

City of Boston
Program Year 2015 –Action Plan Appendix
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Public Comments

The City would like to thank the following individuals and organizations for their oral testimony and/or written comments on the Program Year 2015 Action Plan.

1. Denise Upshaw, Resident	2. Allison Miller, Resident	3. Nancy Monbouquette, Citizen's Bank
4. Rosa Auterio-Williams, Boston Public Health Commission	5. Gerald Robbins, Hyde Square Main Streets	6. Jennifer Effron, Washington Gateway Main Streets
7. Lenora O'Neal, Resident	8. Myra Ackerman, Family Aid Boston	9. Andrew Sobers, East Boston Main Streets
10. James May, Elizabeth Stone House	11. Richard Rouse, Mission Hill Main Streets	12. Jay Rose, Greater Boston Legal Services
13. Chen Epps, Boston Public Health Commission	14. Ed Gaskin, Greater Grove Hall Main Streets	15. Elias Seyoum, Resident
16. Elizabeth Winston, Just A Start	17. Allison Driggs, Resident	18. Richard Thal, Jamaica Plain Neighborhood Development Corp.
19. Stephen Harold, Contractor	20. Carolina Tucker, Resident	21. Clara Garcia, United South End Settlement
22. Alana Olsen, Allston Brighton Main Streets	23. Robert Credle, Urban Edge	24. Leo Moss, Kit Clark
25. Barbara Cocci, Boston Health Care for the Homeless	26. Paul Creighton, Allston & Brighton APAC	27. Muammar Hermanstyne, Codman Square Neighborhood Development Corp.
28. Emily Morris Litonjua, Ecumenical Social Action Committee	29. Valina Jackson, Brookview House	30. Courtney Ho, Chinatown Main Streets
31. Catheline Fils Aime, Resident	32. Emily Patrick, Hyde Park Main Streets	33. Lyndia Downie, Pine Street Inn
34. Meaghan Overton, St. Mark's Main Street	35. Kathy Brown, Boston Tenant Coalition	

City of Boston, Department of Neighborhood Development

A summary of the public comments received is provided below. Comments are grouped by issue and similar comments may have been combined or paraphrased.

Comment	Response
Issue: Funding Foreclosure Prevention and Counseling Contracts to Nonprofit Partners	
Two clients and three nonprofit partners gave testimony regarding the value of foreclosure prevention counseling services and urged continued funding for the program.	The City plans to continue funding foreclosure prevention in the upcoming program year.
Issue: CDBG Funded Human Services through the Mayor's Office of Jobs and Community Services (JCS)	
A number of organizations expressed the value of CDBG funding to their public service and homeless prevention programs and urged the City to continue funding programs serving the neediest residents.	<p>The City allocates the maximum percentage allowed (of our annual allocation) under CDBG regulations to support programs and services assisting low and moderate income residents to achieve economic self-sufficiency and reduce poverty.</p> <p>PY15 is a pivotal year as JCS has newly established Program Policy Principles primarily focused on programs and services aimed at employing people in career sectors that provide them with long-term economic stability. This policy change narrows the activities and organizations that will be funded.</p>
<p>One organization stated that DND is not complying with HUD's Citizen Participation regulation with respect to the JCS administered public services solicitation for funding for PY15.</p> <p>Further, that the narrowed scope of community services permitted for CDBG funding is detrimental to neighborhoods and duplicates Dept. of Labor funds.</p> <p>And, this same organization suggested using the additional PY14 CDBG funds from loan repayments to restoring funding for public service activities that will not be funded in the upcoming program year starting July 1.</p>	<p>The City feels we complied with HUD's Citizen Participation requirements. The City issues and follows a citizen participation plan that meets federal requirements (defined in 24 CFR 91.105) to provide for and encourage participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and annual performance reports. With respect to public service proposal solicitations, two public hearings were held, an open and competitive process began 2/20/15 and ended 3/27/15; proposals are currently being reviewed.</p> <p>JCS has prioritized the CDBG funds and other resources in their control to best meet the common goal of Boston residents achieving economic security.</p> <p>The CDBG loan repayments are a one-time resource; thus, the proposed increase to public service activities would not be sustainable beyond the one program year.</p>

City of Boston, Department of Neighborhood Development

Comment	Response
Issue: Homebuyer Programs	
Two community lenders and two clients urged the City to continue providing funding for first time homebuyer counseling and down payment assistance.	The City will be continuing its existing first-time homebuyer down payment and closing-cost assistance and homebuyer counseling programs. The City will also make a significant amount of additional/local resources available. Promoting affordable homeownership is a key goal of Boston's housing strategy.
Issue: Homeowner Rehabilitation Programs Including Senior Home Rehab and Lead Paint Abatement	
Two clients testified or wrote about the importance of the technical and financial assistance provided by the City in helping them make needed home repairs.	Thank you, no response is necessary.
Five nonprofit partners and one contractor urged the City to continue support of the senior homeowner repair, HomeWorks Help and Lead Safe Boston programs.	The City plans to continue the programs.
One nonprofit partner proposed that DND develop and implement a plan to assist senior homeowners with major repairs who do not qualify for traditional loan programs. And, by doing so, prevention repairs (i.e. heating systems) will reduce the need for costly emergency repairs.	The Boston Home Center is working on a new plan to help seniors proactively reduce energy costs and at the same time improve energy efficiency in their homes. We have prevention guidelines in place currently; partner agencies can cue senior clients for rehab assistance due to old and outdated systems before they become emergencies.
Issue: Economic Development: Boston Main Streets & ReStore Signage & Façade Improvements	
Eight Main Streets Districts urged the continued funding of the Main Streets program and ReStore as important sources for job growth, for supporting local businesses and for positive impact to neighborhood business districts.	The City will continue the programs at the same funding level as last year. Of note, last year each Main Street District received a 30% funding increase to implement innovative new programs and supportive services.
Issue: Lack of Affordable Housing and Homeless Prevention	
Four agencies working to prevent homelessness urged the City to continue to use ESG for these activities; stabilizing at risk families is significantly more cost effective than providing shelter.	The City plans to continue these ESG funded activities.
Two nonprofits urged funding affordable housing to the maximum to meet an ever growing need.	Housing Boston 2030 contains ambitious goals for affordable housing.

