



CITY OF SOMERVILLE, MASSACHUSETTS  
*MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT*  
JOSEPH A. CURTATONE  
MAYOR

MICHAEL F. GLAVIN  
EXECUTIVE DIRECTOR

MEMORANDUM

To: Mayor Curtatone

From: Kelly Donato

Date: 10/8/2015

Re: 2013 and 2014 Continuum of Care (CoC) Planning Grants

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The Housing Division of the Mayor's Office of Strategic Planning and Community Development respectfully requests that you forward this memorandum, scope of services and letters to the Board of Alderman (BOA) requesting that the BOA accept of two grants in the amounts of \$29,179 (2013 CoC Planning Grant) and \$25,964 (2014 CoC Planning Grant) from the U.S. Department of Housing & Urban Development (HUD) in order to support the Continuum of Care's planning efforts.

The City will be providing a match for the 2013 CoC Planning Grant in the amount of \$7,295 for Housing Division employee Kelly Donato's time. On the 2014 CoC Planning Grant, the City will be providing a match in the amount of \$6,491 for Housing Division employee Kelly Donato's time.

The CoC is responsible for developing a plan that coordinates the implementation of housing and service systems that meets the needs of homeless individuals and families within its geographic area, in coordination with the City. The City of Somerville serves as the CoC Lead Agency, and the Somerville CoC consists of 15 programs, of which nine are permanent housing programs, three are transitional housing and three are supportive service only programs, including one street outreach program.

CoC Planning Grants can be used to cover coordination activities, project evaluation, project monitoring activities, participation in the consolidated plan, CoC application activities, determination of the geographical area to be served, developing a CoC system and HUD compliance activities. Per HUD guidelines, the CoC designed the scope of work such that the 2014 grant would not be a continuation of a project from the 2013 grant. While the 2013 grant

focuses on written policies and procedures, monitoring, evaluation, and analyzing barriers to accessing homeless programs, the 2014 grant specifically targets planning around chronically homeless, unaccompanied youth, framework on housing availability notice, HMIS compliance support and refining coordinated assessment. The CoC intends to hire a consultant through a competitive process managed by the City to assist them with the various planning activities. The City will be overseeing administration of both grants.

**Recommendation:**

That the BOA accept the 2013 CoC Planning Grant in the amount of \$29,179 and the 2014 CoC Planning Grant in the amount of \$25,964.



## U.S. Department of Housing and Urban Development

MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA  
Office of Community Planning and Development  
Thomas P. O'Neill, Jr. Federal Building  
10 Causeway Street - Fifth Floor  
Boston, Massachusetts 02222-1092

Fax (617) 565-5442

APR - 8 2015

Ms. Kelly Donato, Director of Special Projects  
City of Somerville  
93 Highland Avenue  
Somerville, MA, 02143

Dear Ms. Donato:

SUBJECT: Transmittal: 2013 CONTINUUM OF CARE PROGRAM  
MA-517 - PLN - MA -517 CoC Planning Application 2013  
MA0463L1T171300

Congratulations on the final selection for funding under the Department of Housing and Urban Development (HUD) fiscal year (FY) 2013 Continuum of Care competition. Attached is a copy of the Grant Agreement and Exhibit-Scope of Work (s) for the grant number(s) listed above.

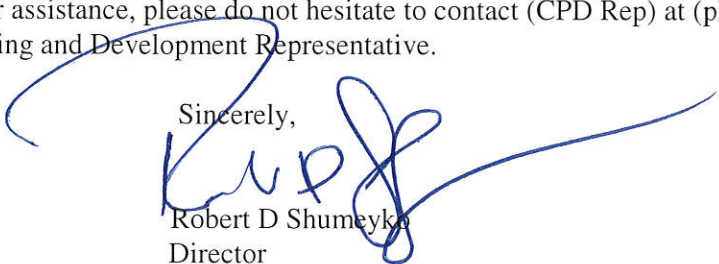
The FY13 Scope of Work along with the FY2012 grant agreement(s) constitute the legal agreement between your organization and HUD. Please have the authorized representative of your organization sign both **(2) copies of each GRANT AGREEMENT**. Retain one copy of each **Exhibit- Scope of Work** within your organization, scan one executed copy of each GRANT AGREEMENT along with the SAM (System Award Management) detail printout, email to your assigned CPD Representative (Rep email address) and mail the hard copy of each grant to this office **within 10 days from the date of this letter**.

If any financial information **requires a revision**, please utilize the following documents, which can be found at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cfo/loccs\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines) or <http://portal.hud.gov/hudportal/HUD?src=/espanol> : and submit to your Representative for processing.

