Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for:

 1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.

 2. Ensuring all questions are answered completely.

 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.

4. Ensuring all imported responses in the application are fully reviewed and updated as needed.

 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.

 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

 - Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: MA-505 - New Bedford CoC

1A-2. Collaborative Applicant Name: City of New Bedford

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of New Bedford

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Not Applicable	No
Homeless or Formerly Homeless Persons	Yes	No
Other:(limit 50 characters)		

FAITH COMMUNITY, MOBILE STREET OUTREACH	Yes	Yes
COMMUNITY HEALTH CENTER	Yes	Yes
ELDERLY (COASTLINE ELDERLY SERVICES)	Yes	Yes

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

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

In soliciting/considering opinions from organizations and/or persons having an interest in preventing/ending homelessness, strategies of the CoC include, but aren't limited to: periodic editorial board meetings with the local paper; ongoing website invitation to participate in CoC mtgs; Facebook postings inviting participation; annual New Bedford Connect event bringing together multiple resources/orgs not part of the formal CoC process; website presence at www.riseupforhomes.com and www.nbhspn.com providing a way for people to reach out and communicate with the CoC; trainings conducted for orgs who haven't been traditionally involved w/the CoC; training for volunteers new to homelessness systems/care providing support to the city's winter overflow shelter; training and ongoing meetings with a new Comp. Community Crisis Intervention Team (CCIT) model; open forum on the CoC's agenda every month to solicit community input. Mbrship is open & all are encouraged to participate.

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

The CoC's strategy to broaden its reach and increase the diversity and breadth of its membership is four-fold. (1) The CoC's website at www.nbhspn.com includes an open invitation for soliciting new members including a clear welcome, an application and instructions as to how to become a member. (2) The CoC provides a regular targeted outreach tool in the form of an informative email blast within the CoC that reaches beyond the CoC membership so as to connect with people about issues and opportunities within the continuum. (3) There is an annual reach into the community through distribution of a highly popular "StreetSheet" publication to encourage additional membership and participation in CoC meetings, using the StreetSheet as a tool to get "in the door" and start conversations with potential future partners. (4) CoC members are asked to bring someone new to the CoC's meetings as a means of networking and ensuring the inclusion of a broad and diverse representation.

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

(limit 1000 characters)

CoC presents options with TA for new agencies to partner with each other or existing programs prior to announcement to develop new/expand existing progs. Notification as to the availability of an RFP for new projects was made May 31, 2017 via two email blasts that went out to over 200 people/organizations. Posting of competition info (that the CoC would accept proposals) were placed on two websites—both the city's website at http://www.newbedford-ma.gov/planning-housing-community-development/ and the CoC's website at www.nbhspn.com. The CoC announced it would be accepting and considering proposals from organizations that previously haven't received funding in any CoC Competition via an issued RFP during the May 2017 continuum meeting. Discussion about, and a public invitation to submit proposals was made during the City of New Bedford's two Annual Action Plan public mtgs in Jan 2017 in addition to the distribution of a notice of the RFP being sent to all potential ESG & CDBG recips.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	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 Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
FEDERAL COMBINED CAMPAIGN and UNITED WAY	Yes
FAITH COMMUNITY	Yes

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

The CoC's admin arm is the city's DPHCD whose staff is resp. for administering ESG for the City (constituting all of the CoC's geographic area).The DPHCD is resp. for grants and working/interacting with all ESG/CoC recipients on a daily

basis. All ESG decisions are rev/apprvd by the CoC's Perf Rev Commt. Every org receiving ESG funding is also part of the CoC and are, themselves, active CoC members. Because of this, ESG recipts are closely involved in the CoC's initiatives and conversely, the CoC has a keen understanding of the ESG system. The DPHCD staff is resp. for the city's Con Plan process & works with the CoC in executing/culling its annual PIT and HIC data ensuring accurate/timely data/info transfers to the Con/Action plan process. Given the DPHCD's dual role as CoC admin and the entity responsible for the Con Plan process, PITs and HICs, it's uniquely poised in ensuring the seamless provision of accurate and timely CoC data as an element informing the Con Plan.

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

DV providers were involved in the creation of the CoC's coordinated entry system and specific confidential assistance to those fleeing domestic violence is integrated within the CoC's coordinated entry policies. The presence of a domestic violence threat/experience/imminent danger possibility is the first question addressed as part of the coordinated entry system intake. Coordinated entry is set up in a way that maintains privacy, anonymity and safety planning for those in imminent danger. Beyond coordinated entry, housing providers within the CoC have been offered training conducted by the local Women's Center (provider of domestic violence services/housing) that provided expertise on safely assisting survivors as well as the breadth of resources available within the CoC to assist housing and service providers. CDBG funds are used to fund a Domestic Violence Prevention the local police department to hire a DV liaison working with identified survivors/potential victims.

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

(1) The local provider of domestic violence services provides an annual training about available community resources during a regular member CoC meeting so non-victim servc provdrs are updated on Fed/State/Local laws and offers an annual best-practices training on DV and sexual assault for CoC providers (outside of regular CoC meetings). Individual CoC housing/service providers conduct annual agency-specific trainings (in-service) to provide robust, periodic training around serving survivors, etc. (2) The CoC incorporates aggregated data from the SafeLink network into its overall data collection process to ensure comprehensive and ongoing representation of domestic violence cohort so as to ensure strategically-placed initiatives can be developed. (3) Procedure/protocols for working with survivors of domestic violence, stalking,

trafficking, etc. are part of the CoC's SPDAT used in Coordinated Entry.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.
Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
NEW BEDFORD HOUSING AUTHORITY	35.00%	Yes-Public Housing

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

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 1000 characters)

Not applicable. The New Bedford Housing Authority does have a homeless admission preference in its written policies.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effecctively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Idenity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)

The CoC (1)adopted Governance Bylaws (rev.2016) that includes specific language in Article VI prohibiting discrimination including lesbian, gay, bisexual and transgender individuals and their families and requires CoC and ESG funded programs to include similar language in their program operation materials. (2)All ESG/CoC administrators, intake staff and case managers within those programs have been provided with the January 2017 HUD federal

webinar on February 23, 2017 on Equal Access/Gender Identity Rules Training. The webinar link was sent via email to all CoC/ESG providers and included additional resources provided on the HUD exchange. (3)All CoC/ESG providers must implement an anti-discrimination policy according to their individual sub-recipient agreements with the City. Technical assistance to ensure successful implementation is made available through the city, the entity through which monitoring for compliance with the anti-discrimination policy is initially made.

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

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders	X
Implemented communitywide plans:	X
No strategies have been implemented	
Other:(limit 50 characters)	
ENGAGED COMP. COMMUITY CRISIS TEAM	X
MENTAL HEALTH PROVIDERS NETWORK W/POLICE	X

When "No Strategies have been implemented" is selected no other checkbox may be selected.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

Not applicable.

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

Foster Care:	X
Health Care:	X

Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

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

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

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

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

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

Performance is assessed during the peer review of all renewal projects using the Evaluation criteria by the Performance Review Committee. The Evaluation criteria rates the performance of projects based on targets that are established at the top % of performance levels by like project types. Scores are awarded under six categories & projects are assessed using data from HMIS and comparable system APRs. The CoC has committed to housing the community's most vulnerable & adopted the Housing First model, all projects have decreased or eliminated barriers to program entry & are working to serve those with the highest needs. Consideration for the level of difficulty in serving specific populations is factored into the established performance targets and is provided in the form of bonus points on the CoC Evaluation for programs that serve subpopulations with high needs including chronic homeless.

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

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	X
Email	X
Mail	
Advertising in Local Newspaper(s)	
Advertising on Radio or Television	
Social Media (Twitter, Facebook, etc.)	

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

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

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

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

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.   08/18/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.   08/18/2017

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

Reallocation Supporting Documentation

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

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	REALLOCATION SUPP...	09/27/2017

Attachment Details

Document Description: REALLOCATION SUPPORTING
DOCUMENTATION and RFPs

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

Yes

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.

1-3

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

Yes

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

HousingWorks & Cimtech Solutions

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.

Single CoC

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

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	227	26	192	95.52%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	125	14	111	100.00%
Rapid Re-Housing (RRH) beds	386	0	386	100.00%
Permanent Supportive Housing (PSH) beds	262	0	262	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
(limit 1000 characters)

This CoC does not have OPH or SH beds.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/25/2017

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

Instructions:

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

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

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)   04/25/2017

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

Instructions:

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

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

This year's sheltered PIT count was impacted by the CoC's implementation of a new pre-evaluation process that annually reviews each sheltered program to determine if it complies with the current HUD definition of a shelter program as outlined in the HIC/PIT methodology guidance (CPD Notice 16-60-060). Because HUD refines its definitions of projects to include in the HIC/PIT Count, this year's review determined that a few programs no longer meet the current definition of a sheltered program; as such they were excluded from the count resulting in a decrease between the 2016 PIT and the 2017 PIT. In so doing this key step improved the CoC's overall understanding of each sheltered program and especially the CoC's data quality. The CoC continues to use both HMIS and paper surveys to complete its shelter PIT Count. This process has been utilized in past PIT Counts and continues to prove extremely successful in accurately counting both HMIS and non-HMIS participating agencies.

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

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

Beds Added:	8
Beds Removed:	145
Total:	-137

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count?   No

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

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.   No

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

The CoC employs an ongoing PIT imprvmnt approach. The PIT Commit.met in Nov 2016 to review HUD guidance, past count methodology & measures to improve overall delivery of the PIT process based on best practices & previous experience. New in 2017: a mobile app system was used instead of paper survey. The mobile app was user-friendly, increased number/quality of responses received, employed a mapping system of location and aggregated data for ease of review and uploading. Also, the system recorded surveyor responses and errors or missing information were quickly addressed. Overall, the new system improved data quality, accuracy of responses and reduced or eliminated duplicate counts. Ongoing in 2017: an organized day-long Outreach Event for those experiencing homelessness w/food, services & incentivizing gifts, the involvement of homeless/formerly homeless persons in outreach efforts, identified hotspots, and outreach/focus on counting CH, unaccompanied youth, veterans, and HH w/children.

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

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

For the past four years, MA has provided mini-grants to CoCs to conduct a separate youth count. As a result, New Bedford has developed a comprehensive strategy to count/outreach to area homeless youth. A key strategy is to include providers and youth groups as part of the PIT Commit to help guide its outreach and implementation. The CoC consults/works w/the School McKinney Vento Coord., Recreation Dept, youth services providers, Bristol Community College, Youth Shelter (Kilians House) and a local LGBTQ org to conduct outreach efforts/understand changing needs youth face. This outreach has led to a 66% reduction in unsheltered homeless youth. Youth partners play an important role in identifying hotspots but more importantly use their social media networks to connect with other youth to get the word out. During the PIT Count, each team is comprised of a team leader, 2 surveyors and a youth ambassador whose primary task is to conduct outreach/administer a survey to youth.

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

A key strategy is to include services providers/stakeholders to directly engage homeless (individs/fams) and especially vets in the planning and implementation process. The PIT Committee is comprised of a variety of homeless providers with years of experience and established trust with these groups. In order to improve data quality, the CoC decided to use a mobile app system instead of a paper survey. This app was user friendly, intuitive, increased number/quality of responses received and reduced the amount of time needed to complete a survey. Also, any errors or missing information was quickly addressed. In the past, there were numerous incomplete surveys that had to be disregarded. In previous counts it's been a challenge to adequately count those experiencing CH due to the complex definition. The new app helped surveyors properly ID CH individuals and families. In terms of counting vets, the CoC has a vet PIT team whose sole task is to perform outreach/count vets.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

(1)The number of first time homeless (w/PH) increased by 204 btwn FY15 & the current FY attributable to lack of affordable rentals, high local unemployment, MI and opiate addictions. CE process has a central point of intake/assessment allowing the CoC to ID those with a current housing crisis. Because folks are aware of opportunities through adverts/educ of the CE system, the numbers have increased. (2)For those w/risk factors, CE provides diversion services through ESG/other program interventions. (3)CE has developed a relationship w/local housing courts and PHA to ID indivds/families at risk of becoming homeless due to loss of income, illness and other mitigating factors. Earlier collaborative efforts help the CoC focus resources more effectively/efficiently. (4)With the ongoing administrative support of the city, the CoC's Exec Com. has resp. for overseeing implementation of the CoC's strategy to reduce and eliminate first time homelessness and ensuring successful outcomes.

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

(1)The average length of time homeless for those in ES decreased by 13 bednights (13%) between FY15 and the current FY; the avg length of time for those in ES/TH has also decreased by 14 bednights (11%) in the same period. (2)The CoC increased training to improve understanding of housing first and has prioritized the hardest to house for PSH permanent supportive housing

units through coordinated entry(CE). (3)The city continues to provide TA and training to all ESG/CoC funded agencies ensuring those who are identified as chronically homeless are being properly ID'd to ensure rapid rehousing. The CE system actively places those meeting the chronic homeless def. directly/quickly into PH as units become available. (4)With the ongoing administrative support of the city, the CoC's CE Com. has responsibility for overseeing the implementation of the CoC's strategy to reduce the length of time indivds/fams families remain homeless so as to ensure successful outcomes.

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

(1) The number of those successfully exiting from ES, TH and PH-RRH to PH has decreased from 349 of 715 (49%) in FY15 to 445 of 961 (46%) in the current FY while those retaining PH has increased from 399 of 429 (93%) to 346 of 369 (94%). (2)The CoC's strategy is to increase successful exits to permanent housing includes building agency capacity to broaden their organization's funding streams to provide enhanced supportive services to those exiting, providing additional TA and trainings around mainstream resources such as SOAR, and continuing to bring new community stakeholders to the CoC i.e. the hospital system and now a member and working closely w/agencies in providing med supports for residents and partnership w/others in developing new interventions. (3)With the ongoing admin support of the city, the CoC's SupSvc Com. has responsibility for overseeing the implementation of the CoC's strategy to ensure individuals and families successfully attain and retain permanent housing.

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

(1)The number of those returning to homelessness over a 2yr was 35 (9% of the overall number of those exiting shelter, TH or PSH). (2)The CoC uses its CE system as the means by which data on indvds/fams returning to homelessness is captured. Those returning to homelessness are again assessed/placed in housing as rapidly as possible, ensuring that conditions that precipitated the return to homelessness are mitigated to the greatest extent possible so as to ensure long term success/tenancy. (3)Strategically the CoC is working to reduce the # of additional returns to homelessness by increasing focus on prevention and enhancing training for case mgt/housing staff so that those they serve are better equipped to stay in their housing. (4)With the ongoing

administrative support of the city, the CoC's Exec Com. has responsibility for overseeing the implementation of the CoC's strategy for overseeing the way in which the CoC reduce the rate of individuals and families' returns to homelessness.

3A-5. Performance Measures: Job and Income Growth
Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)

(1)The CoC has a well-established relationship w/local workforce investment board—one of its officers sits on the CoC's Executive Committee/another officer is a long standing CoC member. These relationships are an important aspect of the CoC's strategy ensuring connectivity btwn those homeless/those that serve them and the local employment network. Weekly detailed listings from the local career center are shared with those in need of work through CoC. Strategies to increase mainstream benefits include the intro of multiple SOAR-certified staff at the CoC's largest hsng/svc provider. (2)CoC projects have been asstd w/tech support/ongoing current info provided through CoC email blasts and at monthly meetings. (3)CoC leadership is directly connected with mainstream employment organizations including a bank president and chamber members. (4)The CoC's SupSvc Com has responsibility for ensuring the CoC's strategy for increasing jobs and income growth from employment/non-employment settings.

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

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

Not applicable.

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

2016.
(mm/dd/yyyy)

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	194	243	49

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

Total number of beds dedicated as Dedicated Plus	232
Total number of beds dedicated to individuals and families experiencing chronic homelessness	232
Total	464

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

Yes

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

History of or Vulnerability to Victimization	X
Number of previous homeless episodes	X

Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history (including not having been a leaseholder)	X
Head of Household with Mental/Physical Disability	X

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

The CoC Coordinated Entry (CE) Hotline prioritizes families and works with dedicated family outreach workers to assess families quickly and divert as many as possible to prevent them from becoming homeless or entering shelter. If diversion is not possible, the hotline prioritizes those most vulnerable for shelter placement. Further, Massachusetts is a "right to shelter" state guaranteeing emergency housing for homeless families that qualify. Families in shelter are immediately assessed (by CoC agencies contracted with the state)and they prioritize the most vulnerable, matching them with housing vacancies. These efforts and strategies have resulted in a reduction of the average length of time between entry and PH placement. The CoC Exec Committee also reviews data provided by the Hotline these agencies and other CoC /ESG funded HMIS activities to determine if households continue to be housed within 30 days.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	10	370	360

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.
(limit 1000 characters)

The CoC developed program standards for ES, TH, RRH & PSH that were approved by a vote of the full CoC membership. These standards prohibit involuntary family separation, admission which discriminates based on age, sex, gender, LGBT status, marital status and/or disability. The standards are reviewed and updated on an annual basis. The standards also outline a process for clients to grieve any involuntary separation or admission due to

discrimination. Receipt of these standards and the agreement to adhere to them is included in CoC, ESG and local funding homeless service RFPs and contracts. Adherence to these standards are reviewed during the annual Coordinated Entry training. Annually, each contract is monitored to ensure case records document compliance with these standards.

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

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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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

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

The CoC continues to develop services/housing specifically for youth experiencing homelessness. For the past 5 years MA has granted CoCs funding to conduct a youth PIT count. MA. is the 1st state in the nation to perform a statewide youth count. The New Bedford CoC works closely w/youth groups in the PIT planning/implementation. Further, homeless youth groups are encouraged to participate and/or join the CoC. As a direct result of the youth PIT, this CoC developed strategies to better service youth. Thru Coordinated Entry, homeless youth, vets and DV persons are considered the most vulnerable and given priority for program/services. In terms of housing, one

agency received a grant and created Killians House with 8 beds w/ wrap around services for youth. Ultimately, the CoC's outreach/monitoring (PIT) efforts have increased capacity to better serve youth and decrease the # of homeless youth in our CoC but additional resources/strategies are still needed to eliminate youth homeless.

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

(1)Reps from the New Bedford Public Schools (NBPS) are involved in each CoC monthly meeting during which they provide detailed reports to the membership about those youth/families experiencing homelessness and field questions regarding updated youth homelessness issues, precipitators, current trends, etc. The CoC's administrator attends and presents at monthly school meetings addressing homelessness during the school year. (2) CoC leadership is a member of, and actively participates in, the Southeastern Regional McKinney Vento Partnership through the NBPS. The NBPS department is a member of the CoC and its liaison attends CoC meetings.(3) The CoC Lead convened a regional Youth Committee, as part of the CoC PIT count, including reps from area McKinney Vento School Liaisons, shelter and youth outreach programs. Within the first week of entry, staff send letters to school informing the MV School Liaisons of the family's present hsing situation and assist parents thru the educ. process.

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

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

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and

housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)

All veteran's service agencies in three abutting CoC's (Fall River, Greater Bristol County/Attleboro/Taunton and New Bedford) are meeting monthly in a regional South Coast Regional Network to End Homelessness (SoCo)Veteran Sub-Committee to discuss the current status and outcomes of all identified homeless veterans in the area. Representatives of housing services such as SSVF from the Veteran's Transition House and Veteran's Inc, Providence VASH, representatives from cities and towns, Community Counseling of Bristol County, Seven Hills and other agencies identify these veterans and the steps being taken to assist them. Triage is done within the group with anyone experiencing problems helping them to get housed. A by-name list is maintained by the SoCo Coordinator. All attendees are bound by HIPPA privacy statements signed by attendees. The New Bedford CoC achieved functional zero but continues ongoing participation in the subcommittee to maintain functional zero.