City of Boston, Department of Neighborhood Development

Comment	Response
Issue: Support for Neighborhood Facilities	
One organization praised the Partners with Nonprofits program; they used the funds to make critical improvements and repairs to their facility over many years and urged continued funding.	The City plans to continue the program.
Issue: Various Issues	
One organization, having reviewed the draft Action Plan, made a number of observations and recommendations. Where the comments are similar, they are combined in the topics above. Other issues raised are to fund CDCs to buy triple-deckers to offset developer speculation. To restrict CDBG funds and all other funds to household incomes below 80% or below 50% of area median income. To increase funding for tenant organizing.	<p>Boston 2030 housing plan includes using increased City resources to create about 6500 new affordable units, 1700 of them will be for extremely low-income households. To mitigate gentrification, the plan expands homebuyer assistance programs, strategic acquisitions, community land trusts and expanded tenant and senior services.</p> <p>With respect to CDBG, historically, more than 90% of Boston's CDBG funds benefit households with incomes at or below 80% of the area median.</p>
Issue: Use of City funds to benefit households that are not severely housing cost burdened.	
<p>A nonprofit organization urged the City to redirect housing resources that serve households above 80% of area median income to address severe housing cost burden in the lowest income households (households paying more than 50% of income for housing). Further, to use the funds for rental programs exclusively serving households experiencing a severe housing cost burden, especially households of color, to foreclosure assistance programs, to preservation of expiring use properties and to distressed low-income homeowners. Additionally, the organization urges the use of city-owned land for households below 80% area median income with a preference for long term affordability.</p> <p>Further, to enact changes to Boston's Inclusionary Development Policy that result in more affordable units, units with deeper affordability, increasing buyout payments, and require an affordability requirement to projects undergoing substantial rehab.</p>	<p>The City's housing programs advance the goals of Housing Boston 2030, to create new affordable rental units and preserve the existing housing stock. Historically, about 60% of HomeWorks rehab clientele are CDBG eligible (below 80% AMI), all homeowners must satisfy an asset limit and many repairs are to rental units in multi-families. We feel that our total allocation of PY15 funds (14%) to preservation of housing (senior homes, emergency repairs and HomeWorks) is appropriate given these resources primarily serve households at or below 80% AMI. Also, the City meets and often exceeds federal requirements with respect to housing affordability as detailed in our housing strategy and strives for a balance of affordable and mixed income housing.</p> <p>We will take these recommended changes to the IDP program under advisement.</p>

HUD INCOME LIMITS

***Notation:** HUD uses Area Median Income (AMI) to calculate income limits based on household size. AMI is set at a household of 4 with multipliers for smaller/larger households (see factor below).

Household Size		HOME – Effective 6/1/15				CDBG – Effective 3/6/15	Issued by HUD + Effective 3/6/15. Notation: differs from CDBG 80%. Capped at the US Median Income and adjusted for high housing costs.				
% Area Median Income (AMI)		30% “Extra Low Income”	50% “Very Low Income”	60%	80% “Low Income”	80% “Low Income”	*80%	95%	100%	110%	120%
# Persons Household	*Factor										
1	0.7	20,700	34,500	41,400	39,540	48,800	55,150	65,500	68,950	75,850	82,750
2	0.8	23,650	39,400	47,280	45,180	55,800	63,050	74,850	78,800	86,700	94,550
3	0.9	26,600	44,350	53,220	50,820	62,750	70,900	84,200	88,650	97,500	106,400
4	0	29,550	49,250	59,100	56,460	69,700	78,800	93,600	98,500	108,350	118,200
5	1.08	31,950	53,200	63,840	61,020	75,300	85,100	101,050	106,400	117,000	127,650
6	1.16	34,300	57,150	68,580	65,520	80,900	91,400	108,550	114,250	125,700	137,100
7	1.24	36,650	61,100	73,320	70,020	86,450	97,700	116,050	122,150	134,350	146,550
8	1.32	39,050	65,050	78,060	74,580	92,050	104,000	123,500	130,000	143,000	156,000

INCLUSIONARY DEVELOPMENT – Issued by BRA – Calendar Year 2015

Household Size	Ownership Income Limits		Income Limits for Rentals	Price Income Limits	@ 80% AMI	@100% AMI
% Area Median Income (AMI)	80%	100%	70%	0-Bedroom	144,400	188,700
# Persons Household						
1	19,800	32,950	48,250	1Bedroom	173,900	225,700
2	22,600	37,650	55,150	2Bedroom	203,600	262,700
3	25,450	42,350	62,050	3Bedroom	233,000	299,700
4	28,250	47,050	68,950	4Bedroom	262,700	336,700
5	30,550	50,850	74,450			
6	32,800	54,600	80,000			

HOME Purchase Price/Value Limits (Effective 4/13/15)

Type	1 Living Unit	2 Living Unit	3 Living Unit	4 Living Unit
Existing	357,000	457,000	554,000	686,000
New	357,000	457,000	554,000	686,000

HOME Per Unit Subsidy Caps: Based on High Cost % (Effective 3/17/15)

0 BR + SROs	1 BR	2 BR	3 BR	4 BR
\$137,362	157,466	191,477	247,709	271,908

Monthly Rent Limits – Calculated from HUD Issued Income Limits

	HOME – Effective 6/01/2015			HUD Issued			CDBG	
Bedroom Size	Homeless Set-Aside (30% median)	Low	High	Section 8 FMR	Section 8 110% of FMR	Maximum Rent 120% NSP Limits Effective 3/6/2015	50% Median	80% Median
				Effective 10/1/2014			Effective 3/6/15	
SRO	388	647	836	803	883	1,551	647	915
0 BR/Eff.	518	862	1,071	1,071	1,178	2,068	863	1,220
1-BR	554	923	1,194	1,196	1,316	2,216	863 - 985	1,220-1,395
2-BR	665	1,108	1,436	1,494	1,643	2,660	985 – 1,231	1,395-1,743
3-BR	769	1,280	1,650	1,861	2,047	3,073	1,109-1,429	1,569-2,023
4-BR	916	1,428	1,821	2,023	2,225	3,428	1,330-1,626	1,743-2,301
5-BR	946	1,576	1,991	2,326	2,559	3,782	1,429-1,626	2,161-2,301
6-BR	976	1,723	2,160	2,630	2,893		1,365+	2,184+

