheim@bgcbrockton.org'; 'mhorr@quincyma.gov'; 'erin.hurley@state.ma.us'; 'edward.jacoubs@state.ma.us'; 'rjenkins@brocktonredevelopmentauthority.com'; 'richard.jobin@state.ma.us'; 'tjohnson@healthimperatives.com'; 'susan.keating@brocktonhousingauthority.com'; 'patricia.kelleher@fcr-ma.org'; 'hkennedy@bamsi.org'; 'Ckowalski@hptc.org'; 'laura.Krim@dmh.state.ma.us'; 'faith.lafayette@state.ma.us'; 'juliana.langille@ccbrockton.org'; 'kleblanc@umext.umass.edu'; 'jlehrer@weymouth.ma.us'; 'jlyoung@sswib.org'; 'Leo.Lloyd@USE.SalvationArmy.org'; 'loftusg@vinfen.org'; 'clogan@oldcolonyymca.org'; 'klove@bawib.org'; 'jlydon@quincyha.com'; 'felicia.lyle@use.salvationarmy.org'; 'Benjamin.Lyle@USE.SalvationArmy.Org'; 'plynch18@massasoit.mass.edu'; 'smcarolinahill@aol.com'; 'Mona.Mackinnon@state.ma.us'; 'hmaclean@plymouthareacoalition.org'; 'jmanning@diomass.org'; 'emanning@quincyma.gov'; 'karendmccarthy@bpsma.org'; 'sara@sowma.org'; 'conmel@aol.com'; 'mmelpignano@baystatecs.org'; 'joan@massappleseed.org'; 'Jmiller@eliotchs.org'; 'daliravi@hotmail.com'; 'jose.monteiro@state.ma.us'; 'stevem@hptc.org'; 'kmoorehead@thethehome.org'; 'mmorais@interfaithsocialservices.org'; 'rmorgan@nrcollab.org'; 'mosesj@vinfen.org'; 'susannagl@sccls.org'; 'carln-k@southshorehousing.org'; 'enazzaro@thethehome.org'; 'ucb4u@comcast.net'; 'bniles@quincyha.com'; 'do'brien@townhall.plymouth.ma.us';

Bcc: 'Heather.Odom@USE.SalvationArmy.Org'; 'kkintz@healthimperatives.org';
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'stpike@northeastonsavingsbank.com'; 'mpujalte@southshorehousing.org';
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Liz Rogers; 'rogersblessing@yahoo.com'; 'mrogovin@asa.org';
'nicole.ross@use.salvationarmy.org'; 'timothy.ross@use.salvationarmy.org';
'gloriarubilar@bpsma.org'; 'csantiago@careerworks.org'; 'msantucci@braintreema.gov';
'mschafer@horizonsforhomelesschildren.org'; 'pastordmshaw@verizon.net';
'csheppard@qcap.org'; 'hshruhan@oldcolonyymca.org'; 'lilva@bridgew.edu';
'matt@simtechsolutions.com'; 'cherylsimmons2@va.gov'; 'sslautterback@doe.mass.edu';
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'bwalters@donahue.umassp.edu'; 'whites@vinfen.org';
'swillis@oldcolonyelderservices.org'; 'stacy_wyrosdic@ccab.org'; John Yazwinski;
'szou@brocktonredevelopmentauthority.com'

Good morning,

Per my previous email, there has been a correction to the due dates for final submission of Project Applications, which relates also to any newly proposed Bonus projects or reallocated projects. Project Applications are due in e-snaps no later than August 12th, and notification about projects included in the CoC's submission will be made no later than August 26th. The process and timeline for submitting notices of intent and concept papers for new projects remains the same as was originally outlined in the email below. See highlighted correction below.

From: Liz Rogers
Sent: Wednesday, July 06, 2016 4:06 PM
Subject: New HUD CoC Permanent Housing Bonus and Reallocation Funds

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If you have any other questions about the program competition, please feel free to contact me. We are once again on an accelerated schedule, and I thank you for your cooperation.

Very sincerely,

Sean

South Shore Regional Network to End Homelessness

Governance Charter

Also known as MA-511: Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (CoC) or the South Shore CoC

South Shore Regional Network to End Homelessness Governance Charter

On February 8, 2015, HUD approved the merger of the region's two Continuums of Care (CoCs): Quincy/Weymouth and Brockton/Plymouth City and County CoCs under the name: MA-511 Quincy/Brockton/Weymouth/ Plymouth City and County CoC, which follows HUD CoC standard naming conventions. HUD also recognized that for local planning and communication purposes the CoC may opt to be known as the South Shore CoC or South Shore Regional Network.

1. Mission of the South Shore Regional Network

The South Shore Regional Network, which is the Continuum of Care for the region, formed to **bring together community agencies, government entities, faith-based organizations, businesses, consumers and other community partners to design and implement regional strategies to prevent, reduce, and end homelessness** in the communities covered by the Network. Those communities are located in Norfolk and Plymouth Counties as follows: Abington, Avon, Braintree, Bridgewater, Brockton, Carver, Cohasset, Duxbury, East Bridgewater, Easton, Halifax, Hanover, Hanson, Hingham, Holbrook, Hull, Kingston, Lakeville, Marion, Marshfield, Mattapoisett, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Quincy, Randolph, Rochester, Rockland, Scituate, Stoughton, Wareham, West Bridgewater, Weymouth, and Whitman.

2. Purpose of the Charter

The CoC Interim Rule, published in the Federal Register on July 31, 2012 and effective August 30, 2012 formally establishes the Continuum of Care as the planning body responsible for meeting the goals of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care program as outlined in 24 CFR Part 578. A requirement of the CoC Interim Rule is that the CoC develop and follow a governance charter which outlines and assigns all responsibilities of the CoC. This South Shore Regional Network Governance Charter meets the requirements of 24 CFR Part 578 and outlines all roles and responsibilities of the various members and entities within the South Shore Regional Network. It is intended to guide the governance operations and decision-making process of the South Shore Regional Network. The Governance Charter will be reviewed annually and updated according to the process outlined herein.

3. Background of the Continuum of Care

The South Shore Regional Network was originally organized as two CoC Communities: Brockton/Plymouth City and County CoC and Quincy/Weymouth CoC. In April 2009, with the support of the Commonwealth of Massachusetts to create ten regional networks across the state, the organizations operating in these two CoCs formed one Regional Network. The goals were two-fold: to

build strong regional planning that would prevent and end homelessness and to integrate HUD CoC activity with the Regional Network through the eventual merger into one CoC. The merger would allow for improved coordination and systems planning on a regional basis of HUD CoC Planning resources and CoC Program funds, including both Continuum of Care (CoC) and Emergency Solutions Grant (ESG) . On February 8, 2015, HUD approved the merger of the two CoCs.

This Network also includes other Norfolk county towns in its regional planning and programming that are currently in the Balance of State CoC for HUD CoC purposes. The communities listed in Section 1 above as being part of the South Shore Regional Network have a history of homeless collaborative planning and service delivery as a region. It is the Network's goal eventually to gain approval to add those Norfolk County towns to the South Shore Regional Network for HUD CoC purposes. This addition would align the geography and planning of HUD CoC Program funds, CoC Planning funds, and related CoC activity with the geography of all Network activities. The Executive Committee of the South Shore Regional Network will work with HUD and representatives of the Balance of State CoC to identify how best to achieve this goal.

4. Organization of the CoC

a. CoC Membership

The South Shore Regional Network encourages the active participation of all members of our geography who are interested in working to prevent and end homelessness in the CoC. We support an open invitation process for current and new members (see Section 4a(3) below for Outreach).

Membership is divided into two categories: General Membership and Voting Membership.

(1) General Membership: Anyone who lives or works in the Network's geographic region can be a general member. General members are welcome to attend the bi-annual Network Membership Meetings or any relevant committee, subcommittee or local planning meetings in the Network.

(2) Voting Membership: Anyone who lives or works in the Network geographic region and attends any meetings of the Network can be a voting member of the Network, with the restriction that organizational entities are limited to one vote per organization. Members of the organization will decide which participating member would have voting membership. An individual, who is not employed by or otherwise representing an organization that participates in the Network, would vote as an individual.

(3) Outreach for new members: The Network will conduct outreach to new members a minimum of one time per year. This outreach will include an invitation to attend and participate in one of the bi-annual meetings of the full Network or participate at one of the committee or subcommittee meetings.

(4) Network Year: The year for purposes of the Regional Network will run from July 1 – June 30.

(5) Network Membership Meetings: The Network Membership will meet at least twice per Network year including one fall meeting which will take place between September and November and one winter/spring meeting to take place between January and June.

(6) Approval of Network Charter: The Network Membership will review and approve the Governance Charter annually at the winter/spring Meeting.

b. South Shore Regional Network Executive Committee:

In compliance with the CoC Interim Rule, the South Shore Regional Network has created a Governing Board, hereafter called the Executive Committee.

