



# Consolidated Plan FY2024-FY2028

Action Plan  
2024-2025

## City of Somerville

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## Executive Summary

### ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Somerville is an entitlement jurisdiction that receives federal funds from The U.S. Department of Housing and Urban Development (HUD) to support local community development and affordable housing activities. The federal block grant programs that provide these resources include the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program and the Emergency Solutions Grant (ESG). As a condition of receiving these funds, the City of Somerville is required to submit a 5 Year Consolidated Plan, which outlines the city's housing and community development needs and priorities and the First Year Annual Action Plan that identifies how the city plans to allocate its HUD funding to address these priority needs.

The 2024-2028 Consolidated Plan for the City of Somerville is the result of a collaborative process designed to identify housing and community development needs and to establish goals, priorities, and strategies to address those needs. The focus of all these needs is on households with low- and moderate-incomes. The process is also a framework for dialogue across the greater Somerville community to better focus HUD CPD funding to meet local needs which led to this Consolidated Plan. This plan will serve as the document that will guide the priorities and expenditure of CPD funds received by the city across its annual plans for the next five years.

The Consolidated Plan is broken up into four primary sections: Process (PR), Needs Assessment (NA), Housing Market Analysis (MA), and Strategic Plan (SP). The first Annual Plan for this consolidated plan period is also included with this Plan.

The Process section describes the development of the Consolidated Plan and discusses how citizens were involved in the process, how the city consulted with service providers and other stakeholders to facilitate the development of the Plan. The section also shares key findings from the citizen survey and focus group interviews. The Needs Assessment section shares data and provides analysis of the city's needs as they relate to affordable housing, special needs housing, community development and homelessness. Throughout the section, special attention is paid to the needs of low- and moderate-income (LMI) households, racial and ethnic minorities, homeless persons, and special needs populations. The Housing Market Analysis section provides information and detailed data about the local housing market conditions in the city. The analysis is meant to supplement the information given in the Needs Assessment to facilitate the creation of goals that are tailored to local context. The Strategic Plan is based on the findings from the previous sections, stakeholder and resident input, and review of existing local/regional planning documents. The primary purpose of the section is to prioritize the needs identified through the Consolidated Planning process to develop goals that direct the allocated federal funds to maximize community impact. The First Year Annual Action Plan provides a summary of the actions, activities, and programs the City of Somerville will implement during the first year (2024) of this Consolidated Plan period to address the priority needs and goals identified by the Strategic Plan. The

Action Plan functions as an annual guide and budget to explain how federal resources will be used to improve conditions for LMI households, racial and ethnic minorities, homeless persons, and other special needs populations in the City of Somerville.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment**

### **Overview**

Priorities identified in the Needs Assessment section include issues of housing cost burden, especially for the extremely low and very low income households. Rising home values and rent levels will continue to tighten the supply of affordable housing units making housing vouchers and other rental assistance subsidies more difficult to use. The aging housing stock provides more affordable housing but brings with it the need for rehabilitation. Homeless resources remain in high demand especially among single parent families who continue to find it difficult to provide housing on one income, resulting in longer shelter stays. Finally, with regard to non-housing community development; neighborhood infrastructure and public facilities, especially in the low income target areas, remain a high need and priority. Additional information on Goals and Priority Needs can be found in the Strategic Plan Section **(SP-45 and SP-25)**.

### **3. Evaluation of past performance**

CDBG, HOME and ESG funds received during 2018-2022 Consolidated Plan period enabled the City of Somerville to make significant progress on the goals identified in this plan. In particular, the City achieved a number of meaningful accomplishments in creating and preserving affordable housing, creating more vibrant and suitable living environments in target neighborhoods, unlocking economic opportunities for local small businesses and supporting them through changing environments, and delivering key public and social service programs through these funds.

**Affordable Housing-** Housing Cost Burden and Affordable Housing supply remain the largest issues facing low and moderate income residents of the city. While market condition has remained extremely challenging, the city has taken numerous steps to address these problems. The City has undertaken numerous regulatory reforms aimed at facilitating the construction of housing and incentivizing affordable housing. The City has leveraged CDBG, HOME, and local funds to support new housing construction in partnership with the Somerville Housing Authority, Somerville Community Corporation, Somerville Community Land Trust, and other nonprofit developers. The Somerville Housing Trust Fund has also supported housing assistance programs aimed at stabilizing tenancies and preventing homelessness. The City has expanded capacity to address housing needs through the establishment of the Office of Housing Stability and the Anti-displacement Task Force, and has advanced opportunities to increase funding for affordable housing.

**Revitalizing Target Neighborhoods-** The city made numerous investments to revitalize struggling business districts and make physical improvements to enhance the environment of target neighborhoods. The city was able to provide technical assistance to aid small businesses who have struggled to keep pace with their larger counterparts. The city has also sought to improve the recreational and open space opportunities available to low and moderate income residents by renovating a number of parks in low and moderate income neighborhoods.

**Family Stabilization and Job Readiness-** The city of Somerville allocates all of the allowable 15% of public services to local non-profit agencies that provide a wide range of social services to the neediest populations in Somerville. The populations served by these funds include low to moderate income

youth, the elderly, persons with disabilities and special needs, and other low to moderate income residents in need of targeted services. In total over 4,000 residents were served by these programs.

**Homeless Services-** Temporary shelter was provided to over 1,000 homeless individuals and families last year alone at CASPAR Emergency Service Center, Catholic Charities Shelter for women and Respond, Inc. for victims of domestic violence and Somerville Homeless Coalition. The City of Somerville participated in the Somerville-Arlington Continuum of Care (CoC), which has now been absorbed into the Balance of State CoC. Coordinated Entry and standardized assessment tools have helped match clients with appropriate housing and service related interventions.

#### **4. Summary of citizen participation process and consultation process**

To develop this plan, city staff conducted a month and a half of a public consultation process. In this time, they held three community meetings, attended the meetings of community organizations, and met with both city staff and the staff of nonprofit organizations who serve low- and moderate-income populations, youth, the elderly, and other high-need populations. A survey was put out to the public in five languages which garnered over 300 responses. Additionally, a public RFP process was held to solicit bids from local nonprofit and public service providers, along with a push to add additional community members to the RFP selection committee. The draft plan was made available to the public with a 30-day comment period, culminating in another public meeting to discuss the plan, as well as approval from the City Council.

#### **5. Summary of public comments**

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

#### **7. Summary**

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

#### 1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table 1 – Responsible Agencies**

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	SOMERVILLE	OSPCD
HOME Administrator	SOMERVILLE	OSPCD
ESG Administrator	SOMERVILLE	OSPCD

#### Narrative

The Mayor's Office of Strategic Planning and Community Development (OSPCD) is the city department responsible for the management and oversight of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) entitlement grant programs. OSPCD is comprised of eight functional divisions which include Finance and Administration; Economic Development; Historic Preservation; Housing, Mobility; Housing Stability; Planning, Preservation, and Zoning; and Public Space and Urban Forestry. Each division carries out grant activities and programs related to their specific functional area. The finance and administration division is responsible for general financial management, reporting and general oversight and compliance and is the division which largely oversees the CPD grants.

In 2020, the City of Somerville joined the Balance of State Continuum of Care (CoC), and thusly is no longer the lead organization of the CoC that it is part of. OSPCD also utilizes sub recipient organizations and agencies, identified through an RFP process, to implement specific public service programs and projects identified in the Consolidated Plan.

#### Consolidated Plan Public Contact Information

Questions concerning the Consolidated Plan may be directed to:

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## **PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)**

### **1. Introduction**

The consultation process for the 2024-2028 Consolidated Plan (Con Plan) was one of the most comprehensive to date. The City of Somerville OSPCD engaged in consultation with the public housing authority, local agencies, city departments, and boards and commissions. Public engagement entailed a series of in-person and virtual meetings with multilingual support, street outreach, and a survey which was distributed in English as well as Portuguese, Spanish, Haitian Creole, Chinese, and Nepali. Finally, the findings from numerous recent public surveys and planning efforts were incorporated into the Consolidated Plan where relevant.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The City of Somerville and OSPCD coordinate activities between public housing and assisted housing agencies through funding and reporting outcomes to state and federal agencies. Nonprofit and for-profit housing developers and housing providers are in regular contact with OSPCD staff regarding permits, project ideas and potential state and federal grants and local funding sources that could be combined with CDBG and HOME funds for a successful housing project proposal. The HOME program provides vital funding to affordable housing providers that also apply for tax credit funding to develop affordable housing units. During the past five years the City of Somerville was able to successfully leverage HOME funds to deliver several high impact developments including those at Clarendon and the Mystic Waterworks II project. The city aims to continue working with its public and assisted housing providers on these joint funding strategies with additional development projects during the 2024 to 2028 Consolidated Plan period.

The City of Somerville strives to be in constant contact with various public and private agencies to ensure funding priorities are in line with current community development goals. OSPCD and other City departments are involved in many community collaborations with an aim to enhance coordination between housing and service providers to better serve the community, including the Anti-Displacement Task Force, Local Housing and Benefits Coalition, Food Security Coalition, and Public Safety for All Taskforce, to name a few.

In support of the Consolidated Plan and the Continuum of Care (CoC) Strategic Plan to End Homelessness, SPCD is in partnership with housing providers and health and human services providers to create subsidized affordable housing units that are linked to mainstream and social supports. The City dedicates approximately 15% of CDBG HUD grant funds to support the social service programs of nonprofit agencies identifying gaps and providing supportive services to low-income residents. Anti poverty programs in conjunction with energy assistance and weatherization assistance programs provide home repairs to emphasize community development sustainability and services to low-income residents.



**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

In 2019, the Somerville and Arlington CoC merged into the Balance of State (BoS) CoC. The BoS is a CoC that encompasses several Massachusetts municipalities in the Greater Boston area. The BoS is administered by the state's Executive Office of Housing and Livable Communities.

Each year, in response to the annual NOFO, the BoS submits an application for CoC funding on behalf of the providers who are part of the BoS. Prior to the CoC funding application being submitted, the BoS receives individual applications from providers who are looking for renewed funding for their programs or for funding for a new program. The BoS then ranks the applications received and the application for CoC funding is reflective of those project rankings. Once funding is received, funding is dispersed to providers based on the BoS project rankings. The BoS also manages Coordinated Entry (CE) in the CoC and provides a CE Regional Navigator which directs CE applicants to the appropriate region to access CE within the BoS. The Somerville Homeless Coalition is the CE point of contact for the Metro Region of the BoS, which includes Somerville.

OSPCD staff attend monthly BoS planning meetings to stay abreast of all CoC activities. OSPCD staff also participate as needed in various BoS committees, including the Project Evaluation Committee and the committee to review and revise the BoS governance charter. OSPCD staff convene quarterly meetings with Somerville providers who operate programs in the BoS CoC. The goal of the meetings is for OSPCD staff and providers to provide updates and share experiences related to CoC work.

The OSPCD Housing Division is responsible for planning and carrying out the annual Point In Time (PIT) count of unsheltered individuals on a specific night (usually the last Wednesday in January). Following the count, staff report the unsheltered data to the BoS, and work with local providers to make sure the BoS receives shelter data from the night of the count.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

In 2019, the Somerville/Arlington CoC merged into the Massachusetts Balance of State CoC. Several members of OSPCD's Housing Division staff serve on the CoC and these same staff along with other members in the CoC participate on the ESG Advisory Committee making recommendations to the Mayor for ESG funds. Critical feedback on the 2024-2028 Plan was solicited regarding permanent supported housing needs; allocation of ESG funds; updating performance standards for ESG funded activities; and use of the Homeless Management Information System (HMIS) from ESG funded agencies and other stakeholders in preparation for the city's formula funding. Participants were asked to prioritize activities to address homelessness and subpopulations to be served by homeless assistance programs and consideration was given to HUD's encouragement of allocating ESG funds for rapid re-housing.

Consultation and coordination specific to chronically homeless has been difficult. Somerville is experiencing a severe shortage of affordable rental housing, particularly for those with no or limited income and special needs often experienced by the chronically homeless. Low vacancy rates have

created a very competitive market where landlords are less inclined to house the chronically homeless. Consequently, ESG grantees have shifted their focus to prevention and serving at-risk homeless populations. Knowing that serving the chronically homeless is a priority of the CoC, OSPCD will increase efforts to solicit information to identify successful strategies to be used to inform ESG funding for this priority population.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

2	<b>Agency/Group/Organization</b>	City of Somerville Office of Infrastructure and Asset Management
	<b>Agency/Group/Organization Type</b>	Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development Market Analysis Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff were interviewed, highlighting facilities needs. Will continue to work on Capital Improvement Plan and seek alternative funding sources.
3	<b>Agency/Group/Organization</b>	Somerville Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Market Analysis Anti-poverty Strategy

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SHA provided data on Housing Authority tenants and facilities. A meeting with SHA staff highlighted the greatest barriers to affordable housing being a lack of supply at every affordability level up to 110% AMI, and the age and condition of Somerville Housing. SHA seeks resources to expand wraparound support services for residents and Section 8 voucher-holders, and to make physical improvements to buildings in its inventory or occupied by Section 8 tenants.
4	<b>Agency/Group/Organization</b>	Somerville Office of Housing Stability
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-homeless Service-Fair Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff were interviewed, highlighting housing stability concerns. Greatest need is for households earning less than 50% AMI and for expansion of shelter beds for families and individuals. Also need emergency rental assistance, legal services, to help people access higher paying jobs, and to address market barriers for renters.
5	<b>Agency/Group/Organization</b>	Somerville Office of Racial and Social Justice
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services - Victims Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff were interviewed. Highlighted ongoing initiatives to coordinate multiple departments to support special needs populations.
6	<b>Agency/Group/Organization</b>	Somerville Office of Immigrant Affairs
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Health Services-Employment Service-Fair Housing Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff were interviewed, identifying high level needs for navigational support, workforce training, legal aid, and space for delivering services and programs. Anticipate continued support in improving communication with special needs populations.
7	<b>Agency/Group/Organization</b>	Somerville Digital Bridge Initiative
	<b>Agency/Group/Organization Type</b>	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interview with Digital Bridge Initiative staff. They are developing a report with strategies to address need for training, digital literacy, devices, and affordable internet access.
8	<b>Agency/Group/Organization</b>	Somerville Anti-Displacement Taskforce
	<b>Agency/Group/Organization Type</b>	Housing Services-Employment Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interview with staff supporting the Anti-Displacement Taskforce. Three teams are developing strategies to address displacement in housing, small businesses and nonprofits, and artists.
9	<b>Agency/Group/Organization</b>	Somerville Department of Public Works
	<b>Agency/Group/Organization Type</b>	Agency - Management of Public Land or Water Resources Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interview with Department of Public Works staff. Identified areas for coordination around mobility improvements to LMI neighborhoods and challenges related to the unhoused population.

10	<b>Agency/Group/Organization</b>	Somerville Affordable Housing Trust Fund
	<b>Agency/Group/Organization Type</b>	Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interviews with Somerville Affordable Housing Trust staff and Board underscored the displacement of vulnerable residents and increasing demand for tenancy stabilization programs. SAHT coordinates local funding to support affordable housing development and stabilization programs.
11	<b>Agency/Group/Organization</b>	Office of Strategic Planning and Community Development
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing Services - Narrowing the Digital Divide Agency - Management of Public Land or Water Resources Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy Non-Housing Community Needs/Assets

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meetings with OSPCD Economic Development team highlighted the need for investment in workforce training, quality jobs, and affordable commercial space. Team will continue collaborating to identify funding to continue and expand successful ARPA-funded initiatives. The Mobility Division provided studies and data showing disproportionate impact of traffic/road safety crisis. They continue to implement pedestrian and transit improvements. The PPZ Division contributed input about goals and barriers to affordable housing development. PPZ advances goals and strategies articulated in the SomerVision plan. Staff in the Housing Division provided data, reports, and information pertaining to affordable housing, homelessness and facilities that serve the unhoused, fair housing, and Somerville's Housing Rehab program. The Housing Division will continue to coordinate efforts to address housing needs along with other City departments and community partners. Parks and Urban Forestry provided input on open space needs to support climate resiliency and health. PSUF will target improvements in LMI neighborhoods and to serve special needs populations.
12	<b>Agency/Group/Organization</b>	City of Somerville Constituent Services
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Somerville Constituent Services Department provided data on requests for support from Somerville residents, including LMI and special needs populations.
13	<b>Agency/Group/Organization</b>	Somerville Public Library
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Employment Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interview with Somerville Public Library Director identified programs that benefit LMI residents and highlighted a need to improve and expand accessible community spaces that are welcoming to people who are experiencing homelessness.