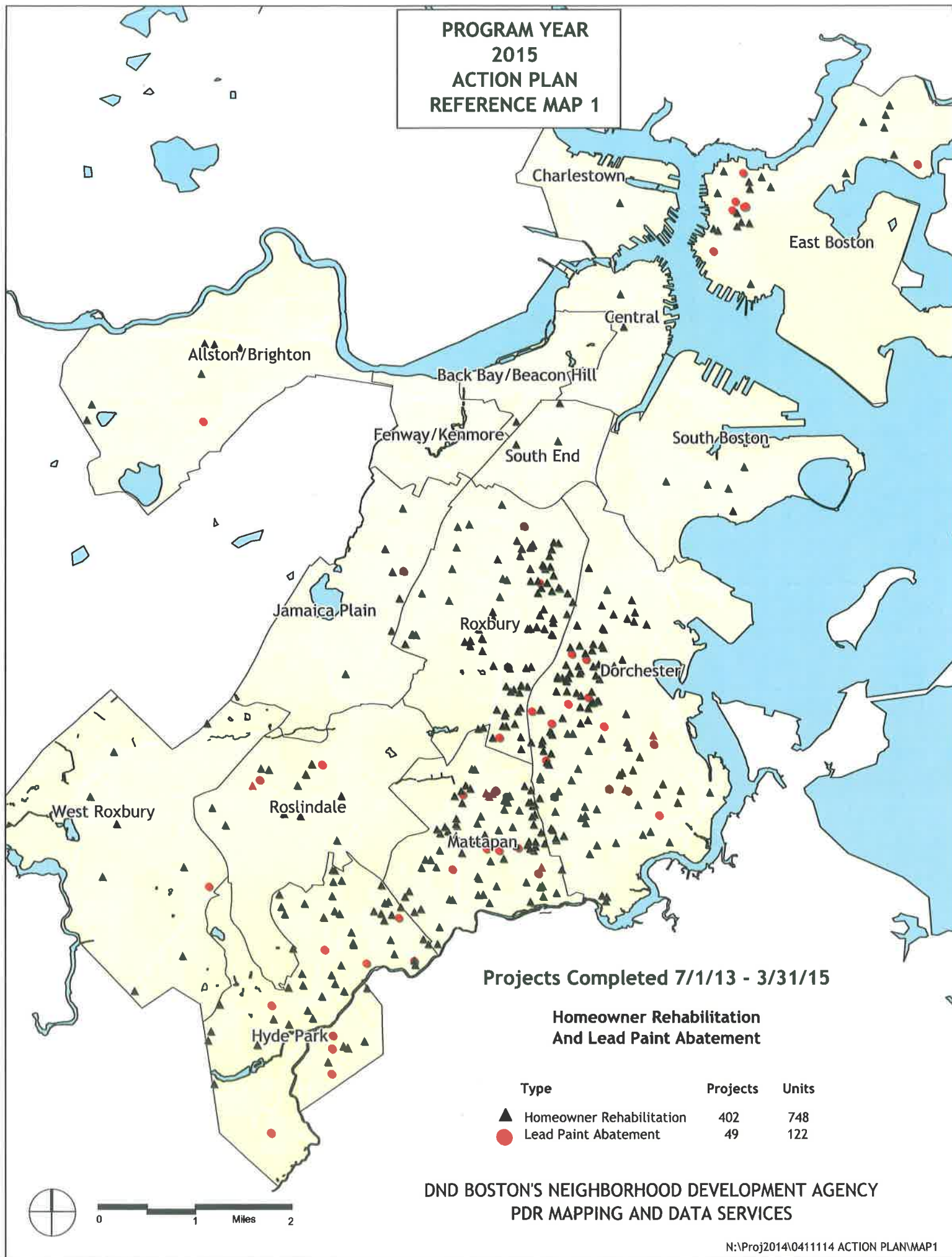
Monthly Rent Limits (State and BRA)

Bedroom Size	DHCD/LIHTC Calculated from HUD Income Limits (30% of income/12 months)		2015 Inclusionary Rent Limits Set by BRA
	50% of median	60% of median	70% AMI
SRO			
0 BR/Eff.	862	1035	1,068
1-BR	923	1,108	1,246
2-BR	1,108	1,330	1,424
3-BR	1,280	1,536	1,602
4-BR	1,428	1,714	1,781
5-BR	1,576	1,892	

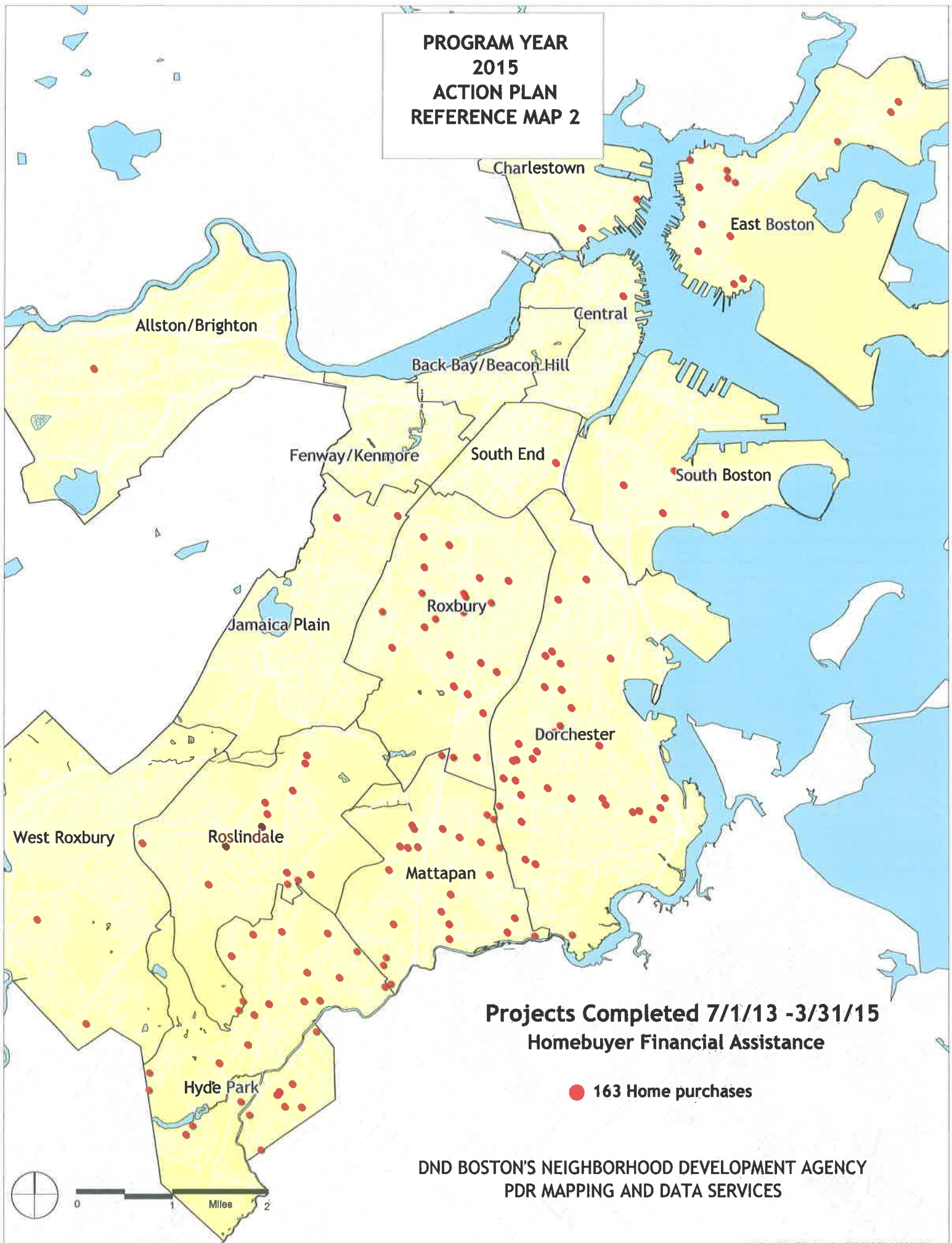
Utility Allowance - BHA Leased Housing Division, Effective 6/1/14