(1) Responsibilities of the Executive Committee

The Network Executive Committee is the lead decision-making body responsible for planning for the use of U.S. Department of Housing and Urban Development's HEARTH Act CoC resources and coordinating related activities regarding homeless prevention, homeless services and homeless housing activities and programming.

Specific responsibilities include:

- ❖ Provide overall direction and leadership of the process
- ❖ Make all formal decisions required by HUD of the CoC
- ❖ Carry out strategic planning and goal-setting
- ❖ Set system level and program level performance goals
- ❖ Align and coordinate HUD CoC and other homeless assistance and mainstream resources
- ❖ Establish priorities for and make decisions about the allocation of HUD CoC resources
- ❖ Receive HUD CoC monitoring and evaluation information from system wide and individual program performance on established goals
- ❖ Consult with ESG recipients within the CoC's geographic area (City of Quincy) on the plan for allocating ESG funds, and reporting on and evaluating the performance of ESG recipients and subrecipients
- ❖ Receive reports and recommendations from sub-committees and task groups
- ❖ Establish sub-committees as needed to perform the functions of the Network
- ❖ Approve the Collaborative Applicant, HMIS Lead, and Network Support Entity.
- ❖ Give final approval of the CoC application that is submitted to HUD.
- ❖ Set agenda for bi-annual meetings
- ❖ Invite and outreach to new members
- ❖ Conduct the Point in Time Count of Sheltered and Unsheltered as required by HUD
- ❖ Develop and implement written standards
- ❖ Ensure coordinated assessment system and practice is implemented in Network

- ❖ Present for Network membership’s annual approval a revised Governance Charter at the winter/spring Meeting of the Network Membership.

(2) Membership of the Executive Committee

The Executive Committee shall be composed of 9 to 15 members.

The following are required seats on the Executive Committee:

- ❖ City of Quincy Planning and Community Development Department (1 designee)
- ❖ City of Brockton Redevelopment Authority (1 designee)
- ❖ CoC Recipient and/or Subrecipient Agencies (currently 3/1 from each recipient agency)
- ❖ United Way of Greater Plymouth County (1 designee)
- ❖ Homeless or formerly homeless person (at least 1)
- ❖ Agency representative from Plymouth and Wareham (2/1 from each geography)
- ❖ Agency representative of a ESG subrecipient agency not currently represented on the Executive Committee (1 designee)

Members filling one of the designated seats will be chosen by the agency they represent (i.e. “appointing agency”); there is an expectation that those chosen representatives occupy executive leadership positions at their organizations. Terms for these representatives will be for a minimum of one year but can be extended without limits by their appointing agency. The homeless or formerly homeless representative(s) will be approved by the current Executive Committee for a term of two years. To facilitate a smooth start-up of the Executive Committee, one-year members for the first year will have an extended 18-month term that runs from January 1, 2015 – June 30, 2016.

In addition to the above required members, the Executive Committee membership can be expanded to include up to five “at large” members. These at large members may be selected by the current Executive Committee from one or more of the following:

- Other jurisdictions
- Business community
- Public Housing Agency
- Faith-based organizations
- School department
- Other Service Providers

The term for these at-large members will be for one year but can be renewed by the Executive Committee. In selecting at large members, the Executive Committee will seek to ensure that all subpopulations are represented on the Executive Committee by one or more members.

In addition to the above voting members of the Executive Committee, the Collaborative Applicant, the HMIS Administrator, and the Network Support Entity may each have a non-voting member included on

the Executive Committee if necessary to advance committee business. A staff/consultant for the Network may also attend Executive Committee meetings to assist with committee business.

Co-Chairs: The Executive Committee will have two co-chairs who will each serve for two years with alternating terms. At its first Executive Committee meeting under this Charter, the Executive Committee determined which Co-Chair had an initial one-year term and which had an initial two-year term.

Thereafter, the terms will be two years. The current chairs and terms are as follows:

- John Yazwinski, President & CEO, Father Bill's & MainSpring (initial two-year term July 1, 2015-June 30, 2017)
- Carl Nagy-Koechlin, Executive Director, Housing Solutions of Southeastern Mass. (completing initial one-year term June 30, 2016; next term will be July 1, 2016 – June 30, 2018).

(3) Operations of the Executive Committee

[a] Meetings, quorum, voting

- The Executive Committee shall meet no less frequently than every quarter.
- The vote of a majority of members present and voting at a meeting at which a quorum is present is enough to constitute an act of the Executive Board. Quorum being defined as a simple majority of the Executive Committee membership.
- Members that fail to attend regularly scheduled meetings (without an Alternate present) shall be subject to removal from the Executive Committee by majority vote of the Executive Committee if they attend fewer than 75% of meetings in one year. The Executive Committee will require the appointing agencies to appoint a substitute in the event of the removal of a member of the Executive Committee.

[b] Conflicts of Interest and Recusal Procedure:

No member of the Executive Committee shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Board member finding themselves in a situation where conflict of interest may arise shall recuse himself/ herself from proceedings. The recusal shall be duly recorded in the Executive Committee minutes. All Executive Committee processes shall comply as it relates with the requirements of 24 CFR Part 578.95(b).

[c] Code of Conduct:

The Executive Committee expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Executive Committee members.

- Executive Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Executive Committee members and the South Shore Regional Network except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Executive Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the Network.
- Should an Executive Committee member be considered for employment by the Network, he or she must temporarily withdraw from Executive Committee deliberations, voting, and access to applicable Executive Committee information.
- Executive Committee members and members at large may not attempt to exercise individual authority over the Network except as explicitly set forth in Board policies.

c. Other Committees/workgroups

The South Shore Regional Network may be comprised of several volunteer committees and networking/task groups which have various roles and responsibilities. The Executive Committee can create committees and workgroups to address specific regional needs, subpopulation needs, or action/intervention needs. These committees/groups may include:

- Homeless Family Committee
- Young Adult Committee
- Domestic Violence Committee
- Geographic Committees

d. Collaborative Applicant

The City of Quincy is the Collaborative Applicant. The Collaborative Applicant will submit the CoC application to HUD on behalf of the South Shore Regional Network. When HUD planning funding is available, the Collaborative Applicant will submit an application to HUD for CoC planning resources and if awarded will administer these for the Network.

e. Support Entity

Father Bill's & MainSpring is the Support Entity. As its resources permit, the Support Entity provides staff/consultant to assist with meeting certain HUD requirements for the Network.

Specific responsibilities include:

- Provide technical assistance and lead role to prepare the Collaborative Application.
- Assist with advising and carrying out other HUD CoC requirements.

f. HMIS Administrator

- Father Bill's & Mainspring is the HMIS Administrator. The HMIS Administrator will coordinate the annual homeless Point-in-Time count and update of the Housing Inventory Chart and submit the data to HUD.
- Complete the Annual Homeless Assessment Report (AHAR) and submit to HUD.
- Provide technical assistance to all HMIS participating agencies with HMIS data collection.
- Lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse.

g. HMIS Lead

The City of Quincy is the HMIS Lead. As HMIS Lead, it is designated by the Network to operate the region's HMIS on its behalf. It will also apply for HMIS funds on behalf of the Network in order to operate the HMIS and for other costs eligible under 578.57. Additionally, the HMIS Lead is also responsible for selecting the HMIS Administrator.

All policies and procedures needed to comply with the CoC Interim Rule 24 CFR Part 578 are outlined in the *HMIS Governance Agreement* for the CoC.

h. Recipient and Subrecipient

Recipient agency is an entity that enters into a grant agreement with HUD to obtain and administer CoC program funds. Subrecipient agency is an entity that enters into an agreement with a recipient to perform some or all of the responsibilities outlined in the recipient's grant agreement with HUD and in accordance with the CoC Interim Rule.

Recipients and Subrecipients must abide by the *CoC Policies and Procedures Manual*. These mandated policies include participating in Coordinated Entry and adhering to the *Orders of Priority of Persons Experiencing Chronic Homelessness for Permanent Supportive Housing*.

*The *Orders of Priority of Persons Experiencing Chronic Homelessness for Permanent Supportive Housing* (per HUD Notice CPD-14-012) were formally adopted by the CoC effective 5/16/16.

At the winter/spring general membership meeting of the South Shore Regional Network on April 29, 2015, the Regional Network voted to approve this updated Governance Charter. It also authorized the Executive Committee Co-Chairs to sign, approving the charter on the Network's behalf.