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

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

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

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

CoC program funding is supplemented in many ways: (1)Multiple program providers/staff are now SOAR-certified; paid advertising (newspaper/radio/electronic media) is used to educate about the availability of mainstream programs. Additionally, upon intake folks are screened for benefits; coordinated entry intake operators ask questions to assess and refer for mainstream benefits. (2)The CoC keeps program staff up to date by sending out HUD/other resource updates on an ongoing basis including, but not limited to, updates from MEDICAID, MA Health, SAMSHA, HHS, HUDx, Benefits.gov, the VA, etc.; also, each CoC meeting includes mainstream resource discussion and/or distribution of available resources, training to access resources, etc. (3)The HSPN Exec Committee is responsible for ensuring the CoC's strategy for mainstream benefits is being met and Street Outreach teams including

Mobile Ministries provide daily connection for those living in unsheltered conditions with mainstream resources.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	6.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	6.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	6.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	6.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

(1)The CoC's outreach covers 100% of the CoC's entire geographic area.
(2)Street outreach is conducted weekly but is undertaken more often if needed.
(3)A new Homeless Emergency Assistance Resource Team (HEART) protocols ensure a compassionate/consistent/comprehensive street outreach approach. CoC members undertake outreach at encampments; ESG funding has been allocated for street outreach activities for the first time. Daily street outreach is conducted by Mobile Ministries who, with orgs like Mercy Meals & More and Catholic Social Services, focuses on bldg relationships of trust/providing food/resources for immed. needs. Outreach strategy includes monthly triage at the CoC meeting and the Community Crisis Intervention Team mtg to ensure appropriate interventions to those least likely to request any assistance on the streets. Sr.Rose Soup Kitchen partners with SouthCoast Hospitals Group to connect hard to reach individuals with pressing med. needs in a confidential safe setting.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as

detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC lead admin (City of New Bedford's DPHCD) conducts the analysis identifying impediments to fair housing (FH) and oversees implementation of action steps in its Analysis of Impediments report; the CoC's lead markets/conducts a 1st time homebuyer prog. w/all matls. in multiple language formats & all published matls include the FH symbol; all ESG & CoC agencies individually implement FH practices including non-discriminatory intake protocols/intentional outreach to those who are marginalized and outside of traditional media formats. (1)FH initiatives have been discussed through regional coord entry trainings so all providers are affirmatively furthering fair housing; legal services provides FH and discrimination counsel at CoC mtgs; all CoC agencies offering services and/or housing must follow all FH standards. (2)All communications published by the CoC is available in multi language/other formats to accommodate persons w/disabilities and those w/limited English proficiency.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	22	386	364

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

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	EVIDENCE OF COMMU...	09/27/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Consolidated ...	09/27/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	COC RATING AND RE...	09/27/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Review...	09/27/2017
05. CoCs Process for Reallocating	Yes	COCS PROCESS FOR ...	09/27/2017
06. CoC's Governance Charter	Yes	COC'S GOVERNANCE ...	09/27/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS POLICY AND P...	09/27/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA LETTER	09/27/2017
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No	COC HMIS MOU	09/27/2017
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX SYSTEM PERFOR...	09/27/2017
14. Other	No	HDX COMPETITION R...	09/27/2017
15. Other	No	EVIDENCE OF COMMU...	09/27/2017

Attachment Details

Document Description: EVIDENCE OF COMMUNICATION TO REJECTED/REDUCED PARTICIPANTS

Attachment Details

Document Description: CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: COC RATING AND REVIEW PROCEDURE PACKAGE

Attachment Details

Document Description: Rating and Review Public Posting

Attachment Details

Document Description: COCS PROCESS FOR REALLOCATING

Attachment Details

Document Description: COC'S GOVERNANCE CHARTER

Attachment Details

Document Description: HMIS POLICY AND PROCEDURES MANUAL

Attachment Details

Document Description:

Attachment Details

Document Description: PHA LETTER

Attachment Details

Document Description: COC HMIS MOU

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HDX SYSTEM PERFORMANCE MEASURES

Attachment Details

Document Description: HDX COMPETITION REPORT

Attachment Details

Document Description: EVIDENCE OF COMMUNICATION TO RANKED PARTICIPANTS and HSPN COC MINUTES EVIDENCING REVIEW PROCESS

Submission Summary

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

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

4A. Mainstream Benefits and Additional Policies	09/27/2017
4B. Attachments	09/27/2017
Submission Summary	No Input Required

Jennifer Clarke
_____

COC COMPETITION 2017 REQUEST FOR PROPOSALS

This notice is to advise you that the City of New Bedford's Continuum of Care [CoC], the Homeless Service Provider's Network [HSPN], acting through the City's Department of Planning, Housing & Community Development [DPHCD] is now releasing its 2017 Request for Proposals [RFP] and applications for funding from the U.S. Department of Housing and Urban Development [HUD]. Those materials are attached to this email and further described here.

Big Picture. This year the RFP process is going to be a little different than in years past. As of this date, HUD has _not yet_ released its Notice of Funding Availability [NOFA] although it is expected to be issued very soon. Typically the City of New Bedford does not issue its RFP for the CoC Competition until that NOFA comes out. In order to provide additional time for the development of the City's CoC application package, this year the RFP is being issued early, prior to the NOFA.

Every Continuum of Care [CoC] across the country such as New Bedford will have the opportunity to apply for funding through the CoC NOFA once it's released. Submissions must include a "collaborative application" that is completed by the DPHCD as well as individual program applications that may be renewals of existing CoC programs or new programs altogether, including those resulting from reallocation of existing programs. While the deadline for submitting the collaborative application and individual applications to HUD for this competition has not yet been announced, the **deadline for submitting individual renewal applications or new project applications through New Bedford's Continuum of Care process is June 16, 2017 at 3.00PM.**

Local Process. The City of New Bedford, acting by and through its Department of Planning, Housing and Community Development (DPHCD), issues the attached Request for Proposal (RFP) for two types of applications: CoC Renewal Projects (for currently existing programs) and New Application (for permanent supportive housing for chronically homeless individuals or families or rapid rehousing programs that will serve homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24 and persons who meet HUD homeless criteria for those fleeing domestic violence). In addition, the correlating applications are attached for each application type for your consideration.

The deadline for submission of both application types for the New Bedford CoC is June 16, 2017 using either or both of the attached application forms and the information provided within the attached RFP, itself.

The timeline for the entire process through the New Bedford CoC is, as follows:

NOFA TIMELINE 2017	
May 31, 2017	DPHCD issues RFP for Renewals and New Projects
June 16, 2017	RFP Due Date for Renewals and New Projects to City of New Bedford
TBD	Performance Review Committee Meeting/Project Review

TBD	HSPN Meeting to review and approve Application Review Committee recommendations for new projects, renewal projects and priority rankings.
TBD	2016 Ranking and Selection Results posted on HSPN website and sent to project applicants in writing
TBD	Any and all appeals due to DPHCD by 12:00pm. Agencies that have appealed will be notified in writing prior to the NOFA application submission
TBD	All applicants to submit a PDF file to DPHCD of the ESNAPS application by 4:00pm
TBD	CoC Application Submitted to HUD in *esnaps*. Rejected applicants may submit *esnaps* Solo Application directly to HUD

All applications for funding will be vetted, evaluated, and ranked by the HSPN's Performance Review Committee [PRC], ratified by the HSPN membership and eventually submitted to HUD via the E-SNAPS system. Any new projects selected for inclusion in the city's application will be given the opportunity to develop and complete applications for funding based on guidance provided by the City's DPHCD and the HUD guidance. The DPHCD will act as the Collaborative Applicant and submit an application for funding on behalf of the New Bedford CoC.

Agencies who wish to participate in the FY2017 New Bedford Continuum of Care Homeless Assistance application to HUD will need to respond to the attached RFP using the attached application/s in order to be eligible and prepared for this year's application submission. These applications and the RFP notice are also available at the HSPN website at www.nbhspn.com.

**Again: renewal projects must submit completed application packets
on or before June 16, 2017 at 3:00pm.**

Reallocation. CoCs may use "reallocation" to use funding from an under-performing program to create a new permanent supportive housing for chronically homeless individuals and families or to create a rapid re-housing program to serve homeless individuals, families and unaccompanied youth coming directly from the streets or emergency shelters or persons that meet the criteria of paragraph (4) of the definition of homeless.

If you have any questions about submitting a project derived from a **reallocation of an existing program** in 2017, please contact Patrick J. Sullivan, Director of the City of New Bedford's DPHCD via e-mail at patrick.sullivan@newbedford-ma.gov or by telephone 508.979.1500 **on or before June 8, 2017 at 3pm.**

Funding. The amount of HUD funding being allocated through the coming CoC NOFA is unknown at this time and HUD may add additional available funds that have been carried over or recaptured from previous fiscal years to their allocation. Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in 2017, the City of New Bedford anticipates that HUD will continue to require Collaborative Applicants—in our case the New Bedford CoC—to rank all projects (except CoC planning and UFA Costs) in two tiers:

- **Tier 1** (which in the 2016 round was equal to 93% of the CoC's FY 2016 Annual Renewal Demand (ARD)).
- **Tier 2** (which is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus).

The purpose of this two-tiered approach is for CoCs to clearly indicate to HUD which projects are prioritized for funding (those within Tier 1 are considered highest priority; those within Tier 2 and are at greater risk of being cut). Ranking is based on multiple factors outlined within the RFP.

Questions concerning this notice may be directed to Jennifer Clarke, Deputy Director, DPHCD via email at **Jennifer.Clarke@newbedford-ma.gov.**

JENNIFER CLARKE, AICP
Deputy Director of Planning & Community Development
Department of Planning, Housing & Community Development
608 Pleasant Street
New Bedford, MA 02740
508.979.1500 x117 ▪ www.newbedford-ma.gov

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INTRODUCTION

The City of New Bedford is now accepting proposals for Continuum of Care (CoC) Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD) for both renewal and new projects. HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. The FY2017 NOFA has not been published to date. HUD has issued several notices in anticipation of the NOFA:

January 31, 2017: HUD FY2017 NOFA Policy Requirements and General Sections:
https://www.hudexchange.info/resources/documents/FY-2017-NOFA-Policy-Requirements-and-General-Section.pdf

April 10, 2017: HUD FY2017 CoC General Information Notice:
https://www.hudexchange.info/resource/5308/fy-2017-coc-program-registration-notice/

In anticipation of the NOFA, to allow time for the local review and decision-making process, the city is publishing this Request for Proposal (RFP). The city reserves the right to publish additional information subject to NOFA guidelines. A single, consolidated submission of all selected projects in New Bedford Continuum of Care will be submitted to HUD by the City of New Bedford. Funding will be derived from Federal Fiscal Year 2017 allocations of HUD funds and is subject to funding availability under the NOFA. The city reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

THIS RFP IS SUBJECT TO MODIFICATION AS MAY BE REQUIRED TO COMPLY WITH THE HUD NOFA.

REQUEST FOR PROPOSAL DEADLINE: JUNE 16, 2017 @ 3:00PM

Agencies desiring to submit renewal and/or new projects must submit a completed application packet including required attachments to the city by 3:00pm on June 16, 2017. Submit all documents in PDF electronic format (preferably by email) to the City of New Bedford's Department of Planning, Housing and Community Development, (DPHCD) attention Jennifer Clarke, Deputy Director, either via e-mail jennifer.clarke@newbedford-ma.gov or in person at the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, Massachusetts.

FUNDING

The total amount of funding estimated to be available for Renewal Projects from HUD is **$1,684,939,** which is based on the amount of currently funded projects which are eligible for renewal funding also referred to as the pro rata need determined by HUD. It is anticipated that **$90,000** may be available through a Permanent Housing Bonus and **$45,000** for re-allocation. Submission procedures are described below.

New projects can be funded only through reallocation from existing projects or through a bonus funding process, as described below. New project activities are limited by HUD to Permanent Supportive Housing, Rapid Re-Housing, Homeless Management Information Systems, and Coordinated Intake and Assessment Programs.

HUD PROGRAM INFORMATION

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals that do not conform to the regulations will not be considered for funding. The regulations for the Continuum of Care Program may be found at this link:
https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/

NOFA TIMELINE FY2017	
May 31, 2017	DPHCD issues RFP for renewals and new projects
June 16, 2017	RFP Due Date for renewals and new projects to City of New Bedford
TBD	Performance Review Committee (PRC) Meeting/Project Review
TBD	HSPN Meeting to review and approve Application Review Committee recommendations for new projects, renewal projects and priority rankings.
TBD	2017 Ranking and Selection Results posted on Network website and sent to project applicants in writing
TBD	Any and all appeals due to DPHCD by 12:00pm. Agencies that have appealed will be notified in writing prior to the NOFA application submission
TBD	All applicants to submit a PDF file to DPHCD of the e-snaps application by 4:00pm
TBD	CoC Application Submitted to HUD in *e-snaps*. Any rejected applicants may submit *e-snaps* Solo Application directly to HUD

I. BACKGROUND

Similar to past years, all applications for funding will be vetted, evaluated and ranked by the CoC – Homeless Service Provider Network (HSPN) Performance Review Committee (PRC) ratified by the HSPN membership and eventually submitted to HUD via the e-snaps system. The Department of Planning Housing and Community Development (DPHCD) will act as the Collaborative Applicant and submit an application for funds on behalf of the New Bedford Continuum of Care (CoC) for renewal and any new projects identified through the Request for Proposal (RFP).

When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS), Annual Performance Reports (APRs), information provided from the local HUD/CPD Field Office that includes monitoring reports and audit reports as applicable.

HUD also reviews performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

1. The project applicant's performance against plans and goals established in their initial application as amended;
2. Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
3. The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS dedicated projects are not required to meet this standard; and
4. Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site. These conditions may result in the rejection of an application from the competition.

HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

1. Outstanding obligation to HUD in arrears or for which a payment schedule has not been agreed upon;
2. Audit finding(s) for which a response is overdue or unsatisfactory;
3. History of inadequate financial management accounting practices;
4. Evidence of untimely expenditures on prior award;
5. History of other major capacity issues that have significantly impacted the operation of the project and its performance;
6. Timeliness in reimbursing subrecipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; and
7. History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

It is anticipated that HUD, similar to last year, will be requiring CoCs to rank all projects applying for grant funds in e-snaps. To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals. HUD is requiring that CoCs rank projects within 2 tiers, similar to last year's NOFA.

All questions regarding this application should be directed to Jennifer Clarke, Deputy Director of the City of New Bedford Department of Planning, Housing, and Community Development via e-mail jennifer.clarke@newbedford-ma.gov or by telephone 508.979.1500.

Eligible Populations:
Permanent Supportive Housing (PSH):
- All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD.
- Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.
- Disabilities: All projects must serve exclusively disabled households as defined by HUD.

Rapid Re- Housing (RRH):
- All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or meeting the criteria of paragraph (4) of the HUD definition of homeless.
- Persons in transitional housing are not eligible for either project type, even if they met the criteria described above prior to entering the Transitional Housing Program, unless they meet the criteria of category 4 definition of homelessness. A household would meet category 4 of the definition of homeless if they are fleeing or attempting to flee from domestic violence and meet all other requirements, regardless of where they are residing.

Joint Transitional Housing (TH) and Rapid Re-Housing (RRH) Component Projects:
- Individuals and families experiencing homelessness (more details will be available subsequent to the release of the FY2017 CoC NOFA).

KEY INFORMATION

a. Threshold Requirements - All projects must meet threshold criteria shown in the application package.

b. Eligible activities under the Continuum of Care regulations include: acquisition of property, rehabilitation of property, new construction, leasing, rental assistance, supportive services, operating costs, homeless management information system (HMIS) costs, project administrative costs, relocation, indirect costs, and CoC planning costs. However, project types are limited to the program components described below.

c. New projects may only be funded through reallocation of funds from existing projects or through the Permanent Housing Bonus process. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.

d. All projects will be limited to requests for one year of assistance, unless a different term is required by HUD. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.

II. SCORING

A. ALL PROJECTS—NEW (INCLUDING REALLOCATIONS) and RENEWALS

Every project being reviewed as a part of the FY2017 competition will first be evaluated against threshold criteria as articulated in this section. Every project must meet the threshold criteria in order to be considered for scoring. Those projects not meeting the threshold criteria as determined by the City of New Bedford's DPHCD will not be scored or considered for funding.

Threshold criteria is as follows:

THRESHOLD CRITERIA
▪ Program will serve 100% chronically homeless individuals and families; (only Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects will be considered for funding under this RFP).
▪ Timeliness in the expenditure of grant funds.
▪ Project Applicant is in good standing with HUD.
▪ Proposed program budget requests no less than 70% of the total program funding for leasing, rental assistance, or operating costs. No more than 30% of the total program funding may be used for ELIGIBLE supportive services costs.
▪ Application demonstrates a plan for rapid implementation/seamless continuation of the program.
▪ Applicant articulates how program participants are connected to, and assisted with, a range of mainstream resource service systems.
▪ Renewal program must be a current and active participant in the CoC's HMIS and its Coordinated Assessment System, the CALL; new programs must agree to participate in both systems if funded.
▪ Applicant has positive performance against plans and goals established in the initial application, as amended.
▪ Application packet is complete.

B. RENEWAL PROJECTS

Renewal projects may score up to 100 points maximum based on information provided in the application, previous APR reporting, HMIS and the HUD LOCCS system. Specific scoring criteria for renewal projects is as follows:

The following questions will assist in evaluating Programs:

EVALUATION CRITERIA QUESTIONS
1. Are there any unresolved monitoring or audit findings on HUD Continuum of Care Program grants?   ☐ Yes ☐ No ☐ N/A   If yes, explain:
2. Does the applicant currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? ☐ Yes ☐ No ☐ N/A   If yes, explain:
3. Has the applicant drawn down funds at least quarterly through the course of your prior and current renewal grant terms? ☐ Yes ☐ No ☐ N/A
4. Has the applicant drawn down funds within 90 days of the expiration of prior renewal grant terms?   ☐ Yes ☐ No ☐ N/A
5. Is the applicant's performance consistent against plans and goals established in the initial application? ☐ Yes ☐ No ☐ N/A   If not, explain:
6. Has there been a drastic reduction in population served by the applicant or program changes made by the applicant without prior HUD approval? ☐ Yes ☐ No ☐ N/A   If yes, explain:
7. HMIS Participation: _____ %

Scoring Criteria : Renewal Projects

GOALS	PERFORMANCE STANDARD	%	SCORING	COMMENTS	POINTS
Data Quality *Agency's thoroughness in ensuring all data is collected and entered into HMIS.* **Goal = No Omissions**	Based on APR Q7		0 omissions = 10 1%-10% = 6 11%-20%= 4 21%> = 0		
Unspent Funds 9/01/2015 - 8/31/2016	HUD LOCS		0% = 15 1-5%=10 6-10%= 5 10%> = 0		
HMIS Participation	Based on APR Q6		Prorated up to 10 points		
1. Housing Stability *Persons residing in permanent housing will remain in this housing for a minimum of 1 year or exit to other permanent housing.* **Goal 85%**	Based on APR Q36a – Measure 1 *The % of persons who remain in the PH program as of the end of the operating year or exited to PH during the operating year.*		≥85%=15 80%-84%= 10 65%-79%= 6 55%-64%= 3 ≤55%= 0		
2. Increase Total Income *Persons will maintain or increase earned and unearned income.* **Goal 85%** *(Includes wages and mainstream resources)*	Based on APR Q36a – Measure 2a *The % of persons age 18 and older who maintain or increased their total income (from all sources) as of the end of the operating year or program exit.*		≥85%= 15 75%-84%= 10 65%-74%= 6 50%-64%= 3 ≤49%= 0		
3. Increase earned Income *Adults will obtain or maintain employment income.* **Goal 20%**	Based on APR Q36a – Measure 2b *The % of persons age 18 – 61 who maintained or increased their income (i.e. employment income) as of the end of the operating year or program exit.*		≥20%= 15 10%-19%= 10 5%-9%= 5 ≤5%= 0		

Scoring Criteria : Renewal Projects *(Continued)*

GOALS	PERFORMANCE STANDARD	%	SCORING	COMMENTS	POINTS
4. Utilization Rate *Program operates at full capacity, with low vacancy rate, and quickly fills vacancies.* **Goal 90%**	<u>Based on APR Q10 – Q11</u> *Average daily utilization rate during the operating year.*		≥90%= 10 70%-89%= 7 51%-69%= 4 ≤50%= 0		
5. Chronic Homeless *Percentage of actual PSH beds dedicated to those who are chronically homeless.* **Goal 100%**	<u>Based on APR Q5 – Chart 5b</u> *The # of actual chronically homeless beds divided by the total number of actual beds.*		Prorated up to 10 points for 100% of CH Beds.		
TOTAL POSSIBLE POINTS *for* RENEWAL PROJECTS					**100**

Scoring for New Projects begins on page 8.

C. NEW PROJECTS

Consideration for funding of new projects, including those created as a result of reallocation, will be based on the following performance objectives:

- Agency Experience and Capacity   (20 point maximum)
- Project Quality   (40 point maximum)
- Match and Leveraged Resources   (20 point maximum)
- Fiscal Management   (20 point maximum)

New projects may score up to 100 points maximum based on information provided in the application including attachments of required materials. Specific scoring criteria for new projects is as follows:

Scoring Criteria : New Projects

STANDARDS AND SCORING	MAX POINTS
Agency Experience and Capacity. Applicants demonstrating extensive experience in administering HUD or other federal funds, and providing the proposed service and/or serving the proposed population will receive 20 points.	20
Project Quality. Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following: • Housing First (15 points): Applicants may receive up to 15 points based on the extent to which the Permanent Supportive Housing Bonus project will follow a Housing First model/low barrier approach. • Chronic Homeless (15 points) Projects serving at least 85% of beds dedicated to chronic homeless will receive 15 points. • Mainstream Services (5 points): Applicants may receive up to 5 points based on the extent to which the project is fully leveraging mainstream resources for supportive services. • Low Barrier (5 points): Projects demonstrating low barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points.	40
Match and Leveraged Resources. Projects demonstrating leveraging of at least 200% of the HUD request will receive 20 points. Projects demonstrating leverage of at least 150% of the HUD request will receive 10 points.	20
Fiscal Management. To receive maximum points, applicants must demonstrate history of financial stability, including prompt expenditure of program funds, and no outstanding audit or HUD monitoring findings.	20
TOTAL POSSIBLE POINTS _for_ NEW PROJECTS	**100**

D. PROPOSAL SELECTION

The Performance Review Committee (PRC) of the Homeless Service Provider's Network (HSPN) will complete the review and evaluation process and present a recommendation for funding approval to the HSPN at the HSPN meeting. Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the COC PRC Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):

- If the project is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon violations of program regulations. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
- No appeals will be heard on the basis of funding level.