- The LOCCS/VRS Access Authorization Form (HUD -27054)  
<http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>
- The Direct Deposit Form (SF-1199A)
- [http://www.irs.gov/pub/irs-utl/sf-1199-a\\_dirdeposit.pdf](http://www.irs.gov/pub/irs-utl/sf-1199-a_dirdeposit.pdf)
- The Request Voucher for Grant Payment (HUD-27053)  
[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_11714.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11714.pdf)

If we can offer any further assistance, please do not hesitate to contact (CPD Rep) at (phone number) or (Rep email address), Community Planning and Development Representative.

Sincerely,

  
Robert D Shumeyko  
Director



Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Coordinate and support the activities of the CoC (including refining the Governance Charter, MOUs, policies and procedures and helping to move toward a board approach) and committee meeting activities, Coordinate PIT/HIC and review GIW, as well as coordinate an effort to plan and implement a Coordinated Assessment System for homeless individuals and families (approximately 135 hours in consultant time)	\$13,500
2. Project Evaluation	Evaluates performance outcomes of the CoC and ESG funded projects and supports CoC efforts to annually update performance targets and HMIS scorecards and case and agency review checklists. Coordinate and provide regular reports to City and CoC and coordinate technical assistance as needed (approximately 25 hours in consultant time).	\$2,500
3. Project Monitoring Activities	Coordinate and assist HMIS and Evaluation committees with monitoring. This will include annual site visits and review of client files and agency records, along with reports to the CoC and City (approximately 50 hours in consultant time).	\$5,000
4. Participation in the Consolidated Plan	Work to ensure the Consolidated Plan includes up to date information about housing and service needs of the homeless and assist in holding a public hearing for the CoC, homeless providers and stakeholders. Collaborate to ensure funding allocation is based on documented need (approximately 5 hours in consultant time).	\$500
5. CoC Application Activities	Develops and carries out the collaborative process in which the CoC develops and submits the CoC funding application to HUD including drafting narrative responses and ranking the project applications (approximately 26.79 hours in consultant time).	\$2,679
6. Determining Geographical Area to Be Served by the CoC		\$0
7. Developing a CoC System	Develops and coordinates the CoC system by refining, creating and enforcing policies and procedures for accessing programs and analyzing current barriers to accessing programs (approximately 50 hours in consultant time).	\$5,000
8. HUD Compliance Activities		\$0
<b>Total Costs Requested</b>		<b>\$29,179</b>
<b>Cash Match</b>		<b>\$0</b>
<b>In-Kind Match</b>		<b>\$7,295</b>
<b>Total Match</b>		<b>\$7,295</b>
<b>Total Budget</b>		<b>\$36,474</b>

Click the 'Save' button to automatically calculate the Total Assistance



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT

January 26, 2015

Ms. Kelly Donato  
Director of Special Projects  
City of Somerville  
93 Highland Avenue  
Somerville, MA 02143

Dear Ms. Donato:

Congratulations! I am delighted to inform you that the Fiscal Year (FY) 2014 Continuum of Care (CoC) Program project application(s) your organization submitted was selected for funding in the total amount of \$25,964. The enclosure lists the name(s) of the individual project(s), the project number(s), and the maximum award amount(s) for each conditionally selected project application(s).

The CoC Program is an important part of HUD's mission. CoCs all over the country continue to improve the lives of homeless men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2014 CoC Program Competition. The programs and CoCs funded through the CoC Program continue to demonstrate their value by improving accountability and performance every year. HUD commends your organization for its work and encourages it to continue to strive for excellence in the fight against homelessness.

Your local HUD field office will be providing a letter to your organization with more information about finalizing its award(s), including finalizing the amount of the award(s). HUD is counting on your organization to use these important resources in a timely and effective manner.

Sincerely,

A handwritten signature in dark ink, appearing to read "Clifford Taffet", with a long horizontal flourish extending to the right.

Clifford Taffet  
Assistant Secretary (Acting)  
for Community Planning and Development

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Coordinate for planning around chronically homeless, the unaccompanied homeless youth count and coordinating a framework for notice regarding housing availability to ensure access.(approximately 80 hours of time)	\$7,982
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	Assist with refining coordinated assessment and participating in state efforts for coordinated assessment (approximately 80 hours of time)	\$7,982
8. HUD Compliance Activities	Provide HMIS compliance support for data accuracy and reporting, attendance at HUD trainings and state HMIS meetings (approximately 100 hours of time)	\$10,000
<b>Total Costs Requested</b>		\$25,964
<b>Cash Match</b>		\$0
<b>In-Kind Match</b>		\$6,491
<b>Total Match</b>		\$6,491
<b>Total Budget</b>		\$32,455

**Click the 'Save' button to automatically calculate the Total Assistance**