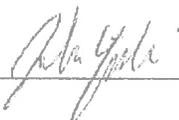
Approved by:

Executive Committee Co-Chair: Carl Nagy-Koechlin

Signature: 

Date: 5/4/15

Executive Committee Co-Chair: John Yazwinski

Signature: 

Date: 5/4/15

HOMELESS MANAGEMENT AND INFORMATION SYSTEM POLICIES & PROCEDURES

MA-511 Quincy/Brockton/Weymouth/Plymouth City and County
Continuum of Care

Also known as: South Shore Regional Network or South Shore CoC

TABLE OF CONTENTS

This document provides the framework for the ongoing operations of the Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care's Homeless Information Management System (HMIS). This entity is referred to locally as the South Shore Regional Network to End Homelessness (or the South Shore Network) and this system will be called the South Shore Regional Network HMIS going forward.

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1. PROJECT OVERVIEW

Purpose and Mission:

The purpose of the Continuum of Care's Homeless Management Information System (HMIS) is to provide a comprehensive system for collecting and disseminating information about persons experiencing homelessness and the homelessness service system in the South Shore Regional Network. The long-term vision of HMIS is to enhance partner agencies' collaboration, service delivery and data collection capabilities and to improve the region's planning and advocacy based on good data.

The mission of the CoC's HMIS system is to help the region to better address and end homelessness through a regional database that collects, tracks, and reports uniform information about the demographics, needs, services, and outcomes for the program participants served. Accurate information will put the South Shore Regional Network in a better position to plan for future needs and to meet the reporting requirements of the U.S. Department of Housing and Urban Development (HUD). This system, therefore, is intended both to meet Federal requirements and to enhance regional service planning and delivery.

CoC HMIS System and Reporting:

The CoC HMIS is a combination of two HMIS systems.

- 1) The Commonwealth of MA/DHCD system: The family emergency shelter providers' data are aggregated centrally in the Massachusetts HMIS System, ASIST (All Service Integrated System Tracker).
- 2) The Father Bill's & MainSpring (FBMS) HMIS system: This system is used by FBMS and by other regional partners for programs of individual emergency shelter, transitional housing, permanent supportive housing, and other supportive services.

Each of the agencies participating in the Continuum of Care either input directly to the Massachusetts HMIS system (ASIST) or to the FBMS HMIS system which has been configured to automatically upload to the Massachusetts HMIS system. Any agency participating in the CoC that seeks funding from HUD CoC or ESG will be required to participate in the CoC HMIS system through one of the above two systems, either by direct input or by uploading to the system. Any agency seeking other funding to serve homeless persons may be required to participate in the CoC HMIS based on federal or state funder requirements. All agencies serving homeless persons in the CoC, regardless of their funding source, are strongly encouraged to participate in the CoC HMIS system to help provide for comprehensive regional homelessness data.

Data that is gathered via intake interviews and program participation will be used to complete the following HUD reports:

- Annual Progress Reports (APRs),
- Annual Homeless Assessment Report (AHAR),
- Systems Performance Measures (SPM),

- Point in Time Count (PIT) and
- Housing Inventory Chart (HIC).

These data may also be analyzed to provide unduplicated counts and anonymous aggregate data reports for various stakeholders in the Continuum of Care.

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 program participant consent) who are serving the same program participants;
- Aggregated information that can be used to develop a more complete understanding of program participants' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of program services, and report to funding agencies such as HUD;
- Capacity to generate HUD Annual Performance Reports (APRs) for HUD CoC programs and other HUD reports such as the AHAR, HIC and PIT;
- Aggregated information that will assist in identification of gaps in services, as well as the completion of other reports used to inform policy decisions aimed at addressing and ending homelessness at the regional, 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 program participants are crucial to the success of the CoC HMIS. These policies will ensure program participants' privacy without impacting the delivery of services, which is the primary focus of agencies and programs participating in this project.

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

Data Integrity

Participants' 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 centralized data repositories is necessary to achieve the ultimate region wide aggregation of unduplicated homeless statistics. HMIS Project staff is responsible for ensuring the broadest deployment and availability for homeless service agencies in the CoC.

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

Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care – South Shore Regional Network

CoC HMIS Committee

- Project direction and guidance
- Quarterly review of HMIS data quality
- Annual review of project level and program participant level data files to ensure adherence to HUD Data Standards
- Annual review of compliance with HMIS data quality, security, and confidentiality standards

HMIS Vendor Contract Liaison - State of Massachusetts Department of Housing and Community Development (DHCD)

As the administrator of the Efforts to Outcomes ASIST HMIS, DHCD shall serve as the contract liaison with the HMIS Software vendor, Social Solutions for Emergency family shelter programs. DHCD representatives will provide assistance with agency, program and end user set up, and serve in a triage role for any requests for enhancements. For all other program types, Father Bill's & MainSpring will serve as the contract liaison with the HMIS Software vendor.

HMIS Lead Agency: The City of Quincy

The City of Quincy is the HMIS Lead. As HMIS Lead, it is designated by the CoC to operate the region's HMIS on its behalf. It will also apply for HMIS funds on behalf of the CoC in order to operate the HMIS and for other costs eligible under the CoC Program Regulations (578.57). Additionally, the HMIS Lead is also responsible for selecting the HMIS Administrator.

HMIS Administrator: Father Bill's & MainSpring

Father Bill's & MainSpring (FBMS) is the HMIS administrator and will:

- Coordinate the annual homeless Point-in-Time count and submit the census count to HUD.
- Update of the Housing Inventory Chart and submit the data to HUD.
- Complete the Annual Homeless Assessment Report (AHAR) and submit to HUD.
- Complete the annual Systems Performance Measures report (SPM) and submit to HUD.
- Provide technical assistance to all HMIS participating agencies with HMIS data collection.
- Lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse.
- Inform HMIS vendors of issues that are impacting their adherence to the HUD Data Standards
- Perform ongoing data quality monitoring services and alert Partner Agency(s) and HMIS Lead Agency of data quality issues that will potentially impact Federal reporting.
- Data validity checking
- Provide technical tools to assist with conducting the regional HUD Point In Time Count and gathering of the data from both shelters and the street counts to create the final report.

- Represent the CoC at New England Regional HMIS (NERHMIS) and Massachusetts HMIS Steering Committee meetings.

HMIS Software Vendor: Social Solutions Inc.

- Host and maintain a secure Homeless Management Information System for the following agencies within the MA-HMIS and FBMS enterprises:
 - **MA-HMIS (ETO ASIST)**
 - Brockton Housing Authority
 - Developmental Disabilities Inc.
 - Father Bill’s & MainSpring
 - Old Colony YMCA
 - Plymouth Coalition for the Homeless
 - Plymouth Taskforce for the Homeless
 - Housing Solutions for Southeastern Massachusetts
 - **FBMS:**
 - Father Bill’s & MainSpring
- Provide data in either the HUD Comma Separated Variable (CSV) or HUD Extensible Markup Language (XML) format. Data will ideally be posted to a secure FTP staging area. If this is not done then it is the responsibility of the Partner Agency to post HMIS data prior to any reporting deadlines. See Partner Agency responsibilities listed below.
- Respond to HMIS support related requests in accordance to the Service Level Agreement (SLA) established between the HMIS Software Vendor and the HMIS Vendor Contract Liaison.

Partner Agency:

Any agency, group, or other entity that has completed an Agency Agreement with the State of Massachusetts is a Contributing 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 are responsible for the conduct of their End Users and the security of End User Accounts.

Partner Agency Senior Leadership

- Authorizing agent for Participating Agency Agreement
- Designation of HMIS Agency Point Person
- 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 Point Person

Each Partner Agency will designate an HMIS Agency Point Person to serve as primary contact between the CoC HMIS Administrator 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 the CoC HMIS Administrator.

The HMIS Agency Point Person is responsible for:

- Program compliance with Policies & Procedures
- Authorizing agent for Partner Agency User Agreements
- Keeper of Executed Program participant Informed Consent forms
- Authorizing Agent for User ID requests
- Staff workstations
- Internet connectivity
- End user adherence to workstation security policies
- Detecting and responding to violations of the Policies & Procedures
- First level end user support
- Maintain agency/program data in HMIS application
- Authorizing agent for Data Quality Monitoring
- Share data with the CoC HMIS Administrator, and if necessary, give DHCD permission to share data with the Administrator. All data to be reported over must be submitted no later than thirty (30) days prior to the Federal reporting deadline. This responsibility can be deferred to the HMIS Software Vendor if the HMIS Software Vendor is capable of posting data on a nightly basis to the secure FTP staging area established by Data Analysts.

Agency Staff

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

4. OPERATING PROCEDURES

1. Security and CoC HMIS Access

Massachusetts Department of Housing and Community Development (DHCD) hosts the Efforts to Outcomes (ETO) ASIST HMIS software for all Emergency Shelter Family programs. All other program types will be maintained through the HMIS Administrator's instance of ETO or another comparable HMIS system. 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 ETO ASIST via direct entry will be issued a user license (login ID and password) once the initial training is complete and the ETO Participating Agency User Agreement Form has been signed.