E. ELIGIBLE POPULATIONS TO BE SERVED

All projects MUST serve homeless and/or chronically homeless persons. HUD defines "<u>chronically homeless</u>" as an unaccompanied homeless individual with a disabling condition, or a family with at least one (1) adult member who has a disabling condition, who has either been continuously homeless for a year or more or has had at least four (4) episodes of homelessness in the past three (3) years.

F. RANKING PROCESS

It is highly likely that HUD will once again require CoCs list all projects that are approved to submit project applications to HUD, in order of priority as determined by the CoC. Further, CoCs should place all new and renewal project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified by the CoC in Tier 1. HUD will first select projects in Tier 1 before selecting any projects in Tier 2. Then, HUD will select projects in Tier 2.

Lower ranked projects may be selected for funding above higher ranked projects, consistent with HUD's selection priorities.

The CoC renewal application components and narratives serve to:

1. Confirm the capacity of agencies to provide CoC funded programs;
2. Provide information on program delivery in order to evaluate performance and meeting HUD priorities for scoring and ranking of projects by the PRC; and
3. Provide project level narrative to be utilized in the CoC Program Application (former 'Exhibit 1'). HUD will limit renewal grants to one (1) year of funding. Renewal Project Applications that request multiple years of funding will be reduced to one (1) year grant amounts.

Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards. HUD will review information in the LOCCS; Annual Performance Reports (APRs); and information provided from the HUD local /CPD Field Office, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- Applicant's performance against plans and goals;
- Timeliness standards;
- Applicant's performance in assisting program participants to achieve and maintain independent living and record of success;
- Financial management accounting practices;
- Timely expenditures;
- Capacity;
- Timeliness; and
- Eligible activities.

Resources and Information available:

HUD Homelessness Resource Exchange: <u>http://www.hudhre.info/</u>
HUD Supportive Housing Program Desk Guide: <u>http://www.hudhre.info/index.cfm?do=viewShpDeskguide</u>
HUD e-snaps Training and Resources Page: <u>http://www.hudhre.info/esnaps/</u>

United States Interagency Council on Homelessness
The Housing First Checklist

Housing First is a proven method of ending all types of homelessness and is the most effective approach to ending chronic homelessness. Housing First offers individuals and families experiencing homelessness immediate access to permanent affordable or supportive housing. Without clinical prerequisites like completion of a course of treatment or evidence of sobriety and with a low threshold for entry, Housing First yields higher housing retention rates, lower returns to homelessness, and significant reductions in the use of crisis services and institutions. 1 Due its high degree of success, Housing First is identified as a core strategy for ending homelessness in *Opening Doors: the Federal Strategic Plan to End Homelessness* and has become widely adopted by national and community-based organizations as a best practice for solving homelessness.

Housing First permanent supportive housing models are typically designed for individuals or families who have complex service needs, who are often turned away from other affordable housing settings, and/or who are least likely to be able to proactively seek and obtain housing on their own. Housing First approaches also include rapid re-housing which provides quick access to permanent housing through interim rental assistance and supportive services on a time-limited basis. The approach has also evolved to encompass a community-level orientation to ending homelessness in which barriers to housing entry are removed and efforts are in place to prioritize the most vulnerable and high-need people for housing assistance.

As Housing First approaches become adopted more widely, the need for clarity increases around what the Housing First approach entails and how to know whether a particular housing program or community approach is truly using a Housing First approach. Robust tools and instruments are available which can quantitatively assess and measure a housing program's fidelity to Housing First, and recent research has attempted to rigorously evaluate Housing First implementation.2 For quick screening, policymakers and practitioners will benefit from this practical, easy-to-use guide to identify and assess the implementation of the core components of the Housing First approach.

How to Use this Tool

This tool is intended for use by policymakers, government officials, and practitioners alike to help make a basic assessment of whether and to what degree a particular housing program is employing a Housing First approach. Use this tool as a checklist that can be reviewed during a site visit, program audit, or program interview, or as a guide when reviewing funding applications or reviewing a program's policies and procedures.

The tool is broken down into two sections: a checklist of the core and additional elements of Housing First at the housing program or project level and a checklist of elements of Housing First at the community-level. Users of this tool should be aware that this tool assesses Housing First adoption along a spectrum, rather than as a simple *yes/no* or *pass/fail*. This tool is also not intended to serve as or supplant a more comprehensive housing and program quality assessment tool, but may supplement or be used in conjunction with such tools.

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1 Lipton, F.R. et. al. (2000). "Tenure in supportive housing for homeless persons with severe mental illness," Psychiatric Services 51(4): 479-486. M. Larimer, D. Malone, M. Garner, et al. "Health Care and Public Service Use and Costs Before and After Provision of Housing for Chronically Homeless Persons with Severe Alcohol Problems." *Journal of the American Medical Association*, April 1, 2009, pp. 1349-1357. Massachusetts Housing and Shelter Alliance. (2007). "Home and Healthy for Good: A Statewide Pilot Housing First Program." Boston.

2 Tsemberis, S. (2010). *Housing First: The Pathways model to end homelessness for people with mental illness and addiction.* Center City, MN: Hazelden. The National Center on Addiction and Substance Abuse at Columbia University. (2012). *Unlocking the door: An implementation evaluation of supportive housing for active users in New York City.* New York. http://www.casacolumbia.org/upload/2012/20121907casahope2full.pdf

Housing First at the Program/Project Level
Core Elements:

☐ Admission/tenant screening and selection practices affirm the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.

☐ Applicants are seldom rejected on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of "housing readiness."

☐ Housing accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response system frequented by vulnerable people experiencing homelessness.

☐ Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without predetermined goals. Participation in services or program compliance is not a condition of permanent supportive housing tenancy. Rapid re-housing programs may require case management as condition of receiving rental assistance.

> **QUICK SCREEN:**
> Is Permanent Supportive Housing (PSH) *Housing First?*
>
> 1) Are applicants required to have income prior to admission?
>
> 2) Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?
>
> 3) Are tenants able to be evicted for not following through on their services and/or treatment plan?
>
> If the answer is "yes" to any of these questions, the program is <u>not</u> Housing First.

☐ Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.

Additional Elements Found in Advanced Models:

☐ Tenant selection plan for permanent supportive housing includes a prioritization of eligible tenants based on criteria other than "first come/first serve" such as duration/chronicity of homelessness, vulnerability, or high utilization of crisis services.

☐ Tenants in permanent supportive housing given reasonable flexibility in paying their tenant share of rent (after subsidy) on time and offered special payment arrangements (e.g. a payment plan) for rent arrears and/or assistance with financial management (including representative payee arrangements).

☐ Case managers/service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as motivational interviewing and client-centered counseling.

☐ Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of tenants' lives, where tenants are engaged in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.

☐ Building and apartment unit may include special physical features that accommodate disabilities, reduce harm, and promote health among tenants. These may include elevators, stove-tops with automatic shut-offs, wall-mounted emergency pull-cords, ADA wheelchair compliant showers, etc.

Housing First at the Community Level

☐ Emergency shelter, street outreach providers, and other parts of crisis response system are aligned with Housing First and recognize their roles to encompass housing advocacy and rapid connection to permanent housing. Staff in crisis response system services believes that all people experiencing homelessness are housing ready.

☐ Strong and direct referral linkages and relationships exist between crisis response system (emergency shelters, street outreach, etc.) and rapid re-housing and permanent supportive housing. Crisis response providers are aware and trained in how to assist people experiencing homelessness to apply for and obtain permanent housing.

☐ Community has a unified, streamlined, and user-friendly community-wide process for applying for rapid re-housing, permanent supportive housing and/or other housing interventions.

☐ Community has a coordinated assessment system for matching people experiencing homelessness to the most appropriate housing and services, and where individuals experiencing chronic homelessness and extremely high need families are matched to permanent supportive housing/Housing First.

☐ Community has a data-driven approach to prioritizing highest need cases for housing assistance whether through analysis of lengths of stay in Homeless Management Information Systems, vulnerability indices, or data on utilization of crisis services.

☐ Policymakers, funders, and providers collaboratively conduct planning and raise and align resources to increase the availability of affordable and supportive housing and to ensure that a range of affordable and supportive housing options and models are available to maximize housing choice among people experiencing homelessness.

☐ Policies and regulations related to permanent supportive housing, social and health services, benefit and entitlement programs, and other essential services support and do not inhibit the implementation of the Housing First approach. For instance, eligibility and screening policies for benefit and entitlement programs or housing do not require the completion of treatment or achievement of sobriety as a prerequisite.

☐ Every effort is made to offer a transfer to a tenant from one housing situation to another, if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

PROGRAM NAME:	
AGENCY NAME:	
DATE:	

FY2017 CONTINUUM OF CARE HOMELESS ASSISTANCE COMPETITION
APPLICATION FOR RENEWAL GRANT

Instructions:

Each agency participating in the renewal competition is expected to complete and submit one of these applications for each project they wish to renew. Application must include:

☐ A copy of the last "e-snaps" application for the project submitted to HUD. Applicant must review it and provide a marked-up copy with any changes to the city as part of complete application submission. (Please note that changes to the budget should be noted on the attached budget).

☐ A copy of the most recently completed Annual Performance Report (APR) for the most recent grant year. Please note: data for other time periods may be used by the city in developing performance scores for ranking of projects, subject to information in the HUD Notice of Funding Availability.

☐ A completed APPLICATION FOR RENEWAL GRANT form submitted with all required attachments including a housing first checklist (from the RFP) preferably in electronic format to Jennifer.Clarke@newbedford-ma.gov by the **application deadline: Friday, June 16, 2017 at 3:00PM.**

The project will be scored using the criteria as detailed within the RFP.

I. AGENCY AND PROJECT INFORMATION

Name of Applicant Agency:	
Project Name:	
HUD Grant Number:	
HUD Component Type:	☐ Permanent Housing ☐ Rapid Re-Housing
Total Amount Requested:	

Contact Information:

Project Contact Person:			
Job Title of Contact Person:			
Agency Mailing Address:			
Contact Phone Number:		**Fax number:**	
Email Address:			

II. APPLICATION CHECKLIST

☐ CoC Renewal Application
☐ Leverage Letter
☐ Match Letter

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO YOUR COMPLETED APPLICATION:

☐ 2017 (or most recent) Form 990 for Recipient (as applicable) and Subrecipient
☐ Most recent audited financial statement
☐ Documentation of Match and Leverage

III. RENEWAL PROJECT APPLICATION SUMMARY BUDGET

Eligible Costs			Total Assistance Requested for Grant Term (Applicant)
1a. Leased Units			$
1b. Leased Structures			$
2. Housing Relocation and Stabilization			$
3. Short-term/Medium-term Assistance			$
4. Long-term Rental Assistance			$
5. Supportive Services			$
6. Operating			$
7. HMIS			$
8. Sub-Total Costs Requested			$
9. Admin (Up to 10%)			$
10. Total Assistance plus Admin Requested			$
11. Cash Match			$
12. In-Kind Match			$
13. Total Match			$
14. Total Budget			$

IV. PROJECT NARRATIVE

1. SUMMARY: Provide a brief summary of your project in five sentences or less. Include information as to how the project works including collaborations.

1a. Describe how your project aligns with Opening Doors - the Federal Strategies to End Homelessness. www.usich.gov/opening_doors/

	Objective 1: Increase Progress towards Ending Chronic Homelessness	YES	NO
a.	Does the project prioritize client selection based on duration of homelessness and vulnerability?	☐	☐
b.	Does the project accept all clients regardless of substance use history, or current use?	☐	☐
c.	Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?	☐	☐
d.	Does the project accept clients regardless of criminal history?	☐	☐
e.	Does the project accept clients regardless of income or financial resources?	☐	☐
f.	Does the project use a harm-reduction model for drugs and/or alcohol use?	☐	☐
g.	Does the project include mandatory case management as a condition of remaining in the program?	☐	☐

Briefly explain any "no" answers for a-f, and "yes" answer for item g.

2. PERFORMANCE: Review the performance results in question #36 of the APR you are submitting with this application. In ten sentences or less, describe how your agency will work to maintain or increase performance metrics in the coming grant year.

3. AGENCY EXPERIENCE and CAPACITY: In ten sentences or less, tell how your organization has the capacity and resources to continue the proposed program and achieve/exceed your performance goals, noting deficiencies, if any.

V. FISCAL INFORMATION

1. Do you anticipate you will have unexpended funds at the expiration date of your current contract?

   ☐ Yes   ☐ No   If yes, how much? $_____

2. Have you had unexpended HUD funds at the expiration of grant terms in the past two (2) years?

   ☐ Yes   ☐ No   If yes, how much was unexpended?

   2013 $_____
   2014 $_____

3. Have you completed the attached budget worksheet/s for your project as provided and included that as Section III (Renewal Application Summary Budget) of your application packet?

   ☐ Yes   ☐ No

4. Have you provided a signed letter(s) by your agency or provided other documentation of public/private, and/or mainstream program funding that will, in aggregate, provide at least 150% leverage of the CoC grant award?

   ☐ Yes   ☐ No

5. If money was returned in the current or previous years, explain why dollars were returned and what will change in the coming year if renewal funding is granted to avoid this issue again?

VI. MATCH and LEVERAGED RESOURCES

PLEASE NOTE:

Final match and leverage letters are not due with this application. However, final letters will be required at the time of your w-snaps application and must be dated in accordance with HUD requirements.

MATCH
You will be required to provide a SIGNED LETTER(s) on agency letterhead detailing the source and amount of the required 25% match. Match can include in-kind components that are exclusively and directly part of the project and may be cash or non-cash (in-kind) resources provided by the recipient toward the actual costs of operating the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. Enter the Source, amount of your match and when the funds will be available for one year. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC Program interim rule.

LEVERAGE
It is a priority of the New Bedford CoC and HUD that all projects leverage both cash and in-kind resources. HUD scores continuums across the country based on the leveraged resources brought to each project; therefore, it is in the New Bedford's CoC's best interest to account for and provide information on all leveraged resources for all projects.

Once guidance is provided regarding the specifics concerning the date needed on leveraging letters, you will be required to scan and attach signed agreements, letters, MOU or other documented evidence of each contribution with an email to the city's Department of Planning, Housing & Community Development. Commitment letters must be on letterhead, signed and dated by an authorized representative and will, at a minimum, be required to contain the following elements:

      1. Type of contribution (e.g. cash, child care, case management, etc.);
      2. Name of organization providing the contribution;
      3. Amount/ Cash Value of contributions.

VII. AGENCY QUESTIONNAIRE

Please check either yes or no to the questions below:

	Yes	No
In the past ten (10) years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, or the State Attorney General?	☐	☐
Have you completed the annual update to your organization's registration with the federal government at www.sam.gov	☐	☐
Have all due IRS 990 filings been submitted to the IRS?	☐	☐
Does your organization currently have any unresolved fiscal reporting, or program issues with any of its funding sources?	☐	☐
Have you attached all of the materials required on page 1 of this application?	☐	☐

VIII. ASSURANCES

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant agrees to complete the HUD Project Application forms with the same information as contained in this application unless the Application Review Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.

- Applicant agrees to participate fully in the New Bedford Continuum of Care's Homeless Management Information System (HMIS) and coordinated entry system.

- Applicant understands that HUD CoC funded homeless projects are monitored by City of New Bedford as the CoC lead. This can include an annual site visit and submission annually of the applicant's most recent Annual Performance Reports (APR) submitted to HUD and most recent audited financial statement.

If awarded funding, the applicant agrees to inform the City of New Bedford when the following occurs:

- Organization has staff vacancies that are of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;

- Changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD and agrees to bring these to the city's DPHCD for approval prior to the final 30 days of the grant year;

- Any increase/decrease in match or leveraged funding for the project that could affect the projected number of participants served, services provided, ability to meet matching and/or leveraging requirements, etc. and

- Significant delays in the start-up or operation of a project.

Name: (please type)	
Title:	
Phone:	
Email:	
Signature of Authorized Representative: ☐ "X" indicates electronic signature submitted	
Date:	

Do not forget to include a completed Housing First Checklist as presented in the RFP.

New Bedford Continuum of Care Request for Proposals (RFP):
New Permanent Supportive Housing and Rapid Re-housing projects
FY2017 HUD NOFA Application

This is the application for New Bedford Continuum of Care (CoC) Program Competition new permanent housing projects, including both Permanent Supportive Housing and Rapid Re-Housing through the U.S. Department of Housing and Urban Development (HUD) Federal Fiscal Year 2017 CoC Program Competition. Based on previous funding, the New Bedford CoC expects that all CoCs may apply for new projects through the Permanent Housing Bonus at up to 5 percent of the CoC's Final Pro Rata Need (FPRN). This amounts to approximately $1,684,939 in New Bedford.

Additional funds may also be available through the reallocation process as determined by the Performance Review Committee (PRC). Housing Bonus and reallocation funds will be available for the following types of new projects through the FY17 CoC Program Competition Notice of Funding Available (NOFA) (Please note: the following are projects that HUD will accept in the FY17 Application, (they do not necessarily reflect New Bedford CoC priority):

- New Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families (including youth/young adults 1 experiencing chronic homelessness).

- New Rapid Re-Housing (RRH) projects that will serve homeless individuals and families (including youth) coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless.

- Joint Transitional Housing (TH) and Rapid Re-Housing component projects that will combine the TH and RRH components into a single project to serve individuals and families experiencing homelessness. Joint TH and RRH projects will provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. Projects must have the capacity to provide both kinds of assistance to each participant.

The PRC Committee will recommend new projects to be put forward with the New Bedford CoC FY17 Application to HUD. Recommended projects will go through the PRC committee ranking process and be subject to final approval by the governing board of the CoC, the Homeless Service Provider Network (HSPN).

HUD will make final decisions regarding awards via the national competition. Please note that this application is based on the best information that is currently available and the PRC Committee may need to revise the requirements described below and/or request additional information after the NOFA is released.

The deadline for submission of this application is Friday June 16, 2017 by 3:00 PM

Steps to apply:
All information is required. The CoC reserves the right not to review:

- Incomplete applications;
- Projects that do not meet all eligibility requirements; and
- Projects that do not meet threshold requirements.

There will be a project review meeting for applicants to present project proposals to the PRC committee, and the city of New Bedford. These meetings will be held at the Department of Planning, Housing and Community Development (DPHCD), located at 608 Pleasant Street, New Bedford, MA.

Only emailed proposal packets will be accepted. NO EXTENSIONS WILL BE GRANTED.

Project Requirement and Priorities

Eligible activities/projects for the Funds:
- All projects must be Permanent Supportive Housing, Rapid Re-Housing, or joint Transitional Housing and Rapid Re-Housing component projects.
- Projects can request funds for:
    - PSH: rental assistance, leasing, operating, construction, acquisition, rehabilitation;
    - RRH: rental assistance (must be tenant-based –TBRA);
    - Joint TH and RRH: construction, rehabilitation, acquisition, leasing, operating, rental assistance (must be tenant-based – TBRA); and
    - All Projects may request funds for the following line items: Supportive Services, HMIS, and Administration.

- Term – Projects may request up to 1 year of funding for rental assistance, operating, or supportive services and capital funds. The New Bedford CoC reserves the right to change the maximum allowable term for final applications submitted to HUD based on NOFA requirements and/or strategic priorities such as those aimed at maximizing federal funding.
- PSH projects cannot combine the following types of assistance in a single structure or housing unit:
    - Leasing and acquisition, rehabilitation, or new construction;
    - Tenant-based rental assistance and acquisition, rehabilitation, or new construction;
    - Short or medium-term rental assistance and acquisition, rehabilitation, or new construction;
    - Rental assistance and leasing; and
    - Rental assistance and operating.

- Recipients and subrecipients of HUD CoC funds must comply with HUD and New Bedford CoC Conflict of Interest requirements, including:
    - Projects cannot use leasing funds in buildings owned by the recipient, subrecipient, their parent organization(s), a staff or board member relative or business associate;
    - The owner of a unit or his/her subordinate may not conduct Housing Quality Standard, Rent Reasonableness or lead-based paint visual inspection; and
    - Staff, persons with whom staff has immediate family or business ties and board members are prohibited from accruing any financial interest/benefit from CoC assisted activities during their tenure with the organization and for one year following tenure.

Applications must demonstrate:

- o A plan for rapid implementation of the program; the project narrative must document when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.
- o A connection to mainstream service systems, specifically:

- That activities are in place to identify and enroll all Medicaid-eligible program participants; AND
- Whenever possible, that the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). Medicaid- financed health services provided in a hospital setting do not qualify. Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, they must demonstrate that the project leveraged non-Medicaid resources available in the CoC's geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.

Eligible populations:
Permanent Supportive Housing (PSH):

- All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD.
- Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.
- Disabilities: All projects must serve exclusively disabled households as defined by HUD.