14	<b>Agency/Group/Organization</b>	City of Somerville Police Department
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless Services - Victims Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Police Department's Community Affairs Unit met with OSPCD and attended community meetings to provide input on needs and opportunities to support special needs populations, especially unhoused persons and youth.
15	<b>Agency/Group/Organization</b>	Community Action Agency of Somerville
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In a meeting with OSPCD, CAAS shared that their community assessment highlighted housing as the highest community need, along with living-wage jobs and affordable childcare. CAAS will continue partnering with the City of Somerville to implement anti-poverty programs.

16	<b>Agency/Group/Organization</b>	Local Housing and Benefits Coalition
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless Services-Health Service-Fair Housing Health Agency Publicly Funded Institution/System of Care Other government - Local Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Somerville's Office of Housing Stability coordinates with a coalition of nonprofit organizations that serve LMI residents in the immediate region. In a meeting with OSPCD, participants emphasized need for deeply affordable housing with supportive services and advocated for the rehab of a vacant city-owned property to use as a shelter for unhoused persons.
17	<b>Agency/Group/Organization</b>	Somerville Department of Health and Human Services
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Health Agency Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interviews with HHS staff who coordinate with nonprofit partners for initiatives such as nutrition assistance, veterans services, and the seasonal warming center. Cited higher rates of food insecurity and a need for engagement space and livable wages. Highlighted a need for increased coordination with community organizations and the need for space for the city and partners to operate programs.



18	<b>Agency/Group/Organization</b>	City of Somerville Recreation Department
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	An interview with the Recreation Director highlighted a need for facilities to expand teen programming and nutritional assistance. Rec. is coordinating an effort to identify the space needed.
19	<b>Agency/Group/Organization</b>	Office of Sustainability and Environment
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Emergency Management Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Somerville OSE provided studies and information on climate and resiliency initiatives. OSE works with OSPCD and other departments to expand resources to upgrade the city's aging building stock for health and resilience and to identify strategies related to flood risk and hazard mitigation which impact LMI neighborhoods.
20	<b>Agency/Group/Organization</b>	Somerville Public Schools
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-Education Services - Narrowing the Digital Divide Child Welfare Agency Publicly Funded Institution/System of Care Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Economic Development Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SPS provided data and information related to families who are homeless or are at risk of homelessness. SPS supports the basic needs of students by helping them to access programs such as food, housing stability, transportation, and multilingual support. SPS also coordinates critical early childhood and adult ed programs.

21	<b>Agency/Group/Organization</b>	Somerville Council on Aging
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	An interview with COA staff highlighted increasing dependence on nutritional programs, digital barriers, and economic needs. COA will continue coordinating with OSPCD and other departments to improve and expand their facilities and programs.
22	<b>Agency/Group/Organization</b>	SOMERVILLE HOMELESS COALITION
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SHC participated in numerous meetings and provided data on existing programs and services, highlighting priority needs for ADA accessible space to expand services and programs. SHA has a plan to increase physical and organizational capacity over the next five years.
23	<b>Agency/Group/Organization</b>	UNION SQUARE MAIN STREETS
	<b>Agency/Group/Organization Type</b>	Services-Employment Business and Civic Leaders Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Market Analysis Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Union Square Main Streets cohosted a community meeting. They will continue to partner with the City to build relationships and secure funding for neighborhood businesses.
24	<b>Agency/Group/Organization</b>	EAST SOMERVILLE MAIN STREETS
	<b>Agency/Group/Organization Type</b>	Services-Employment Business and Civic Leaders Neighborhood Organization

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Market Analysis Non-Housing Community Needs/Assets
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	East Somerville Main Streets cohosted a community meeting. They will continue to partner with the City to provide small business assistance and workforce training programs.
25	<b>Agency/Group/Organization</b>	Massachusetts Balance of State CoC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The BoS CoC provided data on homelessness and facilities to serve the unhoused population. The City will continue to coordinate with BoS CoC through the Housing Division.
26	<b>Agency/Group/Organization</b>	RESPOND INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Services - Victims Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Respond provided data on the services provided to victims of domestic violence.
27	<b>Agency/Group/Organization</b>	THE SOMERVILLE COMMUNITY CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SCC participated in the Survey, expressing the need for increased investment in affordable housing. SCC will continue to partner with OSPCD to expand and improve their inventory of affordable housing.
28	<b>Agency/Group/Organization</b>	Food for Free
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Food for Free provided input through the Survey expressing an interest in partnering with the City to expand their food program serving Somerville residents.
29	<b>Agency/Group/Organization</b>	Somerville Hispanic Association for Community Development
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SHA4CD participated in the Survey. They will continue to partner with the City to improve their facilities to provide services to vulnerable populations.
30	<b>Agency/Group/Organization</b>	Somerville Office of Accessibility Services
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interview with City's ADA Coordinator identified a need for accessibility improvements to core municipal buildings, constituent services spaces, and parks. Anticipate continued support in improving communication with special needs populations.

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no agency types that were not consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

**Table 3 – Other local / regional / federal planning efforts**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

In order to maximize the efficacy of all the funding and resources available, the City of Somerville actively seeks to work with a wide network of agencies that are private, nonprofit, and public across all of its program areas.

Public outreach and community partnerships play a key role in implementing housing activities. The Somerville Affordable Housing Trust Fund and OSPCD Housing Division Housing coordinate with the Massachusetts Department of Housing and Community Development on specific housing development projects regarding the provision of state resources to city supported projects, such as Massachusetts Affordable Housing Trust Funds, State HOME funds, LIHTC and other state housing funding resources. This includes participating in general discussions and consultations on overall housing goals at both the local and state level, as well as discussions with DHCD staff on specific housing development projects that are seeking multiple funding sources. In addition, the city and the Balance of State CoC coordinate with the State on ESG activities to ensure the best use of prevention and rapid rehousing resources. The city also consults with the Metropolitan Area Planning Council on planning around housing, economic development, climate resiliency, and the Digital Bridge Initiative.

In the Somerville OSPCD Public Space and Urban Forestry Division, community partnerships and public outreach have always been a critical part of the planning process. Typically these projects are planned in coordination with a host of public and private agencies, and all park projects incorporate significant outreach efforts designed to promote community participation in the low/mod neighborhoods that the projects are targeted to impact. Some of the key governmental agencies that PSUF works closely with are the EPA, Massachusetts Executive Office of Energy and Environmental Affairs, Massachusetts Environmental Trust, Department of Conservation Resources, and the Metropolitan Area Planning Council.

Similarly, many of the transportation and infrastructure initiatives undertaken by the city also follow the same model of outreach and partnership as parks and open space under OSPCD’s Mobility Division Planning Preservation and Zoning Divisions, and Somerville’s Department of Asset and Infrastructure Management. Public outreach and community partnerships play a key role. Infrastructure projects often coordinate with many of the same agencies as the open space projects and include others such as the

MBTA, Mass Department of Transportation, Federal Transit Authority, and Federal Highway Administration.

**Narrative (optional):**

OSPCD developed an outreach effort to maximize input from a large cross section of stakeholders. This outreach included public meetings, neighborhood meetings, published meeting notices, opportunities to submit written input, and a needs survey.

Many housing agencies, social service agencies, community groups, and other organizations serving the City of Somerville were consulted during the development of this Consolidated Plan. In addition to the three public meetings held January 23, 2024, February 6, 2024, and February 8, 2024, OSPCD staff participated in several meetings of stakeholder boards, committees, coalitions, and working groups to gather input on community needs and opportunities. Participants in this consultation process included affordable housing providers, neighborhood organizations, homeless and social service providers, economic development organizations, immigrant advocates, youth leadership agencies, transportation consortiums and municipal departments.

Draft

## **PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

#### **Summarize citizen participation process and how it impacted goal-setting**

As part of the outreach undertaken to create this plan, two in-person meetings were held in different Somerville neighborhoods, as well as one online meeting to gather public input in developing the plan. A survey was circulated online and on paper in English, Spanish, Portuguese, Nepali, Chinese, and Haitian-Creole, which were the languages chosen as they are the most spoken in Somerville. Finally, a public hearing was held online to go over the draft plan. While participants could request interpretation into any language for any of the meetings, the two neighborhood meetings were offered bilingually, one in Spanish and the other Portuguese. The City also provides ADA accommodations upon request.

The series of public meetings and survey were promoted through various media channels, the networks of Somerville's Office of Immigrant Affairs, neighborhood Main Streets Organizations, and service providers who interface with low- and moderate-income residents. The largest obstacle faced in citizen participation was reaching individuals who did not already have a relationship with the city, as well as those who are low- and moderate-income. The citizen feedback received was a significant factor considered in the goal-setting process.

Draft

**Citizen Participation Outreach**

**Table 4 – Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-English Speaking - Specify other language: Spanish  Non-targeted/ broad community  Neighborhood residents	Ten community members, including staff and volunteers of East Somerville Main Streets, small business owners, and residents of East Somerville. Staff from Somerville Police Community Assistance Unit also attended.	Housing: the city needs more housing, faster development timeline, opportunities for moderate income homeownership, 2-3 bedroom rentals for families, rental assistance Infrastructure/facilities: more public trash barrels/emptied more frequently, need more pedestrian/traffic safety measures, better navigation in construction zones, keep parks functional and accessible, street lighting, public restrooms Services: homelessness mitigation, community spaces, teen center, childcare needs, library programming increases, security at service locations Economic Development: change in business needs since COVID-19 pandemic, vacant storefronts affect community atmosphere, cost of storefront space is too high, more small business assistance, technical assistance to small businesses, workforce training programs	There were no comments that were not accepted.	



**Table 4 – Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Meeting	Non-English Speaking - Specify other language: Portuguese  Non-targeted/ broad community  Neighborhood residents	Six community members, including staff and volunteers of Union Square Main Streets, small business owners, and neighborhood residents. Staff from Somerville Police Community Assistance Unit also attended.	Housing: displacement of low-income residents, gaps in services for homeless, displacement of small business owners, displacement of immigrants, green line extension putting pressure on housing market, need to expand affordable housing supply Economic Development: need for additional work opportunities, need investment in early education and childcare, cost of living crisis, need for relationship building Services: difficulty delivering rental assistance due to restrictions, free meals in schools, after-school programs (especially for teens), food vouchers for unhoused Infrastructure/Services: Lack of community spaces, recycling needs, improved communication on management plan	There were no comments that were not accepted.	
3	Public Meeting	Non-targeted/ broad community	One community member attended.	Concerns over: schools, youth engagement, school supports for families, random violence in city, homelessness, transparency of city goals/information sharing to the public Positives: participatory budgeting	There were no comments that were not accepted.	<a href="https://bit.ly/3vmi0Nu">https://bit.ly/3vmi0Nu</a>

**Table 4 – Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Internet Outreach	Minorities  Non-English Speaking - Specify other language: Spanish, Portuguese, Hatian Creole, Chinese  Persons with disabilities  Residents of Public and Assisted Housing  LMI persons	The City conducted a survey to allow residents of the City of Somerville to give feedback on community development issues and provide their input on goals and priorities. The survey was conducted online in five languages, and was advertised via the City's website and at numerous public meetings and stakeholder focus groups. Over 300 people completed the survey; most of the respondents used the English language version, but there were also a small number of responses in Spanish, Portuguese, and Chinese.	20% of respondents have housing that does not meet their needs, more than half of respondents were LMI persons Housing priorities: housing for unhoused individuals and families, creating more affordable rental housing, housing stability/rental assistance for tenants, creating more affordable homeownership housing Neighborhood improvement priorities: water/sewer/flood system improvements, sidewalk/streetscape improvements, accessibility improvements to community facilities/public areas Public service priorities: very few had no support but highest priority were food services and mental health services Economic development priorities: small business development assistance	There were no comments that were not accepted.	<a href="http://bit.ly/3NZHbfn">http://bit.ly/3NZHbfn</a>

**Table 4 – Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting	Persons with disabilities	17 attendees, including some city staff members.	Interest in improvements in accessibility in parks (specifically wheelchair accessibility), integration of immigrants across the city, accessible housing (direct access, ramps, concern over age of housing stock), homelessness (related to neurodivergence, housing options, services), the need for seats and shading at bus stops. Overall, a theme of mobility and accessibility for those with a variety of disabilities across the city.	There were no comments that were not accepted.	
6	Public Meeting	Residents of Public and Assisted Housing	4 members of public housing from two different developments.	Economic development: work opportunities for persons to become less government-dependent, possibility for jobs working for the city, job opportunities for persons with disabilities and the unhoused, increased access to technology Housing: desire for homeownership opportunities, problems with hazardous materials (mold, asbestos) and pests in existing units, disappointment in slow progress on Clarendon Hill new development Programs: elderly day programs, police in housing developments, transportation and mobility (cars), food services Infrastructure/facilities: tree planting not a priority for LMI neighborhoods, sidewalk improvements, need community spaces	There were no comments not accepted.	
7	Public Meeting	Elderly	Seven citizens were in attendance, including community members and Council on Aging staff.	Infrastructure/facilities: street and sidewalk repairs (especially for disabled/mobility affected), need for more service provision space, more benches across city, more handrails on hills/stairs, more attention to bike/vehicle/pedestrian interface on roads Housing: more rehab to make homes accessible, city help with finding contractors/creating plans even for rehab citizens pay for themselves	There were no comments not accepted.	

## Needs Assessment

### NA-05 Overview

#### Needs Assessment Overview

The Housing Needs Assessment for the 2024 to 2028 Consolidated Plan references several different data sources. The bulk of information is based on HUD-provided CHAS data, ACS data from the US Census, and data provided by local or state agencies. Additionally, for this consolidated plan period, the city has also included statistical and anecdotal data that other city departments have gathered over the past five years, as well as the in-depth community outreach that the Consolidated Plan committee undertook as part of creating this document. The aggregation of these sources yielded a robust and comprehensive assessment of the current state of housing and other needs in Somerville. While the City has taken numerous proactive measures to abate the housing pressures facing the cities low to moderate income population; the results did show that many of the same issues that were highlighted in the previous Consolidated Plan (2018-2022) continue to persist, as well as structural issues that were brought to light in the wake of the COVID-19 pandemic. The data has also shown that despite the City's bold and innovative attempts to combat housing costs the strong economic and demographic trends taking place in the greater metro Boston area continue to exacerbate many of the issues facing low to moderate income households.

Draft

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

The needs identified in the following Housing Needs assessment represent not only issues that persist within Somerville but that are impacting the broader Boston Metro region. In its 2023 Greater Boston Housing Report Card the Boston Foundation highlights housing supply and affordability continue to be major issues for both renters and homebuyers, with ever-increasing numbers of households facing cost burdens and higher levels of housing instability. The data has also shown that despite proactive efforts to address these issues through policy and programmatic methods, Somerville continues to lose ground under the overwhelming influence of market forces and demographic trends in the greater Boston region. The following have been identified as the most pervasive and overarching housing needs facing Somerville residents:

- **Housing Cost Burden** Defined as housing costs that account for more than 30% (or 50% for severely cost burdened) of a household's gross income. This continues to be the most persistent housing problem across all income levels, for both renters and homeowners in Somerville.
- **Housing cost burden is disproportionately impacting the low to moderate income residents of Somerville** According to CHAS data, the share of severely cost-burdened households is highest among low and very low-income households; nearly 70% of very low-income renters and 64% of very low income homeowners are severely cost-burdened. Nearly 80% of moderate- or middle-income renters (between 50%-100% AMI) are cost-burdened, while 65% of homeowners in this income range pay between 30-50% of their income on housing.
- **Housing Supply** Historically low vacancy rates are adding to the pricing pressure and availability of suitable, affordable units. Household growth has out-paced population growth over the past decade. This is consistent with demographic trends taking place in the Metro Boston region of younger single persons migrating to larger cities. MAPC that Somerville will experience 7% population growth between 2020-2030, with most of the growth coming from the 35 to 44 and 70 to 84 age groups. These demographic trends are placing tremendous pressure on the housing supply and have created a critical housing shortage both locally and throughout the region. These factors, in turn, are placing additional pricing pressure on the housing market.
- **Overcrowding and Suitable units** As mentioned above, the demographic trend toward smaller households has put immense pressure on the available housing supply in Somerville. Consequently, this group has been occupying all types of units including family sized and multi family properties. While the share of single-person households has held steady at 32% since 2010, the share of nonfamily households increased from 56% to 62% over this time (ACS). This reflects an increasing share of family sized units occupied by roommates. Subsequently, the supply of family sized units available to low- and moderate-income families in the city has been increasingly scarce and unaffordable. Furthermore, the conversion of nonconforming spaces such as basements and attics to rentable spaces has caused the units that are affordable to be substandard. Many of these units lack either the proper kitchen or plumbing facilities that would qualify them as suitable units.