(a) End User Accounts

DHCD 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 ETO Participating Agency user Agreement Form has been signed for ES Family programs. The HMIS Administrator will provide these accounts for any program within the FBMS ETO Enterprise. End User Accounts are assigned on a per-person basis, rather than to a particular position or role. End User Accounts are not to be exchanged, shared, or transferred between personnel at any time. Sharing of End User Accounts is a breach of these Policies and Procedures and a violation of the Participating Agency Agreement and the Participating Agency User Agreement Form.

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

Licenses and access to ETO Software will be cancelled immediately for any staff that terminates employment or changes roles where ETO Software access is no longer required. The Participant's Agency Administrator will notify DHCD and the CoC HMIS Administrator 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 ETO 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 Site Manager, identify and approve their respective users. The level will be based on each user's job function as it relates the ETO 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 the ETO HMIS systems independently via the internet and are responsible for providing their own 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 ETO ASIST and the CoC HMIS.

(f) Workstation Security

At a minimum, the primary workstation used by each End User to log in to HMIS 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;
- Using Internet Explorer v.10 to connect to HMIS
- Systems scanned at least weekly for viruses and malware.

(g) Local Data Storage and Transfer

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

(h) Remote System Access

Partner Agencies and End Users must abide by these Policies and Procedures and ensure the security and confidentiality of program participant 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 program participant information on their personal computers and internet devices.

(i) Program participant Access to Records

Program participants may not be denied access to their own records. Program participants have the right to see their information contained in HMIS. If a Program participant requests, the Participant/User must review the information with the program participant.

(j) Training

Each agency will provide training on its own software system. FBMS, and DHCD, will provide support on HUD standards and CoC expectations for data quality, confidentiality, security,

entry/exit dates, and documentation of linkage to mainstream resources, and outcome tracking.

DHCD provides quarterly training on ASIST software. In its role as HMIS Administrator, FBMS shall maintain regular contact with DHCD and inform all partners of the dates, times, and availability of any DHCD-sponsored training opportunities.

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 program participant entered into the HMIS. Complete and accurate data is essential to the system's success; however it is important to note exceptions:

- Program participants 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 program participant 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 program participants entered into a HMIS. For providers receiving HUD CoC funding (including ESG) there are additional program specific data elements which are detailed in Table B. Please refer to the HMIS Data Standards, July 2015, version 3, for more information on data elements required by HUD. 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 | 11. Project Exit Date |
| 2. Social Security Number | 12. Destination |
| 3. Date of Birth | 13. Personal ID Number |
| 4. Race | 14. Household ID Number |
| 5. Ethnicity | 15. Relationship to Head of Household |
| 6. Gender | 16. Client Location |
| 7. Veteran Status | 17. Length of time on street, in shelter, or Safe Haven |
| 8. Disabling Condition | |
| 9. Residence Prior to Project Entry | |
| 10. Project Entry Date | |

Table B: Program Specific Data Elements for HUD CoC Funded Users

The following Program-Specific Data Elements will be collected for programs 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.

- | | |
|-----------------------------|------------------------------------|
| 1. Housing Status | 11. Domestic Violence |
| 2. Income and Sources | 12. Contact |
| 3. Non-Cash Benefits | 13. Date of Engagement |
| 4. Health Insurance | 14. Services Provided |
| 5. Physical Disability | 15. Financial Assistance Provided |
| 6. Developmental Disability | 16. Referrals Provided |
| 7. Chronic Health Condition | 17. Residential Move-In Date |
| 8. HIV/AIDS | 18. Housing Assessment Disposition |
| 9. Mental Health Problem | 19. Housing Assessment at Exit |
| 10. Substance Abuse | |

Service and Shelter Records include Bed Register and HPRP-specific service fields (if applicable). All participants who are entered into a PSH, ES, ESG or TH program will have a HUD Intake Assessment completed for each member of that household. The HUD Intake Assessment in ETO contains all of the data fields necessary to complete the HUD APR and AHAR report. After the participant or family leaves the program all members of the household will receive a HUD Exit Assessment as well as a dismissal date from the program in question. For ES-Ind shelter guests, any guest who has not stayed in the shelter for 30+ days will be dismissed by the program staff following the procedure outlined above. The HMIS Administrator can provide information on how to obtain this information through the HMIS system.

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

(b) Informed Program participant Consent

Partner Agencies will collect and retain signed program participant consent forms before any program participant data will be entered into the CoC HMIS and DHCD ASIST ETO. Partner Agency staff will thoroughly explain the program participant consent to each program participant. Father Bill's & MainSpring will provide a standard *HMIS Informed Consent and Release of Information Authorization Form* to all Partner Agencies. If program participant consent is not obtained, the Partner Agency will enter the de-identified data into an anonymous program participant record that is minimally necessary for the purposes of tracking of units of service. Program participants cannot be denied services if consent to data collection is not given.

(c) Appropriate Data Collection

HMIS End Users will only collect, enter or access Program participants in the HMIS that exist as Program participants 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 Brockton/Plymouth or Quincy/Weymouth CoCs.

(d) Data Element Customization

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 the CoC HMIS Committee.

3. Quality Assurance

(a) Commitment to Data Quality

Partner Agencies are responsible for timely, accurate, and complete entry of program participant-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 3 working days following program participant contact.
- The HMIS Committee will monitor HMIS Data Quality at least quarterly to ensure the accuracy and completeness of project level data. If an issue is found with data quality at a specific agency, the agency will receive a corrective action plan and additional monitoring will be conducted to ensure that improvements have been made.
- When staff entering into the HMIS turn over, the Partner Agency is expected to provide adequate training on data quality, security, entry/exit dates, and confidentiality and to notify Simtech and HMIS Committee so that both can conduct a 3-month record review to ensure that new staff are entering complete and accurate program data. HMIS Data Committee will develop a Data Quality Monitoring Plan that will define expectations for timeliness, accuracy and completeness of data, and establish timelines for monthly data quality monitoring.
- The HMIS Committee will provide limited support to Partner Agencies as-needed for corrections of data.

4. Data Retrieval

(a) Partner Agencies

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

(b) HMIS Vendor--Social Solutions, Inc.

The HMIS Vendor, Social Solutions has agreed to not access the system except for purposes of software maintenance, troubleshooting, and data conversion.

(c) Program participant

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

(d) Continuum of Care

The HMIS Administrator 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.

(e) Public

The HMIS Administrator, will address all requests for data from entities other than Partner Agencies or program participants. No program participant-level data will be provided to any party, even a program participant requesting their own data, unless the Partner Agency who entered the data is unable to satisfy the program participant'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 region on data available in HMIS. This information will be made available to local city planners for the completion of the Consolidate Plan. At no time will published, publicly-available reports contain program participant-level or identifiable data.

(f) Ethical Data Use

Data contained in the HMIS will only be used to support the delivery of homeless and housing services in the Brockton/Plymouth and Quincy/Weymouth CoCs. Each HMIS End User will affirm the principles of ethical data use and program participant confidentiality contained in this Policies and Procedures Manual and the *HMIS End User Agreement*.

(g) Access to Core Database

No one will have direct access to the ETO database. Access is provided solely through the Social Solutions ETO software.

5. Glossary of Terms

- **Continuum of Care (CoC) Executive Committee** – The primary decision-making entity of the CoC.
- **Continuum of Care (CoC) Lead** – The entity that submits the annual CoC Application to HUD on behalf of the Continuum of Care.
- **Contributing HMIS Organization (CHO)** – Organization that operates a contributing homeless assistance program and/or a contributing non-homeless assistance program.
- **Contributing Program** – A program, operated by a CHO that contributes Protected Personal Information (PPI) or other program participant-level data to an HMIS.
- **Non-Contributing Program** – A program that does not contribute PPI or other program participant-level to an HMIS.
- **Homeless Assistance Program** – Program, 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 programs over time, and effectiveness of homelessness programs.
- **HMIS Administrator**– Organization designated by a CoC to provide technical assistance, compose and submit regional HUD reports, and lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse.
- **HMIS Lead** – Organization designated by a CoC to operate the CoC’s HMIS by selecting the HMIS Administrator and receiving and distributing the HUD HMIS funds..
- **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:**
 - Programs must attempt to record all the universal data elements on all program participants served and disclose to HMIS Lead at least once annually
 - All homeless assistance programs should participate
 - Victim Service Providers (as defined by VAWA) are excluded from disclosing PPI to HMIS

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**Tenant Selection Plan
Fort Hill Veterans Housing**

Outreach and tenant selection will be performed by Father Bills & MainSpring (Father Bills), the property manager and service coordinator. This includes the initial selection of 6 new tenants as well as an average expected turnover of one unit per year.