Rapid Re-Housing (RRH):

- All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or meeting the criteria of paragraph (4) of the HUD definition of homeless.
- Persons in transitional housing are not eligible for either project type, even if they met the criteria described above prior to entering the Transitional Housing (TH) Program, unless they meet the criteria of category 4 definition of homelessness. A household would meet category 4 of the definition of homeless if they are fleeing or attempting to flee from domestic violence and meet all other requirements, **regardless of where they are residing.**

Joint Transitional Housing (TH) and Rapid Re-Housing (RRH) Component Projects:

- Individuals and families experiencing homelessness (more details will be available subsequent to the release of the FY2017 CoC NOFA).

Instructions:
Each agency participating in the FY2017 competition is expected to complete and submit one application for each project they wish to create. This Application for New Project Funding must include:

☐ **DEADLINE - Agencies desiring to submit a new projects must submit a completed application packet including required attachments to the city by 3:00pm on June 16, 2017.** Submit all documents in PDF electronic format (preferably by email) to the City of New Bedford's Department of Planning, Housing and Community Development, (DPHCD) attention Jennifer Clarke, Deputy Director, either via e-mail jennifer.clarke@newbedford-ma.gov or in person at the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, Massachusetts.

Projects selected for submission with the New Bedford CoC FY17 Application to HUD will be required to submit an application electronically via e-snaps. Details regarding those requirements will be announced subsequent to the release of the NOFA.

The project will be scored using the criteria as detailed within the RFP.

I. AGENCY AND PROJECT INFORMATION

Name of Applicant Agency:	
Project Name:	
Project Location: *(Physical address of the project; if project is scattered site, write "scattered site.")*	
HUD Component Type:	☐ Permanent Housing ☐ Rapid Re-Housing
Total Amount Requested:	
Agency DUNS Number:	**Tax ID or EIN** (format: 12-3456789)

Project Contact Information:

Project Contact Person:			
Job Title of Contact Person:			
Agency Mailing Address:			
Contact Phone Number:		**Fax number:**	
Email Address:			

# of Units Proposed:		**# of Beds Proposed:**	

II. PROJECT APPLICATION SUMMARY BUDGET

Eligible Costs			Total Assistance Requested for Grant Term (Applicant)
1a. Leased Units			$
1b. Leased Structures			$
2. Housing Relocation and Stabilization			$
3. Short-term/Medium-term Assistance			$
4. Long-term Rental Assistance			$
5. Supportive Services			$
6. Operating			$
7. HMIS			$
8. Sub-Total Costs Requested			$
9. Admin (Up to 10%)			$
10. Total Assistance plus Admin Requested			$
11. Cash Match			$
12. In-Kind Match			$
13. Total Match			$
14. Total Budget			$

III. PROJECT NARRATIVE

1. <u>SUMMARY</u>: Please provide a brief summary of your project. What data/evidence do you have as to the need within this CoC and how does your project meet that need? *[Character limit 1500]*

1a. Describe how your project aligns with Opening Doors - the Federal Strategies to End Homelessness. www.usich.gov/opening_doors/.

	Objective 1: Increase Progress towards Ending Chronic Homelessness	YES	NO
a.	Does the project prioritize client selection based on duration of homelessness and vulnerability?	☐	☐
b.	Does the project accept all clients regardless of substance use history, or current use?	☐	☐
c.	Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?	☐	☐
d.	Does the project accept clients regardless of criminal history?	☐	☐
e.	Does the project accept clients regardless of income or financial resources?	☐	☐
f.	Does the project use a harm-reduction model for drugs and/or alcohol use?	☐	☐
g.	Does the project include mandatory case management as a condition of remaining in the program?	☐	☐

Briefly explain any "no" answers for a-f, and "yes" answer for item g.

1b. TARGET POPULATION: Describe the target population(s) served by this project. Why do they need the proposed assistance provided by this project? (Include age, gender, special needs, etc.). *[Character limit 1500]*

2. **PRIORITIZING HIGHEST NEED:** Project applicant must demonstrate that the proposed program will first serve the chronically homeless according to the order of priority established in Section III.A. of Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status. To receive full points, the applicant must clearly describe the system it currently uses to determine severity of need for the chronically homeless, its process for prioritizing persons with the most severe needs, and the outreach process used to engage chronically homeless persons living on the streets and in shelter. [Character limit 1500]

3. **HOUSING FIRST APPROACH:** *[Character limit 1500]*

   a. Please check any of the following situations in which a tenant in your proposed housing would NOT be terminated:

Failure to participate in supportive services	☐
Failure to make progress on a service plan	☐
Loss of income or failure to improve income	☐
Being a victim of domestic violence	☐
Other activity not covered in typical lease agreement	☐
None of the above	☐

   b. Demonstrate the agency's understanding of the Housing First approach and the extent to which a Housing First model will be used in operating the proposed housing. To receive full points in this section, the applicant must also demonstrate it has experience in operating a successful Housing First Program, clearly describe the proposed program design and identify how it meets the definition of Housing First as described in Section III.A.3.d. of the FY 2016 CoC Funding Notice.

4. **MAINSTREAM SERVICES**: Applicants must demonstrate the extent to which the project is fully leveraging mainstream resources for supportive services. To receive full points, applicants must demonstrate the leveraging of available Medicaid resources. Applicants should demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible program participants regardless of whether the project applicant's state is participating in Medicaid expansion under the Affordable Care Act; and that the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. *[Character limit 1500]*

5. **LEVERAGING**: Applicants will receive points based on the extent to which the project will leverage additional resources to develop a comprehensive project that meets the needs of the chronically homeless and ensure successful program outcomes. To receive full points, applicants must demonstrate on the chart that the cash or in-kind value of leveraged commitments is at least 150 percent of the total request to HUD. Describe how the proposed program will meet or exceed this threshold. *[Character limit 1500]*

6. **AGENCY EXPERIENCE and CAPACITY**: In ten sentences or less, tell how your organization has the capacity and resources to continue the proposed program and achieve/exceed your performance goals, noting deficiencies, if any.

IV. PROJECT ELIGIBILITY TYPE

Eligible Types for NEW CoC Projects-Permanent Housing Bonus (*Pick one main category and answer questions specific to that selection*):

☐ **Permanent Housing - Permanent Supportive Housing** *(100% Chronic Homelessness)*

    ☐ Tenant-Based Rental Assistance[RA]   ☐ Sponsor-Based RA   ☐ Project-Based RA

    ☐ Project-Based/Leasing *[leases building/units]*   ☐ Project-Based/Operations *[owns building]*

    Rental Assistance Administrator:
    ☐ Local PHA   ☐ Unit of Local Government   ☐ State

    Pick one or more: ☐ Individuals ☐ Families   ☐ Unaccompanied Youth (18-24)

    Pick one or more: ☐ Severe/Persistent Mental Health

                         ☐ Chronic Substance Abuse Disorder

                         ☐ Other:

☐ **Permanent Housing - Rapid Re-housing** *(Tenant Based Rental Assistance only/Literally Homeless)*

    Pick one or more: ☐ Individuals ☐ Families   ☐ Unaccompanied Youth (18-24)

                         ☐ Fleeing Domestic Violence

☐ **Joint Transitional Housing & Rapid Re-Housing** (*Individuals and families experiencing homelessness - more details will be available subsequent to the release of the FY2017 CoC NOFA*).

    Pick one or more: ☐ Individuals ☐ Families   ☐ Unaccompanied Youth (18-24)

                         ☐ Fleeing Domestic Violence

    Rental Assistance Administrator:
    ☐ Local PHA   ☐ Unit of Local Government ☐ State

All proposals, regardless of selections above, must complete the following: [*check all appropriate boxes*]

Low Barrier- Are participants screened based upon any of the following?
    ☐ Too Little or No Income

    ☐ Active or History of Substance Abuse

    ☐ Criminal record with exceptions for state-mandated restrictions

    ☐ History of domestic violence (e.g. lack of a protective order, period of separation from abuser,

         or law enforcement involvement)

    ☐ None of the Above

If your program is selected will it....	YES	NO
Quickly move participants into Permanent Housing (PH)?	☐	☐
Require participants to live in a particular structure/unit/locality?	☐	☐
Use an existing homeless facility or activities?	☐	☐
Have at least 80% of CoC PH participants remain in or exit to PH destinations?	☐	☐
Actively participate in New Bedford's Coordinated Entry?	☐	☐
Actively participate in New Bedford's HMIS?	☐	☐
Ensure that a 25% match requirement is met?	☐	☐
Ensure that the project will leverage at least 200% of the requested funding?	☐	☐

V. FISCAL INFORMATION

1. Has your agency had unexpended HUD funds at the expiration of grant terms in the past two (2) years for any HUD-funded program?

    ☐ Yes   ☐ No   If yes, how much was unexpended?
    2015 $_____
    2016 $_____

2. Have you completed the attached budget worksheet/s for your project as provided and included that as Section II (Project Application Summary Budget) of your application packet?

    ☐ Yes   ☐ No

3. Have you provided a signed letter(s) by your agency or provided other documentation of public/private, and/or mainstream program funding that will, in aggregate, provide at least 150% leverage of the CoC grant award?

    ☐ Yes   ☐ No

VI. MATCH and LEVERAGED RESOURCES

PLEASE NOTE:

Final match and leverage letters are not due with this application. However, final letters will be required at the time of your e-snaps Application and must be dated in accordance with HUD requirements.

MATCH
You will be required to provide a SIGNED LETTER(s) on agency letterhead detailing the source and amount of the required 25% match. Match can include in-kind components that are exclusively and directly part of the project and may be cash or non-cash (in-kind) resources provided by the recipient toward the actual costs of operating the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. Enter the Source, amount of your match and when the funds will be available for one year. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC Program interim rule.

LEVERAGE
It is a priority of the New Bedford CoC and HUD that all projects leverage both cash and in-kind resources. HUD scores continuums across the country based on the leveraged resources brought to each project; therefore, it is in the New Bedford's CoC's best interest to account for and provide information on all leveraged resources for all projects.

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1. Type of contribution (e.g. cash, child care, case management, etc.);
2. Name of organization providing the contribution;
3. Amount/ Cash Value of contributions.

VII. AGENCY QUESTIONNAIRE

Please check either yes or no to the questions below:

	Yes	No
In the past ten (10) years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, or the State Attorney General?	☐	☐
Have you completed the annual update to your organization's registration with the federal government at www.sam.gov	☐	☐
Have all due IRS 990 filings been submitted to the IRS?	☐	☐
Does your organization currently have any unresolved fiscal reporting, or program issues with any of its funding sources?	☐	☐
Have you attached all of the materials required on page 1 of this application?	☐	☐

VIII. ASSURANCES

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant agrees to complete the HUD Project Application forms with the same information as contained in this application unless the Application Review Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.

- Applicant agrees to participate fully in the New Bedford Continuum of Care's Homeless Management Information System (HMIS) and coordinated entry system.

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If awarded funding, the applicant agrees to inform the City of New Bedford when the following occurs:

- Organization has staff vacancies that are of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;

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- Any increase/decrease in match or leveraged funding for the project that could affect the projected number of participants served, services provided, ability to meet matching and/or leveraging requirements, etc. and

- Significant delays in the start-up or operation of a project.

Name:	
Title:	
Phone:	
Email:	
Signature of Authorized Representative: ☐ "X" indicates electronic signature submitted	
Date:	

Do not forget to include a completed Housing First Checklist as presented in the RFP.

Match Guidance:

- Per the HEARTH Interim Rule (24 CFR 578.73), match must equal at least **25 percent of the total grant request including admin costs but excluding leasing costs** (i.e., any funds identified for Leased Units and Leased Structures). For example, if the 'total assistance requested' is $100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $25,000. For example, if the 'total assistance requested' is $100,000, of which $50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $12,500 (i.e. , ($100,000 Total Assistance - $50,000 Leasing)*.25).

- HUD expects that the full match amount committed in the application is met and would monitor based on that amount. Match that exceeds the minimum requirement should be used to meet the leverage requirements described below.

- The total match requirement can be met through **cash, in-kind, or a combination** of the two.

- Match must be used for **eligible costs** for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).

- **Cash sources.** A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

- The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.

- If match is provided through **in-kind sources** from a third party, it must be documented by an **MOU** between the recipient or subrecipient and the third party that will provide the services. Services provided by individuals must be **valued at rates consistent** with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the **unconditional commitment**, except for selection to receive a grant, by the third party to provide the services, the **specific service** to be provided, the **profession** of the persons providing the service, and the **hourly cost** of the service to be provided.

- During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, **records documenting the service hours provided.**

- **To qualify as match, funds must come to and be disbursed by the grantee.** If benefits are paid directly to program participants, the funding is not going through the agency's books and it cannot be counted as match.

- Tenant rent payments or public benefits participants receive **may not be used as match**. When the rents are paid directly to the sponsor agency, it is considered to be 'program income' and program income cannot be used as match. Similarly, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such as SSI, do not go to the grantee and cannot be used as match.

Written Standards:

As required by HUD, the New Bedford CoC has adopted written standards. All CoC Program funded projects must comply in full with the applicable standards. The current written standards are available at http://www.nbhspn.com/nbhspn/wp-content/uploads/2016/10/COC-WRITTEN-STANDARDS-2016-FINAL.pdf. All CoC Program funded projects must also comply with all HUD regulations and NOFA requirements established for the CoC Program. The current HUD regulations the govern the CoC Program may be found at: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf

CoC Program funded projects may also be subject to additional criteria as set forth in annual competitive application processes administered by the New Bedford CoC in conjunction with HUD's annual CoC program competitions. All applicants are responsible for reviewing our written standards in their entirety.

ATTACHMENT #1
New Bedford CoC ■ MA-505

CoC Consolidated Application:
Evidence of the CoC's communication to rejected participants
(or those whose projects were reduced)

City of New Bedford

Department of Planning, Housing & Community Development

608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500   Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Susan Mazzarella, M.A., L.S.W.
Chief Executive Officer
Catholic Social Services
1600 Bay Street
P.O. Box M/So. Station
Fall River, MA 02724

RE: APPLICATION FOR RENEWAL
        TRANSITION TO STABILITY RRH

Dear Ms. Mazzarella:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Catholic Social Services submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. Past financial spend-down challenges, combined with the final project scoring was such that a $45,000 portion of Catholic Social Services' "Transition To Stability" program was reallocated to another project. The scoring was such that the Transition to Stability program ranked as eighth in the CoC's rankings.

As a result, Catholic Social Service's proposed renewal program will be included in this year's CoC application as a project split between Tier 1 (at an amount of $53,800) and Tier 2 (representing the project balance of $101,096).

We look forward to working with you to ensure this program's increased success going forward. Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

2017 CoC Consolidated Application: Public Posting Evidence
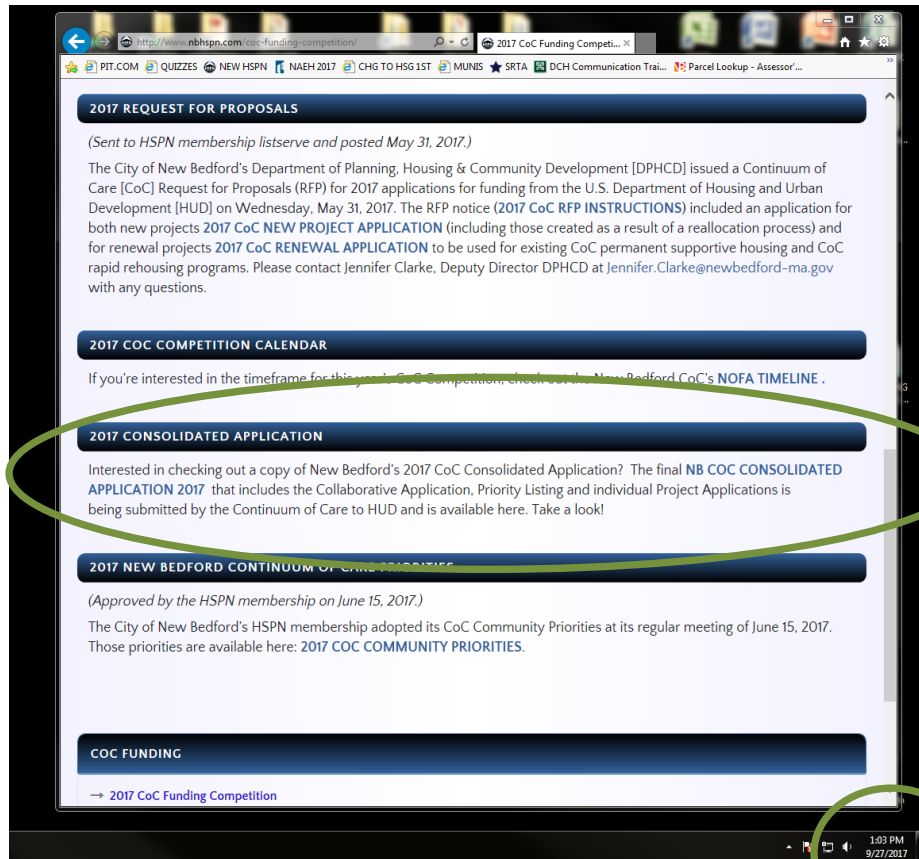
Posting of the complete Consolidated Application was placed as a link on the NB HSPN website on September 27, 2017.

ATTACHMENT #4

New Bedford CoC ▪ MA-505

CoC Rating and Review Procedure:
Public Posting Evidence

Included in this attachment:

⌗ Screenshot from August 1, 2017 of the HSPN (New Bedford CoC) website page showing the **public posting of the Rating and Review Procedure** (*Rank and Review Process)*.

⌗ Screenshot from August 18, 2017 of the HSPN website page showing the **2017 Ranking of Proposals**.

⌗ Screenshot from August 18, 2017 of the **Final 2017 CoC Rank and Order of Projects.**

⌗ The **Final 2017 CoC Rank and Order of Projects** (*full size of linked document*).

Screenshot from August 1, 2017 of the HSPN website (WWW.NBHSPN.COM)
showing the public posting of the 2017 Rating and Review Process
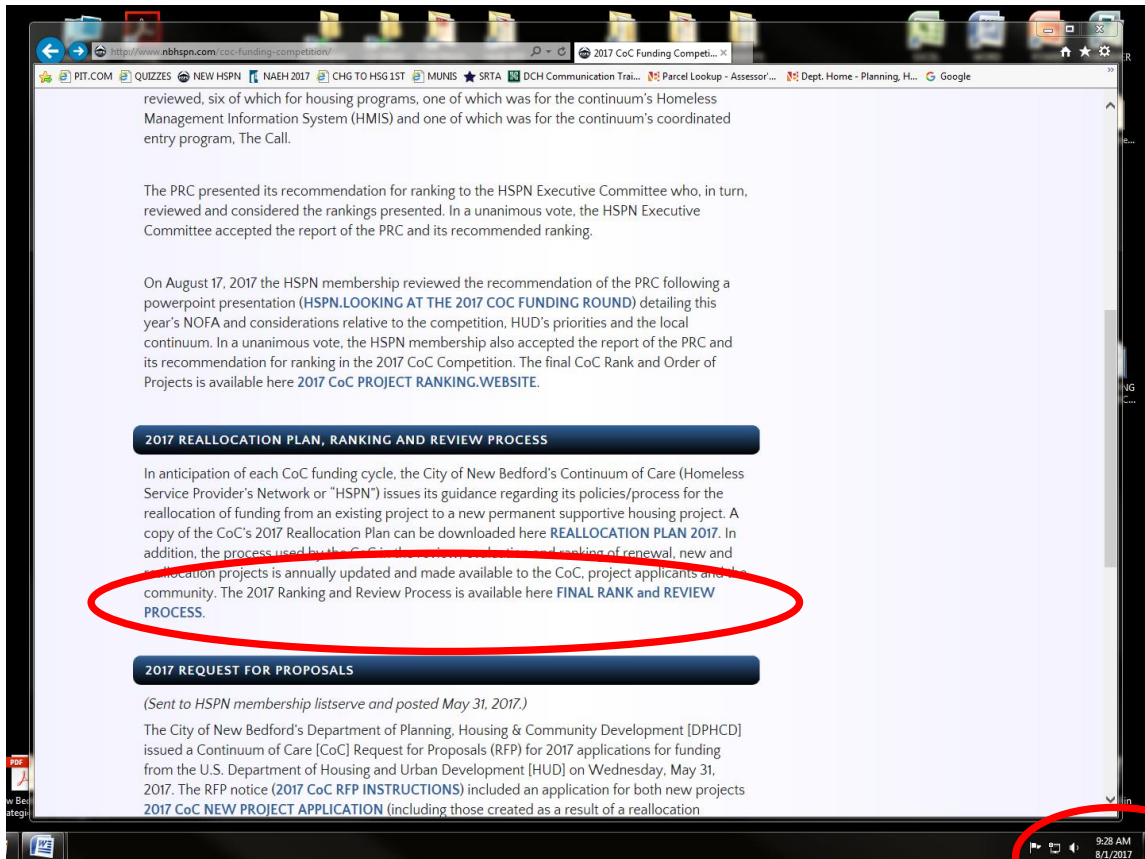
Evidence of posting
(*August 1.2017*)

Screenshot from August 18, 2017 of the HSPN website (WWW.NBHSPN.COM)
showing the public posting of the 2017 Ranking of Proposals.
(Actual linked ranking document follows immediately thereafter).