**Table 5 - Housing Needs Assessment Demographics**

Demographics	Base Year: 2009	Most Recent Year: 2022	% Change
Population	75,880	80,464	6%
Households	31,122	35,035	13%
Median Income	\$62,575.00	\$120,778.00	93%

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Number of Households Table**

**Table 6 - Total Households Table**

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80- 100% HAMFI	>100% HAMFI
Total Households	5,295	3,080	4,590	3,165	17,920
Small Family Households	1,120	985	1,365	7,010	
Large Family Households	110	110	245	510	
Household contains at least one person 62-74 years of age	1,325	495	650	670	1,635
Household contains at least one person age 75 or older	1,070	430	310	185	410
Households with one or more children 6 years old or younger	469	419	595	238	1,670

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City

Data Source Comments:

**Housing Needs Summary Tables**

1. Housing Problems (Households with one of the listed needs)

**Table 7 – Housing Problems Table**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	25	105	45	0	175	0	20	4	0	24
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	50	45	0	95	0	0	0	30	30
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	15	15	135	4	169	40	4	4	0	48
Housing cost burden greater than 50% of income (and none of the above problems)	2,215	765	360	15	3,355	590	350	230	90	1,260
Housing cost burden greater than 30% of income (and none of the above problems)	855	675	1,595	580	3,705	195	155	310	350	1,010
Zero/negative Income (and none of the above problems)	110	0	0	0	110	90	0	0	0	90

**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

**Table 8 – Housing Problems 2**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	3,110	1,605	2,175	600	7,490	825	525	545	475	2,370
Having none of four housing problems	1,115	605	1,110	1,280	4,110	45	340	760	810	1,955
Household has negative income, but none of the other housing problems	110	0	0	0	110	90	0	0	0	90

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City  
Data Source Comments:

3. Cost Burden > 30%

**Table 9 – Cost Burden > 30%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	825	420	425	1,670	80	105	250	435
Large Related	30	39	80	149	30	8	4	42
Elderly	945	275	190	1,410	465	320	140	925
Other	1,290	860	1,350	3,500	210	95	145	450
Total need by income	3,090	1,594	2,045	6,729	785	528	539	1,852

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City  
Data Source Comments:

4. Cost Burden > 50%

**Table 10 – Cost Burden > 50%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	600	140	35	775	55	75	120	250
Large Related	10	4	0	14	30	4	0	34
Elderly	495	65	10	570	350	205	70	625
Other	1,115	595	330	2,040	160	70	40	270
Total need by income	2,220	804	375	3,399	595	354	230	1,179

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City  
Data Source Comments:



5. Crowding (More than one person per room)

**Table 11 – Crowding Information – 1/2**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	15	65	130	0	210	40	4	0	30	74
Multiple, unrelated family households	0	0	35	4	39	0	0	4	0	4
Other, non-family households	0	10	10	0	20	0	0	0	0	0
Total need by income	15	75	175	4	269	40	4	4	30	78

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City  
 Data Source Comments:

**Table 12 – Crowding Information – 2/2**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Data Source Comments:

**Describe the number and type of single person households in need of housing assistance.**

As noted above, 62% of Somerville residents are living in non-family households. Slightly over half of nonfamily households consist of people living alone, while a large share of nonfamily households consists of unrelated roommates sharing apartments. According to ACS estimates (2022 5-Year estimates), there were 5,696 nonfamily households with incomes below \$50,000, which would be considered low or very low income. About half of households in this income range are severely cost-burdened, and another 20% are cost-burdened. Moreover, there are 3,094 non-family households that have incomes between \$50,000 and \$75,000, which would be within the moderate-income range for a single person household. More than half of these households are cost-burdened, and over 20% are severely cost-burdened.

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

A shortage of adequate resources for housing support generally makes it difficult for domestic violence victims to find safe, affordable housing. Both the state and the federal government previously funded more housing support and supportive service programs than they do currently. Victims of domestic violence in MA recently state that shelter and housing services are their biggest unmet need (NNEDV, 2022). Unfortunately, domestic violence agencies in MA collectively turn away 244 survivors each day for shelter and housing services (NNEDV, 2022). Last year, the City's domestic violence shelter received 1,171 requests for shelter but had the capacity to fulfill only 66 requests. The numbers served vary considerably each year depending upon each family's length of stay. The overall goal is to support

survivors to understand domestic violence, overcome barriers to immediate and longterm safety and to take control of and rebuild their lives.

### **What are the most common housing problems?**

Based on the number of households affected, the most common housing problem in the city is the cost burden of housing. At both 50% and 30% of income, thousands of households have a housing cost burden. For renters, there are more family units with a housing burden greater than 30%, but homeowners have more households with a burden of over 50% (CHAS 2016-2020). Cost burdened housing affects thousands of households in Somerville, while the other housing problems only affect hundreds. While the other problems are not unimportant, housing cost burden clearly is more prevalent. Related to cost burdened housing, there is a lack of affordable housing at all levels across the city, and this is worsened by local housing costs growing at a faster rate than household incomes (Housing Needs Assessment, 2021).

### **Are any populations/household types more affected than others by these problems?**

At 0-30% AMI, there are over two thousand renter households with a housing cost burden of more than 50% of income and 590 owner households (CHAS 2016-2020), which is two-thirds of renters with this problem, and just under half of owners with this problem. There are more renters than homeowners in Somerville, and the renters are more likely to be affected by cost burden at both 30% and 50% of income. It is worth noting that from the data, these numbers only include households for which housing cost burden is the only housing problem they are facing and does not include households that may have housing cost burden as well as other housing problems. Households with one or more of the four housing problems are also more likely to be 0-30% AMI than any of the other AMI groups (CHAS 2016-2020).

### **Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

Given the overheated rental housing market in Somerville and its surrounding communities, the number of extremely low-income households (at or below 30% AMI) at risk of homelessness is growing, and conditions like overcrowding and frequent moves are very common. CHAS data shows that nearly 4,000 households with income below 30% of AMI have one or more housing problems, while an additional 2,000 households with 30-50% of AMI have a housing problem.

The School Department's Director of Director of Basic Needs and Housing Support Services reports previously unseen numbers of families facing challenges of housing instability such as frequent moves due to economic reasons or overcrowding. Leaders from faith communities report sharply increased requests for food, clothes, and financial assistance. As in many other red-hot housing markets, if any household loses housing it was previously able to afford, there is very little chance that it will find new similar quality/size housing at a comparable cost. This is particularly true at the extreme low-income end of the housing market.

Established in 2022, Somerville's Office of Housing Stability has received over 2,000 requests for assistance on behalf of 1,600 households over the past 18 months. Of these, 61% reported at least two people in the household, while the balance were individuals or unknown. Nearly half of the households included a child under 18, and 37% included a senior or person with a disability.

Evictions are another indication of households who are at risk of losing their housing. The Massachusetts Housing Partnership reports that eviction filings have surpassed pre-pandemic rates, with more than 3,000 filings for eviction each month statewide, of which 60-70% were due to nonpayment. In Somerville alone there were 252 eviction filings in 2023.

The Somerville Homeless Coalition reported that they served 254 households through their Rapid Response emergency homelessness prevention program in 2023, as well as one household with rapid re-housing. Nearly half of the households were individuals, and slightly over half were families. Three quarters of the family households assisted had children under the age of 18. The average income of these households was below 30% of the area median income. Over half of the households (52%) identified as Black, and 20% identified as White. Additionally, half identified as Hispanic/Latino. In terms of primary language, 49% of those assisted did not have English as their primary language spoken. The average income of the individual households was \$1,492.14 per month, for a 2-person household was \$2,334.17, for a 3-person household was \$2,863.49, and of a 4-person household was \$3,292.20 per month.

Exemplifying the challenges that contribute to housing instability, the household in Somerville who received rapid re-housing assistance through the Somerville Homeless Coalition had significant barriers to identifying permanent, sustainable housing including immigration status, English proficiency, domestic violence trauma, children with disabilities and childcare access. The Somerville Office of Housing Stability observes similar barriers with households seeking homelessness prevention assistance.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

Under HEARTH Act guidelines, those at risk of homelessness are defined as individuals and families with an income at or below 30% of the area median income (AMI), who do not have sufficient resources or support networks to prevent them from becoming homeless, and who show specific indications of housing instability. These include:

- Moving 2 or more times within during the last 60 days due to economic reasons
- Living in another's home due to economic hardship
- Living in overcrowded housing
- Exiting a publicly funded institution or system of care (including health-care facility, mental health facility, foster care, or other youth facility or correction program or institution)
- Families and youth who qualify as homeless under Department of Education standards (which generally include households with children that are doubled up).

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

In Somerville, there are a lot of informal leases where tenants lease from a primary tenant. These tenants may lease an entire room, or they may share a room with other occupants. It is not uncommon to have entire families living in one bedroom of an apartment along with roommates. This is particularly common with tenants who have precarious immigration statuses as it can be challenging for them to find landlords willing to rent to them without a social security number, work authorization, etc. even if they have sufficient income from under-the-table jobs. This type of doubling up also causes issues when someone moves out of a unit as the remaining tenants must scramble to still make the full rent payments each month. Many prevention funding sources don't allow assistance in informal tenancy arrangements (limitations on roommate situations, paying a primary tenant, etc.).

**Discussion**

Renters face tremendous economic challenges to remain stably housed in Somerville, and those with the lowest incomes (at or below 30% AMI) face the most significant instability through rent burden and housing problems. Some of the other factors identified in the HEARTH Act guidelines that denote At-Risk of Homelessness (e.g., moved repeatedly, overcrowded conditions) cannot be directly measured with available data sources; nonetheless, the proxy factors of severe housing problems and undue rent burden are indicators the fragility of these tenancies.

The rental housing market in Somerville has gotten extremely tight since the pandemic, with vacancy rates hovering around 0.50% (per Boston Pad, a real estate analytics website). The City's 2022 Housing Needs Assessment and recent real estate market data report average rents increasing around 10% per year over recent years. This meteoric rise in rent levels constantly brings new households into an elevated risk of homelessness. With the opening of a new public transit stop in Somerville's Union Square in December 2022 and the ongoing aggressive development of life science office towers and high-end residential buildings, access to affordable rental units is scarce and getting scarcer.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

The Department of Housing and Urban Development has categorized housing problems into four primary categories. These categories are:

- Cost Burden greater than 30%
- Overcrowding (defined as more than 1 person per room)
- Incomplete kitchen facilities
- Incomplete plumbing facilities

The proceeding tables below provide a demographic breakdown of the disproportionate impact of these four problem categories on residents across various income levels and racial/ethnic categories.

### 0%-30% of Area Median Income

**Table 13 - Disproportionally Greater Need 0 - 30% AMI**

Housing Problems	Has one or more of four housing problems*	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,935	1,355	0
White	2,245	735	0
Black / African American	685	30	0
Asian	370	105	0
American Indian, Alaska Native	0	0	0
Pacific Islander	10	0	0
Hispanic	535	380	0
0	0	0	0

**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**30%-50% of Area Median Income**

**Table 14 - Disproportionally Greater Need 30 - 50% AMI**

Housing Problems	Has one or more of four housing problems*	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,130	945	0
White	1,435	560	0
Black / African American	155	150	0
Asian	220	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	265	144	0
0	0	0	0

CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**50%-80% of Area Median Income**

**Table 15 - Disproportionally Greater Need 50 - 80% AMI**

Housing Problems	Has one or more of four housing problems*	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,720	1,870	0
White	2,005	1,310	0
Black / African American	65	130	0
Asian	255	60	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	325	325	0
0	0	0	0

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

**Table 16 - Disproportionally Greater Need 80 - 100% AMI**

Housing Problems	Has one or more of four housing problems*	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,075	2,090	0
White	935	1,710	0
Black / African American	0	35	0
Asian	60	200	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	145	0
0	0	0	0

**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Discussion**

According to CHAS data, the majority of LMI households experience one or more of the four housing problems, with the rate being highest for households with the lowest incomes. Housing problems are experienced by people of all races, although minority households are disproportionately likely to have lower incomes, and thus are more likely to have housing problems. African American and Hispanic households are most likely to fall in the lowest income brackets and are thus disproportionately impacted by housing problems.

## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

The housing issues that were determined to be impacting the broader population of Somerville are also disproportionately impacting certain groups and populations. This is particularly the case for those individuals and households on the lower ends of the income spectrum and those households comprised of 5 or more persons. These groups of residents are the most likely to fall into the subset of housing issues that HUD defines as severe housing problems. These categories are:

- Severely overcrowded, with more than 1.5 persons per room.
- Severely cost burdened families paying more than 50% of income towards housing cost.

### 0%-30% of Area Median Income

**Table 17 – Severe Housing Problems 0 - 30% AMI**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,885	2,410	0
White	1,665	1,315	0
Black / African American	470	250	0
Asian	300	175	0
American Indian, Alaska Native	0	0	0
Pacific Islander	10	0	0
Hispanic	395	520	0
0	0	0	0

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City

Data Source Comments:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 30%-50% of Area Median Income

**Table 18 – Severe Housing Problems 30 - 50% AMI**

Severe Housing Problems*	Has one or more of four housing problems*	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,305	1,775	0
White	860	1,135	0
Black / African American	85	220	0
Asian	105	115	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	225	184	0
Other	0	0	0

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City

Data Source Comments:



**50%-80% of Area Median Income**

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	820	3,770	0
White	440	2,880	0
Black / African American	14	175	0
Asian	80	235	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	265	385	0
Other	0	0	0

**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**80%-100% of Area Median Income**

**Table 20 – Severe Housing Problems 80 - 100% AMI**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	145	3,020	0
White	140	2,515	0
Black / African American	0	35	0
Asian	4	255	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	170	0
Other	0	0	0

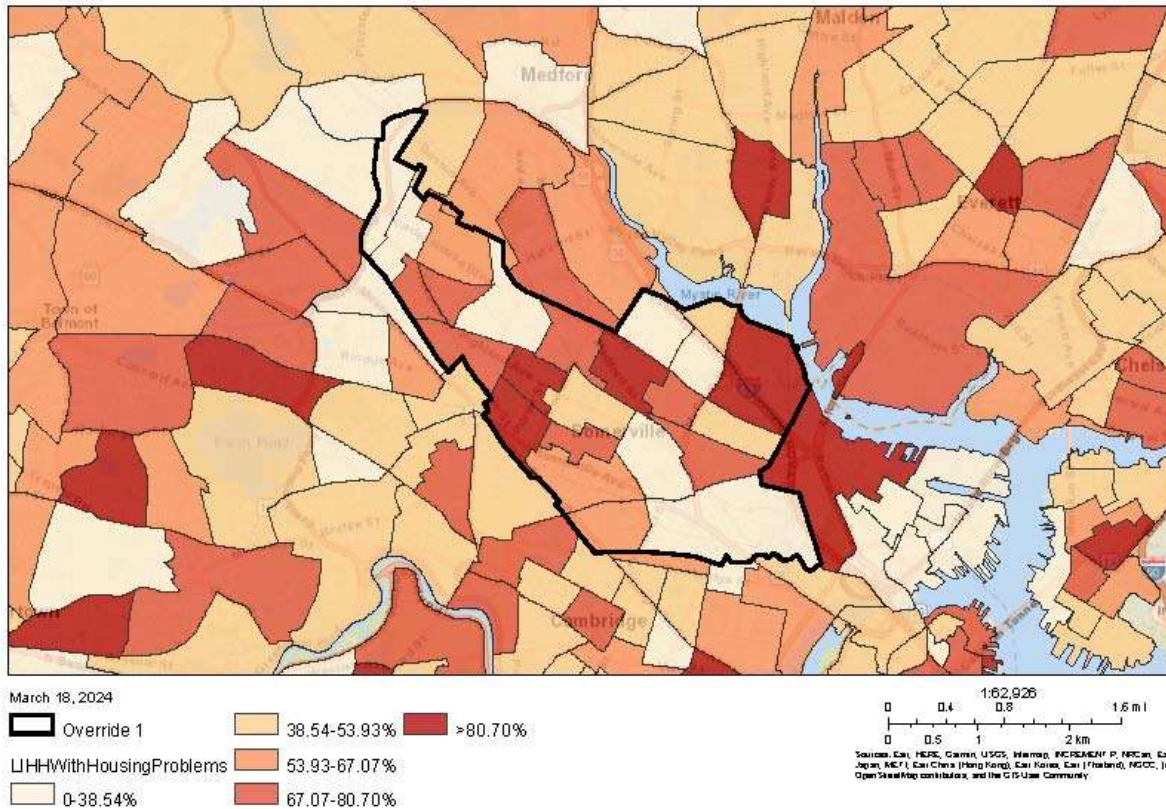
**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



## Discussion

According to CHAS data, households with the lowest incomes are most likely to experience severe housing problems. Severe housing problems are experienced by people of all races, although minority households are disproportionately likely to have lower incomes, and thus are more likely to have severe housing problems. African American, Asian, and Hispanic households are most likely to fall in the lowest income brackets and are thus disproportionately impacted by severe housing problems. Overall, 58% of Black/African American households and 43% of Hispanic households experienced one or more severe housing problems.