Thresholds requirements for participation selection

1. U.S. Veteran documented with DD214 or other accepted form of VA documentation. Veterans with a form DD214 will be eligible except in the case of a dishonorable discharge. The Hingham Housing Authority will be informed of applicant discharge status.
2. AND homeless at the time of application, documented according to acceptable forms of homeless documentation as coming directly from a shelter, streets or transitional program for homeless veterans. Other forms of homelessness may include living temporarily with a friend for family member or pending eviction with relevant documentation required.
3. Income must be no more than 30% of area median, including eligible adjustments under the relevant rental subsidy program.
4. Must meet all requirements of the relevant rental subsidy program, including but not limited to CORI check for felony convictions. An applicant may appeal rejection for certain felony convictions based on time period since last conviction and proven rehabilitation since conviction.
5. Services provided (~~strike -by the program, insert -under the approved service plan for the Fort Hill Street Supportive Veterans Housing Property.~~) must be adequate to meet the needs of applicants as assessed by service provider staff, but under no circumstances will an applicant be denied housing in violation of Federal and State Fair Housing laws.

Tenant selection procedure:

1. Outreach efforts will commence 3 months prior to initial occupancy. Applications will not be accepted until 60 days prior to occupancy. Leases will not be executed more than 14 days prior to move-in date. The target population of homeless veterans are typically unable to plan ahead due to the precarious circumstances of their day-to-day lives.
2. Outreach efforts will target individuals who meet the threshold criteria for housing with marketing to focus on area homeless and veterans programs, as well as local Veterans Agents. Targeted outreach will encourage applications from individuals with prior or current histories of living or working in Hingham and adjacent Towns. All outreach efforts will be conducted in compliance with requirements under the State's Qualified Allocation Plan (QAP) for housing development subsidy programs. When FBM selects from the list of referrals provided by the HHA in accordance with its approved written tenant selection plan, the owner does not have to screen the referrals in the order of placement on the HHA waiting list. Rather, the owner should screen prospective applicants based on the order in which the applicant contacts the owner, comes to see the unit and completes the owner's selection requirements.
3. Applicant completes and submits written application for participation in the housing program, including all required documentation of income, veteran's status, homeless status, disability and sobriety.
4. Applicants who meet threshold criteria are notified in writing and provided with information about the selection system and the timetable of selection and execution of leases.

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5. Eligible applicants will be required to participate in at least one interview with a Father Bills case manager to assess whether program services are adequate to meet the needs of the applicant and where appropriate there will be an independent clinical evaluation of the needs and ability of the approved service program to address those needs. The interview is consistent with interviews for all potential candidates for internal FBMS housing programs. All information gathering will be performed in compliance with Federal and State Fair Housing regulations. Information to be reviewed in the assessment process may include the following:
 - a. Information about past substance abuse and relapse, applicants self – assessment of current ability to maintain sobriety, and applicant's self-assessment of continued efforts/services needed to maintain sobriety.
 - b. Information about work history and issues contributing to unemployment, participation in employment program, and current employment is applicable.

- c. Information about history of housing, issues contributing to homelessness.
6. Staff of Father Bills will review the information from the application and the interview(s) and make a final determination for eligibility for the program, subject to approval by Hingham Housing Authority for Section 8 participation. The HHA will not verify an applicant's final Section 8 eligibility until after FBM has selected the tenant(s). The HHA will initially conduct a CORI check and a verification that the applicant falls within the income guidelines set by HUD. The HHA will clearly outline the admissions process in the selection/referral letter that is sent to the applicant. This information will include information about any special features in the project and any selection preferences, where applicable. For the Fort Hill project, the HHA will advise applicants that both initial and continued PBV eligibility will be contingent upon the individual's willingness to participate in a program of supportive services. All determination of eligibility will be made in accordance with all state and federal fair housing laws.
 7. All applicants selected to occupy the PBV units will be briefed by HHA on program benefits and responsibilities. The oral briefing will include a description of how the PBV program works and family and owner responsibilities. Each briefed family or individual will receive a packet that contains: 1) Information on how the HHA determines the total tenant payment for the family; 2) family obligations under the program; 3) applicable fair housing information; and, 4) information about continued program eligibility if household composition changes and unit size is no longer suitable. If the family head or spouse is a person with a disability, the HHA will take appropriate steps to insure effective communication including appropriate, alternative formats.
 8. Applicants who are not determined to be eligible, either as a result of a threshold eligibility review or as a result of the interview process, will be notified by letter, *(a copy of which will be sent to the Hingham Housing Authority)* which informs them of the basis for determination and notifies them that they may appeal the determination by submitting additional information to Father Bill's Place regarding eligibility within 5 working days after receiving the notice. The letter will contain the statement "if you believe you have been discriminated against in seeking housing, you should contact the Mass Commission Against Discrimination # 617-727-3990 or the US Dept of Housing and Urban Development Housing Discrimination # 1-800-669-9777.

Reasons for rejecting applicants who meet threshold eligibility criteria include:

- a. Applicant currently has court case(s) pending for felony arrest(s) or has outstanding warrants(s). All applicants will be required to undergo a CORI check.
- b. Applicant has provided false information on application or in the interview.
- c. Documented evidence, including, but not limited to, court records, which would severely impinge on safety, health or peaceful enjoyment of other

participants. Documented physical destruction of property or vandalism may also disqualify an applicant.

9. Applications will be reviewed on a first come first served basis. Each application received will be numbered according to the order in which it is received. If there are more eligible applicants than there are available units, then a lottery will be held to fill initial vacancies. Telephone and other referrals will be logged with the date and time of contact for review/copy to HHA.

For future vacancies, a waiting list will be maintained according to the applicant's lottery number or for applications received after the initial lottery, a number will be assigned according to the order in which the application was received. Due to the nature of the program and the target population, individuals will not be maintained on the waiting list for more than 6 months without updated verification of homelessness and eligibility.

10. All marketing and tenant selection procedures will be conducted in compliance with federal and state fair housing law.
11. Targeted outreach will be performed, as needed to fill vacancies and mailings will be sent out when the waiting list is insufficient to fill vacancies.

List of programs/organizations targeted for outreach efforts:

- Father Bills & MainSpring Shelter and HVRP programs in Quincy
- Hingham Veterans Services Department
- Hingham Housing Authority
- Veterans Administration Medical Center in Boston and Brockton



QUINCY HOUSING AUTHORITY
SECTION 8 ADMINISTRATIVE PLAN

July 1 2016

III ELIGIBILITY FOR ADMISSION

A. Selection of Families

The QHA shall determine eligibility of families per the definition of families set forth in Exhibit A of this plan, whose annual income meets the Income Eligibility Limits as set forth below and who are determined eligible pursuant to 24CFR Section 982.552 and 982.553 and this Administrative Plan. Applicants shall be selected from the waiting list based upon date and time of application, income targeting requirements, and preference implemented by the QHA. Additionally, admission of an applicant that is not on the QHA waiting list or whose name has not yet reached the top of the waiting list shall be in accordance with Exhibit A – Special Admissions.

1. Priorities

First: Administrative

Administrative Preferences will be granted to residents of Quincy Housing Authority, regardless of whether the resident lives in state subsidized housing or federal subsidized housing who are in good standing and who are eligible for an Administrative Transfer as that term is defined in Section VIII TRANSFERS of the QHA Admissions and Continued Occupancy Policy. This Administrative Preference shall be granted only after a written determination by the Executive Director or the Assistant Director that a suitable vacancy for transfer within Public Housing will not be available to the resident in an appropriate period of time.

Second: Homeownership

The QHA shall give preference to up to ten applicants each year who are successful graduates of the QHA Public Housing Homeownership Program. The definition of successful graduate” is defined in the Public Housing Homeownership Program Administrative Plan.

Third: Project Based

The QHA shall give preference to eligible in-place tenants who reside in a Project-Based unit at the time of initial selection of the unit;

Fourth: Homeless

Priority shall be given to Homeless Applicants. A homeless applicant shall be defined as a single person or a family who lack a fixed, regular and adequate nighttime habitation and their primary nighttime dwelling is a supervised public or private shelter designed to provide temporary living accommodations (including congregate shelters and transitional housing). A third party written verification from a public or private facility that provides shelter for the homeless shall be required. A homeless applicant shall also include a single person or a

family who lack a fixed, regular adequate nighttime habitation and their primary nighttime dwelling is a motel or hotel that regularly provides long term accommodations for homeless families. A third party written verification from a motel or hotel that provides long term accommodations for homeless families shall be required. Lastly, a homeless applicant shall also include any applicant living in a nursing home or long term care facility.

2. Preferences: Local.

The QHA shall give preference to all applicants who meet the definition of "local resident" as defined in Exhibit A of this Administrative Plan.

3. Income Eligibility Limits

To be income-eligible, an applicant must be a family in any of the following categories:

- a. a "very low" income family;
- b. a low-income family that is continually assisted; or
- c. a low-income family that meets the additional eligibility criteria specified hereafter, which criteria its been determined is consistent with the PHA Plan and the consolidated plan:
 - i. in-place families in selected project-based units; or
 - ii. DHP applicants; or
 - iii. Families covered under a tenant protection voucher awarded to which a higher income limit does not automatically apply under applicable HUD Notice(s) regarding the same.