Evidence of posting
(*August 18.2017*)

The final 2017 CoC Rank and Order of Projects (*full size of linked document*).
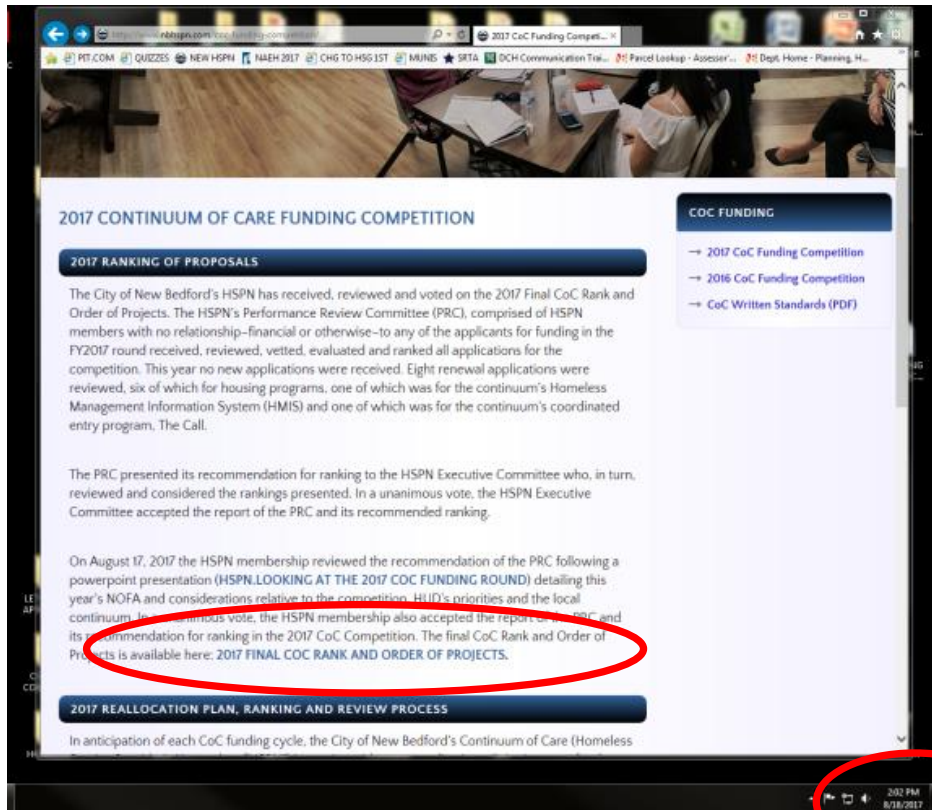
FY2017 Final CoC Rank and Order of Projects

RANK	PROJECT NAME	PROJECT TYPE	FUNDING
REALLOCATION and RENEWAL PROJECTS (RATED ON A SCALE OF 100 POINTS)			
1	HMIS New Bedford 2.0	HMIS	$ 45,000
2	HMIS New Bedford	HMIS	$ 29,524
3	Welcome Home	PH	$ 170,590
4	Family Preservation Program	PH	$ 260,920
5	The Call	SSO	$ 46,757
6	Step Up	PH	$ 277,130
7	Portico	PH	$ 591,092
8	Prism	PH	$ 109,030
9	Transition to Stability	RRH	$ 53,800
	TOTAL TIER 1		**$ 1,583,843**
9	Transition to Stability	RRH	$ 101,096
	SUB TOTAL TIER 2		**$ 101,096**
BONUS PROJECTS (RATED ON A SCALE OF 100 POINTS)			
	There were no new projects submitted.		
	SUB TOTAL TIER 2 (Top ranking bonus project, only)		**$ -**
	TOTAL TIER 2		**$ 101,096**

New Bedford Prelimimary Pro Rata Need	$1,849,954
New Bedford Annual Renewal Demand *(ARD)*	$1,684,939

Amount Available for Tier 1 *(94% of ARD)*	$1,583,843
Total Amount Being Requested for Tier 1	**$1,583,843**
Amount Available for Bonus	$110,997
Difference Between ARD and Tier 1	$101,096
Amount Available for Tier 2 *(Difference between the ARD and Tier 1 + Bonus)*	$212,093
Total Amount Being Requested for Tier 2 *(Tier 2 + Bonus)*	**$101,096**

Unranked: Planning Grant	$55,499

NOTES:

- The projects ranked 1 - 9 above were ranked and rated according to the City of New Bedford's Ranking and Review process.
- The new project allowance ($110,997) *plus* the Tier 2 available amount together constitute the TOTAL amount for Tier 2.
- No new projects were submitted for consideration in this round.

This FY17 Final Rank and Order of Projects was presented by the New Bedford CoC's (Homeless Service Providers Network [HSPN]) Performance Review Committee at the August 17, 2017.

Background

The U.S. Department of Housing and Urban Development (HUD) requires that CoCs careful evaluate and review all renewal projects and to 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 not available.

A. Reallocation Policy

All renewal projects are reviewed by the Department of Planning, Housing and Community Development (DPHCD) and the Performance Review Committee (PRC) of the Homeless Service Provider Network (HSPN) to determine how the project performed and determine if a project should be considered for reallocation. The HSPN develops annual performance standards for all programs and the review of performance through quarterly and annual performance reports is integral to the evaluation process. The DPHCD staff monitors all programs through review of quarterly reports and comprehensive assessment of agency capacity and ability to implement performance measure goals and objectives. The DPHCD provides technical assistance to the PRC to assist in the overall evaluation process.

The recommendation for reallocation is based on any one of the following HUD criteria and the overall score of the project evaluation:

1) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
2) Audit finding(s) for which a response is overdue or unsatisfactory;
3) History of inadequate financial management accounting practices;
4) Evidence of untimely expenditures on prior award;
5) History of other major capacity issues that have significantly impacted the operation of the project and its performance;
6) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month;
7) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes; or
8) Programs did not consistently meet the CoC performance measures.

B. Involuntary and Voluntary Reallocations

Involuntary Reallocations are primarily based on two criteria:

- Programs that have the lowest score in the evaluation process
- Programs that have unspent funds in the most recent FY ending.

The PRC will evaluate and determine if programs will have a full or partial reallocation of funding. Well performing programs that have unspent funding will be subject to review of possible partial reallocation of unspent funds.

All funds freed through involuntary reallocations may be made available for one or more new projects. If no new project applications are submitted, funds will remain available for the original renewal projects.

Project applicants that are subject to partial involuntary reallocation must develop a plan to continue with their renewal project, with the reduced level of funding. This includes HUD contract compliance for numbers of persons served and the types of services provided. It may be possible to seek a contract amendment from HUD for some changes; applicants should contact their HUD representative to discuss any options for amendment. If the reduction in funding will result in loss of assistance for persons currently served by the program, the applicant must develop a transition plan for these persons.

C. Voluntary Reallocation

For projects not listed above for involuntary reallocation, an applicant may choose to reallocate funds from an existing renewal project, to free additional funds for one or more new projects. If the same applicant wishes to apply for a new project using those same funds, the following parameters apply:

- The applicant may choose to reallocate all or a portion of their renewal funds to create the new project.
- The applicant will have "first rights" to the funds that are freed as a result.

The applicant may also choose to compete for a portion or all of the funds available to the CoC through involuntary reallocation of other projects or bonus funds.

Through the reallocation process, the CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in New Bedford. The CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds.

CITY OF NEW BEDFORD CONTINUUM OF CARE
HOMELESS SERVICE PROVIDER NETWORK (HSPN)

Governance Bylaws - Established February 2003;
Amended March 21, 2013 and August 18, 2016

ARTICLE I: INTRODUCTION, PURPOSE and MISSION

Section 1.0: Introduction

The City of New Bedford coordinates a comprehensive response to homelessness through an organized Continuum of Care process. This Continuum of Care [CoC] is rooted in the City's Homeless Service Providers' Network (HSPN), a collective of community organizations, agencies, and individuals committed to working together to end homelessness.

New Bedford's CoC encompasses the entire range of services and housing needed to prevent and eliminate homelessness in the City. The HSPN, as the CoC's membership component, works to create a strategic and efficient system that includes preventative services, emergency shelters and permanent housing.

To support these efforts on an annual basis, the U.S. Department of Housing and Urban Development (HUD) issues a Notice of Funding Availability (NOFA) that competitively seeks applications for Continuum of Care for permanent housing for persons who are experiencing homelessness according to HUD definitions and meet the eligibility criteria and priorities as defined within CoC's written standards as amended. This NOFA requires evidence that the Continuum of Care coordinates a community-driven strategic approach relying on a series of performance targets that will ultimately lead to the elimination of homelessness within the CoC. As the HSPN regularly meets and works on issues, strategies, and active solutions from its membership in addressing homelessness, the City of New Bedford, through its Continuum, has successfully applied for and received HUD funding since 1996.

These bylaws have been developed in order to minimize questions of procedure, expectation, and responsibility within the HSPN, thereby ensuring that the work of the HSPN remains on target and focused on the product and its substance in the future.

Section 1.1: Purpose

The HSPN is the membership component of the City of New Bedford's Continuum of Care for outreach to vulnerable populations and to ensure the movement of those individuals and families through a compassionate system of housing and support into permanent independent housing. In so doing, the HSPN strives to:

1) Provide a network which shares ideas, concerns, and resources applicable to homeless issues and to foster collaboration in addressing the needs of the homeless;

2) Increase community awareness and dialogue as to precipitators of homelessness, the needs of those experiencing homelessness and ways to strategically end homelessness in this community.

3) Participate actively in state and local advocacy for homeless issues. It does so by adhering to its mission statement, which was revised and adopted by the membership in 2003.

Section 1.2: Mission Statement

"To advocate on behalf of homeless individuals and families by enlisting the cooperation of homeless providers and organizations, to improve the accessibility of existing public resources, to maintain statistical data on the homeless population, and to provide supportive services and empowerment strategies to allow these individuals and families to be

integrated into the community through a compassionate continuum of care system. The HSPN is committed to the concept that each person is entitled to live in dignity."

Section 1.3: Responsibilities
1) <u>Continuum of Care Planning</u> – The HSPN, acting through its administrative agent, New Bedford's Department of Planning, Housing & Community Development, ensures the implementation and coordination of a housing and service system that encompasses the following:
    - Outreach, engagement, and assessment;
    - Shelter, housing, and supportive services;
    - Prevention strategies

2) <u>Point-in-Time Count</u> – The HSPN conducts at least a biennially point-in-time count of homeless persons within the Continuum of Care

3) <u>Gaps Analysis</u> – The HSPN conducts a periodic gaps analysis of the homeless needs and services available within the Continuum of Care

4) <u>Consolidated Plan</u> – The City of New Bedford's Department of Planning, Housing & Community Development, in its role as the CoC administrator and collaborative applicant, will solicit input from the HSPN relating to the homeless needs assessment and homeless facilities components of the Consolidated Plan

5) <u>Emergency Solutions Grant Consultation</u> – The HSPN will consult with the Commonwealth of Massachusetts and the City of New Bedford's Emergency Solutions Grants program on the city's plan for allocating Emergency Solutions Grants program funds and reporting and evaluating the performance of Emergency Solutions Grants program recipients

6) <u>Preparing an application for funds</u> - The City of New Bedford's Department of Planning, Housing & Community Development is recognized as the HUD Collaborative Applicant and is responsible for overseeing the HSPN's development of applications and the approval and submission of applications in response to a NOFA published by HUD annually

7) <u>Other tasks and projects as identified</u>

Article II: <u>Members and Membership Meetings</u>

The HSPN membership is open to organizations including those state and local agencies, public housing authorities, non-profit organizations, business entities, legal /law enforcement, faith-based organizations, developers, educational, victim service providers, school districts, mental health agencies, hospitals and medical communities, organizations that serve veterans, homeless and formerly homeless individuals and other related organizations, community groups and interested citizens that are part of the City's Continuum of Care and are involved in anticipating, addressing, working with and remediating homelessness and its precipitating factors within New Bedford.

Interested individuals or organizations may obtain a Membership Application from the HSPN's website or through the HSPN Administrative Agent (the City's Department of Planning, Housing & Community Development). New members must be approved by the HSPN Executive Committee at a regularly scheduled Executive Committee Meeting. Each member organization shall have one vote in HSPN business.

In addition to these organizations, the HSPN also invites individuals who are either currently, or have previously experienced homelessness, to participate as members; although in order to ensure privacy and confidentiality, the HSPN does not maintain a roster of such names unless given the authority to do so by the individual.

Governing Rules of Order: Unless otherwise specified by these bylaws, the HSPN will be governed by Robert's Rules of Order. Meetings of the HSPN are public meetings and are open to all, whether or not they are a member.

Section 2.0: Levels of Membership

Only active members are given a voice in the decision-making progress for issues brought before the HSPN (affording one vote per member organization and homeless consumer on issues requiring a vote). Such issues may include the identification of homeless needs and prioritization of projects for the annual Continuum of Care application. Active membership also allows organizations access to federal homelessness funds received from HUD and administered by the City of New Bedford Department of Planning, Housing and Community Development; only HSPN members in good standing may qualify to submit proposals for HUD funding.

Section 2.1: Membership Agreement

The HSPN Membership Agreement is an annually signed pledge of commitment to participate in the HSPN and serves as the basis of voting membership in the network. Membership agreements should be distributed, executed, and returned to the HSPN Chair or designee. Membership is held either by an organization, agency or office (rather than individually by employees or members of those entities) and is also held individually only by those who are, or formerly were, homeless or in other circumstances as may be determined by the HSPN Executive Committee. In order to retain the privilege of being a voting member, an organization or homeless consumer must maintain active membership in the HSPN.

Section 2.1.1: Member

A member is any organization matching the above criteria who agrees to the obligations and privileges of being a member of the HSPN. Such agreement is formalized by completing and signing a Membership Agreement. Attendance at seventy-five percent (75%) of the regular monthly HSPN meetings is encouraged. An organization is defined as a provider of services to assist homeless persons toward self-sufficiency. An organization that provides funding for homeless services is also eligible for membership.

Section 2.1.2: Non-Voting Member

A Non-Voting Member is one who does not have voting rights.

a) A member organization, as identified in Section 2.1, may choose to be a non-voting member. They will retain all other benefits of membership.

An individual or organization that does not meet the organization definition in Section 2.1 may join as a non-voting member, as long as they subscribe to the purposes and basic policies of the HSPN.

Section 2.1.3: Representatives and Alternates

Each member organization may have one or more representatives. Organizations may have more than one individual attend meetings; however the organization must designate only one representative for voting purposes.

Section 2.2: Resignation of Members

Any member organization may resign from the HSPN by delivering a written resignation to the HSPN Chair or designee.

Section 2.3: Termination of Membership

Membership in the HSPN may be terminated for any action by a member who repeatedly violates the mission, spirit or purpose of the HSPN. Removal based on detrimental actions shall require the affirmative vote of three-quarters (¾) of the HSPN's Executive Committee a part of which must include the City of New Bedford's Department of Planning, Housing & Community Development representatives on the Executive Committee. At the meeting, the member shall be entitled to respond to the stated reasons for the termination and be heard in his or her own defense.

Section 2.3.1: Reinstatement of Membership

If a member has been terminated, they may reinstate their membership by submitting a letter to the HSPN Chair or designee which will be presented to the HSPN Executive Committee for a formal vote.

Section 2.4: Rights of Members

Membership to the HSPN includes receiving updates on issues relating to homelessness, voting privileges on HSPN business, and the opportunity to serve on or lead one of many subcommittees or projects.

Section 2.5: Meetings

a) Monthly Meetings: Monthly meetings of the HSPN are held at the City of New Bedford's Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford on the third Thursday of the month, unless otherwise stated. Notices of each meeting and minutes of previous meetings shall be distributed to each member, electronically or by mail.

b) Conduct of Business: Members present shall constitute a quorum (a quorum is at least forty percent [40%] of voting membership) to conduct business at any regular meeting. Business may be conducted and issues voted on at any scheduled monthly meeting. Passage of any motions will be by simple majority of those voting members present. In rare situations when an urgent need arises that cannot wait for the next scheduled meeting of the HSPN and a vote of members is required, a vote by email may be conducted. A quorum of responses is still required and all members must be contacted and their responses posted to all members.

c) Balloting: Voting shall be conducted by either a voice vote or show of hands of previously designated voting members at the call of the Chair or his/her designee. Email votes shall be sent through the Department of Planning, Housing & Community Development.

d) Conflict of Interest: No member shall cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. If a matter arises which places a member in a conflict of interest situation or a potential conflict of interest situation, that member will notify the HSPN Chair or designee and abstain from voting.

e) Minutes: Minutes of all meetings shall be promptly recorded and a copy provided to each HSPN member by email prior to the next regularly scheduled meeting and/or be made available in paper format on the day of the next regularly scheduled meeting.

f) Attendance: Records of attendance, reports, and the names of motion-makers will be included in the minutes and a complete record maintained by the Department of Planning, Housing & Community Development.

g) Special Meetings: Special meetings of the membership may be called by the HSPN Chair or designee upon written notice to all members at least five (5) calendar days in advance of the meeting.
   i.   Forty percent (40%) of voting membership shall constitute a quorum to conduct business at any special meeting.
   ii. No business shall be transacted at a special meeting other than that identified for which the meeting was called.

The officers of the HSPN shall consist of the Chair, Vice-Chair, Clerk, and Immediate Past Chair.

Section 3.1: Nomination for Officers

At the regular meeting of the HSPN held in November of each year, the Chair will facilitate the selection of a Nominating Committee. The Nominating Committee will consist of an odd number of members of the HSPN, totaling no less than three (3), nor more than seven (7) members. Any member of the HSPN may serve on the Nominating Committee with the exception of the Chair and Vice-Chair.

a) The Nominating Committee will solicit recommendations for officers from the membership of the HSPN including HSPN Chairperson, Vice-Chair, Clerk and Executive Committee Members. Nominees will indicate their willingness and eligibility to serve for each position. The Nominating Committee will then submit a slate of officers to the HSPN membership by mail or email one month prior to the election date in January.

b) At the January HSPN meeting, the Nominating Committee, acting through its chair, will present its slate of nominees and entertain any additional nominations from the floor for each position. The Nominating Committee chair will then call for a vote from the HSPN membership.

c) The Chairperson, Vice-Chairperson, Clerk, and Immediate Past Chair shall be elected by a majority vote for one (1) year term beginning in January and ending on December 31st. The Chairperson, Vice-Chairperson, and Clerk shall be eligible to serve again in the following year. The members of the Executive Committee cannot serve in the same position for more than two (2) consecutive terms defined as two (2) two-year terms for a total of four (4) years with the exception of staff from the Department of Planning, Housing & Community Development whose terms shall not expire for the duration of their professional work with the HSPN. Any exceptions will require a simple majority of votes of the Executive Committee and the HSPN.

Section 3.2: Elections and Voting for Officers

Voting members of the HSPN present at the meeting in January will vote for the slate of officers and the Executive Committee as presented by the Nominations Committee. The slate of officers and Executive Committee will be accepted by a simple majority of votes from those voting members present at the meeting.

Section 3.3: Powers and Duties of the Chair, Vice-Chair, Clerk and Immediate Past Chair

Officers. For the purposes of carrying out the mission of the HSPN the membership shall annually elect a Chair, Vice-Chair, Clerk, and Immediate Past Chair from among its membership.

All four (4) officers shall be considered full voting members on the Executive Committee.

Chair. The HSPN Chair shall be responsible for convening all plenary meetings of the HSPN and shall also:

- Preside at and conduct all meetings of the HSPN
- Work with the Vice-Chair in all matters of the HSPN, keeping that officer apprised of all details of the organization relevant to the execution of his or her duties
- Finalize all HSPN agendas with the designated staff from the Department of Planning, Housing & Community Development based on agenda recommendations from the Executive Committee
- Represent the HSPN at any community or public event to which such representation is requested
- Represent the views of the HSPN in public and through the media provided such views accurately represent the consensus of the membership and its Executive Committee

- Designate a member of the Executive Committee to preside over an HSPN meeting in the case of his/her absence and the absence of the Vice-Chair
- Communicate any administrative issues and concerns with the Executive Committee and ~~shall have such~~ other powers and duties consistent with these Bylaws as may be assigned from time to time by the members
- Appoint interim Chairs for new committees
- Serve as a voting member of the Executive Committee

Vice-Chair. The HSPN Vice-Chair shall be responsible for assisting the HSPN Chair in administering the HSPN and shall also:

- Preside at and conduct all meetings of the HSPN in the absence of the Chair
- Work with the Chair in all matters of the HSPN, keeping that officer apprised of all details of the organization relevant to the execution of his or her duties
- Assist in finalizing all HSPN agendas with the designated staff from the Department of Planning, Housing & Community Development based on agenda recommendations from the Executive Committee in the absence of the Chair
- Represent the HSPN at any community or public event to which such representation is requested in the absence of the Chair
- At the request of the Chair and/or Executive Committee, represent the views of the HSPN in public and through the media provided such views accurately represent the consensus of the membership and its Executive Committee
- Communicate any administrative issues and concerns with the Chair and Executive Committee
- Serve as a voting member of the Executive Committee

Clerk. The HSPN Clerk shall be responsible for assisting the HSPN Chair in ensuring the paperwork of the HSPN is properly handled and shall:

- Preparation of a draft of the minutes of each meeting, working with designated staff from the Department of Planning, Housing & Community Development.