Within Somerville, East Somerville experiences the greatest housing burdens. East Somerville is more integrated than other parts of the city, due to its higher levels of racial minorities and individuals who were born in countries other than the United States. Of people who sought assistance from Somerville’s Office of Housing Stability, the predominant national origin groups in Somerville are El Salvador (15%), Brazil (14%), and other south and central American countries (11%).

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

As stated in the previous housing needs assessment, housing cost burden is overwhelmingly the most common and pervasive housing issue facing the residents of Somerville. The proceeding data tables and maps show the widespread nature and degree of this problem across various demographic groups. Additional information not shown in the data, but of noteworthy mention, is that while the data shows that the predominant category of need impacted by housing cost burden is amongst the rental population, housing cost burden is also an area of concern for homeowners. This is particularly true amongst elderly homeowners that are on a fixed income and have been battling with the extraordinary increase in the standard cost of living in the greater Boston area. In addition, the significant appreciation in home values in the region, and Somerville specifically, has created a major impediment to first time ownership amongst the low to moderate-income community.

### Housing Cost Burden

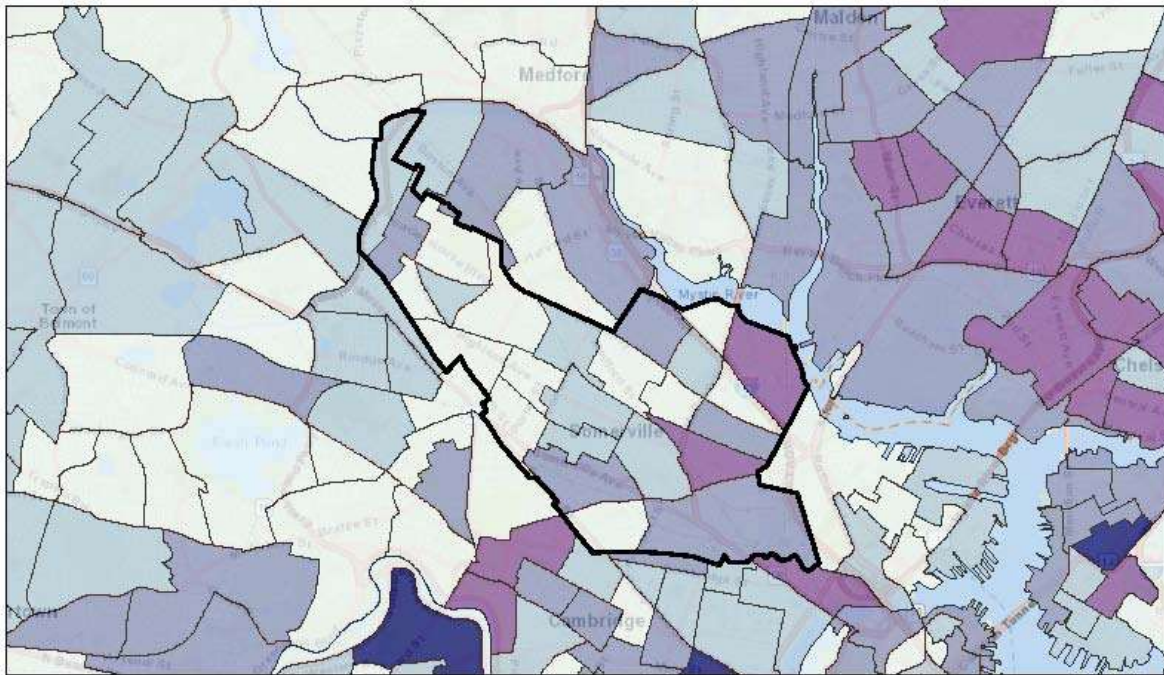
**Table 21 – Greater Need: Housing Cost Burdens AMI**

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	23,130	6,025	4,695	200
White	17,735	4,415	2,930	130
Black / African American	740	335	560	15
Asian	2,125	575	435	45
American Indian, Alaska Native	30	0	0	0
Pacific Islander	0	0	0	0
Hispanic	1,790	395	690	0

**Alternate Data Source Name:** CHAS 2016-2020 Dataset Somerville City

**Data Source Comments:**

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



**Discussion:**

According to the CHAS data, Black households are most likely to be cost-burdened or severely cost-burdened. 20% of Black households are cost burdened and 34% are severely cost-burdened, compared to 18% and 14% of the jurisdiction, respectively. A disproportionate share of Hispanic households are also severely cost-burdened: 24%, compared with 14% of the jurisdiction. All the Pacific Islander households reported in the data are severely housing-cost burdened, but the number of households is too small to be statistically significant.

The City of Somerville and the Office of Strategic Planning and Community Development has prioritized housing affordability as one of its primary objectives. The various data sources and analyses conducted have clearly shown that in order to achieve meaningful progress in reducing the tremendous cost burden facing residents, a comprehensive and multi-faceted approach must be taken. This includes continuing to fund immediate tactical strategies such as rental subsidy programs and other social service programs, expediting the production and creation of new affordable units through zoning changes and development, expanding economic opportunities by investing in workforce training and quality job creation, and removing access and transportation barriers by investing in outdated infrastructure and unsafe living conditions in underserved neighborhoods.

## NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

### Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Comparing monthly income to rents reveals the significant and differential rent burdens for different racial and ethnic groups. Residents in Somerville that experience access to low poverty neighborhoods, proficient schools, close proximity to jobs, and environmentally healthy communities are more likely to be White. Residents that are exposed to adverse community factors including high poverty neighborhoods, low proficiency schools, limited access to employment opportunities, and environmentally unhealthy neighborhoods are more likely to be Black and Hispanic.

The protected classes identified as having the highest exposure to poverty in Somerville are also the same protected classes that show up in regional data. Black households are already severely cost-burdened, while American Indian, households with two or more races, and Latino households were already above 40% cost burdened. In light of rapidly rising rents in the years since the data were gathered, these groups may be at or over that 50% cost-burden threshold.

City and non-profit leaders report a growing number of households arriving from Latin American and South American nations, many of whom do not qualify for shelter or housing as they live in doubled-up situations with family and friends. Moreover, people who lack English proficiency have additional challenges with respect to accessing housing, employment opportunities, financial infrastructure, or support services to help them navigate programs they may be eligible for.

### If they have needs not identified above, what are those needs?

The SomerVision 2040 Plan identifies equity as a central community value, endeavoring to ensure a safe, vibrant, and supportive community for all, regardless of race, gender identity, sexual orientation, immigration status, nationality, ethnicity, income, age, and physical ability. Consistent with this vision, numerous studies have highlighted two primary needs that disproportionately impact vulnerable populations:

- **Access to environmentally healthy neighborhoods** – Neighborhoods with the highest concentration of low-income residents also have higher exposure to environmental threats such as air pollution, vehicle crashes, urban heat islands, and risk of flooding. The city is actively working to ensure that steps are being taken to mitigate the negative impacts of these environmental threats through street and park improvements, tree planting, and infrastructure upgrades.
- **Workforce Development** – Responses from Somerville residents in the Community Survey indicate that there is a lack of well-paying jobs for low-skilled workers, especially among those who are non-Native English speakers. This also includes residents with high levels of skill and education in their native countries who have difficulty gaining employment that fully reflects the skill and education levels they had attained.

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

A large portion of the city is marked as a minority on the environmental justice map. This designation means that at least 40% of the block group is a minority, or that the block group is 25% of a minority group with the median income in the block group being less than 150% of the MA median household income. Regarding areas with more than this general minority designation, Industrial Park is designated as an area with affected minorities, low income, and English isolation. Part of Ten Hills, part of Winter Hill, and part of West Somerville are minority and income designated and the eastern most area of East Somerville and the western most area of West Somerville are designated as minority and English isolation areas. The Powder House neighborhood is the largest area of the city that is not an EJ area.

Draft

## NA-35 Public Housing – 91.205(b)

### Introduction

Somerville has an estimated 3,907 affordable housing units, including group homes, public housing, nonprofit housing providers, and housing created through the Inclusionary Housing program. About half of this supply, 1,942 units, consists of housing sites owned and managed by the Somerville Housing Authority (SHA). While the City’s inventory includes units that are affordable to households earning up to 80% AMI (or in some cases up to 110% AMI), most public housing tenants have much lower incomes, at or below 30% AMI, with average wait times for family or elderly/disabled housing between one and three years. Nearly 2,000 families were on the waiting list for public housing units as of September 2023 (Federal Annual Plan Draft, 2024).

SHA also administers approximately 1,386 Housing Choice Vouchers, including both state and federal Section 8 vouchers. Most are mobile vouchers which may be used to rent apartments that are privately-owned, while some are “project-based”. As of September 2023, the waiting list for vouchers had over 2,000 families. As housing vouchers have a relatively low payment standard compared to market rents in Somerville, residents have great difficulty finding apartments in Somerville where they can use their vouchers.

### Totals in Use

Table 22 - Public Housing by Program Type									
	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	1	12	559	1,119	134	983	0	2	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

**Characteristics of Residents**

Table 23 – Characteristics of Public Housing Residents by Program Type								
	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	15,446	6,209	17,970	15,045	13,370	15,288	0	7,620
Average length of stay	0	2	4	6	0	7	0	0
Average Household size	1	1	1	1	1	2	0	2
# Homeless at admission	0	0	0	2	1	1	0	0
# of Elderly Program Participants (>62)	1	4	289	281	60	221	0	0
# of Disabled Families	0	0	111	473	50	422	0	1
# of Families requesting accessibility features	1	12	559	1,119	134	983	0	2
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Data Source: PIC (PIH Information Center)

**Race of Residents**

Table 24 – Race of Public Housing Residents by Program Type									
Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	1	10	414	843	112	729	0	2	0
Black/African American	0	2	118	236	20	216	0	0	0
Asian	0	0	27	36	2	34	0	0	0
American Indian/Alaska Native	0	0	0	2	0	2	0	0	0
Pacific Islander	0	0	0	2	0	2	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)



**Ethnicity of Residents**

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	2	75	142	9	133	0	0	0
Not Hispanic	1	10	484	977	125	850	0	2	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Draft

### **Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The Fair Housing Act requires that multifamily housing of more than 4 units built after March 13, 1991, abides by design and construction requirements to provide accessibility for people with disabilities. Assessor's records show that 40% of SHA properties were built after 1990, while according to ACS only 12.6% of housing in Somerville overall was built after 1990. Due to the age of Somerville's housing stock, few units are accessible to people with mobility limitations. This puts added pressure on units in Somerville that were specially built to be accessible.

According to Somerville Housing Authority (SHA) data, there are currently 103 units throughout their permanent portfolio that are designed to be accessible for people who have mobility limitations, and 5 accessible units with hearing/visual features. SHA receives an average of about 147 requests per year from existing residents, applicants, and Section 8 recipients for reasonable accommodations for modifications such as accessible showers, grab bars, raised toilet seats, automatic door openers, and ramps. Some requests may be met by transferring residents to units that are already equipped to meet their needs, while some may not be implemented due to the applicants not being housed with SHA.

Each public housing development managed by SHA has a waitlist with specific priorities. When an accessible unit becomes available, SHA staff select a family from the waitlist whose needs are appropriate to the unit. SHA itself does not provide direct services but can refer incoming tenants to area providers who can support the tenants' daily independent living. SHA Resident Services staff follow up and make home visits to assure the wellbeing of tenants. People with disabilities may also be referred to nonprofits that provide housing services through the Massachusetts Department of Developmental Services (DDS) or the Department of Mental Health (DMH). These programs tend to provide wraparound services for clients based on need and often own or lease group homes or provide sponsor based subsidies with landlords.

### **Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

The need for public housing is spread across all family types – families with children, elderly households, and families with an individual who has a disability. As of September 2023, there were 1,998 families on the waiting list (PHA Web Waiting List Statistical Summary Report as of 9/8/2023). The overwhelming majority (almost 90%) of these families were extremely low-income, while 9% were very low-income. 536 households (27%) were families with children, while 631 households (32%) were elderly families. Nearly one-third (620 households) were families with disabilities. The racial/ethnic mix includes 34% White, 25% Black, 4% Asian, 36% other, and 22% Hispanic.

The Housing Choice Voucher (HCV) Program Waiting List has a similar profile of applicants. According to the SHA Waitlist Report, AffordableHousing.com as of 9/8/2023, there were 2,042 households on the waiting list. Of these, 78% were extremely low income, 18% very low income, and 3% low income. Applicants included 448 families with children (22%), 389 elderly families (19%), and 337 families with disabilities (17%). The racial/ethnic mix includes 41% White, 31% Black, 8% Asian, 2% Alaska Native, American Indian or Pacific Islander, and 27% Hispanic.

Households in HCV housing search continue to experience impediments to finding units within the SHA's payment standard. To combat this hardship, effective August 1, 2023, the SHA adopted the Small Area Fair Market Rents (SAFMR) for Boston, Cambridge, and Somerville area codes to implement payment standards that are more fine-tuned to the local housing market. The city's housing department has seen the same households apply for housing repeatedly if not awarded originally.

Due to the high cost of housing and the frequency of discrimination based on source of income, it can be difficult for Section 8 voucher holders to use their vouchers to rent in Somerville. SHA has used project-based vouchers to expand the availability of deeply affordable units within the city. In addition to the 1:1 replacement of public housing units at the Clarendon site, an additional 80 income-restricted units will include 54 place-based vouchers.

### **How do these needs compare to the housing needs of the population at large**

The 2021 Housing Needs Assessment highlights unmet demand for rental housing affordable to low and moderate-income households, showing that there is only one affordable unit for every four qualifying households. There is a need for affordable housing to serve all household sizes and income levels. Market rent is increasingly out of reach for households earning up to 100% of AMI, especially in newer apartment complexes. The supply of larger housing units is limited, and in some neighborhoods housing supply is priced on a per-bedroom basis rather than per unit, so that families compete with roommates for apartments with multiple bedrooms. Hence, a majority of low-income households, both renters and homeowners, are cost burdened or severely cost-burdened.

Somerville's Housing Needs Assessment (2021) noted that Black households are comparatively underrepresented in Somerville, while White, non-Latino households are essentially as prevalent in Somerville as in Greater Boston and the state. This may be directly attributable to the cost of housing and the shortage of affordable units. Median household incomes for households who are White alone, non-Latino was \$105,498 in 2019, compared with \$63,311 for Latino householders and \$43,396 for Black householders.