4. Income Targeting

Notwithstanding any other selection preference, of the families initially provided tenant-based assistance or project-based assistance during any QHA fiscal year (July 1 – June 30), not less than 75% shall be families whose incomes do not exceed 30% of the area median income.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above "income targeting", the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the "income targeting" requirements. Whenever a Voucher is leased, the QHA shall record whether or not the family is:

- a. being initially provided assistance by the QHA; and, if so,
- b. whether or not the family is within the "targeted" lower income limit.

Thereafter, whenever a Voucher is to be issued, the QHA will check such records to determine whether the required 75% targeting percentage (as set forth in the first sentence of this section) would be maintained by the issuance of the Voucher to the next applicant family on the waiting list using the Authority's selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family. DHP applicants are issued vouchers pursuant to the DHP program and are not to be considered for income targeting within the conventional section 8 voucher programs, nor are the other special admissions as set forth in this Administrative Plan.

OFFICE USE ONLY	
Control No.	_____
Number of BR	_____
Priority Cat	_____
Preference	_____

Plymouth Housing Authority

130 Court Street P.O. Box 3537 Plymouth, Mass 02361-3537 Telephone: 508-746-2105

EMERGENCY APPLICATION FOR STATE - AIDED HOUSING

This Emergency Application must be accompanied by a Standard Application or Waiting List Update Form completed and signed by the applicant. **BOTH FORMS MUST BE SUBMITTED TO THE PLYMOUTH HOUSING AUTHORITY AT THE SAME TIME. All Emergency Applications MUST include written verification by a qualified third party as to the homelessness or the reason for the displacement. The applicant must agree to verification by the Plymouth Housing Authority. The Plymouth Housing Authority will TAKE NO ACTION ON THIS APPLICATION WITHOUT THIRD PARTY VERIFICATION.**

Name of Applicant	Current Address	Home Telephone	Work Telephone

REASON FOR REQUEST FOR PRIORITY STATUS: CHECK WHICH BOX APPLIES TO YOUR SITUATION (1-4)

PRIORITY #1 - Homeless and displaced by Natural Forces, such as, fire not due to the negligence or intentional act of an adult member of the applicant household, or by an earthquake, flood, or by a disaster declared or formally recognized under disaster relief laws.

Third party written verification will be accepted from the local Fire Department, Public Works Department or other recognized local governmental agencies.

PRIORITY #2 - Homeless and displaced by Public Action, such as; the building of a low rent public housing project, a public slum clearance, an urban renewal project, or any other public improvement.

Third party written verification will be accepted from the local Urban Renewal Agency, Building Department, City Planning Department, or other recognized local governmental agencies.

PRIORITY #3 - Homeless and displaced due to enforcement of minimum standards of fitness or human habitation established by Article 2 of the State Sanitary Code provided that an adult member of the applicant household has not caused or substantially contributed to the cause of enforcement proceedings, and the applicant has pursued available ways to remedy the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

Third party written verification will be accepted from the local Health Department, Housing Court, or other recognized local governmental agencies.

PRIORITY #4 - EMERGENCY CASE - Meets the criteria of A, B, C and D listed below

A. Homeless and facing a significant and direct threat to life or safety. Homelessness is for causes other than the fault of the applicant. -- or --

Suffering a severe medical emergency; and emergency has either been caused by lack of suitable housing or is a substantial impediment to treatment or recovery. -- or --

Victim of abuse (as defined in Prevention Act) constituting a significant and direct threat to life or safety.

B. The applicant has made reasonable efforts to locate alternative housing.

C. The applicant has not caused or substantially contributed to the safety or life-threatening situation.

D. The applicant has pursued available ways to prevent or avoid the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

Third party written verification will be accepted from social workers, shelter providers, social service agencies, housing courts or code enforcement agencies.

Date of Homelessness: Day _____ Month _____ Year _____

A written description of the reason(s) for homelessness must accompany this application. Also include what steps you have taken to locate alternative housing.

I certify that the information I have given in this application is true and correct, and I understand that any false statement or misrepresentation may result in the cancellation of my application. I authorize the Plymouth Housing Authority to make inquires to verify the information I have provided on this application.

SIGNED UNDER PAINS & PENALTIES OF PERJURY

Applicant's Signature

Date

**FY2016 CoC Application – 1C-4
MA-511**

The CoC selected **No** in Question **1C-4** for general or limited homeless preference because it is not applicable for either the Brockton Housing Authority or the Weymouth Housing Authority. Neither has any kind of homeless preference for public housing or HCV program.

**Homeless Management Information Services (HMIS) Governance Agreement
For the Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (CoC)**

Governance Agreement between the CoC and the City of Quincy

I. Purpose of Agreement:

This agreement outlines the governance agreement between the HMIS Lead Agency and the CoC, identifies those organizations, and describes the roles and responsibilities associated with each. The agreement also provides an outline for the Homeless Management Information System (hereinafter "HMIS") policies and procedures for the Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (hereinafter "CoC"), and references additional details contained in a companion document - the Homeless Management Information System Policies and Procedures Manual.

II. Roles and Responsibilities:

This Agreement names the City of Quincy as the CoC Collaborative Applicant and the HMIS Lead Agency. As HMIS Lead, it is designated by the CoC to operate the region's HMIS on its behalf. It will also apply for HMIS funds on behalf of the CoC in order to operate the HMIS and for other costs eligible under the CoC Program Regulations (578.57). Additionally, the HMIS Lead is also responsible for selecting the HMIS Administrator. The Administrator will:

- Coordinate the annual homeless Point-in-Time count and submit the census count to HUD,
- Update the Housing Inventory Chart and submit the data to HUD,
- Complete the Annual Homeless Assessment Report (AHAR) and submit to HUD,
- Provide technical assistance to all HMIS participating agencies with HMIS data collection,
- Lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse,
- Inform HMIS vendors of issues that are impacting their adherence to the HUD Data Standards,
- Perform ongoing data quality monitoring services and alert Partner Agency(s) and HMIS Lead Agency of data quality issues that will potentially impact Federal reporting,
- Check data validity,
- Provide technical tools to assist with conducting the regional HUD Point In Time Count and gathering of the data from both shelters and the street counts to create the final report, and
- Represent the CoC at New England Regional HMIS (NERHMIS) and Massachusetts HMIS Steering Committee meetings.

III. HMIS Policies and Procedures

All HMIS policies and procedures required for administration are detailed in the Homeless Management Information System Policies and Procedures Manual, including governing principles, roles and responsibilities, and operating procedures, and all other HMIS requirements pursuant to 24 CFR part 578 and HUD mandates. This agreement must be implemented in recognition of, and in accordance with, the HMIS Policies and Procedures Manual.

IV. General Terms and Conditions

The parties hereto recognize that this agreement does not supersede, replace, modify or amend any previous or contemporaneous agreements with the Department of Housing and Community Development or with the Collaborative Applicant. The primary purpose of this agreement is to name the City of Quincy as the lead HMIS agency and to outline essential HMIS governance protocols by and for the Collaborative Applicant and HMIS Lead.

IN WITNESS WHEREOF, the parties have entered into this Agreement by subscribing thereto their hands and seals:

HMIS LEAD AGENCY

City of Quincy

By: 

(Signature of Authorized Individual)

SEAN GLENNON

(Print Name)

Title: COMMUNITY DEVELOPMENT DIRECTOR

Date: 11-4-2015

COC Leadership

Father Bill's & MainSpring

By: 

(Signature of Authorized Individual)

John Yaszewski

(Print Name)

Title: President and CEO

Date: 11.4.15

*Evidence of CoC Written Standards for Orders of Priority - p. 8, section h.
- also see excerpt from CoC Policies and Procedures Manual included in this attachment.

South Shore Regional Network to End Homelessness

Governance Charter

Also known as MA-511: Quincy/Brockton/Weymouth/Plymouth City and County Continuum of Care (CoC) or the South Shore CoC

South Shore Regional Network to End Homelessness Governance Charter

On February 8, 2015, HUD approved the merger of the region's two Continuums of Care (CoCs): Quincy/Weymouth and Brockton/Plymouth City and County CoCs under the name: MA-511 Quincy/Brockton/Weymouth/ Plymouth City and County CoC, which follows HUD CoC standard naming conventions. HUD also recognized that for local planning and communication purposes the CoC may opt to be known as the South Shore CoC or South Shore Regional Network.