- Review any correspondence from the Communications Committee prior to sending to the media to ensure consistency with the membership's consensus and directive

- Serve as a liaison between designated staff from the Department of Planning, Housing & Community Development .and the Executive Committee in maintaining an updated membership roster, resource guide and contact list

Immediate Past Chair. The HSPN Immediate Past Chair shall assist the Executive Committee in any and all matters.

- Assist the Chair in HSPN business as directed
- Serve as Chair of the Nominations Committee

Section 3.4: Resignation

Any officer may resign at any time by delivering a written resignation to the HSPN Chair. The acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make the resignation effective.

Section 3.5: Removal

Any officer may be removed from office by a two-thirds ($^2/_3$) majority vote of the voting members of the HSPN Executive Committee at a duly held meeting of the Committee. A quorum of the Executive Committee must be present at this meeting. Proper notice specifying the proposed removal shall be given one week prior to any meeting of the membership in which removal shall be considered.

Section 3.6: Vacancies

If a vacancy occurs on the Executive Committee (described in Section 4.2), that vacancy shall be filled as follows:

a) If the Chair position is made vacant, the Vice-Chair will become the Chair and will assume all duties and responsibilities of this position.

b) If the Vice-Chair position is made vacant, it will remain unfilled until the next election. Should a Vice-Chair be needed to fill the role of the Chair during this vacancy, the immediate Past Chair will assume this duty.

c) If the Clerk position is made vacant, the Vice-Chair will assume this role in addition to the Vice-Chair role or the Chair will appoint another member of the Executive Committee to assume this role. If there is no one able to fulfill this obligation, the Chair may solicit nominations from the general membership and a majority of a quorum of the HSPN membership may vote to accept the nomination.

d) If the Immediate Past Chair position is made vacant, it will remain unfilled until the next election.

e) If a non-officer position is made vacant before the term of the Executive Committee member expires, the Executive Committee shall elect a representative to replace that member.

Article IV: Committees

Section 4.1: Standing Committees:

The HSPN shall have the following standing committees:

Executive	Performance Review	Coordinated Entry
Nominating	Supportive Services	HMIS/Data
CoC Application	Point-in-Time Count	Rise Up for Homes

This Section shall also address the CoC's relationship with the South Coast Network to End Homelessness (SoCo) and its committees in which the HSPN participates.

All meetings shall be announced and open to any HSPN member who wishes to attend.

Executive Committee:
The purpose of the Executive Committee is to direct and manage the activities of the HSPN and provide policy guidance to the Continuum of Care Coordinator (City of New Bedford through the Department of Planning, Housing and Community Development). The Executive Committee shall be an elected body with no less than seven (7) nor greater than thirteen (13) members. The HSPN Chair, Vice-Chair, Clerk, and Immediate Past Chair shall hold four (4) of those seats while two (2) staff members representing the City's Department of Planning, Housing and Community Development shall hold an additional two (2) seats. The remaining two through seven (2-7) seats shall be elected and filled on an annual basis, with at least one (1) seat held by a homeless or formally homeless person and one (1) seat held by a representative of an agency receiving Emergency Solutions Grant (ESG) funding. Primary functions include:

- Provide guidance to the officers of the HSPN in carrying forth the mission of this Continuum
- Set forth annual goals for the HSPN's operation (distinct from Continuum of Care programmatic goals)
- Establish membership goals and ensure recruitment of new members and relationship-building within existing membership
- Communicate any administrative issues and concerns with the Officers and the Department of Planning, Housing and Community Development

- Work with the HSPN Chair in addressing and framing current issues from the perspective of the Continuum of Care and mission of the HSPN
- Develop a quarterly framework for HSPN agendas
- From among its membership, provide representation for the HSPN at community or public event to which such representation is requested in the absence of the Chair and Vice-Chair

Nominating Committee:
The Nominating Committee will consist of an odd number of members of the HSPN, totaling no less than three (3), nor more than seven (7) members. Any member of the HSPN may serve on the Nominating Committee with the exception of the Chair and Vice-Chair of the HSPN. One City of New Bedford's Department of Planning, Housing and Community Development Executive Committee member will be an ex-officio member of the Nominating Committee. The Nominating Committee will carry out its duties per Section 3.1.

Continuum of Care Application Committee:
The Continuum of Care Application Committee is charged with the responsibility of reviewing the NOFA and the requirements of the annual Continuum application so as to guide the HSPN in the development and refinement of Continuum-wide strategies, resources needs, and issues critical to the application process. The direct personnel of those organizations receiving Continuum of Care Program funding through the NOFA process shall be expected to participate in this specific responsibility including the completion of collaborative application sections as may be assigned should they not already be elected members of the Executive Committee.

Performance Review Committee:
The Performance Review Committee reviews Performance Reports and other reports submitted by McKinney-Vento funded programs and provides analysis to the HSPN as to strengths, weaknesses, and ongoing program/systemic issues. The committee reviews the annual ranking for project applications for submittal to HUD, monitors the status of the Continuum's HMIS compliance, reviews the results from the annual Point-in-Time survey in an effort to produce accurate and statistically reliable data and reviews any other materials/data as may be warranted to ensure excellence in performance both by programs and the CoC system as a whole.

Supportive Services Committee:
The Supportive Services Committee will work to continue current success in connecting all mainstream resources to clients and to the extent practicable, coordinate with state and local discharge planning efforts to ensure discharged persons are not released directly to the streets or emergency shelters. The committee will assist in developing policies to ensure that case managers/advocates are properly trained and knowledgeable of application and appeal processes for mainstream benefits while providing recommendations to the HSPN Executive Committee as to speakers and training that may assist providers within the Continuum. The committee will ensure Continuum-wide collaboration with State and regional offices that administer mainstream program resources, e.g., Medicaid, food stamps, employment assistance, welfare assistance, and mental health services.

Point-In-Time Count Committee:
The Point-in-Time Planning Committee will be responsible for planning and implementing all aspects of the annual Point–in-Time (PIT) survey. This includes the solicitation of donations, engagement of service and housing providers, team selection, appointment of leaders/volunteers, training, and site location identification. This committee was created to implement consistency in the PIT process and provide a network of members to implement this data collection. The Continuum of Care has set a goal of providing consistent, accurate data in all areas of collection and reporting, including the PIT and HMIS. The PIT committee shall convene no less than twice monthly from November through January and should periodically report to the HSPN Executive Committee prior to and immediately following the PIT count.

Coordinated Entry Committee:

The Coordinated Entry Committee reviews and assesses protocols and standards undertaken by the CoC, the CALL coordinated entry system and the continuum's individual projects, along with HMIS data from the CoC, HUD guidance and the HSPN's own strategic planning efforts in order to determine the efficacy of the coordinated entry system within the CoC. The Coordinated Entry Committee shall also ensure that a focus on ending chronic homelessness in the City of New Bedford is made through the coordinated entry process to ensure progress toward that goal. The Coordinated Entry Committee may report and make recommendations to the HSPN's Executive Committee for improvement as warranted throughout the year to ensure system excellence.

HMIS/Data Committee:

The HMIS/Data committee shall periodically meet and be responsible for planning, decision-making, evaluation, and facilitation for the continued implementation of the HMIS within the New Bedford Continuum; determination of the long-term policy and procedures for HMIS; coordination and gathering of resources, and leverages available to assist programs with participation. In so doing the HMIS/Data Committee should provide recommendations to the Executive Committee about data elements to be collected, its findings and the New Bedford CoC's compliance with HUD's reporting requirements including, but not limited to, the System Performance Based Measurements initiated by HUD in 2016.

Rise Up for Homes Committee:

The Rise-Up for Homes Committee will serve as the HSPN's fundraising committee within the community while building community awareness. The committee has initially focused its efforts for raising funds for the cold weather shelter.

Ad Hoc Committees/Amendment of Existing Committees:

Mission specific ad hoc committees may be created at the discretion of the Executive Committee or by a vote of the membership at a regularly scheduled HSPN meeting. All such committees shall cease to exist when their specified tasks have been completed. Each of these committees will create a work plan, keep minutes, and provide a monthly update to the Executive Committee during Executive Committee meetings and to the HSPN during HSPN meetings for the duration of the committee's existence. The Chair or designee will serve as the Interim Chair of any new committee until members of that committee elect a Chairperson during their first meeting. At the discretion of the Executive Committee or by a vote of the membership at a regularly scheduled HSPN meeting, an existing committee may be modified or eliminated as necessitated by current conditions and/or as per HUD requirements.

SoCo

The HSPN is an engaged participant and considered part of the South Coast Network to End Homelessness (SoCo)—a regionalized initiative that provides a forum for collaboration for the three CoCs within Bristol County (New Bedford, Fall River and Greater Attleboro/Taunton) and actively supports and participates within its committee structure. In particular, HSPN members sit on the following SoCo committees along with representatives from the other CoCs:

- Unaccompanied Youth
- Veterans
- Individual/Family Services

Article V: Miscellaneous Provisions

Section 5.1: Amendment of Bylaws

These bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds ($^2/_3$) majority of the voting members at any annual or monthly meeting of the HSPN. Proposals to amend the bylaws may be made at any monthly

meeting. The proposed amendment will be sent to all HSPN members in writing fifteen (15) days before the next regularly scheduled meeting and a vote on the proposal will occur at the next meeting of the HSPN.

Section 5.2: Rules of Procedure
When not inconsistent with the provisions in these bylaws, Parliamentary Procedures shall govern all meetings of the HSPN.

Section 5.3: Compensation
Members of the HSPN shall serve without compensation.

Section 5.4: Staffing
The City of New Bedford's Department of Planning, Housing & Community Development shall serve as the administrative agent for the HSPN and provide staff support in that capacity. In addition and on behalf of the New Bedford CoC, the Department of Planning, Housing & Community Development shall also serve as the Collaborative Applicant through the NOFA process. In this capacity the City will take lead responsibility for carrying out the obligations of the HSPN, including acting as a liaison with local elected officials regarding HSPN performance and activities as necessary.

Article VI. Nondiscrimination
The HSPN is a non-discriminatory organization and does not discriminate on the basis of age, sex, race, ethnicity, religion, creed, disability, sexual orientation, familial status, or natural origin in accordance with all state and federal regulations.

NEW BEDFORD CONTINUUM OF CARE

HMIS POLICIES and PROCEDURES with GOVERNANCE CHARTER

A. PURPOSE

The purpose of this document is to serve as a governance charter for the oversight of the Homeless Management Information System (heretofore referred to as "HMIS"). HMIS is used to aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and measure the effectiveness of homeless assistance projects and programs. Data produced is used for planning and education.

B. RESPONSIBILITIES OF THE NEW BEDFORD CONTINUUM OF CARE

The New Bedford Continuum of Care shall:

1. Designate a non-profit or public entity to serve as the HMIS Lead Agency;

2. Designate a single Homeless Management Information System (HMIS) lead for the New Bedford CoC;

3. Require that the HMIS Lead enter into written HMIS Participation Agreement. Monitor the performance of the HMIS Lead Agency, including ensuring HMIS is administered in accordance with requirements prescribed by federal legislation and the CoC;

4. Review on an annual basis the HMIS needs of the Continuum of Care and approve any substantial changes to the HMIS system; and

5. Review, revise, and approve all policies and procedures that must be developed by the HMIS Lead Agency, including: data quality, privacy, and security plans.

C. DESIGNATIONS

The New Bedford CoC designates the City of New Bedford Department of Planning, Housing and Community Development as the HMIS Lead Agency to operate the New Bedford CoC's HMIS.

The New Bedford CoC designates SimtechSolutions, Inc. "Housing Works HMIS Inc." and Si as the official HMIS for the New Bedford CoC, with HousingWorks HMIS, Inc. as an affiliate provider.

D. COMPLIANCE WITH HOMELESS INFORMATION STANDARD SYSTEMS

The HMIS is operated in compliance with HUD HMIS Data and Technical Standards and any other applicable laws. The parties anticipate that HUD will release revised HMIS Standards periodically. The parties agree to make changes to this HMIS Governance Charter, the HMIS Policies & Procedures, and other HMIS operational documents, to comply with the revised standards within the HUD-specified timeframe for such changes.

E.   **RESPONSIBILITIES OF THE SOFTWARE VENDOR**

The selected software vendor and HMIS database must meet all HUD regulations and policies, and the following requirements:

a. Ensure the HMIS design meets HUD HMIS Data Standards.
b. Develop a manual and provide other documentation of programs created.
c. Provide ongoing support to the HMIS Lead pertaining to the needs of end users to mine the database, generate reports and other interface needs.
d. Administer the product servers, including web and database servers.
e. Monitor access to HMIS through auditing.
f. Monitor functionality, speed and database backup procedures.
g. Provide backup and recovery of internal and external networks.
h. Maintain the system twenty-four hours a day, seven days a week.
i. Communicate any planned or unplanned interruption of service to the HMIS Lead Agency.
j. Take all steps needed to secure the system against breaches of security and system crashes.

F.   **RESPONSIBILITIES OF THE HMIS LEAD AGENCY**

The HMIS Lead Agency shall:

- Ensure the operation of and consistent participation by recipients of funds from the Emergency Solutions Grants Program and Continuum of Care Program including oversight of the HMIS and any necessary corrective action to ensure that the HMIS compliance federal requirements.

- Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, the HMIS Participating Agencies, and the Continuum of Care.

- Execute a written HMIS Participation Agreement with each HMIS participating agency, which includes:

    o   Obligations and authority of HMIS Lead Agency and each HMIS participating agency;

    o   Requirements of the security plan with which each HMIS participating agency must abide;

    o   Requirements of the privacy policy with which each HMIS participating agency must abide;

    o   Sanctions for violating the HMIS Participation Agreement (*e.g.,* imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution);

    o   Agreement that HMIS Lead Agency and HMIS participating agencies will process Protected Identifying Information consistent with the agreement; and

- Serve as the applicant to HUD for grant funds to be used for HMIS activities for the New Bedford Continuum of Care, as directed by the New Bedford Continuum of Care, and enter into a grant agreement with HUD to carry out the HUD-approved activities;

- Monitor and enforce compliance by all HMIS participating agencies with all HUD requirements and report to CoC and HUD;

- Monitor data quality and take necessary actions to maintain input of high-quality data from all HMIS Participating agencies.

- Submit a security plan, a data quality plan, and a privacy policy to the CoC for approval within 6 months of the effective date of the HMIS final rule and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead must review and update the plans and policy at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the CoC and from the HMIS participating agencies. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the New Bedford CoC.

- The HMIS Lead must, at least once annually, or upon request from HUD, submit to the New Bedford CoC an unduplicated count of clients served and an analysis of unduplicated counts, when requested by HUD.

- The HMIS Lead, in contracting an HMIS vendor, must require the HMIS vendor and the software to comply with HMIS standards issued by HUD as part of its contract.

G. RESPONSIBILITIES OF THE COC HMIS /DATA SUBCOMMITTEE

The HMIS Committee will work with the HMIS Lead to:

1. Develop, annually review, and, as necessary, revise for CoC a privacy plan, security plan, and data quality plan for HMIS, as well as any other HMIS policies and procedures required by HUD;

2. Develop for the CoC a plan for monitoring the HMIS to ensure that:

    a. All HMIS Participating Agencies consistently participate in HMIS;

    b. HMIS is satisfying the requirements of all regulations and notices issued by HUD;

    c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.

3. Oversee and monitor HMIS data collection and production of the following reports:

    a. Sheltered point-in-time count;

    b. Housing Inventory Chart;

    c. Annual Homeless Assessment Report (AHAR); and

    d. Annual Performance Reports (APRs).

    e. Data Quality Monitoring Reports

H. RESPONSIBILITIES OF THE HMIS PARTICIPATING AGENCIES

HMIS Participating Agencies shall:
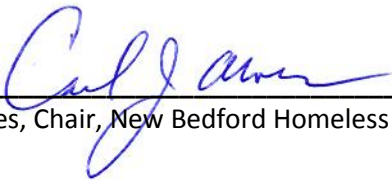
- Comply with the U.S. Department of Housing and Urban Development's ("HUD") HMIS regulations.

- Comply with the Homeless Management Information Participation Agreement.

- Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans.

I. Period of Agreement and Modification/Termination

1. Period of Operation and Termination. This HMIS Governance Charter will become effective upon signature of all parties and shall remain in effect until terminated by the parties. Each party shall have the right to terminate this agreement as to itself only upon 30 days prior written notice to the HMIS Sub Committee in care of the HMIS Lead Agency. Violation of any component may be grounds for immediate termination of this Agreement.

2. Amendments, including additions, deletions, or modifications to this HMIS Governance Charter must be agreed to by all parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 28th day of July, 2016.

NEW BEDFORD CONTINUUM OF CARE – HOMELESS SERVICE PROVIDER NETWORK

_____   July 28, 2016
                                                          _____
Carl Alves, Chair, New Bedford Homeless Service Provider Network   **Date**

HMIS LEAD – CITY OF NEW BEDFORD
DEPARTMENT OF PLANNING, HOUISNG AND COMMUNITY DEVELOPMENT

_____   July 28, 2016
                                                          _____
Patrick J. Sullivan, Director   **Date**

NEW BEDFORD HOUSING AUTHORITY

Post Office Box 2081
New Bedford, Massachusetts 02741

:

Steven A. Beauregard
Executive Director

CENTRAL OFFICE
134 SO. SECOND STREET

TEL. 1508-997-43co
FAX: 508-9974808
TDD: 508-9974874

August 29, 2017

Jennifer Clarke, AICP
Deputy Director of Planning & Community Development
City of New Bedford
133 William St.
New Bedford, MA 02740

Re: Continuum of Care

Dear Ms. Clarke,

The New Bedford Housing Authority (NBHA) is pleased to assist the City of New Bedford's Continuum of Care (COC) in the development of its annual application for COC funding and offers this letter as a means of memorializing both the preferences employed by the NBHA and its effect in ensuring housing for the homeless over the past fiscal year, as well as the ongoing relationship between our two entities.

The NBHA is committed to providing the highest quality service in order to ensure safe, stable housing for those coming out of homelessness. Annually this Housing Authority places large numbers of individuals and families coming out of homelessness into housing through its preferences as follows:

- Family Preferences for the Section 8 Voucher Choice Program vouchers:
    1) Involuntarily Displaced/Homeless
    2) Sub-Standard Housing conditions
    3) Paying over 50% of income for rent and utilities

- Local preferences:
    1) Disabled Head or spouse or Full-time Employed
    2) Full-time student in college or job training program
    3) Local Resident of New Bedford or works full-time in New Bedford

For State-aided public housing we have the following priorities and preferences:

1) Homeless and displaced by Natural forces, such as fire.
2) Homeless and displaced by public action, such as urban renewal.
3) Homeless and displaced due to enforcement of Minimum Housing Standards.
4) Emergency Case Plan which includes domestic violence, medical emergencies and those without housing due to no fault of their own.

Out of the 98 State housing placements the NBHA made from 8-1-16 to 8-1-17, 86.8% were for those who were homeless. In addition, during this same time period the Housing Authority issued 159 Section

8 vouchers and it is estimated that at least 35% of those were involuntarily displaced or homeless. These preferences work to house those in greatest need—those who are coming out of homeless situations.

Finally, the NBHA celebrates the long history of collaboration between the NBHA and the City's Department of Planning, Housing & Community Development (DPHCD) in its role as lead administrative agent for the City's COC. The NBHA continues to commit to this relationship in order to ensure a strong relationship with shared goals which actively ensure consistency, transparency and success in housing the homeless in the City of New Bedford.

If you need any other information, please don't hesitate to contact me.

Sincerely,

Cheryl Souza
Tenant Placement Coordinator

City of New Bedford Continuum of Care
Homeless Management Information System
Memorandum of Understanding

Agency agrees to enter HMIS data for all clients.

Agency agrees to comply with all rules and regulations as set by HUD, HousingWorks, Inc. and any contract as provided by HMIS coordinating organization.

Agency agrees to allow HMIS coordinating agency to monitor HMIS for compliance with reporting, data quality and timeliness standards at any given time.

Agency agrees to comply with all applicable laws governing HMIS client privacy/confidentiality. Applicable standards include, but are not limited to the following:

1. Federal Register Vol. 69, No. 146 (HMIS FR 4848-N-02) - Federal statute governing HMIS information;
2. HIPAA - the Health Insurance Portability and Accountability Act of 1996;
3. 42 CFR Part 2 - Federal statute governing drug and alcohol treatment;
4. Interagency sharing agreements.

Agency agrees to comply with all reporting requirements and deadlines as set by HUD, HousingWorks, Inc. and any contract as provided by HMIS coordinating organization.