		SRO/0 BR	1BR	2BR	3BR	4BR	5BR	6+BR
Gas Heat	Single Family	29/38	51	62	78	88	102	117
	Duplex, 3 Decker	26/35	45	59	74	86	98	113
	Garden, Row/Townhouse	22/29	38	52	65	78	91	105
	Elevator/Highrise	23/30	34	40	49	55	69	79
Oil Heat	Single Family	96/128	173	208	262	296	344	396
	Duplex, 3 Decker	88/117	151	200	249	291	331	381
	Garden, Row/Townhouse	73/97	129	175	219	265	308	354
	Elevator/Highrise							
Electric Heat	Single Family	44/59	79	95	120	136	158	181
	Duplex, 3 Decker	41/54	69	92	114	134	152	175
	Garden, Row/Townhouse	33/44	59	80	100	121	141	162
	Elevator/Highrise	30/40	50	61	75	93	108	125
Water Heat	Gas	5/7	9	11	14	18	19	22
	Oil	15/20	26	35	43	53	57	66
	Electric	11/14	18	25	31	38	41	47
Water Use	Tenant Paid	38/51	74	97	126	143	166	188
	Gas Oven	4/5	7	9	11	14	15	17
Cooking	Electric Oven	8/10	13	17	21	27	29	33
	Lights & Appliances	26/35	44	60	74	91	99	113
	Refrigerator	4/5	5	5	5	5	6	6
	Range	3/4	4	5	5	6	6	6

**PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 1**



**PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 2**

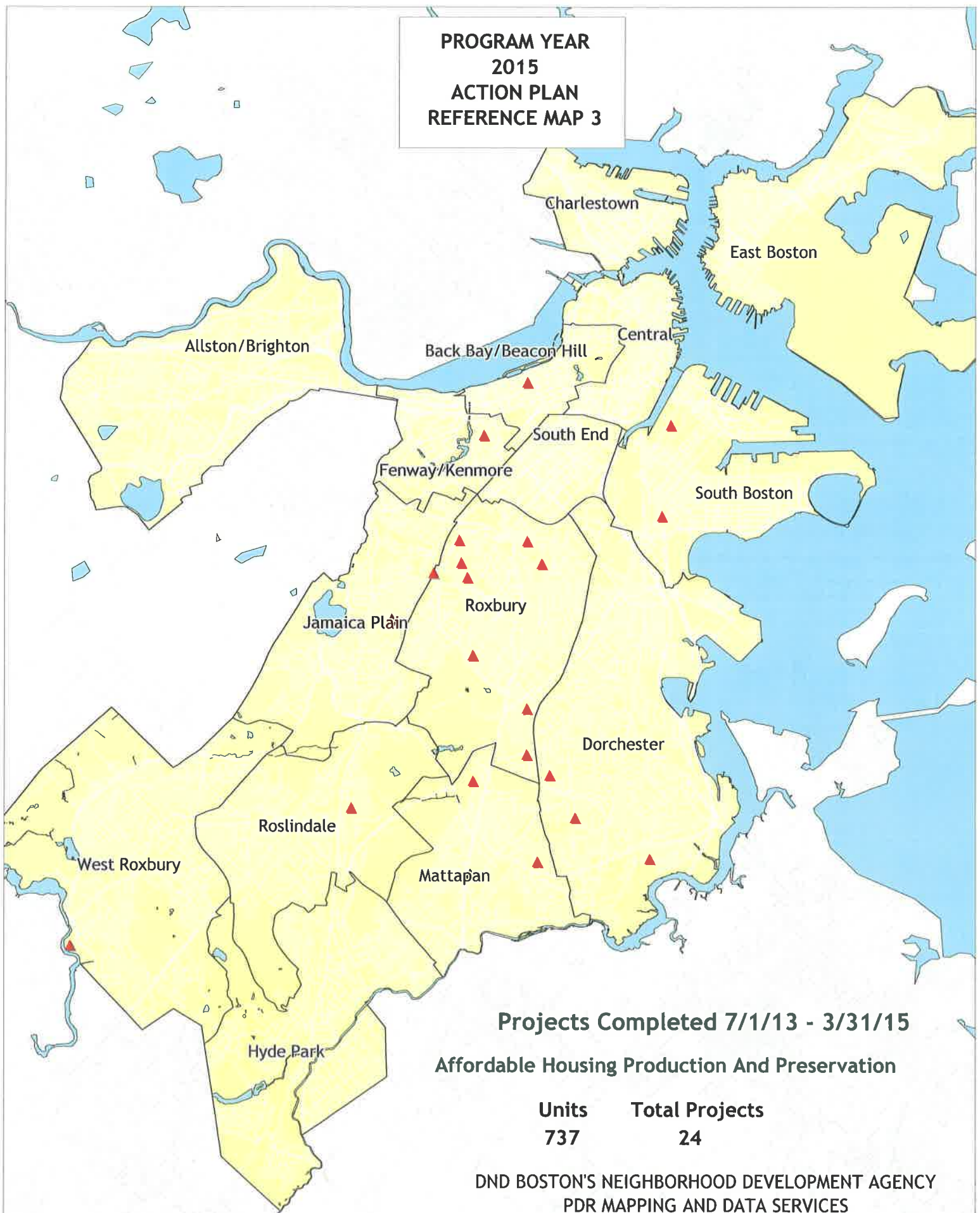


**Projects Completed 7/1/13 -3/31/15
Homebuyer Financial Assistance**

● 163 Home purchases

**DND BOSTON'S NEIGHBORHOOD DEVELOPMENT AGENCY
PDR MAPPING AND DATA SERVICES**

**PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 3**



Projects Completed 7/1/13 - 3/31/15

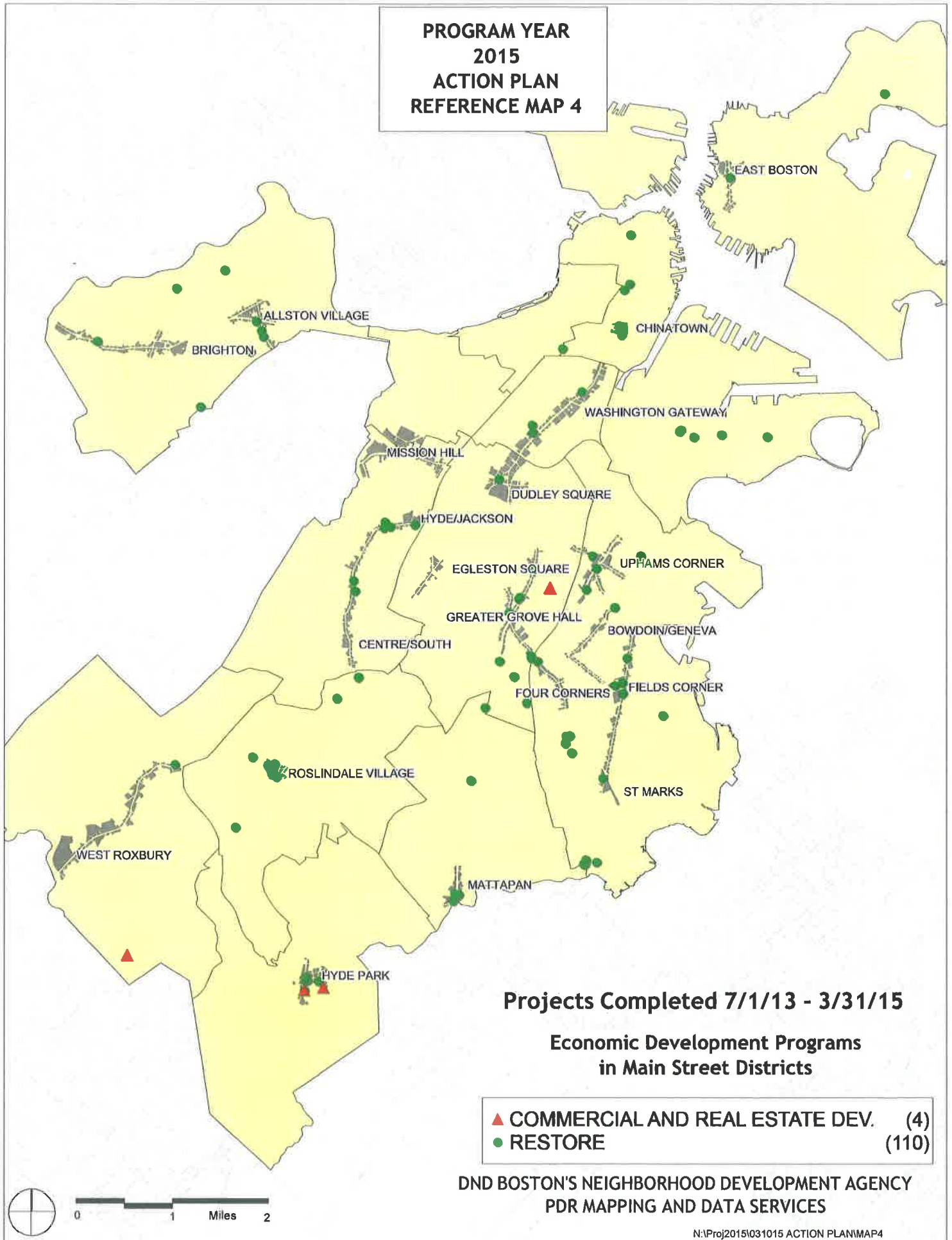
Affordable Housing Production And Preservation