1. Mission of the South Shore Regional Network

The South Shore Regional Network, which is the Continuum of Care for the region, formed to **bring together community agencies, government entities, faith-based organizations, businesses, consumers and other community partners to design and implement regional strategies to prevent, reduce, and end homelessness** in the communities covered by the Network. Those communities are located in Norfolk and Plymouth Counties as follows: Abington, Avon, Braintree, Bridgewater, Brockton, Carver, Cohasset, Duxbury, East Bridgewater, Easton, Halifax, Hanover, Hanson, Hingham, Holbrook, Hull, Kingston, Lakeville, Marion, Marshfield, Mattapoisett, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Quincy, Randolph, Rochester, Rockland, Scituate, Stoughton, Wareham, West Bridgewater, Weymouth, and Whitman.

2. Purpose of the Charter

The CoC Interim Rule, published in the Federal Register on July 31, 2012 and effective August 30, 2012 formally establishes the Continuum of Care as the planning body responsible for meeting the goals of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care program as outlined in 24 CFR Part 578. A requirement of the CoC Interim Rule is that the CoC develop and follow a governance charter which outlines and assigns all responsibilities of the CoC. This South Shore Regional Network Governance Charter meets the requirements of 24 CFR Part 578 and outlines all roles and responsibilities of the various members and entities within the South Shore Regional Network. It is intended to guide the governance operations and decision-making process of the South Shore Regional Network. The Governance Charter will be reviewed annually and updated according to the process outlined herein.

3. Background of the Continuum of Care

The South Shore Regional Network was originally organized as two CoC Communities: Brockton/Plymouth City and County CoC and Quincy/Weymouth CoC. In April 2009, with the support of the Commonwealth of Massachusetts to create ten regional networks across the state, the organizations operating in these two CoCs formed one Regional Network. The goals were two-fold: to

build strong regional planning that would prevent and end homelessness and to integrate HUD CoC activity with the Regional Network through the eventual merger into one CoC. The merger would allow for improved coordination and systems planning on a regional basis of HUD CoC Planning resources and CoC Program funds, including both Continuum of Care (CoC) and Emergency Solutions Grant (ESG) . On February 8, 2015, HUD approved the merger of the two CoCs.

This Network also includes other Norfolk county towns in its regional planning and programming that are currently in the Balance of State CoC for HUD CoC purposes. The communities listed in Section 1 above as being part of the South Shore Regional Network have a history of homeless collaborative planning and service delivery as a region. It is the Network's goal eventually to gain approval to add those Norfolk County towns to the South Shore Regional Network for HUD CoC purposes. This addition would align the geography and planning of HUD CoC Program funds, CoC Planning funds, and related CoC activity with the geography of all Network activities. The Executive Committee of the South Shore Regional Network will work with HUD and representatives of the Balance of State CoC to identify how best to achieve this goal.

4. Organization of the CoC

a. CoC Membership

The South Shore Regional Network encourages the active participation of all members of our geography who are interested in working to prevent and end homelessness in the CoC. We support an open invitation process for current and new members (see Section 4a(3) below for Outreach).

Membership is divided into two categories: General Membership and Voting Membership.

(1) General Membership: Anyone who lives or works in the Network's geographic region can be a general member. General members are welcome to attend the bi-annual Network Membership Meetings or any relevant committee, subcommittee or local planning meetings in the Network.

(2) Voting Membership: Anyone who lives or works in the Network geographic region and attends any meetings of the Network can be a voting member of the Network, with the restriction that organizational entities are limited to one vote per organization. Members of the organization will decide which participating member would have voting membership. An individual, who is not employed by or otherwise representing an organization that participates in the Network, would vote as an individual.

(3) Outreach for new members: The Network will conduct outreach to new members a minimum of one time per year. This outreach will include an invitation to attend and participate in one of the bi-annual meetings of the full Network or participate at one of the committee or subcommittee meetings.

(4) Network Year: The year for purposes of the Regional Network will run from July 1 – June 30.

(5) Network Membership Meetings: The Network Membership will meet at least twice per Network year including one fall meeting which will take place between September and November and one winter/spring meeting to take place between January and June.

(6) Approval of Network Charter: The Network Membership will review and approve the Governance Charter annually at the winter/spring Meeting.

b. South Shore Regional Network Executive Committee:

In compliance with the CoC Interim Rule, the South Shore Regional Network has created a Governing Board, hereafter called the Executive Committee.

(1) Responsibilities of the Executive Committee

The Network Executive Committee is the lead decision-making body responsible for planning for the use of U.S. Department of Housing and Urban Development's HEARTH Act CoC resources and coordinating related activities regarding homeless prevention, homeless services and homeless housing activities and programming.

Specific responsibilities include:

- ❖ Provide overall direction and leadership of the process
- ❖ Make all formal decisions required by HUD of the CoC
- ❖ Carry out strategic planning and goal-setting
- ❖ Set system level and program level performance goals
- ❖ Align and coordinate HUD CoC and other homeless assistance and mainstream resources
- ❖ Establish priorities for and make decisions about the allocation of HUD CoC resources
- ❖ Receive HUD CoC monitoring and evaluation information from system wide and individual program performance on established goals
- ❖ Consult with ESG recipients within the CoC's geographic area (City of Quincy) on the plan for allocating ESG funds, and reporting on and evaluating the performance of ESG recipients and subrecipients
- ❖ Receive reports and recommendations from sub-committees and task groups
- ❖ Establish sub-committees as needed to perform the functions of the Network
- ❖ Approve the Collaborative Applicant, HMIS Lead, and Network Support Entity.
- ❖ Give final approval of the CoC application that is submitted to HUD.
- ❖ Set agenda for bi-annual meetings
- ❖ Invite and outreach to new members
- ❖ Conduct the Point in Time Count of Sheltered and Unsheltered as required by HUD
- ❖ Develop and implement written standards
- ❖ Ensure coordinated assessment system and practice is implemented in Network

- ❖ Present for Network membership’s annual approval a revised Governance Charter at the winter/spring Meeting of the Network Membership.

(2) Membership of the Executive Committee

The Executive Committee shall be composed of 9 to 15 members.

The following are required seats on the Executive Committee:

- ❖ City of Quincy Planning and Community Development Department (1 designee)
- ❖ City of Brockton Redevelopment Authority (1 designee)
- ❖ CoC Recipient and/or Subrecipient Agencies (currently 3/1 from each recipient agency)
- ❖ United Way of Greater Plymouth County (1 designee)
- ❖ Homeless or formerly homeless person (at least 1)
- ❖ Agency representative from Plymouth and Wareham (2/1 from each geography)
- ❖ Agency representative of a ESG subrecipient agency not currently represented on the Executive Committee (1 designee)

Members filling one of the designated seats will be chosen by the agency they represent (i.e. “appointing agency”); there is an expectation that those chosen representatives occupy executive leadership positions at their organizations. Terms for these representatives will be for a minimum of one year but can be extended without limits by their appointing agency. The homeless or formerly homeless representative(s) will be approved by the current Executive Committee for a term of two years. To facilitate a smooth start-up of the Executive Committee, one-year members for the first year will have an extended 18-month term that runs from January 1, 2015 – June 30, 2016.

In addition to the above required members, the Executive Committee membership can be expanded to include up to five “at large” members. These at large members may be selected by the current Executive Committee from one or more of the following:

- Other jurisdictions
- Business community
- Public Housing Agency
- Faith-based organizations
- School department
- Other Service Providers

The term for these at-large members will be for one year but can be renewed by the Executive Committee. In selecting at large members, the Executive Committee will seek to ensure that all subpopulations are represented on the Executive Committee by one or more members.

In addition to the above voting members of the Executive Committee, the Collaborative Applicant, the HMIS Administrator, and the Network Support Entity may each have a non-voting member included on

the Executive Committee if necessary to advance committee business. A staff/consultant for the Network may also attend Executive Committee meetings to assist with committee business.

Co-Chairs: The Executive Committee will have two co-chairs who will each serve for two years with alternating terms. At its first Executive Committee meeting under this Charter, the Executive Committee determined which Co-Chair had an initial one-year term and which had an initial two-year term.

Thereafter, the terms will be two years. The current chairs and terms are as follows:

- John Yazwinski, President & CEO, Father Bill's & MainSpring (initial two-year term July 1, 2015-June 30, 2017)
- Carl Nagy-Koechlin, Executive Director, Housing Solutions of Southeastern Mass. (completing initial one-year term June 30, 2016; next term will be July 1, 2016 – June 30, 2018).

(3) Operations of the Executive Committee

[a] Meetings, quorum, voting

- The Executive Committee shall meet no less frequently than every quarter.
- The vote of a majority of members present and voting at a meeting at which a quorum is present is enough to constitute an act of the Executive Board. Quorum being defined as a simple majority of the Executive Committee membership.
- Members that fail to attend regularly scheduled meetings (without an Alternate present) shall be subject to removal from the Executive Committee by majority vote of the Executive Committee if they attend fewer than 75% of meetings in one year. The Executive Committee will require the appointing agencies to appoint a substitute in the event of the removal of a member of the Executive Committee.