### **Discussion**

The City of Somerville made a concerted outreach effort to capture the opinions and concerns of public housing residents during the Assessment of Fair Housing (2015). Through the Welcoming and Inclusive Neighborhoods Somerville (WINS) Survey and data compiled during the Housing Needs Assessment the following takeaways were noted:

- **Subsidized housing opportunities:** The WINS Survey reiterated the need for more subsidized housing opportunities for families. In addition, respondents noted that publicly supported housing, including Clarendon Hills, Mystic Housing, and the St. Polycarp I, II, & III developments, was concentrated near Route 16 and Mystic Parkway. Some residents felt that these developments should be equally distributed across neighborhoods within proximity to public transit.
- **Admissions and occupancy policies and procedures, including preferences in publicly supported housing:** The 2021 Needs Assessment and Somerville Housing Authority data show that although publicly supported housing programs exist in the City of Somerville, essentially all units are fully occupied and have long wait lists. The SHA has found that many tenants with

HCVP/Section 8 mobile vouchers cannot find housing in Somerville because market conditions enable landlords to charge extremely high rents. Furthermore, credit checks are increasingly another barrier for low-income households trying to access both market rate and affordable units.

- **Land use and zoning laws:** Some stakeholders consulted noted that zoning and land use regulations sometimes make affordable housing projects infeasible due to public benefit requirements that add dimensional constraints or premium costs.
- **Source of income discrimination:** People using housing vouchers often experience discrimination. Statewide, source of income is one of the most common complaints to the Massachusetts Commission Against Discrimination regarding housing discrimination (MCAD Housing Backlog Data, January 2024). Focus group participants identified possible reasons for such discrimination, including an expectation that voucher holders are untrustworthy and will be unable to pay rent on time.

Draft

## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

Homelessness is a complex societal problem with multiple roots. The lack of affordable housing, substance abuse, mental illness and a lack of financial resources are some of the many contributing factors to homelessness. Difficult economic conditions have simultaneously led to reduced resources for homeless service providers and increased the need by those experiencing homelessness.

Homelessness is a key indicator of pressing housing needs, as it is often the result of overcrowding and the cost burden that becomes unsustainable. One indicator of the size of the city's homeless population is the annual Point In Time count (PIT) in which people are counted who are staying in shelters or are observed to be unsheltered on a given night each year. The survey can provide a general estimate of the city's homeless population but tends to understate the actual number of people experiencing homelessness as it does not include people "double up" living with relatives or friends, those living temporarily in short term rentals or hotels and those who left the city to stay elsewhere, sheltered, or unsheltered.

The PIT consists of data collected on the sheltered and unsheltered homeless population. Sheltered homeless include those occupying shelter beds on the night of the count, which is limited to the capacity of shelters in the community. Data describing the characteristics of persons in shelters is collected directly from providers. People who are unsheltered are observed and counted by volunteers canvas the regions by car and on foot during the early morning hours of the chosen night. Some of the unsheltered population is also interviewed, providing data that is used to estimate demographic details of the unsheltered population at a single point in time.

The data below shows the characteristics of the homeless population on the night of the point in time count and estimates the needs of those populations, including subpopulations such as veterans, children, chronically homeless and person with HIV/AIDS.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

A total of 457 people received services through Somerville shelters between 1/1/2019-12/31/2023 (HUD Stella). The average number of days that people spent in contact with services was 253. The majority (77%) were women, 21% were male, and about 3% were identified as nonbinary, transgender, or unknown. Most people left the system to temporary or unknown destinations; approximately 140 (31%) were able to secure permanent housing (exited homelessness). The populations that spent the longest time in homelessness were seniors (aged 55+); victims fleeing domestic violence and people who were experiencing homelessness for the first time exited the system more quickly.

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	0	0
Not Hispanic	0	0

Data Source

Comments:

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

The Somerville Public Schools provides assistance to children and families experiencing homelessness through the McKinney-Vento program. Most of these households are not included in the PIT because they may be doubling up or sheltering outside of Somerville, and they may not be receiving ESG-funded services. If SPS students become homeless, the city receives funding through the Massachusetts Department of Elementary and Secondary Education to provide them with transportation and support services to enable them to continue attending school in Somerville, even if they are staying in another community. Currently SPS serves 55 children representing 39 families who are identified as homeless, as well as 10 youth identified as unaccompanied minors. An additional 46 students from 40 families have been identified as being at risk of homelessness. The numbers change frequently as families move among local housing options.

17 veterans were served in ESG-funded programs from 2019-2023, of whom 7 were chronically homeless.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

Homelessness disproportionately affects Black/African Americans in Somerville. While 6.6% of Somerville’s population is Black/African American, HUD’s Stella report identifies that 43% of homeless people between 2019 and 2023 were Black/African American. 42% are White alone (non-Hispanic), and 16% identified as Hispanic/Latino.

Local providers report an increase in non-English speaking recent immigrants among the unsheltered population. Many in this group report serious health concerns as well as having left informal roommate situations, presenting additional barriers to housing and economic engagement.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

Over the 2019-2023 timeframe there were 293 clients served through street outreach by the Somerville Homeless Coalition. Of these, 68% were men and 64% women (FY24 HUD – CAPER). Six households were families with children and two were children alone.

Shelters provided by Catholic Charities, RESPOND, Somerville Homeless Coalition, Volunteers of America, and Wayside Youth and Family served 117 people over this time. All were adults except for one unaccompanied child.

About half of the people who are unsheltered are chronically homeless, compared with one-quarter of the people receiving services through a shelter. A majority of people who are unsheltered report having a mental health disorder and/or chronic health condition. About 20% report having alcohol and/or drug use disorder.

**Discussion:**

Somerville is seeing an upswing in homelessness. In January 2024, the PIT captured 153 unhoused persons in Somerville, including 52 in emergency shelter, 56 in transitional shelter, 16 at the warming center, and 29 unsheltered. The total number of people has increased sharply over an average of 95 counted in the previous four years. A notable change in services was the seasonal warming center which affected shelter numbers in 2024, while the unsheltered street count has almost doubled over the previous years.

Consultations with the housing and homelessness advocates indicate that these numbers underestimate the risk of homelessness as many people are doubled up or living paycheck to paycheck to avoid homelessness. Several factors influence the prevalence of homelessness, including job markets and the availability of affordable housing. The high prevalence of housing cost burden in Somerville among low and moderate income renters particularly affects households at risk of homelessness, who are already living beyond their means. In 2023 Somerville's Office of Housing Stability received 1,518 requests for assistance with housing stability issues.

Housing affordability in the area is the main reason families are at risk or experiencing homelessness. For families supported by the McKinney-Vento program, the School Department observes that most of the adults in these families have jobs and/or some earnings but can't make ends meet. Housing advocates also point out that households at risk of homelessness are often more likely to have an additional barrier to housing that makes finding appropriate housing difficult, such as households with a history of substance abuse or mental health problems. These families may have difficulty maintaining their housing or making a landlord feel comfortable renting to them. Chronically homeless individuals have difficulty locating housing, as they may not have sufficient rental history or the ability to maintain their housing without supportive services and case management. Because of the strong housing market, high rents, high upfront costs and low vacancy rates, vulnerable populations such as the chronically homeless, homeless teens and person with mental health problems may face discrimination in trying to rent and apartment.

Affordable housing that fits the needs of each specific population identified above, along with supportive services to address their specific needs, is necessary to meet the housing demands of the homeless and at-risk population. There is a high priority need to address gaps in service delivery, to help providers to link clients with resources to work toward permanent housing solutions, and to proactively identify and reach households who need housing stabilization assistance.

## NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

### Introduction:

Many non-homeless individuals need supportive housing and services to enable them to live independently and to avoid homelessness or institutionalization, including the elderly, persons with physical, mental, or developmental disabilities, person with HIV/AIDS, victims of domestic violence, children leaving group homes or aging out of foster care and people with substance use disorders. The city has prioritized the creation of affordable housing, which will benefit these non-homeless special needs populations.

This section describes the housing needs of persons who are not homeless but require supportive housing. These persons include:

- Elders (defined as persons 62 and older)
- Frail elders (defined as an elderly person who requires assistance with three or more activities of daily living, such as bathing, walking, and performing light housework)
- Persons with mental, physical, and/or developmental disabilities
- Persons with HIV/AIDS and their families
- Victims of domestic violence, dating violence, sexual assault, and stalking

### Describe the characteristics of special needs populations in your community:

#### Elders, Frail Elders and Persons with Disabilities

When discussing special needs populations, it is important to recognize that, compared to the general population, people with disabilities have less access to resources as they are more likely to be un- or under-employed, that people living in poverty tend to have a higher incidence of disability and that elderly populations are more prone to disability as prevalence of disability increases with age. Because of this, elders, frail elders, and persons with disabilities are populations disproportionately susceptible to poverty and poor living conditions. Almost 40% of all seniors have a household income that meets the criteria defined by HUD as “very low income”.

People with disabilities have the right to live in the community with community based services. According to ACS approximately 27% of Somerville residents over age 65 have a physical or mental disability. About 4,000 residents, 6% of adults under age 65, have a disability.

#### Victims of domestic violence, dating violence sexual assault and stalking:

There is not one data set that fully provides a picture of the prevalence and pervasiveness of sexual and domestic violence in Massachusetts. Some data is available through reporting about service delivery, but victims of domestic violence do not often report incidences to law enforcement because they often fear for their safety or lack access to needed resources and/or support. Sexual violence is similarly difficult to track. The need for safe housing and economic resources to maintain safe housing are two of the most pressing concerns among abused women who are planning to or have recently left abusers.



Somerville's DV program (Respond, Inc.) reports that one in four of the domestic violence survivors that it served last year required housing services, including trauma-informed housing case management and financial assistance. Domestic violence programs are unable to meet the requests for services because of a lack of funding, staffing, or other services. Domestic violence survivors have reported, if a domestic violence shelter did not exist, the consequences for them would be dire: homelessness, serious losses including loss of their children, actions taken in desperation or continued abuse or death.

Surveys confirm that:

- Federal crime data has shown a significant rise in domestic violence since 2020 (State Domestic Violence Fatality Review Team 2023 Report). In 2023 Somerville's Respond Inc. provided case management services to over 1,000 survivors of domestic violence.
- People with disabilities experience higher rates of sexual violence than people without disabilities (Bureau of Justice Statistics, 2007).
- Sexual violence victims and survivors struggle to find or keep housing because of sexual violence and many also become homeless because of sexual violence (National Sexual Violence Resource Center, 2010)
- Domestic violence is a public health issue because it doesn't only cause individuals, immediate debilitating harm, but also gives rise to chronic illness, mental health issues, homelessness, and diminished capacity to be an active member of family and community life.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

The needs of the population discussed above, combined with the difficulties in estimating the extent of such needs, can be challenging. High housing costs and low vacancy rates are especially problematic for those with special needs. The city does not identify specific priorities and objectives for nonhomeless special needs populations, but rather includes them with a broad based array of objectives through the Plan. Some of the housing and supportive housing needs are addressed strategically through funding categories used to meet multiple needs, including the creation of affordable housing, which will benefit special needs populations.

Specifically, support for Homelessness Prevention funding helps mitigate the financial burden for income eligible special needs groups to assist them to remain stably housed and prevent against eviction. This financial funding coupled with supportive services and case management, help clients to manage housing issues while referrals and links to mainstream resources foster independence to enable them to deal with future events and advocate on their behalf.

### **Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

The number of persons living with HIV in Massachusetts increased by 13% to a total of 23,393 in 2021. New HIV infection diagnoses have consistently declined over the past decade, but disparities persist. People with injection drug use, Black, Hispanic/Latino individuals, and people born outside the US are disproportionately impacted. (Massachusetts Department of Public Health Statewide Report 1/1/2023)

**If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))**

N/A

**Discussion:**

The specific needs of seniors, disabled persons, veterans, youth, victims of domestic violence, persons with substance abuse and mental health problems require targeted strategies. In addition to housing with supportive services that meet their specific need, the following items should be addressed:

- Rehabilitation programs should be targeted to seniors who are having difficulty maintaining their homes and to persons with disabilities who may need assistance in making modifications to housing to live comfortably and safely.
- Veterans, youth and person with substance abuse and mental health problems should be targeted for rental assistance with supportive services attached in order to assist them in finding and maintaining affordable housing, while addressing the problems that put them at risk of homelessness.
- Domestic violence is devastating for victims and their families. Community services must be devoted and able to provide resources to treat and assist victims, while the criminal justice system must bear a variety of other costs. The shortage of affordable housing and the increase in cost of basic need creates a problematic barrier for persons who are trying to leave a violent home.

## NA-50 Non-Housing Community Development Needs – 91.215 (f)

### Describe the jurisdiction's need for Public Facilities:

Public facilities are critical to improving neighborhood quality and maintaining public safety and resident well-being. The renovation or expansion of libraries, public safety facilities such as police and fire, playgrounds and recreational open spaces, health and senior centers, and other facilities all impact the community's social opportunities and a person's physical health and overall quality of life.

Stakeholder input highlighted a need to increase and improve the supply of spaces through which the city and nonprofit organizations can serve special needs populations such as children, seniors, immigrants, and unhoused persons. Nonprofit organizations and city departments that provide community services report need for event space, meeting space, activity/play spaces, classrooms, storage, a commercial kitchen, art/creative uses, and offices (2022 Interdepartmental Space Needs Memorandum). There is a shortage of spaces in the community that are both affordable and ADA compliant, and service providers increasingly report being displaced or unable to locate space in Somerville to meet the demand for critical programs due to real estate pressures or buildings that are obsolete or in an advanced state of disrepair. Priorities that have emerged from prior planning and recent stakeholder conversations include:

- Youth Center serving middle and high school students
- Permanent warming/cooling center for people who are unhoused
- Senior center with first floor space for fitness and large gatherings, and parking
- Recreation center with indoor pool

Several city-owned buildings are in deteriorated condition and require significant restoration or reconstruction before they can be put into service to meet community needs. City buildings that may be either restored or redeveloped include the former Cummings School, the former fire station at 90 Union Square, East Branch Library, Central Library, Armory Building, and former churches at 24 Cross Street East and 45 College Ave. Opportunities for new development on City sites include 90 Washington Street and the former Homans Building in Gilman Square. These sites could accommodate some of the community services described above. Further, a city-owned building at 165 Broadway, currently used by two social-service organizations Project Soup and Teen Empowerment, needs renovations and accessibility improvements.

Core municipal buildings including the Department of Public Works and the City Hall Annex are severely deficient with respect to handicapped accessibility. Several buildings housing schools, public safety departments, and community services also have substantial capital needs.

Closure of the Winter Hill Neighborhood School (WHNS) due to structural problems in 2023 necessitated the emergency relocation of several departments from the Edgerly Building to house the school until the WHNS building can be repaired or rebuilt. This further constrains the availability of space for core municipal services and delays the planned capital improvements that would address the municipal space and accessibility concerns for City Hall, the Annex, and Edgerly Building.

During the consolidated planning cycle, the City of Somerville will evaluate opportunities to direct a portion of CDBG resources toward public facilities. These opportunities may include enhancements to provide access for persons with disabilities, substandard building upgrades, energy conservation and other sustainability measures. The city is evaluating its public safety facilities to ensure that local fire stations and police stations continue to meet the needs of underserved neighborhoods. The City is also exploring opportunities to address some municipal and community space needs through property acquisition or partnership with nonprofit organizations and businesses.

### **How were these needs determined?**

The City of Somerville and Office of Strategic Planning is continuously evaluating the needs and priorities of the community. In recent years the city has undertaken a number of comprehensive reviews in several areas to better understand the needs of the community. These efforts include the city's comprehensive plan called SomerVision, which was updated in 2021. This plan sets measurable goals for areas such as housing, jobs creation, and open space, and provides a framework to guide infrastructure investment and land use policy. In addition to this document the city also maintains a rolling 10-year capital plan which identifies all major public facilities needs of the city including schools, police and fire stations, libraries, and other public service facilities. This plan is re-evaluated and updated annually in line with the City's budget process. The city regularly engages with the community during community meetings which are conducted annually in each individual ward in the city, as well as surveys and planning processes focused on specific neighborhoods or issues. Some efforts that have specifically addressed public facilities needs include:

- Public and stakeholder engagement provided input on the needs for community space, as well as the condition and accessibility of municipal buildings.
- An interdepartmental team from several City departments conducted a study of space needs in 2022, incorporating responses from 27 community organizations.
- A Community Space Needs Assessment was prepared by a consultant, Civic Space Collaborative, in 2020. The study entailed interviews with civic and community leaders, a survey, and outreach campaign, including an exploration of the needs of Somerville's youth, senior, and non-English speakers.
- The City of Somerville Department of Infrastructure and Asset Management Capital Projects Division prepared a Building Master Plan in 2021 which describes the condition and space needs for core municipal buildings.
- The Capital Projects Division also provided an inventory summarizing the location and condition of all the buildings owned by the City.