Units	Total Projects
737	24

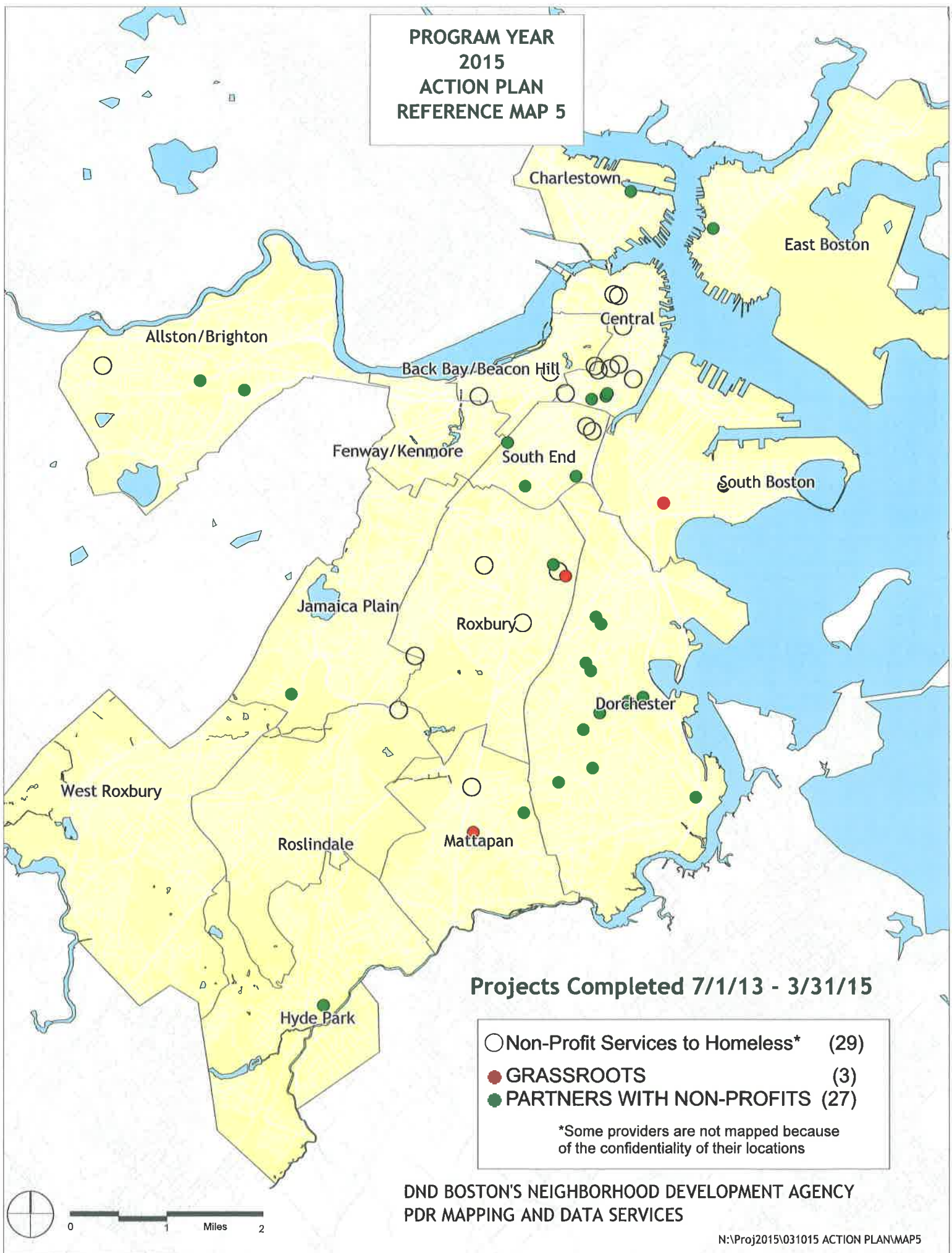
**DND BOSTON'S NEIGHBORHOOD DEVELOPMENT AGENCY
PDR MAPPING AND DATA SERVICES**



**PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 4**



**PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 5**

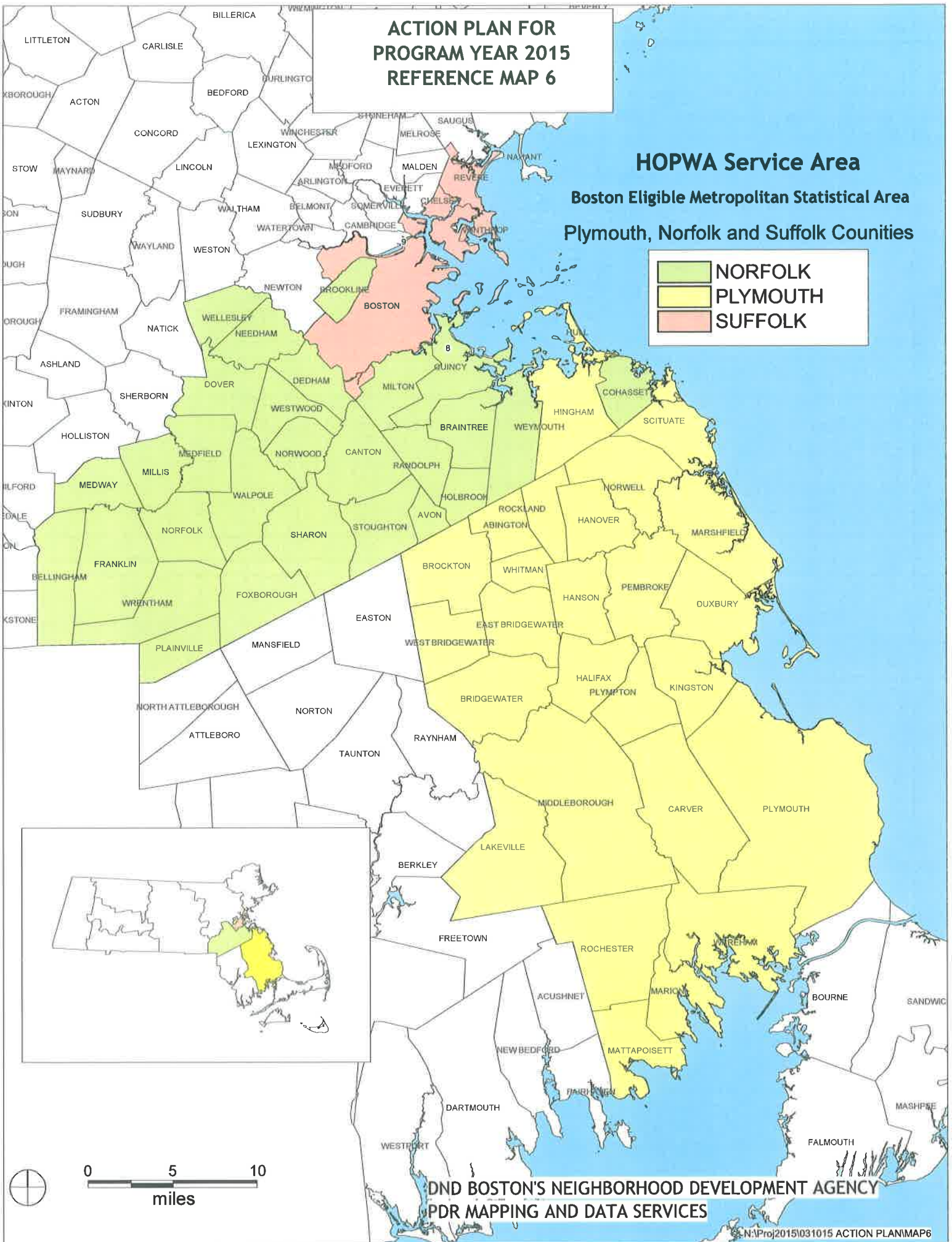
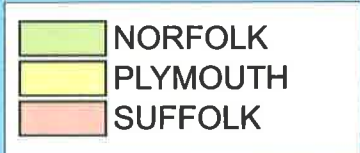


**ACTION PLAN FOR
PROGRAM YEAR 2015
REFERENCE MAP 6**





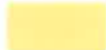
HOPWA Service Area

Boston Eligible Metropolitan Statistical Area

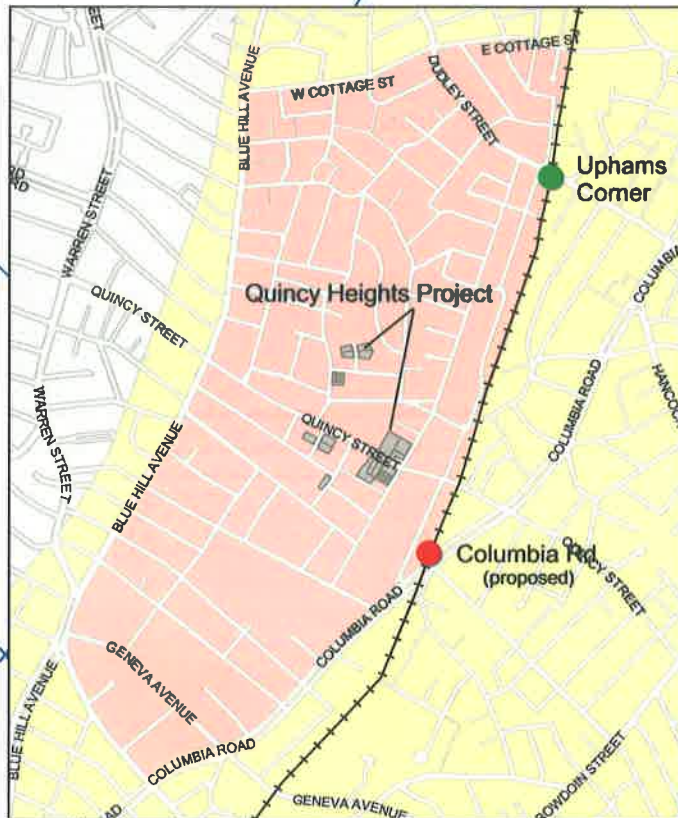
Plymouth, Norfolk and Suffolk Counties



**DND BOSTON'S NEIGHBORHOOD DEVELOPMENT AGENCY
PDR MAPPING AND DATA SERVICES**

-  RAIL LINE
-  EXISTING STOP
-  NEW STOP FUNDED
-  PROPOSED STOP
-  HALF MILE CORRIDOR
-  QUINCY CORRIDOR

PROGRAM YEAR
2015
ACTION PLAN
REFERENCE MAP 7



Roxbury

Dorchester

Mattapan

(South Station not shown
on large map)

Hyde Park

FAIRMOUNT LINE SMARTGROWTH CORRIDOR & CHOICE NEIGHBORHOOD

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

MAPPING AND DATA SERVICES
26 COURT STREET, 8TH FLOOR
BOSTON, MA. 02108



0 1 2
Miles

City of Boston

Emergency Solutions Grant Written Standards

Introduction

The City of Boston developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e).