[b] Conflicts of Interest and Recusal Procedure:

No member of the Executive Committee shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Board member finding themselves in a situation where conflict of interest may arise shall recuse himself/ herself from proceedings. The recusal shall be duly recorded in the Executive Committee minutes. All Executive Committee processes shall comply as it relates with the requirements of 24 CFR Part 578.95(b).

[c] Code of Conduct:

The Executive Committee expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Executive Committee members.

- Executive Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Executive Committee members and the South Shore Regional Network except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Executive Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the Network.
- Should an Executive Committee member be considered for employment by the Network, he or she must temporarily withdraw from Executive Committee deliberations, voting, and access to applicable Executive Committee information.
- Executive Committee members and members at large may not attempt to exercise individual authority over the Network except as explicitly set forth in Board policies.

c. Other Committees/workgroups

The South Shore Regional Network may be comprised of several volunteer committees and networking/task groups which have various roles and responsibilities. The Executive Committee can create committees and workgroups to address specific regional needs, subpopulation needs, or action/intervention needs. These committees/groups may include:

- Homeless Family Committee
- Young Adult Committee
- Domestic Violence Committee
- Geographic Committees

d. Collaborative Applicant

The City of Quincy is the Collaborative Applicant. The Collaborative Applicant will submit the CoC application to HUD on behalf of the South Shore Regional Network. When HUD planning funding is available, the Collaborative Applicant will submit an application to HUD for CoC planning resources and if awarded will administer these for the Network.

e. Support Entity

Father Bill's & MainSpring is the Support Entity. As its resources permit, the Support Entity provides staff/consultant to assist with meeting certain HUD requirements for the Network.

Specific responsibilities include:

- Provide technical assistance and lead role to prepare the Collaborative Application.
- Assist with advising and carrying out other HUD CoC requirements.

f. HMIS Administrator

- Father Bill's & Mainspring is the HMIS Administrator. The HMIS Administrator will coordinate the annual homeless Point-in-Time count and update of the Housing Inventory Chart and submit the data to HUD.
- Complete the Annual Homeless Assessment Report (AHAR) and submit to HUD.
- Provide technical assistance to all HMIS participating agencies with HMIS data collection.
- Lead efforts by the Network to gather and analyze regional homeless data and to create a regional data warehouse.

g. HMIS Lead

The City of Quincy is the HMIS Lead. As HMIS Lead, it is designated by the Network to operate the region's HMIS on its behalf. It will also apply for HMIS funds on behalf of the Network in order to operate the HMIS and for other costs eligible under 578.57. Additionally, the HMIS Lead is also responsible for selecting the HMIS Administrator.

All policies and procedures needed to comply with the CoC Interim Rule 24 CFR Part 578 are outlined in the *HMIS Governance Agreement* for the CoC.

h. Recipient and Subrecipient

Recipient agency is an entity that enters into a grant agreement with HUD to obtain and administer CoC program funds. Subrecipient agency is an entity that enters into an agreement with a recipient to perform some or all of the responsibilities outlined in the recipient's grant agreement with HUD and in accordance with the CoC Interim Rule.

Recipients and Subrecipients must abide by the *CoC Policies and Procedures Manual*. These mandated policies include participating in Coordinated Entry and adhering to the *Orders of Priority of Persons Experiencing Chronic Homelessness for Permanent Supportive Housing*.

*The *Orders of Priority of Persons Experiencing Chronic Homelessness for Permanent Supportive Housing* (per HUD Notice CPD-14-012) were formally adopted by the CoC effective 5/16/16.

At the winter/spring general membership meeting of the South Shore Regional Network on April 29, 2015, the Regional Network voted to approve this updated Governance Charter. It also authorized the Executive Committee Co-Chairs to sign, approving the charter on the Network's behalf.

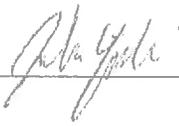
Approved by:

Executive Committee Co-Chair: Carl Nagy-Koechlin

Signature: 

Date: 5/4/15

Executive Committee Co-Chair: John Yazwinski

Signature: 

Date: 5/4/15

record keeping requirements that all CoC grantees must follow². These criteria are for eligibility. Selection must adhere to the HUD process for prioritizing those with the most severe service needs and duration of homelessness (see (4) below).

Program Type: Rapid Re-Housing (RRH)

Rapid re-housing assistance for homeless individuals and/or families with or without disabilities. HUD CoC RRH funds may be used to pay short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance as well as supportive services so households may move as quickly as possible into permanent housing and achieve stability in that housing. The Network presently has one CoC RRH project which is for unaccompanied homeless youth, ages 18 through 24, who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homeless (CoC HEARTH Act, 24 CFR 578.3).

4. Prioritizing Persons Experiencing Chronic Homelessness

The South Shore Regional Network CoC has adopted HUD's guidelines on prioritizing chronically homeless persons for PSH. Grantees of CoC funded PSH projects with units dedicated to chronically homeless persons or units to be prioritized for this population are required to follow this order of priority.³ Following is the order of priority:

1. **First Priority** – Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
 - a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in emergency shelter for at least 12 months either continuously or on at least

² Homeless Emergency Assistance and Rapid Transition to Housing: Defining "Chronically Homeless": <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

³ Notice on Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>

- four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- b. The CoC or CoC grantee has identified the chronically homeless individual or head of household of a family, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, as having severe service needs.
2. Second Priority – Chronically Homeless Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household as defined in 24 CFR 578.3, for which both of the following are true:
- a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
 - b. The CoC or CoC grantee has **not** identified the chronically homeless individual or head of household of a family, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, as having severe service needs.
3. Third Priority – Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
- a. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those four separate occasions equals less than one year; and
 - b. The CoC or CoC Program recipient has identified the chronically homeless individual or the head of household of a family, who meets all of the criteria in paragraph (1) of the definition of chronically homeless, as having severe service needs.
4. Fourth Priority – All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
- a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years,

where the cumulative total length of the four occasions is less than 12 months;
and

- b. The CoC or CoC Program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

5. Participation in Coordinated Entry

CoC funded projects are required to participate in the South Shore Regional Network CoC coordinated entry process. Implementation has begun and continues to be phased in. See *Section 2: Coordinated Entry System*.

6. Homeless Management Information System (HMIS)

CoC funded projects must participate in the CoC HMIS system and in related data collection required by HUD, which at a minimum includes:

- Grant HMIS access to the CoC HMIS Administrator with a signed data agreement between CoC project grantee, Commonwealth of Massachusetts, and CoC HMIS Administrator
- Enter all HUD required data for CoC project participants
- Safeguard participant privacy through compliance with confidentiality policies
- Complete the HUD Annual Performance Report (APR) via HMIS
- Submit quarterly data quality updates to the CoC HMIS Administrator
- Update and clean up data in HMIS as requested by the CoC HMIS Administrator so the CoC may submit HUD regional required reports
- Provide all required data for the annual Point-in-Time Homeless Census Count and the Housing Inventory Chart
- Participate in the Annual Homeless Assessment Report (AHAR) by submitting accurate programmatic data via HMIS.
- Participate in tracking Systems Performance Measures by submitting accurate programmatic data via HMIS.

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		3918		182			58	
1.2 Persons in ES, SH, and TH		4029		182			60	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	690	129	19%	46	7%	37	5%	212	31%
Exit was from TH	48	0	0%	0	0%	1	2%	1	2%
Exit was from SH	0	0		0		0		0	
Exit was from PH	128	5	4%	3	2%	6	5%	14	11%
TOTAL Returns to Homelessness	866	134	15%	49	6%	44	5%	227	26%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1643	1803	160
Emergency Shelter Total	1508	1729	221
Safe Haven Total	0	0	0
Transitional Housing Total	95	46	-49
Total Sheltered Count	1603	1775	172
Unsheltered Count	40	28	-12

Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		4029	
Emergency Shelter Total		3918	
Safe Haven Total		0	
Transitional Housing Total		111	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		279	
Number of adults with increased earned income		28	
Percentage of adults who increased earned income		10%	

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		279	
Number of adults with increased non-employment cash income		161	
Percentage of adults who increased non-employment cash income		58%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		279	
Number of adults with increased total income		189	
Percentage of adults who increased total income		68%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		60	
Number of adults who exited with increased earned income		12	
Percentage of adults who increased earned income		20%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		60	
Number of adults who exited with increased non-employment cash income		27	
Percentage of adults who increased non-employment cash income		45%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		60	
Number of adults who exited with increased total income		39	
Percentage of adults who increased total income		65%	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		2837	
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.		722	
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)		2115	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		3651	
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.		873	
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.)		2778	

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 2016.

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		35	
Of persons above, those who exited to temporary & some institutional destinations		1	
Of the persons above, those who exited to permanent housing destinations		2	
% Successful exits		9%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		3627	
Of the persons above, those who exited to permanent housing destinations		925	
% Successful exits		26%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		681	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		645	
% Successful exits/retention		95%	