Additional City departments have recently evaluated the need for community spaces and municipal building improvements, in particular the Cultural Capacity Plan and Armory Master Plan.

### **Describe the jurisdiction's need for Public Improvements:**

While Somerville is only 4.1 square miles it is historically a densely populated, industrialized urban center. Much of the key infrastructure in the city is either past or quickly approaching its useful life and capacity limits. Examples of the types of public Improvements needed in Somerville include:

- **Streetscape and Roadway** Much of the infrastructure in place today is out of date with current ADA codes. Moreover, improvements such as safe street design, traffic calming, and protection for pedestrians and bicycles are desperately needed, especially in lower-income neighborhoods which have a disproportionate concentration of dangerous traffic conditions.
- **Water and Utilities** Somerville is also actively undertaking projects to upgrade and enhance much of its water infrastructure system. These projects are critical to safely manage and maintain the current demand for these services and add the capacity to accommodate the future anticipated development that will unlock job opportunities and the creation of additional housing at all income levels. In addition, to improvements to the water infrastructure the city is also assessing the need to upgrade communication lines and other utilities in order to meet current and future capacity demands.
- **Climate Vulnerability** The 2017 Climate Change Vulnerability Assessment identified areas in Somerville that are susceptible to the impacts of climate change, particularly, flooding and urban heat islands. Somerville's low- and moderate-income neighborhoods are projected to have relatively higher exposure to these impacts. The 2018 Climate Forward Plan prioritizes preparing neighborhoods for climate events by coupling infrastructure improvements with new development and construction, including green infrastructure and landscaping features, expanding tree canopy and open space, and sewer and water utility improvements.

**Recreational Land and Open Spaces** As of spring, 2024 the city is finalizing an update of its Open Space and Recreation plan covering the years 2024-2031. As a small densely populated urban center, open space and recreational opportunities are an extremely scarce commodity in the city. Limited land area and high pressure on the real estate market severely inhibit the expansion of recreational and open space opportunities in Somerville. That being said, in countless interactions with residents and the public open space, playing fields, and recreational spaces such as pocket parks and community gardens is one of the top priorities amongst residents. Active and passive recreation opportunities are especially needed to serve the residents in low to moderate income neighborhoods.

### How were these needs determined?

As previously mentioned in the public facilities needs assessment, the city is continuously evaluating the needs and priorities of the community. The SomerVision Comprehensive plan, the Capital Budget plan, and other neighborhood plans all factor in the projected infrastructure needs of the city into their analyses. In addition to these established processes the city has also recently conducted more focused studies including:

- **Open Space and Recreation Plan** The Open Space and Recreation plan was developed to assess and prioritize the open space and recreational opportunity needs across Somerville from the period of 2024 to 2031. The plan outlines all the major areas of need as well as highlights the environmental and quality of life benefits of open space and recreational amenities.
- **Climate Change Vulnerability Assessment (CCVA)** In recent years, Somerville has taken a leadership role in understanding addressing the impacts of climate change globally and regionally. The CCVA was the first step in developing a plan which aims to enhance resilience through identifying priorities based on evaluation of existing conditions and modeling of climate risk. The CCVA and subsequent Climate Forward Plan and Hazard Mitigation Plan 2022 update

incorporated climate studies, public engagement, and coordination with regional cities and agencies to assess vulnerabilities and identify mitigation initiatives.

- Vision Zero Plan** Vision Zero is a nationwide model that encourages cities to commit to implementing multimodal strategies aimed at eliminating traffic related fatalities and severe injuries. In 2020 the city defined its own Vision Zero Action Plan which identifies solutions to increase access and safety for all road users. A Bicycle Network Plan in 2023 further outlined a vision for improvements to facilitate safer multimodal accessibility.

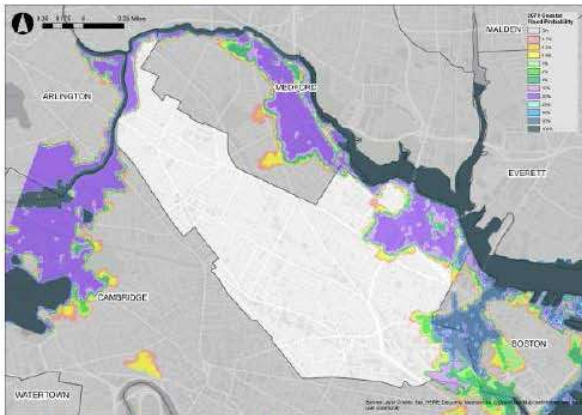


Figure 4: Probability of Coastal Flooding in 2070

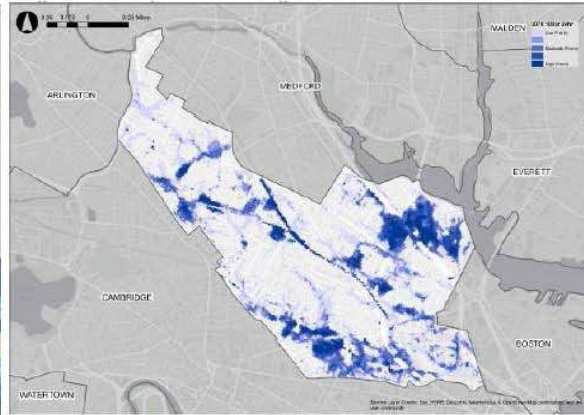


Figure 5: 2070 100-year, 24-hour Design Storm Priority Areas of Flood Concern

Areas of Climate Vulnerability  
Climate Change Vulnerability  
Assessment, 2017

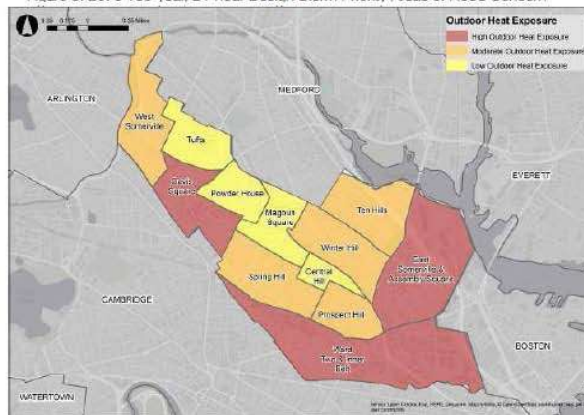


Figure 6: Relative Urban Heat Island Exposure by Neighborhood

**Describe the jurisdiction’s need for Public Services:**

The City of Somerville provides a wide variety of public services and activities to low- and moderate-income individuals and families residing in the city. The Office of Strategic Planning and Community Development (OSPCD) further utilizes the full amount of public services money available within CDBG to support local non-profits. OSPCD works closely with these providers to ensure their priorities are aligned with OSPCD’s current community needs and development goals. Through these partnerships, the funds support employment services, childcare, fair housing counseling, senior services, homelessness assistance, food pantries, and youth programs. This collaborative approach aims to address the most pressing issues facing Somerville residents and strengthen neighborhoods throughout the community. Some of the areas that will be prioritized in the coming five years will be access to childcare, food

access, addiction and mental health services, immigration support, and services to people with disabilities.

**How were these needs determined?**

Citizen input gathered during the public outreach process informed the plans of public services that will be prioritized during this planning cycle. OSPCD does its best to both follow the public need, as well as use funds to address gaps that exist in the city’s direct provision of public services. A Request for Proposal will be opened annually throughout the five years covered in this plan. This will ensure the partners whose efforts the city will support are both capable and reliable partners, as well as serving the appropriate needs of the community.

Draft

## Housing Market Analysis

### MA-05 Overview

#### Housing Market Analysis Overview:

The City of Somerville is a thriving and dynamic city. Somerville's location is its greatest asset. Situated on the borders of Boston and Cambridge and easily accessible by public transit, the city is a highly desirable residential location for much of the workforce driving the economic boom of the greater Boston metro region. The City's proximity to world renowned educational and medical institutions has also created a historically stable job market which has only grown exponentially in recent decades. Unfortunately, these same factors that have allowed Somerville to thrive are also placing tremendous pressure on the city's traditional working class, immigrant population. Increasingly, the city's economically vulnerable populations are being displaced by the ever-rising cost of living and lack of affordable housing in the Greater Boston area.

Draft



## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

Somerville has a diverse housing supply, with the most common structures being small multifamily buildings. With about 36,000 housing units according to ACS (2022), over half (55%) have 2-4 units and 30% are in multifamily buildings with 5 or more units. Single-family homes comprise only 11% of Somerville’s housing units.

Most of the units have 2-3 bedrooms, including 68% of owner-occupied and 55% of renter-occupied units. Owners are more likely to have larger units with 4 or more bedrooms (24% of owners, compared with 7% of renters), while renters are more likely to live in studio or one-bedroom apartments (37% of renters, compared with 7% of owners).

Housing units in Somerville tend to be comparatively small in total floor area; this is true even for units with multiple bedrooms. It is not uncommon to find listings of two-bedroom units with 800 sq. ft. of floor space or less, or one-bedroom units with less than 600 sq. ft. (Housing Needs Assessment 2021).

### All residential properties by number of units

**Table 26 – Residential Properties by Unit Number**

Property Type	Number	%
1-unit detached structure	4,069	11%
1-unit, attached structure	1,732	5%
2-4 units	20,209	55%
5-19 units	4,918	13%
20 or more units	6,064	16%
Mobile Home, boat, RV, van, etc	62	0%
<b>Total</b>	<b>37,054</b>	<b>100%</b>

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

### Unit Size by Tenure

**Table 27 – Unit Size by Tenure**

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	1,195	5%
1 bedroom	813	7%	8,101	33%
2 bedrooms	7,646	68%	13,684	55%
3 or more bedrooms	2,735	24%	1,827	7%
<b>Total</b>	<b>11,194</b>	<b>99%</b>	<b>24,807</b>	<b>100%</b>

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

Somerville has an estimated 3,907 income-restricted housing units as of February 2024, including 3,775 units that are affordable to households earning below 80% AMI, and 132 units affordable to households between 80% and 110% AMI. In total, income-restricted units comprise 10.8% of the city's year-round housing stock. The inventory consists of 1,325 public housing units, an additional 1,957 units assisted through federal, state, or local financial support, and 642 units created through Inclusionary Zoning. Public housing is affordable to households with extremely low incomes, while other types of affordable housing in Somerville have income restrictions targeted to households ranging between 30% - 110% AMI, reflecting the range of income levels at which households have difficulty being able to afford housing in Somerville's market.

The Massachusetts Department of Housing and Community Development (DHCD) maintains a list of subsidized housing units in every community throughout the state. The Subsidized Housing Inventory (SHI) identifies 3,226 affordable units, or 8.92% of the city's year-round housing stock (DHCD, 1/17/2024). About 681 affordable units have not been submitted for inclusion on the SHI, including all of those that are affordable to middle income households (80-110% AMI) which do not meet the eligibility criteria.

Somerville's affordable housing supply includes 72 homeownership units and 3,702 rental units. About one-third (1,232 units) are targeted to seniors and/or people with disabilities, and 87 units are targeted to other specific groups such as veterans or people who were formerly homeless. The remaining 2,588 affordable units are open to the general population who meet income-restriction guidelines. Affordable units range from single-room occupancy to 5 bedrooms.

An additional 306 units of income-restricted housing are in the development pipeline. This includes 260 units being created by nonprofit organizations with state, local, and/or federal assistance, as well as 29 units being constructed in mixed-income developments under the city's inclusionary zoning ordinance.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

Most of Somerville's affordable housing units are protected in perpetuity through deed restrictions, however some have restrictions that will expire after a length of time. In the past five years the city has lost 4 units due to expiring restrictions. There are currently 369 units listed on the SHI which are due to expire within the next 10 years (by 2034). These units may be at risk of conversion to market rate housing without the investment of subsidies to extend their affordability. An additional 230 units will expire between 2034 and 2050. Of the affordable units that are not on the SHI, all are protected in perpetuity.

**Does the availability of housing units meet the needs of the population?**

Stakeholder interviews, local data, and community input all consistently highlight housing affordability as the highest priority issue facing Somerville currently. This is reflected in across data from the Boston Metro Area as a whole. The issue of affordability is seen across all income levels and housing types, but

with rental housing being more affected than housing ownership. Affordable units for households making up to 110% AMI are needed in the city. While Somerville is a city with generally high-earning citizens, very high market rates still make it difficult for many to afford housing.

**Describe the need for specific types of housing:**

The lack of availability of housing impacts different types of households at all income ranges. The Housing Needs Assessment of 2021 highlighted a need for larger units affordable to moderate- and low-income families, as well as smaller units affordable to seniors and single-person households. There is also a need for more housing that is accessible to people with physical mobility limitations, and housing with wraparound services to support people experiencing substance abuse, mental illness, and intellectual disabilities.

**Discussion**

The data presented in the above sections clearly demonstrates that the available supply of affordable housing in Somerville is insufficient to meet the current demand for affordable units. Compounding this issue is the relatively small geographic area of the city. As a densely populated city of just roughly over 4 square miles, there is very little opportunity and available land to create the required number of affordable units needed to address the housing need. Furthermore, the market rate forces driving the local real estate market continue to strain the bargaining power of the dwindling local, state, and federal resources available to mitigate these conditions. As a result, the City will continue to seek out and invest in the most effective and comprehensive set of solutions to create new units and preserve existing affordable units wherever possible.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

Housing prices in Somerville have escalated in recent decades, as the city has become a magnet for individuals and families of all ages who are drawn by the city’s rich character, diverse housing stock, access to public transportation, and proximity to universities and jobs in the surrounding region. Housing instability is a major concern, exacerbated by the 2022 opening of the Green Line extension through the heart of the city, as well as economic shifts triggered by the COVID-19 crisis. Housing market pressures threaten to displace Somerville’s more vulnerable populations, including low-income, minority and immigrant households, seniors, families, people with disabilities. Stakeholders and survey respondents consistently identified housing as a top priority concern for the city.

Housing costs have nearly doubled in Somerville in the last decade. Median home value rose by 84%, while median rent increased by 96%. A corresponding increase in median household incomes reflects the income required to be able to move into Somerville, while the cost of housing is increasingly out of reach for existing residents and employees. According to ACS, (62%) pay more than \$2,000 per month for rent. A survey of apartment listings prepared for the 2021 Housing Needs Assessment found that rents for 2-bedroom units averaged \$2,500-\$3,000 per month at the time of the study. Rents for apartments in newer multifamily buildings trended higher than this range: a sample of buildings constructed between 2012 and 2017 ranged from \$3,000 to \$4,000 for 2-bedroom units.

### Cost of Housing

**Table 28 – Cost of Housing**

	Base Year: 2009	Most Recent Year: 2022	% Change
Median Home Value	459,300	845,700	84%
Median Contract Rent	1,138	2,228	96%

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Table 29 - Rent Paid**

Rent Paid	Number	%
Less than \$500	1,453	12.3%
\$500-999	847	10.9%
\$1,000-1,499	2,008	24.9%
\$1,500-1,999	5,105	28.6%
\$2,000 or more	15,069	23.3%
<b>Total</b>	<b>24,482</b>	<b>100.0%</b>

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Housing Affordability**

**Table 30 – Housing Affordability**

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	3,125	No Data
50% HAMFI	2,530	175
80% HAMFI	6,825	500
100% HAMFI	No Data	670
<b>Total</b>	<b>12,480</b>	<b>1,345</b>

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City  
 Data Source Comments:

**Monthly Rent**

**Table 31 – Monthly Rent**

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	2,025	2,198	2,635	3,207	3,540
High HOME Rent	1,329	1,425	1,712	1,970	2,178
Low HOME Rent	1,037	1,111	1,333	1,540	1,718

Data Source: HUD FMR and HOME Rents

**Is there sufficient housing for households at all income levels?**

The city of Somerville and the greater metro Boston region is experiencing a critical housing shortage across all income levels. This includes market rate, middle income, low income, and workforce housing. The rapid increase in housing prices and growing population of higher earning individuals has also increased the demand for homeownership opportunities among this group. This trend has in turn increased the demand for multifamily properties converting to condominium ownership structures, thus adding to the supply and pricing pressures on the rental market.