The City of Boston is awarded ESG funds from the Department of Housing and Urban Development and as part of the Annual Action Plan process. The ESG funds, distributed as part of an annual competitive RFP process, are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The City of Boston's ESG Program strives to place less emphasis on providing funds for Emergency Shelter operations and essential services and more emphasis on Homelessness Prevention and Rapid Re-housing programs. This policy shift is in accordance with the U.S. Interagency Council on Homelessness Plan, *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. To illustrate this policy shift, the City has awarded 83% of the FY 12 ESG funds to Rapid Re-housing and Homelessness Prevention programs.

Additionally, the City of Boston had the experience of administering an \$8.2 million dollar Homelessness Prevention and Rapid Re-housing (HPRP) grant and learned a great deal from administering that grant. Many of the policies outlined in the Written Standards and the forms used by ESG sub-grantees were informed by our experience with HPRP.

These are initial standards that have been created in coordination with the City of Boston Continuum of Care (CoC). These standards represent goals for providing services for the community and the entire CoC, the City of Boston expects that the standards will become more expansive as more experience is gained with the administration of ESG and more data is collected from service providers.

These standards are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 5, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 5, 2011.

A. Standard Policies and Procedures for Evaluating Individuals' and Families' Eligibility for Assistance under ESG.

All households seeking assistance from ESG must meet a baseline of eligibility. The criteria are defined clearly by HUD. For all households deemed eligible, documentation supporting their status must be maintained on file by the ESG non-profit grantee. DND will supply all sub-grantees with Boston CoC ESG Program Eligibility forms (one for each ESG component) including income eligibility forms. These forms will be expected to be in each program participant file. DND also expects to provide a series of other standard forms that were developed for HPRP and will be

City of Boston

Emergency Solutions Grant Written Standards

adapted for ESG. These standard forms will include but are not limited to the following: standard intake and assessment forms, habitability checklists, rent reasonableness forms and a case file checklist.

HUD Baseline Criteria to be utilized by the City of Boston

Street Outreach	Emergency Shelter	Rapid Re-Housing	Homelessness Prevention
Homeless as defined by HUD §576.2 of the ESG Interim Rule	Homeless as defined by HUD §576.2 of the Interim Rule	Homeless as defined by HUD §576.2 of the Interim Rule	At-risk of Homelessness as defined by HUD §576.2 of the ESG Interim Rule
		Must willingly engage with an Initial Assessment with a Case Manager for a consultation and assessment to determine ESG eligibility and be referred to appropriate ESG or related services.	Must willingly engage with an Initial Assessment with a Case Manager for a consultation and assessment to determine ESG eligibility and be referred to appropriate ESG or related services
		The household must be at or below 30 percent at the annual recertification.	Must be a household at or below 30 percent of Area Median Income (AMI). In addition, the household must be at or below 30 percent at recertification
		Must lack sufficient resources and support networks to retain housing without ESG assistance.	Have no appropriate subsequent housing options identified Lack financial resources and support needed to obtain new housing or remain in existing housing.

Additional Eligibility Criteria includes

1. An individual or family must reside within the City of Boston or in a Boston homeless shelter or must be displaced previously from the City of Boston. (Not more than a year prior to application for assistance for funding).
2. The individual or family must have at least an initial consultation with a case manager or other authorized representatives who can determine the appropriate type of assistance to meet their needs. At this initial consultation, long-term strategies for ensuring stable housing should be covered with the client including referrals to other agencies or programs

City of Boston

Emergency Solutions Grant Written Standards

for other kinds of support including income supports, child care, legal assistance, SNAPs and connections to educational and employment opportunities.

3. HMIS participation is a mandatory ESG requirement. All clients receiving ESG assistance must be reported in the Boston's HMIS system.
4. In the event that two unrelated households are joint parties on a lease, eligibility will be determined by the total of their incomes

Limitations on funds usage:

Service providers shall not use the risk factor for homeless allowed under paragraph 576.2 "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness."

B. Policies and Procedures for Coordination among Emergency Shelter Providers, Essential Services Providers, Homelessness Prevention and Rapid Re-housing Service Providers and Mainstream Service and Housing Providers, Other Homelessness Assistance Providers, and Mainstream Service and Housing Providers

The City of Boston's Department of Neighborhood Development (DND) is the convening entity for the City of Boston's Continuum of Care (CoC) and is also the ESG grantee. All ESG sub-grantees are members of the CoC and as such, they are required to attend all CoC meetings and trainings. In addition, DND is the recipient of HOME, CDBG, HOPWA and NSP funds. The Neighborhood Housing Development (NHD) Division at DND includes staff that administer these funds, develops the affordable housing production and preservation agenda, and is responsible for the implementation of the many aspects of the Consolidated Plan and the Mayors Leading the Way Housing Plan for the City of Boston. Therefore, the Supportive Housing Programs and the Mainstream HUD programs work hand-in-hand to develop and implement the Consolidated Plan and the Leading the Way Plan. A prime example of this is the DND's Homeless Set-Aside Policy, where at least 10% of all affordable housing projects where there are 10 or more units using DND resources must be set for the homeless households.

DND also convenes and participates in a number of Working Groups, Sub-committees and Advisory Groups around specific homeless and at-risk populations that brings together shelter providers, prevention providers, housing providers and agencies who have experience providing Homelessness Prevention, Rapid Re-housing and Emergency Shelter services. Examples of this include the Long-term Stayers Working Group, the Homeless Elders Working Group and Homeless and At-Risk Veterans Advisory Group. Additionally, DND intends to bring together all of the providers that received a recent ESG award to Rapidly Re-house homeless families with the goal of creating one Boston CoC program where the participating agencies learn about best practices through a peer-to-peer model. DND also participates in the Rapid Re-housing Roundtable organized by the Massachusetts Housing and Shelter Alliance. This Roundtable will guide the work of the agencies involved in the Rapid Re-housing for individuals program which is funded with Boston ESG and funds from the Massachusetts Department of Housing and Community Development.

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Emergency Solutions Grant Written Standards

DND has and will continue to host mainstream benefits trainings for its CoC members for them to be abreast of any changes to regulations in order to maximize the number of participant accessing these benefits. In every Request for Proposals for CoC related funding, DND always includes demonstrated evidence of linkages to mainstream resources and benefits as a ranking criteria. Additionally, in late July 2012, the Boston CoC was named as one of the 9 Continua of Care that was selected for SAMSHA's SOAR Project Technical Assistance. The goal of the SOAR TA is to build capacity to improve the success rate of applications for both SSDI and SSI for chronically homeless adults.

Finally, over the last several years, DND has developed an extensive email list that includes all homeless and at-risk agencies and mainstream service and housing agencies. We use this list regularly to inform these agencies, funding opportunities, changes in CoC policy and practice or any other information that these agencies find useful. Often, other agencies including state agencies will solicit our assistance to get the word out on a variety of topics and opportunities.

C. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

For Rapid Re-housing programs that serve families, families with children will be given preference. Based on this funding priority to help families quickly regain stability in permanent housing after experiencing homelessness, only families who are literally homeless (living in shelter, streets or places not meant for human habitation) at the time of contacting the program will be assisted under the Rapid Re-housing component. In addition, DND will require that agencies that provide Rapid Re-housing services to homeless families develop a sustainability plan for the families they serve. DND does not want to be in the situation where an agency rapidly re-houses a family in order to achieve the project outcomes, for example, but that permanent housing situation is known not to be sustainable after a few months. We do not want families to be set up to become homeless again. Therefore we are requiring that a sustainability plan be developed for each family and that the agency is providing needed stabilization services for those families to remain housed.

For the Rapid Re-housing Program that serves individuals, prioritization will be given to those families that are eligible for the state funded Rapid Re-housing program. DHCD has provided \$950,000 through its ESG program for Rapid Re-housing services in Boston. DND funded case management services for the same program. The lead agency is the Massachusetts Housing and Shelter Alliance (MHSA) collaborating with Pine Street Inn, Boston Public Health Commission, St. Francis House and HomeStart. The geographic area to be served is the City of Boston. Eligible participants will access services through referrals from Boston homeless service providers, including emergency shelters, day programs and street outreach programs. All participants must meet the HUD definition of homelessness, are unaccompanied individuals and will fall within the income requirements set by HUD. In addition, they will be either in an emergency shelter or living in a place not meant for human habitation. As long as potential clients meet the HUD eligibility requirement, are currently residing in Boston, and can provide the required documentation, they will be considered eligible for the program.

City of Boston

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For the Homelessness Prevention programs, prioritization will be given to individuals and families who meet the HUD Definition for prevention programs, have a written lease or occupancy agreement and are in a court ordered eviction process. A 14 day notice to quit will be acceptable on a case by case basis, if the agency working with the client can document that this is not a pattern. The only exception to this is for a few programs that are working closely with community-based partners (property management firms and resource staff from the Boston Public Schools) where we are trying to create system-wide models for prevention.

D. Standards for Determining Share of Rent and Utility Costs that each Program Participant Must Pay, if any, While Receiving Homelessness Prevention or Rapid Re-housing Assistance

The City of Boston has determined that rental assistance will not exceed the local FMR. In addition the rent for all properties must be determined as rent reasonable. An assisted property may not be owned by the grantee itself, sub-grantee or the parent, subsidiary or affiliated organization of the grant recipient. A lease or written occupancy agreement must be in place and the assisted household must be on the lease in order to use ESG for rental assistance or rent arrears. All rental agreements must be arms-length transactions. The City of Boston will require that the program participants must contribute at least 30% of their income towards rent. As in HPRP, DND is requesting that all agencies utilize the least amount of direct client assistance as possible in order to avoid homelessness or to be rapidly re-housed. We encourage all agencies to utilize other resources coupled with ESG resources. For example, DHCD administers the RAFT program for those at risk of losing their housing. This benefit can be up to \$4,000 for those who are eligible. DND will encourage agencies to combine these resources to stabilize the family in housing. For utility assistance, DND is requiring that agencies utilize the BHA HUD approved utility allowance when paying for utility costs.

E. Standards for Determining How Long a Particular Participant will be provided with Financial Assistance and whether and How the Amount of that Assistance will be adjusted over Time.

The City of Boston has determined that program participants may receive up to 12 months of rental assistance. Reassessments will be required every 3 months. Although the City will allow up to 12 months of rental assistance, in actuality the expected duration will be much shorter than allowed. Only \$227,186 or 16% of the award is set-aside for direct financial assistance to program participants. Therefore we expect that most of the direct financial assistance will be in the form of a one-time rent arrearage, move in costs or small rental assistance payments for 2 or 3 months. The amount of the Assistance will be adjusted based on the participant's needs and income at the time of reassessment.

F. Standards for Determining the Type, Amount and Duration of Housing Stabilization and/or Housing Relocation Services to Provide to a Program Participant

ESG funds can be used to cover costs associated with providing homeless or at-risk clients with housing relocation and stabilization services. Funds in this category will primarily cover case management salaries. As stated earlier, Boston is requiring that every individual or family must

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have at least an initial consultation with a case manager or other authorized representatives who can determine the appropriate type of assistance to meet their needs. At this initial consultation, long-term strategies for ensuring stable housing should be covered with the client including referrals to other agencies or programs for other kinds of support including income supports, child care, legal assistance, SNAPs and connections to educational and employment opportunities.

The amount and the duration of Housing Stabilization and/or Housing Relocation Services will be based on the housing stability plan developed by the case manager and the program participant. If the services provided are longer than 3 months then a re-assessment will be conducted at that time and the housing stability plan may be revised at that time as well. Unless otherwise indicated by DND prior to the end of the Contract term, Housing Stabilization Services and/or Housing Relocation Services must be completed by the end of the Contract term – June 30, 2013.

- G. Participation in HMIS.** The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If the sub recipient is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Included in all of contracts with agencies that are funded with McKinney-Vento resources, including ESG, is the following language: The Contractor will be required to participate in Boston's Homeless Management Information System (HMIS). The Department of Neighborhood Development (DND) is the City of Boston's HMIS administrator (BostonHMIS). Participation in an HMIS is required by HUD for all McKinney-Vento funded programs. The ESG is funded with McKinney-Vento funds. Programs will be required to collect the HUD prescribed Universal Data Elements and Program Specific Data Elements for their clients and provide data for the Annual Homeless Assessment Report and the annual McKinney-Vento funding application to HUD. Program Specific Data Elements are required to be captured at program entry and program exit. HUD also requires McKinney-Vento recipients to collect data regarding a client's homeless status in regards to HUD's definition and the number of chronically homeless served. It is the City of Boston's Department of Neighborhood Development's expectation that all homeless programs, regardless of McKinney-Vento funding, report on all clients in these programs in the HMIS and share this data with the City of Boston. DND has contracted with a software provider (Social Solutions, Inc.) to collect data in a common format but Contractors may select their own software system as long as they collect the previously described data elements and share the data with DND. Contractors who choose to utilize another HMIS data collection system are required to provide data to DND on a monthly basis and must be received by the 15th day of the month after the previous month.

All Contractors must also abide by the specified BostonHMIS Policies and Procedures (See attached). Failure to abide by these terms and conditions will result in non-compliance of this contract. All Contractors, regardless of the data collection system being utilized must adhere to the following specified data quality standards. Fields which captures the required Universal Data

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Elements must be 5% or less "null" or "missing" data. Fields which captures the Program Specific Data Elements must be 10% or less "null" or "missing" data. All Contractors, regardless of their HMIS, will have data quality reports distributed on a monthly basis for corrections by the HMIS System Administrators. Contractors who do not meet this minimum standard on an ongoing basis with no remedy will be considered not compliant with this contract.

All Contractors must ensure that clients served are entered into the HMIS with the required data elements and assigned to a program with an entry date and subsequent exit date from the program. The entry and exit dates are required to determine a client's length of stay in the program, the client's patterns of homelessness and daily capacity rates of the program. Entry and exit dates differ for program types however DND expects the following standards for each program type.

END