Agency agrees to use all uniform intake forms as provided by HousingWorks, Inc. and/or the HMIS coordinating agencies.

Agency agrees to identify and assign one point person to coordinate HMIS activities and to work with Simtec, Inc. and HousingWorks, Inc. on issues of data quality. _____ (agency) assigns _____ as the HMIS Point Person, and agrees to inform the HMIS Lead Agency within 7 days of a change in this position.

Agency agrees that staff using HMIS must take part in training sessions as provided by HousingWorks <u>only</u>, not by other HousingWorks users.

Mandatory: all <u>required</u> data elements must be entered.

_____
Agency Name

_____
Printed Name of Executive Director

_____   _____
Signature of Executive Director   Date

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for MA-505 - New Bedford CoC

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

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

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

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

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

FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	429	662	905	248	100	87	-13	117	59	50	-9
1.2 Persons in ES, SH, and TH	742	925	1193	243	124	110	-14	117	73	58	-15

b.

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	910	-	187		-	108	
1.2 Persons in ES, SH, and TH	-	1199	-	257		-	143	

FY2016 - 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			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	220	169	7	4	2%	6	4	2%	8	11	7%	19	11%
Exit was from TH	123	122	6	5	4%	6	5	4%	3	4	3%	14	11%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	37	78	1	1	1%	2	1	1%	1	0	0%	2	3%
TOTAL Returns to Homelessness	380	369	14	10	3%	14	10	3%	12	15	4%	35	9%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	437	469	32
Emergency Shelter Total	162	195	33
Safe Haven Total	0	0	0
Transitional Housing Total	225	219	-6
Total Sheltered Count	387	414	27
Unsheltered Count	50	55	5

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	744	937	1203	266
Emergency Shelter Total	430	668	913	245
Safe Haven Total	0	0	0	0
Transitional Housing Total	323	286	313	27

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased earned income	4	13	8	-5
Percentage of adults who increased earned income	3%	14%	33%	19%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased non-employment cash income	24	25	0	-25
Percentage of adults who increased non-employment cash income	19%	27%	0%	-27%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased total income	28	37	8	-29
Percentage of adults who increased total income	22%	40%	33%	-7%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased earned income	10	18	13	-5
Percentage of adults who increased earned income	24%	33%	43%	10%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased non-employment cash income	16	17	6	-11
Percentage of adults who increased non-employment cash income	39%	31%	20%	-11%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased total income	25	33	17	-16
Percentage of adults who increased total income	61%	60%	57%	-3%

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	491	744	991	247
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.	400	97	112	15
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)	91	647	879	232

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	628	914	1127	213
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.	488	124	133	9
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.)	140	790	994	204

FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0	0
% Successful exits				

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	501	715	961	246
Of the persons above, those who exited to permanent housing destinations	292	349	445	96
% Successful exits	58%	49%	46%	-3%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	100	429	369	-60
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	74	399	346	-53
% Successful exits/retention	74%	93%	94%	1%

FY2016 - SysPM Data Quality

MA-505 - New Bedford CoC

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

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

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

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	108	100	152	186	261	234	259	239	340	281	308	294				22				
2. Number of HMIS Beds	99	91	152	177	261	234	259	203	320	281	278	294				20				
3. HMIS Participation Rate from HIC (%)	91.67	91.00	100.00	95.16	100.00	100.00	100.00	84.94	94.12	100.00	90.26	100.00				90.91				
4. Unduplicated Persons Served (HMIS)	538	548	668	920	289	296	292	306	285	401	433	368	14	48	87	108	0	0	0	0
5. Total Leavers (HMIS)	451	408	513	724	196	201	193	208	54	104	146	106	0	22	50	61	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	130	152	142	144	26	13	23	29	5	17	1	2	0	11	18	11	0	0	0	0
7. Destination Error Rate (%)	28.82	37.25	27.68	19.89	13.27	6.47	11.92	13.94	9.26	16.35	0.68	1.89		50.00	36.00	18.03				

2017 HDX Competition Report
PIT Count Data for MA-505 - New Bedford CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	469	352
Emergency Shelter Total	195	213
Safe Haven Total	0	0
Transitional Housing Total	219	90
Total Sheltered Count	414	303
Total Unsheltered Count	55	49

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	56	30
Sheltered Count of Chronically Homeless Persons	36	10
Unsheltered Count of Chronically Homeless Persons	20	20

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	51	52
Sheltered Count of Homeless Households with Children	51	52
Unsheltered Count of Homeless Households with Children	0	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	50	61	46
Sheltered Count of Homeless Veterans	50	56	43
Unsheltered Count of Homeless Veterans	0	5	3

2017 HDX Competition Report
HIC Data for MA-505 - New Bedford CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	227	26	192	95.52%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	125	14	111	100.00%
Rapid Re-Housing (RRH) Beds	386	0	26	6.74%
Permanent Supportive Housing (PSH) Beds	262	0	262	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	1,000	40	591	61.56%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	194	243

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	10	370

2017 HDX Competition Report

HIC Data for MA-505 - New Bedford CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	22	386

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for MA-505 - New Bedford CoC

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

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

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

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

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

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

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	429	662	905	248	100	87	-13	117	59	50	-9
1.2 Persons in ES, SH, and TH	742	925	1193	243	124	110	-14	117	73	58	-15

b.

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	910	-	187		-	108	
1.2 Persons in ES, SH, and TH	-	1199	-	257		-	143	

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

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

This 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			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	220	169	7	4	2%	6	4	2%	8	11	7%	19	11%
Exit was from TH	123	122	6	5	4%	6	5	4%	3	4	3%	14	11%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	37	78	1	1	1%	2	1	1%	1	0	0%	2	3%
TOTAL Returns to Homelessness	380	369	14	10	3%	14	10	3%	12	15	4%	35	9%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	437	469	32
Emergency Shelter Total	162	195	33
Safe Haven Total	0	0	0
Transitional Housing Total	225	219	-6
Total Sheltered Count	387	414	27
Unsheltered Count	50	55	5

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	744	937	1203	266
Emergency Shelter Total	430	668	913	245
Safe Haven Total	0	0	0	0
Transitional Housing Total	323	286	313	27

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

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

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased earned income	4	13	8	-5
Percentage of adults who increased earned income	3%	14%	33%	19%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased non-employment cash income	24	25	0	-25
Percentage of adults who increased non-employment cash income	19%	27%	0%	-27%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	125	93	24	-69
Number of adults with increased total income	28	37	8	-29
Percentage of adults who increased total income	22%	40%	33%	-7%

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

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased earned income	10	18	13	-5
Percentage of adults who increased earned income	24%	33%	43%	10%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased non-employment cash income	16	17	6	-11
Percentage of adults who increased non-employment cash income	39%	31%	20%	-11%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	41	55	30	-25
Number of adults who exited with increased total income	25	33	17	-16
Percentage of adults who increased total income	61%	60%	57%	-3%

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

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	491	744	991	247
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.	400	97	112	15
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)	91	647	879	232

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	628	914	1127	213
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.	488	124	133	9
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.)	140	790	994	204

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

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0	0
% Successful exits				

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	501	715	961	246
Of the persons above, those who exited to permanent housing destinations	292	349	445	96
% Successful exits	58%	49%	46%	-3%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	100	429	369	-60
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	74	399	346	-53
% Successful exits/retention	74%	93%	94%	1%

2017 HDX Competition Report
FY2016 - SysPM Data Quality

MA-505 - New Bedford CoC

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

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

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

2017 HDX Competition Report
FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	108	100	152	186	261	234	259	239	340	281	308	294				22				
2. Number of HMIS Beds	99	91	152	177	261	234	259	203	320	281	278	294				20				
3. HMIS Participation Rate from HIC (%)	91.67	91.00	100.00	95.16	100.00	100.00	100.00	84.94	94.12	100.00	90.26	100.00				90.91				
4. Unduplicated Persons Served (HMIS)	538	548	668	920	289	296	292	306	285	401	433	368	14	48	87	108	0	0	0	0
5. Total Leavers (HMIS)	451	408	513	724	196	201	193	208	54	104	146	106	0	22	50	61	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	130	152	142	144	26	13	23	29	5	17	1	2	0	11	18	11	0	0	0	0
7. Destination Error Rate (%)	28.82	37.25	27.68	19.89	13.27	6.47	11.92	13.94	9.26	16.35	0.68	1.89		50.00	36.00	18.03				

2017 HDX Competition Report
Submission and Count Dates for MA-505 - New Bedford CoC

Date of PIT Count

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

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/25/2017	Yes
2017 HIC Count Submittal Date	4/25/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes

ATTACHMENT #15

New Bedford CoC ■ MA-505

CoC Rating and Review Procedure:
Public Posting Evidence

Included in this attachment:

⧈ Evidence of Communication with Ranked Participants

⧈ HSPN Minutes 6-15-2017

⧈ HSPN Minutes 8-17-2017

Department of Planning, Housing & Community Development

608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500   Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Kathleen Schedler-Clark
Executive Director
Steppingstone, Inc.
522 North Main Street
Fall River, MA 02720-3509

RE: APPLICATION FOR RENEWAL
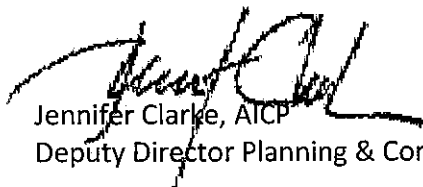   WELCOME HOME PSH

Dear Ms. Schedler-Clark:
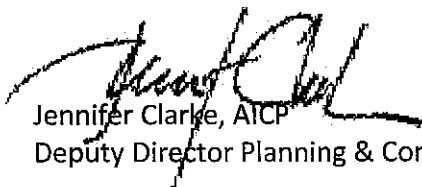
This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Steppingstone submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that Steppingstone's "Welcome Home" program was ranked as the first permanent housing project, coming in as second in the CoC's rankings behind only the Continuum's HMIS projects.

As a result, Steppingstone's proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

City of New Bedford

Department of Planning, Housing & Community Development
608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500   Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Steven Montembault, VP & COO
Southeast Regional Network and SEMCOA
80 Rivet Street
New Bedford, MA 02744

RE: APPLICATION FOR RENEWAL
        FAMILY PRESERVATION PROGRAM
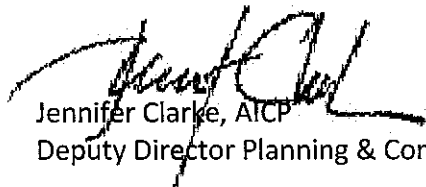
Dear Mr. Montembault:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Southeast Family Services (SFS) submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that the Family Preservation Program ranked as third overall in the CoC's rankings.

As a result, Southeast Family Services' proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

Department of Planning, Housing & Community Development

608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500   Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Susan Mazzarella, M.A., L.S.W.
Chief Executive Officer
Catholic Social Services
1600 Bay Street
P.O. Box M/So. Station
Fall River, MA 02724

RE: APPLICATION FOR RENEWAL
       THE CALL

Dear Ms. Mazzarella:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Catholic Social Services submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that Catholic Social Services' "The CALL" program was ranked as the fourth in the CoC's rankings.

As a result, Catholic Social Service's proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

City of New Bedford

Department of Planning, Housing & Community Development
608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500 Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Carl J. Alves
Executive Director
PAACA, Inc.
360 Coggeshall Street
New Bedford, MA 02746

RE: APPLICATION FOR RENEWAL
       STEP UP PROGRAM PSH

Dear Mr. Alves:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal PAACA submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that PAACA's "Step-Up" program was ranked as the fifth in the CoC's rankings.

As a result, PAACA's proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

City of New Bedford

Department of Planning, Housing & Community Development
608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500   Facsimile: (508) 979.1575

PATRICK J. SULLIVAN
DIRECTOR

August 18, 2017

Susan Mazzarella, M.A., L.S.W.
Chief Executive Officer
Catholic Social Services
1600 Bay Street
P.O. Box M/So. Station
Fall River, MA 02724

RE: APPLICATION FOR RENEWAL
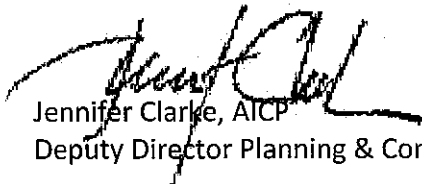   PORTICO PSH

Dear Ms. Mazzarella:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Catholic Social Services submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that Catholic Social Services' "Portico" program was ranked as the sixth in the CoC's rankings.

As a result, Catholic Social Service's proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

PATRICK J. SULLIVAN
DIRECTOR

City of New Bedford

Department of Planning, Housing & Community Development
608 Pleasant St, New Bedford, Massachusetts 02740
Telephone: (508) 979.1500 Facsimile: (508) 979.1575

August 18, 2017

Susan Mazzarella, M.A., L.S.W.
Chief Executive Officer
Catholic Social Services
1600 Bay Street
P.O. Box M/So. Station
Fall River, MA 02724

RE: APPLICATION FOR RENEWAL
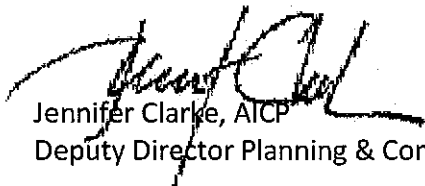   PRISM PSH

Dear Ms. Mazzarella:

This letter is intended to memorialize the information provided to you previously at the August Homeless Service Provider's Network [HSPN] meeting on Thursday, August 17, 2017 relative to the above-captioned proposal Catholic Social Services submitted for funding consideration in this year's Continuum of Care [CoC] competition in New Bedford.

The HSPN's Performance Review Committee [PRC] met and conducted reviews and evaluations of all proposals submitted for consideration and ranking in this year's 2017 CoC Funding Competition. Its recommendation for project ranking to the HSPN membership included scoring for each of the proposals submitted for renewal funding. The scoring was such that Catholic Social Services' "Prism" program was ranked as the seventh in the CoC's rankings.

As a result, Catholic Social Service's proposed renewal program will be included in this year's CoC application as a Tier 1 project.

Please contact Patrick Sullivan at PatrickS@newbedford-ma.gov with any questions.

Respectfully,

Jennifer Clarke, AICP
Deputy Director Planning & Community Development

New Bedford Homeless Service Providers Network (HSPN)
www.nbhspn.com/

Meeting Minutes
June 15, 2017

Attendance

Esperanza Alejandro-Berube, NBHA
Olivia Behrens, Eliot CHS
Wendy Bluis, Family Preserv Prog
Olivia Botelho, BMC HealthNet Plan
Zara Brockman, Veterans Inc.
Danielle Brown, Steppingstone
James Casey, PAACA
Jerome Chinn, Break'n the Chainz
Jennifer Clarke, DPHCD
Peter Costa, NB Homeless Advocates
Raymond Duarte, CSS
Denise Fortin, Eliot CHS
Patricia Foster, GNBCHC

Sara-Jane Gage, SEMCOA Monarch
Pete Graca, Steppingstone
Joseph Jennings, VTH
Nancy Lawson, CSS
David Lima, ICC GNB
AnnaMarie Lopes, YWCA
Pauline Macedo, NB Comty Svcs
Julie Mador, NBPS
Jose Maia, DPHCD
Shawn McGuire, NBPD
Stephen Montembault, SFS
Bruce Morell, PACE, Inc.
Heather Morley, Steppingstone

Peter Muise, First Citizens FCU
Maryellen Natale, SCLS
Jesse Powers, VTH
Karen Ready, CSS
Jim Reid, VTH
Janet Richardi, SoCo
Kathy Schedler-Clark, Steppingstone
Deb Scholes, CSS
Paula Sipple, Coastline Elderly
Trisha Steiblin, JRI
Melissa Terra, Veterans Inc
Carmen Viruet, HPTC

Introductory Remarks
The Rev. David Lima, HSPN Chair, called the meeting to order at 10:00 a.m. and welcomed everyone to the monthly HSPN membership meeting.

Minutes
Chair Lima asked for a motion to accept the minutes of the May 2017 HSPN meeting.

MOTION: Made by Nancy Lawson to accept the minutes as presented, seconded by Peter Muise.
VOTE: The motion passed unopposed.

Old Business

SoCo Leadership Network
Janet Richardi, Executive Director of the SoCo Network, presented a report to the HSPN membership that included the following information:

- Ms. Richardi announced that a combined Veterans/Individual Services SubCommittee meeting would be held immediately following today's HSPN meeting. All were invited to attend. There was some brief discussion as to the most appropriate referrals for those identifying as homeless and veterans and all were asked to contact the CALL's 1-800 number.

- The June 23rd meeting of the SoCo Leadership Council was announced and was noted as being held at the new Steppingstone facility on Durfee Street in Fall River.

- The SoCo Family Services Committee meeting was being scheduled for the coming week but had not yet been confirmed.

- Ms. Richardi reminded everyone that they were working on an Elder Summit being scheduled for October 23rd in Wareham and that additional information would be forthcoming. All were invited to save the date for this forum.

THE CALL Coordinated Entry
Nancy Lawson from Catholic Social Services (CSS) presented the monthly report, first noting that CSS had conducted several trainings over the past month to specific agencies particularly to provide technical assistance with defining and documenting chronic homelessness. She then presented the May report for the CALL during which she stated that the CALL had received a total of 640 calls within the three CoC area in May, 218 calls of which were from New Bedford folks. Of the 218 calls to New Bedford, 154 of those individuals identified as being at risk (homeless prevention calls) and 64 were experiencing homelessness. New Bedford was also noted as having 5 permanent housing slots open that month and 5 rapid rehousing openings.

Ms. Lawson also took this opportunity to report that the annual assessment was underway during which the CALL was reviewing everyone on its waiting list to determine status and possible closeouts.

New Bedford Public Schools
Julie Mador was present to offer the monthly report from the school system. She provided the following detail as to the number of students experiencing varying forms of homelessness was provided for the minutes:

Night Residence	Number of Students	Percentage
Shelter	224	23.05%
Doubled up	524	53.91%
Unaccompanied Youth	80	8.23%
Unsheltered	2	0.21%
Awaiting Foster Care	94	9.67%
Unknown	48	4.94%
SubTotal NBPS	972	100%
Out of District	91	8.56%
Total McKinney Vento	1063	100%

In the course of presenting these figures it was noted that this was the largest number ever seen qualifying under McKinney Vento, exceeding last year's figure of 675. Peter Muise requested clarification as to "out of district" students which Ms. Mador defined as being those within 30 miles/30 minutes for younger students but 45 minutes/60 miles for high school age students. School of origin is determined by where the child was when homelessness occurred. Students can only be relocated at a natural break, such as when they go from one school type (like elementary) to another (like junior high or middle school).

Youth County
Joe Maia with the Department of Planning, Housing & Community Development offered a brief report about the fourth annual statewide youth count conducted May 1st – May 14th. This year a targeted approach was employed and surveys were provided to those identified as homeless youth, those within the NB Public Schools, Bristol Community College and St. Killians. Surveys were offered in four languages and 350 such surveys were completed. Mr. Maia reminded everyone that completion of a survey did not, in and of itself, indicate numbers of homeless youth.

All collected data was being forwarded to the State's Department of Housing & Community Development (MA DHCD) for tallying and results will be shared once the state has compiled the data.

Rise Up for Homes

Peter Muise and Chair Lima offered a monthly report noting that the second New Bedford Connect event was being planned for Wednesday, Octobeer 18th from 9am-1pm at the YMCA. Currently, small team meetings are underway and in the planning stages. Mr. Muise noted that Leadership Southcoast has again chosen NB Connect as their project for 2017. Anyone interested in working to develop this year's event was encouraged to get in touch with Jennifer Clarke so she could relay information to Leslie Poulin who is coordinating the event.

It was noted that the city's first NB Connect event in 2016 was extremely successful but did have two significant issues: parking and food/beverages. The planning committee is working hard to address these issues and additionally looking for ways in which to handle connecting folks to the Registry of Motor Vehicles which has now relocated out of the downtown area to the Industrial Park. Mr. Muise indicated that the next meeting was scheduled for July 18th at 2pm at the First Citizens Federal Credit Union headquarters in Fairhaven.

Chair Lima emphasized the importance of Rise Up's work and its financial responsibility in supporting the cold weather overflow shelter this past winter (roughly $12,000+) and implored those present to be part of this important HSPN effort.

Outreach and Encampments

Raymond Duarte offered an update report regarding the ongoing effort in addressing known encampments in the city. Mr. Duarte reported that he had visited two sites recently, one at Victory Park in the city's south end and the other being some tents located in the woods. As noted last month, Mr. Duarte reiterated that because the temperature is now rising, more folks leave shelter opportunities and live outside in these encampments and cited today's 6 vacant shelter beds as evidence of that.

New Business:

CoC Request for Proposals Notice

Jennifer Clarke from the city's Department of Planning, Housing & Community Development reminded everyone present that an email announcing the issuance of this year's RFP (Request for Proposals) had been sent out earlier in the month for new and renewal projects associated with CoC annual funding opportunities. Although the HUD Notice of Funding Availability (NOFA) has not yet been released, the city was looking to get a good start on developing its application and projects to ensure the most strategic and complete review and grant development. Applications were noted as being due the following day, June 16th at 3pm.