The 2021 Housing Needs Assessment identified that the city needs to boost its supply of affordably priced family housing, as well as housing for small households at all income levels. Mostly needed are 3-bedroom units, and housing affordable to families between 30% and 60% of AMI, as well as units for single-person households (i.e., single room occupancy units). There is also a need for more moderately-priced homeownership opportunities, and for housing for people with disabilities or other special needs – including housing with wraparound services.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

The outlook for housing costs in the near term and foreseeable future continues to be challenging. While the Housing Needs Assessment noted a temporary slump in rental prices in 2020/2021, rental prices and home values have since returned and exceed pre-pandemic levels. The Housing Needs Assessment observed that Somerville’s growing prestige has contributed to a seemingly relentless demand for housing that has left working class residents increasingly unable to compete for a way to remain in Somerville as the housing market responds to the preferences and spending capacity of higher-income renters. Moreover, an insatiable demand for homeownership units has been met at the expense of apartment supply, as condominium conversions have outpaced the development of new

rental units. In response to these pressures, asking rents have escalated city-wide, driven by exceptionally high rents in new larger multifamily properties but also reflected in rents for smaller buildings that comprise most of the city's older housing stock.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

Current HOME and Fair Market Rent levels are far below the market rate trends in Somerville. Average rents in 2024 (per Rental Market Trends reported by Apartments.com) exceed Fair Market Rents by nearly \$1,000 for 2-bedroom apartments, and by close to \$800 for one-bedroom apartments.

Due to the disparity between market rents and Fair Market Rents, many households with vouchers are only able to rent affordable units that have been created through inclusionary zoning or other housing subsidy programs. While the layering of housing subsidies brings more diverse housing opportunities within reach for lower income households, this practice reduces the availability of affordable housing to meet the needs for residents at moderate- and middle-income levels. Somerville needs to continue to create permanent affordable housing for residents at all income levels to address the volume of housing needs.

**Discussion**

The preceding data and analyses clearly demonstrate that left unchecked, the demographic and housing market trends taking hold in Somerville and the greater Boston region will continue to place increased displacement pressures on the low to moderate income residents in these communities.

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### Introduction

The city was largely built in the early 20th century, which is reflected in the age and composition of its housing stock. According to the Somerville Assessor's Database (2023), about 80% of residential buildings overall were constructed between 1900 and 1939, predominantly 2-3 family homes. Since 1960 most housing built has been in larger multifamily structures. ACS reports that 60% of housing units are in structures that predate 1940.

Older housing, especially that which is more affordable to lower income households, can present substandard conditions. Somerville's housing is so valuable that owners can realize a return (i.e., increased rent or sales price) on investment in property improvements, meaning that improved housing is generally market-rate. The older housing stock of the city is largely inaccessible to individuals who have physical disabilities as well.

Older housing can also indicate the presence of lead paint. Over 80% of housing units are in structures that were built before lead paint was outlawed in 1978. Despite the age of Somerville's housing, the city has had few problems with childhood lead poisoning and Somerville is not considered a "high risk" community by the Massachusetts Department of Public Health. (Massachusetts Department of Public Health, Childhood Lead Poisoning Prevention Program, Rate Statistics, 2018-2021).

There does not appear to be a significant issue with substandard dwelling units in Somerville, as noted in the 2021 Housing Needs Assessment. From the CHAS data, less than 2% of Somerville housing units lack basic facilities (such as complete plumbing or kitchens), and states that the overwhelming majority of housing units in the city have central heating systems. Anecdotally, the Housing Needs Assessment notes that some units are substandard in proper insulation, rodent infestations, and inadequate heating. These issues are likely all related to the age of the city's housing stock.

### Definitions

The city follows the HUD Housing Quality Standards (HQS) as defined in 24 CFR 982.401 as its basis for determining whether any units contain a substandard condition. In addition to the HQS standards, the city also enforces any additional local building, fire, or health codes that may be outside the parameters set forth in the HQS standards. The HQS defines basic requirements for elements including the following:

- Sanitary facilities
- Food preparation and refuse disposal
- Access
- Space and security
- Thermal environment
- Illumination and electricity
- Structures and materials
- Interior air quality
- Water supply
- Lead based paint

- Site and neighborhood
- Smoke detectors

**Condition of Units**

**Table 32 - Condition of Units**

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	3,350	30%	8,109	38%
With two selected Conditions	40	0%	280	1%
With three selected Conditions	0	0%	12	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	8,393	75%	14,851	70%
<b>Total</b>	<b>11,783</b>	<b>105%</b>	<b>23,252</b>	<b>109%</b>

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Year Unit Built**

**Table 33 – Year Unit Built**

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	740	7%	825	4%
1980-1999	465	4%	1,770	8%
1950-1979	820	7%	5,490	26%
Before 1950	9,160	82%	13,190	62%
<b>Total</b>	<b>11,185</b>	<b>100%</b>	<b>21,275</b>	<b>100%</b>

Data Source: 2013-2017 CHAS

**Risk of Lead-Based Paint Hazard**

**Table 34 – Risk of Lead-Based Paint**

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	9,980	89%	18,680	88%
Housing Units build before 1980 with children present	1,379	12%	1,643	8%

Alternate Data Source Name: CHAS 2016-2020 Dataset Somerville City

Data Source Comments:

**Vacant Units**

**Table 35 - Vacant Units**

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Data Source: 2005-2009 CHAS

**Need for Owner and Rental Rehabilitation**



The majority of Somerville's housing stock is very old with 59% of units being built prior to 1940 and 82% of the housing stock being built prior to 1980. Based on these statistics alone it is reasonable to assume that a significant share of the housing stock in Somerville contains at least one substandard condition. The need for housing rehabilitation becomes even greater when considered with the general shortage of housing units in Somerville. The housing and affordability crunch in Somerville has led many families, particularly larger families and low- to moderate-income families, to reside in substandard units that are either overcrowded by definition or lacking the proper facilities (kitchen or plumbing) to be considered a suitable unit. The city is also aware that many low- to moderate-income families are turning to non-conforming spaces such as basement and attic units in order to find affordably priced units to occupy. While a small number of units lack complete plumbing or kitchen facilities, the most common problems addressed by Somerville's Housing Rehab program have been deteriorated roofs, windows, heating systems, repairs that enable people to safely age in place, and lead paint.

The city is attempting to alleviate some of these conditions through its 100 Homes program which has been extended to add "49 More". This program seeks out properties that are being sold at reasonable market prices that contain moderate rehab conditions. The city works in conjunction with our CHDO to acquire, rehabilitate and return these properties back to the market as affordable units. This program is both increasing the supply of affordable units and simultaneously remediating units with substandard conditions.

### **Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards**

As mentioned in the sections above, approximately 82% of the housing stock in Somerville is at risk of containing some type of lead-based paint hazard condition, and low- and moderate-income families are more likely to live in these older housing units which are typically more affordable. By CHAS estimates, there are over 1,300 low- and moderate-income households with children under age 6 living in homes or apartment buildings constructed before 1980.

### **Discussion**

The age and diversity of Somerville's housing stock helps to define the community's unique character and provides for a diversity of housing opportunities. At the same time, older housing units often need code and safety improvements to ensure adequate living conditions for low- and moderate-income residents. In the face of the current housing supply and affordability crunch, the dangers posed by housing units that contain substandard conditions are becoming much more acute. The city's low- to moderate-income population is at a disproportionately greater risk of being forced to live in units with substandard conditions, as many of the properties that have been rehabilitated have either been converted to a condominium structure, command higher rental prices, or have been sold at peak market prices.

The city, in partnership with nonprofit developers Somerville Community Corp, created the 100 Homes program to implement an acquisition and rehab strategy that seeks to simultaneously add to the affordable housing stock in the city and remediate units that have substandard conditions and preserve or return them as affordable units. The program also aims to leverage as many possible funding sources and program as possible to create a large enough capital pool to operate this program under current market conditions. The 100 Homes program leverages a variety of funding sources including CDBG, Lead

Hazard Reduction Funds, Massachusetts Housing Investment Corporation, and local Community Preservation Act funds. The initial 100 Homes Program met its target, and the City has extended the program and is working with additional partners such as the Somerville Community Land Trust to continue acquiring and rehabbing properties to be preserved as affordable units across a range of income need levels. The City is optimistic that it will be able to carry forward the momentum it has made with this program and expand its capacity including the use of CDBG rehab funds in the 2024-2028 planning cycle.

Draft

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

The Somerville Housing Authority (SHA) provides housing to very low-income households through public housing developments and voucher programs. SHA’s inventory includes 584 federally funded units (described in Table 22 below), and 1,317 units that are state-subsidized (not included in the following tables). SHA also administers approximately 1,386 housing vouchers (i.e., Section 8), of which 14 are state vouchers and the rest are federal.

### Totals Number of Units

**Table 36 – Total Number of Units by Program Type**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	1	14	584	1,193	124	1,069	0	0	670
# of accessible units									

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Describe the supply of public housing developments:

Five sites accommodate families with a total of 676 units. Eleven sites house a total of 816 senior and disabled households. The SHA also has one site with 8 single room occupancy (SRO) units.

The greatest need for housing in the Public Housing program continues to be one-bedroom units, which had 1,347 applicants, followed by two-bedroom units (437 applicants, according to the PHA Web Waiting List Statistical Summary Report as of 9/8/2023). SHA continues to see the affordable one-bedroom demand grow throughout their housing programs.

Site	Units	Population	Source
Mystic View	215	family	federal
Mystic River	240	family	state
Highland Garden	42	senior/disabled	federal
Brady	84	senior/disabled	federal
Ciampa	53	senior/disabled	federal
Properzi	110	senior/disabled	federal
Weston Manor	80	senior/disabled	federal
Clarendon Hill	216	family	state
Clarendon Hill Tower	41	Senior/disabled	state
Prospect house	8	SRO	state
Fountain	2	family	state
Sycamore	1	family	state
Corbett	100	senior/disabled	state
Capen	95	senior/disabled	state/LIHTC
Waterworks	25	senior/disabled	state/LIHTC
Bryant	134	senior/disabled	state/Section 8
Hagan	24	senior/disabled	state/Section 8
Sum of Sites	1,492		
	676	family (after Clarendon completed)	
	8,168	senior/disabled (after Waterworks II completed)	

**Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:**

The Somerville Housing Authority provides a complete disclosure of maintenance work and capital improvements in its annual statement/performance and evaluation report of its Capital Fund program. Separate reports detail the improvements planned for state and federally funded public housing sites. The reports are available on the housing authority website at [www.sha-web.org](http://www.sha-web.org).

**Public Housing Condition**

**Table 37 - Public Housing Condition**

Public Housing Development	Average Inspection Score

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

The City of Somerville works closely with the Somerville Housing Authority to address the needs of any housing authority properties. The SHA reports that the primary needs of their existing inventory are in kitchens, bathrooms, and elevators. Several buildings need to be modified to meet accessibility standards to accommodate households with mobility concerns. The most current Capital Fund performance report available from the SHA shows that the housing authority has made a significant number of upgrades in these areas, as well as building envelope and walkway repairs. ARPA funding supplemented the resources typically available to address capital improvement needs in SHA properties.

In recent larger scale projects, the city partnered with the Somerville Housing authority to add 25 new units of purpose-built senior housing at Mystic Waterworks, through adaptive reuse of a historic building which was formerly a MWRA pumping station. A second phase of this development currently under construction will add up to 21 units. Also under construction, the city is coordinating with SHA on plans to replace the public housing units at Clarendon Hill, one of the oldest and most outdated structures in the SHA inventory. The Clarendon Hill redevelopment project will replace 216 state-aided public housing units and create additional workforce and market rate housing in a mixed income community. Both projects work toward advancing SHA's mission of creating and expanding decent, safe, and sanitary affordable housing opportunities for low- and moderate-income families, elderly, and people with disabilities.

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

The Somerville Housing Authority works to connect residents to resources and services, both in-house and through outside referrals. They also support the Tenant Association at each property. The SHA provides the tenant associations with 25% of the proceeds from the laundry operations for use in their events, meetings, and other purposes to improve the living environment as the residents choose.

The city is actively encouraging increased homeownership among public housing residents as well. Given the high cost of home ownership in Somerville (2023 median sales price for condo units is \$415,000 for studios; \$599,000 for 1 BR; \$786,500 for 2 BR; and \$1,092,500 for 3 BR units according to Warren group data), most public housing residents can only afford ownership units through the City's Inclusionary Housing Program. The SHA also offers a Homeownership Program that allows families with section 8 vouchers to use their vouchers to help pay the mortgage on a home they buy, and the SHA subsidizes the mortgage for 15 years after the purchase. SHA participates in the MASS LEAP Program, like Family Self Sufficiency, where an account is created for tenants and funds are deposited when there are increases in rent based on increased earned income. SHA partners with the Somerville Community Corporation (SCC) to help participating tenants meet career advancement goals.

In addition, SCC, Somerville's CHDO, offers First Time Homebuyer Education classes and Financial Literacy classes to help Somerville residents start saving for their goals. The City will continue to offer First Time Homebuyer Assistance to income eligible homebuyers purchasing property in Somerville, making homeownership more accessible.

**Discussion:**

The City of Somerville will continue to rely on the Somerville Housing Authority to be the major provider of subsidized housing through public housing and vouchers. Most of the households on the SHA waiting lists cannot afford a rental unit on the private market and are therefore waiting for a subsidized unit to solve their housing needs. To that end, the priority of the City of Somerville to increase the number of subsidized affordable units, particularly rental units, is a focus of this plan.

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

A variety of facilities and services serve the needs of people experiencing homelessness in Somerville provided by public agencies, community organizations, and health service agencies. Housing facilities include emergency shelters, transitional housing, and permanent supportive housing options. Homeless support services offered within the City include outreach and engagement, housing search assistance, substance abuse recovery, legal aid, mental health care, veteran services, public assistance benefits and referrals, domestic violence support, nutritional assistance, and personal care/hygiene services.

Over the past five years the City has lost some emergency shelter capacity and transitional and permanent housing targeted to homeless households due to diminished funding and loss of space. Over this time there have also been some new resources added, including Somerville Homeless Coalition’s engagement center in Davis Square and a community and behavioral health center operated by the Cambridge Health Alliance. In 2023 the City of Somerville opened a seasonal Warming Center located at the City-owned Armory building, and is seeking additional resources to house and operate a similar facility going forward.

### Facilities and Housing Targeted to Homeless Households

**Table 38 - Facilities and Housing Targeted to Homeless Households**

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	2	0	0	36	0
Households with Only Adults	63	20	10	94	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	22	0	0
Unaccompanied Youth	0	0	9	0	0

Data Source Comments:

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

A wide array of mainstream resources is used to augment the federally funded Continuum of Care (CoC) and locally funded homeless services. These mainstream benefits include one or more of the following: Supplemental Nutrition Assistance Program, Medicare, Veterans' benefits, Temporary Assistance to Needy Families, Section 8, unemployment, Social Security Assistance, and other miscellaneous benefits.

The vast majority of HUD funded programs support client access to mainstream resources offering case management and follow up or assisting with screening or referral. These services help clients access services and resources to increase participation for both cash and noncash benefit programs. The adoption of a Coordinated Entry process and procedure by the CoC will cut down on the duplication of efforts and data collection and guarantee the prompt placement of clients up toward housing stability.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

Emergency shelters provide short term, temporary overnight sleeping accommodations to persons in immediate needs. There are several types of emergency shelter programs in the city serving specific homeless populations. Somerville currently has two emergency shelters for adults without children in the household. One accepts women into its shelter using a daily lottery, and also operates transitional housing for women. Another accepts adults of all genders. Services also include seasonal and year round programs, as well as limited overflow solutions to temporarily increase bed capacity for high demand periods.