Community Priorities 2017

As a part of the CoC process, Jennifer Clarke reminded everyone that annually the CoC takes a careful look at its community priorities so that it is effectively and efficiently citing and prioritizing critical aspects of the CoC's operation and system performance. Toward this end, Ms. Clarke presented a draft 2017 Community Priority sheet that included eleven (11) such priorities. She reviewed changes from the 2016 adopted priority list, noting in particular, the addition of a new priority about enhancing HMIS capabilities that read:

> *Review efficiencies, data quality and efficacy of the existing HMIS system and determine methodologies needed to enhance and improve the HMIS system at a program level and at a system-wide level ensuring greater transparency, ease of access and usability of data.*

After a brief discussion, the Chair called for a vote:

MOTION: Made by Peter Muise to accept the Community Priorities 2017 as presented, seconded by Steve Montembault

VOTE: The motion passed unopposed.

Accessing Mainstream Resources: Boston Medical Center HealthNet Plan (BMCHP)
Olivia Botelho, Community Outreach Representative introduced both Marisa Baronas, Social Care Manager and Helena Piccerelli, Intensive Case Manager from the Boston Medical Center – HealthNet Plan. Ms. Botelho stated that the Boston Medical Center has a variety of programs and services available to assist New Bedford's homeless population.

Ms. Baronas presented first and stated that there are currently two offices in the South Coast area providing behavioral health care and case management services to needy clients. It is our experience that psychosocial issues greatly affect a client's ability to function and should be addressed first. Most eligible clients have experienced either mental health and/or substance abuse issues. In order to determine a client needs, all clients are first triaged and asked to perform a social service survey. The first line of contact is performed via phone and then directed to complete an application. If the client is unable to complete the application on his/her own, a case manager will be assigned to assist. For the most part, mental health professionals work with clients telephonically instead of personally. In some cases, the client does not even have a phone. In this scenario, the program will provide a pre-programmed phone with set phone numbers to stay in touch with the client / provider. The following are some medical and chronic conditions addressed thru the program: COPD, diabetes treatment, obesity, hypertension and a variety of other illnesses. Ms. Baronas concluded by stating that the Boston Medical Center - Healthnet Plan would like to get plugged into the HSPN, become an active member, and receive referrals from agencies.

Ms. Piccerelli from Beacon Health Options then presented and described the program and services offered thru Beacon in their downtown location at 1 Merril's Whart. Ms. Piccerelli stated that case manager's works with clients who are both homeless and have a chronic mental illness. Most clients served can be described as being high risk, have substance abuse disorders, mental illness and etc. The program coordinates care and helps client access various community and healthcare programs.   Further, the program helps connect clients with other options such as housing, shelter, DTA and applying for long term benefits.   Clients receive social care and work closely with the case manager and nurses to get community based support. Beacon currently works with a few agencies in the HSPN but would like to expand its outreach to other member agencies.
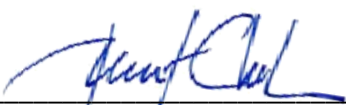
Peter Muise asked how do clients access either programs/services and what are the specific entry points? Ms. Botelho explained that clients must first apply for Mass Health and in turn, Mass Health will refer them to a specific program or service. Clients are encouraged to apply online vs. the paper application. It is important to note that demand is over reaching the supply of available services. Currently, South Coast has the longest wait time for programs and services or more specifically therapist and psychologists.

Announcements:

- Recovery Month Activities. Wendy Bluis from Family Preservation Program announced that the Annual Recovery Day is scheduled for September and the committee will starting meeting every Friday at 10am beginning June 16th at PAACA. Anyone interested in being involved should attend the meeting and/or contact Wendy at WBluis@HPTC.ORG. Additional details regarding the event will be forthcoming and announced at the HSPN.

With no further business the meeting was adjourned by unanimous consent at 11 am.

Respectfully submitted by:

_____
Jennifer Clarke, AICP
Department of Planning, Housing & Community Development

Meeting Minutes
August 17, 2017

Attendance

Esperanza Alejandro-Berube, NBHA
Maria Alves, Seven Hills
Olivia Behrens, Eliot CHS
Wendy Bluis, Family Preserv Prog
Zara Brockman, Veterans Inc.
Danielle Brown, Steppingstone
Doug Cederberg, ICC GNB
Jennifer Clarke, DPHCD
Shelly Correia, Harbour House
Kristina da Fonseca, SC Fair Hsg
Raymond Duarte, CSS
Angela Eddings, CSS
Bruce Frazer, DMH
Sara-Jane Gage, SEMCOA Monarch

Kaitlin Hubert, JRI
Janet Joy, Harbour House
David Lima, ICC GNB
AnnaMarie Lopes, YWCA
Evelyn Lopez-Ramos, GNBCHC
Pauline Macedo, NB Comty Svcs
Jose Maia, DPHCD
Carla Marcelino
Susan Mazzarella, CSS
Kerry Mello, SouthCoast Health
Stephen Montembault, SFS
Peter Muise, First Citizens FCU
Maryellen Natale, SCLS
Yolanda Nunes, CCBC

Gregory Pereira, CSS
Josina Pires, GNBCHC
Karen Ready, CSS
Martha Reed, CSS
Jim Reid, VTH
Janet Richardi, SoCo
Donna Salvas, GNBCHC
Patricia Steiblin, JRI
Melissa Terra, Veterans Inc
Wendy Tolley, PAACA
Kim Ventura, CCBC
Gloria Villalobo, GNBCHC
Cynthia Wallquist, NB Com Svcs

Introductory Remarks

The Rev. David Lima, HSPN Chair, called the meeting to order at 10:01 a.m. and welcomed everyone to the monthly HSPN membership meeting.

Minutes

Chair Lima asked for a motion to accept the minutes of the June 2017 HSPN meeting.

MOTION: Made by Peter Muise, seconded by Janet Joy, to accept the minutes as presented.

VOTE: The motion passed unopposed.

Old Business

SoCo Leadership Network

Janet Richardi, Executive Director of the SoCo Network, presented a report to the HSPN membership that included the following information:

■ Ms. Richardi announced that on Tuesday, August 29th, there would be a Family Services Meeting at the Quarry Street location in Fall River; she anticipated that Sarah Slaughterback from the State's Department of Education would be there for an important discussion around schools/homelessness.

■ A combined Veterans/Individual Services SubCommittee meeting would be held at a time yet to be determined in September.

■ A quick recap of the August 4th Homeless Connect event in Fall River was offered, citing 79 individuals received Ids, a dental hygienist provided services to 21 individuals, breakfast (sponsored by BayCoast Bank) and lunch (sponsored by United Way) were also provided in addition to "tremendous resources" and connections for those in need.

- Ms. Richardi reminded everyone that they were working on an Elder Summit being scheduled for October 23rd in Wareham and that additional information would be forthcoming. All were invited to save the date for this forum.

Peter Muise took this opportunity to recognize SoCo and the important work it is doing, citing best practices and "things that work when we come together."

THE CALL Coordinated Entry
Angela Eddings from Catholic Social Services (CSS) presented the July report for the CALL during which she stated that the CALL had 34 households on the waitlist [for permanent housing placement] compared with the 700+ that had been on the list at one time, so progress was being made. She noted that at present, 13 of the 34 households on the waiting list were currently out (being processed for placement) and that six individuals could get placed "today" if she could find three two-bedroom apartments. Ms. Eddings noted a steady influx of calls—high for the summer—and reviewed a number of additional statistics for July including 597 calls from folks "at risk" of becoming homeless, 238 of whom were from New Bedford and 126 calls coming in from individuals and families experiencing homelessness, 40 of whom were from New Bedford.

A question was raised by a representative of the GNB Community Health Center asking whether there was some way to find high risk patients once they are in shelter, citing an example of how a critical lab result comes in and the GNBCHC staff then needs to find the patient to provide them with the information. Ms. Eddings suggested that while shelter client confidentiality was necessary, it would be best to contact the CALL, directly, as the intake staff there would understand the situation and know how to properly deal with it to ensure the connection was made correctly.

New Bedford Public Schools
The representative from the school department was not present to offer a report at this meeting.

Rise Up for Homes
Peter Muise stated that there was roughly $16,000 remaining in the Rise Up account after spending $10,000 this past winter for the emergency overflow shelter, and explained the relationship of Rise Up for Homes and the HSPN, noting that it serves as the fundraising and public education arm of the continuum.

Mr. Muise advised that currently the members of Rise Up for Homes committee were working on the upcoming New Bedford Connect event scheduled for Wednesday, October 18th at the YMCA. Many agencies have already signed up and additional agencies and organizations were encouraged to join in and participate as well by contacting Jen Clarke who will, in turn, connect folks with Leslie Poulin who is coordinating the event. Additionally, while some [corporate] sponsors have stepped up already, it was noted that additional help was welcome to ensure adequate funding of the event. Peter Muise offered to speak with anyone interested in sponsorship of the event and encouraged folks to check out the Rise Up website for additional information/connections. Before concluding his remarks about the NB Connect event, Mr. Muise again reiterated that this is an HSPN event, encouraging all HSPN members to participate in some way. [It was noted that the InterChurch Council of Greater New Bedford serves as the fiscal conduit for Rise Up and that fundraising efforts included $10 donations via texting to Rise Up].

The issue of panhandling was then noted, particularly with respect to a pending motion before City Council that would permit the installation of strategically placed signage encouraging people to make donations to a particular charitable source via a phone number rather than to an individual [panhandler]. Mr. Muise said that he thought the HSPN might want to weigh in on this issue. Chair Lima articulated additional details about the proposal and it was suggested that the HSPN might want to vote to offer its own name as that resource for giving, thereby creating a solvent mechanism for funding to help those in need and homeless. Discussion ensued as to the pros and cons of creating such a sign/donation mechanism and it was confirmed that doing so would in no way prevent an individual

from giving to someone if they wanted to do so but instead simply presented an alternative for collective donations. Legal considerations as well as next steps were likewise considered before an action was taken as follows:

MOTION: Made by Janet Richardi and seconded by Peter Muise, to encourage the City Council to use Rise Up for Homes/HSPN as the referred donation/resource for any future panhandling signage.

VOTE: The motion passed unopposed.

Outreach and Encampments
Raymond Duarte offered a brief update report regarding the ongoing effort in addressing known encampments in the city. Mr. Duarte reported that he had one report of an encampment with two individuals and despite an early morning site visit, found no individuals in the subject area. However, four other individuals were found nearby and were offered services and shelter through Sister Rose. He cited evidence of substance abuse in the immediate vicinity and that this was located near the De Valles Day Care on Bonnie Street.

New Business:

NOFA Overview and CoC Competition.2017 Ranking Vote
Jennifer Clarke from the City's Department of Planning, Housing & Community Development presented a powerpoint entitled, "Looking at the FY2017 CoC Funding Round," to the HSPN membership that included an overview of this year's federal funding competition for continuums of care through the NOFA—Notice of Funding Availability. In the course of the presentation she addressed basics about the CoC Competition, briefly reviewed HUD's Policy and Program Priorities, presented detailed information regarding the funding available to the New Bedford CoC in this round and spoke to the process by which the city undertook the development of its application and the review of potential new and renewal projects. She announced that the PowerPoint would be available at the HSPN website immediately after the HSPN meeting. [See the 2017 Ranking of Proposals Section and referenced powerpoint at: http://www.nbhspn.com/coc-funding-competition/].

The final part of Ms. Clarke's presentation served as an introduction for the ranking recommendation. From this point of the presentation, Chair Lima, in his capacity as a representative of the HSPN's Performance Review Committee (PRC), reviewed the entire ranking recommended by the PRC for the HSPN's consideration and action discussing both the absence of any new projects and the renewal projects accompanied by their placement as recommended within the respective funding tiers. In particular it was noted that some funding was being returned to HUD from the renewal projects—upwards of $200k in the aggregate—that has caused significant concern.

After some brief discussion on that which was recommended and the order of ranking presented, Chair David Lima called for a motion.

MOTION: Made by Janet Richardi and seconded by Jim Reid, to ratify the HSPN CoC ranking for the FY2017 funding competition as presented and recommended by the Performance Review Committee.

VOTE: The motion passed unopposed.

Ms. Clarke noted that the ranking as approved would be posted online at the HSPN's website [www.nbhspn.com/coc-funding-competition] within 48 hours and would also be sent to the HSPN listserve. [NOTE: both the website posting and email blast were completed on August 18, 2017].

Presentation and Adoption of the 2017-2019 Strategic Plan
Jennifer Clarke reviewed the HSPN's two year strategic plan as developed by the Technical Assistance Collaborative. Through a powerpoint presentation she discussed the process involved in developing the strategic plan, homelessness in New Bedford, community planning to address homelessness, financial and political environment

considerations, strategic recommendations and the proposed implementation plan.   After some discussion amongst HSPN members particularly around its collective interest in ensuring the plan is actually implemented and constructively used, a motion was made for final adoption as follows:

MOTION: Made by Peter Muise, seconded by Angela Eddings, to adopt the *Strategic Plan to Prevent and End Homelessness in New Bedford August 2017 to July 2019*.
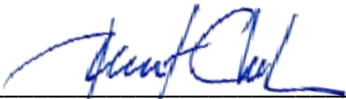
VOTE: The motion passed unopposed.

HSPN members were unanimous in their appreciation for the good work undertaken by the Technical Assistance Collaborative in the preparation, development and execution of this plan for the New Bedford CoC.

Announcements:

- Susan Mazzarella Welcomed. Patrick Sullivan took a moment to formally introduce and welcome Susan Mazzarella to the HSPN. Ms. Mazzarella is the new Executive Director for Catholic Social Services.
- VTH Funding. Jim Reid announced that VTH had been awarded significant funding for the 30 residential unit project on which they've been developing.
- Recovery Day. Wendy Bluis announced an upcoming Recovery Day being held at PAACA on September 22, 2017 and encouraged everyone to consider reserving a resource table for their agency/organization.
- International Overdose Awareness Day was announced as being August 31st and will be observed in the city that day at City Hall. In 2016 alone, there were 42 deaths from overdoses.
- Opiate Drop-In Center across the street from Pilgrim United conducts a walk-in on the fourth Thursday of every month. Providers are welcome.

With no further business the meeting was adjourned by unanimous consent at 11:12 am.

Respectfully submitted by:

_____
Jennifer Clarke, AICP
Department of Planning, Housing & Community Development

Before Starting the Project Listings for the CoC Priority Listing

The FY 2017 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2017 CoC Program Competition NOFA.

The FY 2017 CoC Priority Listing includes the following:
 - Reallocation forms – must be fully completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2017 CoC Program Competition NOFA.
 - New Project Listing – lists all new project applications created through reallocation and the permanent housing bonus that have been approved and ranked or rejected by the CoC.
 - Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
 - UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2017 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
 - CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
   - HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

 Things to Remember:
 - All new and renewal projects must be approved and ranked or rejected on the Project Listings.
 - Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the affected project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
 - For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
 - If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected: however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

 Additional training resources are available online on the CoC Training page of the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/

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 New Bedford

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/get-assistance/.

2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2018 into one or more new projects?   Yes

3. Reallocation - Grant(s) Eliminated

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects entirely must identify those projects on this form.

Amount Available for New Project: (Sum of All Eliminated Projects)				
$0				
Eliminated Project Name	**Grant Number Eliminated**	**Component Type**	**Annual Renewal Amount**	**Type of Reallocation**
This list contains no items				

4. Reallocation - Grant(s) Reduced

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2017 CoC Program Competition NOFA – may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing eligible renewal projects entirely must identify those projects on this form.

Amount Available for New Project (Sum of All Reduced Projects)					
$45,000					
Reduced Project Name	**Reduced Grant Number**	**Annual Renewal Amount**	**Amount Retained**	**Amount available for new project**	**Reallocation Type**
Transition to Sta...	MA0493L1T051602	$199,896	$154,896	$45,000	Regular

4. Reallocation - Grant(s) Reduced Details

Instructions:

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/get-assistance/.

4-1. Complete the fields below for each eligible renewal grant that is being reduced during the FY 2017 reallocation process. Collaborative Applicants should refer to the final HUD-approved FY 2017 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name:	Transition to Stabality
Grant Number of Reduced Project:	MA0493L1T051602
Reduced Project Current Annual Renewal Amount:	$199,896
Amount Retained for Project:	$154,896
Amount available for New Project(s): (This amount will auto-calculate by selecting "Save" button)	$45,000

4-2. Describe how the CoC determined that this project should be reduced and include the date the project applicant was notified of the reduction. (limit 750 characters)

Past financial spend-down challenges, combined with the final project scoring was such that a $45,000 portion of Catholic Social Services' "Transition To Stability" program was reallocated to another project. The scoring was such that the Transition to Stability program ranked as eighth in the CoC's rankings. Notified August 18, 2017

5. Reallocation - New Project(s)

Collaborative Applicants must complete each field on this form that identifies the new project(s) the CoC created through the reallocation process.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

$45,000				
Current Priority #	**New Project Name**	**Component Type**	**Transferred Amount**	**Reallocation Type**
1	New Bedford ...	HMIS	$45,000	Regular

5. Reallocation - New Project(s) Details

Instructions:

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/get-assistance/.

5-1. Complete each of the fields below for each new project created through reallocation in the FY 2017 CoC Program Competition. For list of all eligible types of new projects that may be created through the reallocation process, see the FY 2017 CoC Program Competition NOFA.

FY 2017 Rank (from Project Listing): 1

Proposed New Project Name: New Bedford HMIS Project 2.0

Component Type: HMIS

Amount Requested for New Project: $45,000

6. Reallocation: Balance Summary

Instructions

For guidance on completing this form, please reference the FY 2017 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/get-assistance/.

6-1 Below is a summary of the information entered on the eliminated and reduced reallocation forms. The last field on this form, "Remaining Reallocation Balance" should equal zero. If there is a positive balance remaining, this means the amount of funds being eliminated or reduced are greater than the amount of funds request for the new reallocated project(s). If there is a negative balance remaining, this means that more funds are being requested for the new reallocated project(s) than have been reduced or eliminated from other eligible renewal projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	$45,000
Amount requested for new project(s):	$45,000
Remaining Reallocation Balance:	$0

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are availble at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

EX1_Project_List_Status_field   List Updated Successfully

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
City of New Bedfo...	2017-09-27 09:16:...	HMIS	City of New Bedfo...	$45,000	1 Year	1	Reallocation		Yes

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

EX1_Project_List_Status_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
Welcome HOME	2017-09-27 09:55:...	1 Year	City of New Bedfo...	$170,590	3	PSH	PH
Portico	2017-09-27 09:30:...	1 Year	City of New Bedfo...	$591,092	7	PSH	PH
Prism	2017-09-27 09:33:...	1 Year	City of New Bedfo...	$109,030	8	PSH	PH
The Call	2017-09-27 09:22:...	1 Year	City of New Bedfo...	$46,757	5		SSO

City of New Bedfo...	2017-09-27 08:59:...	1 Year	City of New Bedfo...	$29,524	2		HMIS
Transition to Sta...	2017-09-27 09:28:...	1 Year	City of New Bedfo...	$154,896	9	RRH	PH
Family Preservati...	2017-09-27 10:12:...	1 Year	City of New Bedfo...	$260,920	4	PSH	PH
Step Up	2017-09-27 10:29:...	1 Year	City of New Bedfo...	$277,130	6	PSH	PH

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

EX1_Project_List_Status_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
CoC Planning Proj...	2017-09-27 10:10:...	1 Year	City of New Bedfo...	$37,750	CoC Planning Proj...

Funding Summary

Instructions

For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	$1,639,939
New Amount	$45,000
CoC Planning Amount	$37,750
Rejected Amount	$0
TOTAL CoC REQUEST	$1,722,689

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	HUD 2991	09/27/2017
FY 2017 Rank (from Project Listing)	No		
Other	No		
Other	No		

Attachment Details

Document Description: HUD 2991

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

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Page	Last Updated
Before Starting	No Input Required
1A. Identification	09/26/2017
2. Reallocation	09/27/2017
3. Grant(s) Eliminated	No Input Required
4. Grant(s) Reduced	09/27/2017
5. New Project(s)	09/27/2017
6. Balance Summary	No Input Required
7A. CoC New Project Listing	09/27/2017
7B. CoC Renewal Project Listing	09/27/2017

7D. CoC Planning Project Listing	09/27/2017
Funding Summary	No Input Required
Attachments	09/27/2017
Submission Summary	No Input Required

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information:)

Applicant Name: City of New Bedford, Massachusetts

Project Name: See Below

Location of the Project: New Bedford

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care Program

Name of Certifying Jurisdiction: City of New Bedford

Certifying Official of the Jurisdiction Name: Jonathan F. Mitchell

Title: Mayor

Signature:

Date: 09/27/2017

PROJECTS: HMIS New Bedford, HMIS New Bedford 2.0, Welcome Home, Family Preservation Program, The Call, Step Up, Portico, Prism, Transition to Stability and Planning Grant.

form **HUD-2991** (3/98)