The following programs serve people experiencing homelessness or at risk of becoming homeless, including people with special needs:

- The Somerville Homeless Coalition is the HMIS lead agency. Since 1985 SHC has supported homeless and nearly homeless individuals and families through outreach and case management to secure stable, permanent housing. They provide emergency shelter and food resources through their individual transitional shelter and engagement center. Services include homelessness prevention and Rapid ReHousing which leverages local and federal funding to help with monthly rent start-up costs, and current rental arrears in order to stabilize the housing situation of families or individuals who are at risk of homelessness. Somerville Homeless Coalition also provides permanent supportive housing to formerly homeless, disabled individuals and families. Vacancies are filled through the Balance of State's Coordinated Entry System.
- Volunteers of America Massachusetts (VOAMASS) operates the Massachusetts Bay Veterans Center in Somerville, which provides assistance to veterans and their families to connect with long-term independent housing, substance abuse counseling and mental health care, and employment opportunities. VOA has an emergency shelter for men, but highlights that there is no shelter in the region that serves veterans who are women.

- Respond Inc. supports people experiencing domestic violence through community intervention, counseling, and financial resources. Housing and residential services include an emergency shelter for victims of Domestic Violence and Rapid ReHousing, funded through the Balance of State CoC.
- Wayside Youth and Family (Shortstop) provides housing and transitional care to homeless young adults, ages 18 to 22, including educational and vocational support services for young people transitioning to a stable permanent living situation by promoting independent living skills in a supportive environment.
- In the winter of 2022/2023 the City of Somerville partnered with Housing Families, Inc. to open a seasonal warming center which provided a safe space for adults experiencing homelessness to spend the night during the winter months. Funded by ARPA, the City is exploring the availability of resources to house and operate a warming center going forward.
- Catholic Charities operates its transitional housing program at St. Patrick's Church along with its emergency shelter and provides beds for homeless women.
- CASPAR Inc. is a part of Bay Cove Human Services, a non-profit which provide street outreach, shelter, after-care housing, and wraparound support for men and women experiencing substance addiction.
- Community Behavioral Health Crisis Services Center was recently opened by the Cambridge Health Alliance. The center provides mental health and substance abuse services to those who may otherwise not have access to those services.
- Greater Boston Legal Services provides eviction defense and prevention services to help low-income people gain access to and remain in affordable housing.



## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

Certain segments of the population may have difficulty finding decent, affordable housing and accessing community facilities and services due to their special needs. These special needs populations include elderly, frail elderly, persons with severe mental illness, persons with developmental or physical disabilities, persons with drug and/or alcohol addiction and persons with AIDS and their families.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

#### Elderly and Frail

The elderly and frail elderly require special needs related to housing construction and location. The elderly often require ramps, handrails, lower cupboards, and counters to allow greater access and mobility. In terms of location, because of limited mobility, the elderly also typically need access to public facilities (i.e. medical and shopping) and public transit facilities.

The needs of frail elderly also may include in home support services including housecleaning, meal preparation, laundry, grocery shopping, personal care services, accompaniment to medical appointments and protective supervision for the mentally impaired and in some cases, home delivered meals.

#### Persons with Disabilities

Special needs for persons with disabilities fall into two general categories: 1) physical design to address mobility impairments and 2) social, educational, and medical support to address developmental and mental needs. The needs of persons with physical disabilities are similar to the mobility needs of the elderly or frail elderly depending upon the severity of the disability. Persons with mental disabilities may need more supportive care rather than physical adjustments to their housing facilities.

#### Persons with Mental Illness

The major barrier to stable and decent housing for the chronically mentally ill is the availability of affordable housing. A substantial majority of people in this population depend solely on Supplemental Security Income (SSI). With the high cost of housing in Somerville, few affordable housing options exist in the open market. Due to the lack of affordable housing, mentally ill persons are at greater risk of becoming homeless or living in unstable or substandard housing situations.

#### Persons with HIV/AIDS and their families

Persons with HIV/AIDS need access to medical care to help stay as healthy and as independent as possible. This includes medical case management services that provide service including clinical provider referrals, substance abuse coordination, mental health, housing assistance, legal services, food, transportation, home care emergency assistance, patient education support groups and other programs and linkages to HIV Prevention Services.

Persons with Alcohol and other Drug Addictions

Rehabilitation services and stable housing options are two important needs for persons with alcohol and drug addictions.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

Physical Health Discharge: Massachusetts Operational Services Division (OSD) oversees all state procurements and contracts and provides standard contracting language for state Departments stating that the Commonwealth has determined discharging consumers to places not meant for human habitation is inappropriate and that through the implementation of aggressive and comprehensive discharge planning the number of consumers who enter homelessness will be reduced. The Balance of State CoC member from the MA Dept. of Public Health has ensured that all the Bureau's contracts within each CoC include this language and that discharge planning is closely monitored.

The Department of Public Health Bureau of Substance Abuse Services (BSAS) funds substance abuse treatment and residential recovery programs. The designated BSAS representative to the Balance of State CoC works with the interagency Council on Housing and Homelessness and CoC member organizations to further improve discharge planning. DPH also proactively coordinates services with the Department of Mental Health through cofunding of state services for dually diagnosed individuals and families, with youth outreach workers, Veterans' Services and other CoC organization so services reach a broader range of homeless people.

Providers routinely discharge consumers primarily to state funded transitional support and residential recovery programs. BSAS funds substance abuse treatment and provided the following results to the MA ICHH in measuring the number of consumers who are homeless on entry into substance abuse short term and long term residential and outpatient treatment versus homeless at exit. During the previous year approximately 232 Somerville residents received substance abuse treatment services within these levels of care.

Mental Health Discharge: The MA Dept. of Mental Health (DMH) has regulations and procedures for discharges from state facilities and services and closely monitors and tracks discharges. DMH homeless policy addressed DMH responsibilities toward its homeless clients. This policy states that in no instance shall a person be discharged from an inpatient facility with directions to seek emergency shelter and that every effort must be made through careful discharge planning to work with the client and area resources to seed adequate, permanent housing. All discharges from DMH facilities are documented in a comprehensive database to monitor activity and ensure compliance with current laws and regulations. DMH has a designated staff person at central office and regional housing managers as representatives to the Balance of State CoC and the MA Interagency Council on Housing and Homelessness (ICHH) who work on discharge planning. These CoC members are responsible for working with and monitoring all CoC providers providing mental health services and work on discharge planning for participants with severe and chronic mental health issue. Several of the providers are also active CoC members. DMH works with the other state agencies and their providers around mental health issues, street outreach and discharge planning. The Balance of State CoC has a member from the local mental health office who

participates in the CoC planning and coordination. Clients routinely continue to receive DMH services upon discharge from mental health facilities.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

A priority over the next year is to identify funding to continue highly successful ARPA-funded projects. Activities to address non-homeless special needs include:

Youth

- Childcare and afterschool enrichment programs for school age youth to promote academic development, skill building and concept reinforcement. Programming will enable low-income parents to continue working knowing that their children are supported.
- Job development, and peer leadership training for teens to increase positive engagement in the community and develop initiatives designed to decrease negative behaviors.

Elderly

- Develop programming to increase mobility, exercise capacity, and nutrition intake to help seniors age in place and remain independent. In addition to reducing isolation, counselors will provide case management to meet the client's needs.
- Provide seniors and disabled residents door to door, fully accessible transportation to medical appointments and grocery shopping.

Supportive Services

- Area social service providers will provide supportive services for the elderly, persons with disabilities, and persons with addictions to allow them to live as independently as possible in the form of counseling or case management.
- Navigational support for non-English speaking persons to help access housing and social service resources.

Housing

- Continued support for housing stabilization and the development and improvement of affordable housing with wraparound services to meet the needs of residents who are elderly, unaccompanied youth, disabled, or have addiction or mental health disorders.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

## MA-40 Barriers to Affordable Housing – 91.210(e)

### Negative Effects of Public Policies on Affordable Housing and Residential Investment

The City of Somerville has undertaken a number of studies and initiatives to better understand and respond to the housing affordability crisis that is plaguing the city and its low to moderate income residents. The Consolidated Plan process, SomerVision, and Housing Needs Assessment all highlighted a number of common trends and concerns among the city's population. These concerns include:

- Housing insecurity resulting from strong market forces
- Imbalance of new housing construction targeted to higher income levels relative to demand for more affordably-priced housing
- Condo conversions contributing to the rise in home values and decreasing the supply of adequate rental units
- Section 8 and other program's do not provide sufficient subsidies to cover the cost of housing in Somerville
- Wage growth and economic opportunities for low to moderate income residents not keeping pace with the cost of housing
- Discriminatory lending criteria and tenant screening practices
- Program guidelines and procedural requirements that make housing resources less accessible.

In response to these longstanding concerns Somerville has been a leader in adopting and updating ordinances aimed at increasing the supply of affordable housing and preventing displacement of low- and moderate-income households, such as Inclusionary Zoning, a Condominium Conversion Ordinance, Affordable Housing Overlay District, and Housing Stability Notification Act. In response to the Massachusetts MBTA Communities Law, the City Council in 2023 enacted regulatory changes to facilitate multifamily housing development near public transit. Yet, while Somerville has implemented zoning changes to facilitate more diverse housing development, some regulatory requirements continue to conflict with the feasibility of building affordable housing.

The City has also built and expanded its capacity to financially support affordable housing through its Affordable Housing Trust, and to address the housing needs of residents through the establishment of an Office of Housing Stability in 2018. In 2023 the city convened an Anti-Displacement Taskforce to examine and advocate for further solutions. Some initiatives have included.

- Dedication of revenue from linkage payments, Inclusionary Zoning, and the Community Preservation Act fund to the Affordable Housing Trust averaging \$3,5M between FY21-FY23.
- Establishment of a municipal housing voucher program with initial funds from ARPA, the Affordable Housing Trust Fund and the City
- Commitment of \$8.3M to the Affordable Housing Trust in 2022 to create an early acquisition fund
- Advocating for legislative action at the state level to enable a locally based transfer fee on real estate transactions, a right of first refusal ordinance, and a local rent stabilization ordinance
- Further strengthening of the zoning code to promote additional affordable housing creation
- Expanding and sustaining the 100 Homes program
- Establishment of a Community Land Trust

This list, while not exhaustive, provides the city with a comprehensive and innovative set of options to explore in tackling the housing issues facing its residents. Many of the options listed go beyond the resources and jurisdiction of the city and may require additional funding or legislative action that is outside of the city's abilities.

Draft

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

Somerville is home to a diverse workforce and varied employment base. The greater Boston area has longstanding assets including its universities and world renowned medical and scientific facilities, and Somerville is proximate to three major institutions, Harvard University, the Massachusetts Institute of Technology, and Tufts University.

### Economic Development Market Analysis

#### Business Activity

**Table 39 - Business Activity**

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	112	0	0	0	0
Arts, Entertainment, Accommodations	4,045	4,019	7	16	9
Construction	1,691	573	3	2	-1
Education and Health Care Services	17,254	5,137	31	20	-11
Finance, Insurance, and Real Estate	2,728	1,219	5	5	0
Information	2,215	1,305	4	5	1
Manufacturing	4,543	1,188	8	5	-3
Other Services	1,940	1,553	3	6	3
Professional, Scientific, Management Services	14,025	4,836	25	19	-6
Public Administration	1,168	1,121	2	4	2
Retail Trade	4,079	3,302	7	13	6
Transportation and Warehousing	1,672	659	3	3	0
Wholesale Trade	510	348	1	1	0
Total	55,982	25,260	--	--	--

ACS 2018-2022

Data Source Comments:

	Establishments	Annual salary	Average Monthly Employment	% Employees
Arts, Entertainment, and Recreation	49	\$28,392	376	1%
Accommodation and Food Services	241	\$36,504	3,643	11%
Retail Trade	204	\$37,804	3,302	10%
Other Services	325	\$50,596	1,553	5%
Transportation and Warehousing	21	\$55,224	659	2%
Administrative and Waste Services	66	\$60,736	1,884	6%
Education and Health Services	475	\$63,076	5,137	15%
Real Estate and Rental and Leasing	76	\$81,640	455	1%
Construction	118	\$83,720	573	2%
Public Administration	17	\$87,256	1,121	3%
Manufacturing	57	\$96,408	1,188	4%
Wholesale Trade	50	\$97,916	348	1%
Finance and Insurance	64	\$105,508	764	2%
Information	147	\$136,188	1,305	4%
Professional and Technical Services	486	\$148,200	2,952	9%
<b>Total, All Industries</b>	<b>2,411</b>	<b>\$82,940</b>	<b>33,526</b>	

Source: MA Department of Economic Research (DER) ES202, 2022 Somerville

**Labor Force**

**Table 40 - Labor Force**

Total Population in the Civilian Labor Force	57,585
Civilian Employed Population 16 years and over	55,840
Unemployment Rate	2.80
Unemployment Rate for Ages 16-24	5.60
Unemployment Rate for Ages 25-65	1.70

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Table 41 – Occupations by Sector**

Occupations by Sector	Number of People
Management, business and financial	38,522
Farming, fisheries and forestry occupations	112
Service	6,026
Sales and office	7,189
Construction, extraction, maintenance and repair	1,673
Production, transportation and material moving	2,572

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Travel Time**

**Table 42 - Travel Time**

Travel Time	Number	Percentage
< 30 Minutes	17,776	48%
30-59 Minutes	16,410	44%
60 or More Minutes	3,037	8%
<b>Total</b>	<b>37,223</b>	<b>100%</b>

Alternate Data Source Name: ACS 2018-2022  
 Data Source Comments:

**Education:**

Educational Attainment by Employment Status (Population 16 and Older)

**Table 43 - Educational Attainment by Employment Status**

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,939	128	811
High school graduate (includes equivalency)	3,697	262	1,413
Some college or Associate's degree	4,801	134	920
Bachelor's degree or higher	35,301	597	2,213

Alternate Data Source Name: ACS 2018-2022  
 Data Source Comments:

Educational Attainment by Age

**Table 44 - Educational Attainment by Age**

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	163	342	454	740	1,061
9th to 12th grade, no diploma	261	184	456	702	865
High school graduate, GED, or alternative	1,950	1,139	1,323	3,180	2,166
Some college, no degree	3,553	1,388	792	2,029	930
Associate's degree	116	530	393	723	420
Bachelor's degree	4,999	13,724	3,066	3,420	1,039
Graduate or professional degree	662	8,848	5,686	3,400	1,381

Alternate Data Source Name: ACS 2018-2022  
 Data Source Comments:



Educational Attainment – Median Earnings in the Past 12 Months

**Table 45 – Median Earnings in the Past 12 Months**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	26,073
High school graduate (includes equivalency)	40,625
Some college or Associate's degree	51,150
Bachelor's degree	79,371
Graduate or professional degree	87,776

Alternate Data Source Name: ACS 2018-2022

Data Source Comments:

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

Consistent with the city's surrounding assets the three top employment sectors include:

- Education and Health Care services
- Professional, Scientific, and Management services
- Arts, Entertainment, and Accommodations

Over the past several decades, the colleges and universities in the Boston area have experienced exponential growth as the overall rate of people pursuing some type of post secondary education has increased nationally. The Boston area has also continued to expand its reputation as a national leader in the healthcare field. Institutions such as Massachusetts General, Dana Farber, and Children’s Hospital are national leaders in their respective fields. Furthermore, Somerville has seen an inflow of professionals that have moved to the area because of the burgeoning Biotech and technology boom that has resulted from the commercial growth of Kendall Square in Cambridge. These industries have drawn professionals not only in their technical areas of expertise but also in the areas of administrative and management positions, many of which are lower paying jobs.

Locally, healthcare and education are the dominant employers with Tufts University, Cambridge Health Alliance, and Partners Healthcare among the city's largest employers. The residual impact of commercial growth in the region’s primary sectors has been the increased opportunities in the services sectors. In particular, the hospitality and accommodation of the city have seen robust growth. Somerville has become known as a dining destination because of its many small locally owned restaurants and eateries. Increased opportunities are occurring in the retail and services industries as more commercial development comes online and their accompanying demands for hotel and retail workers. A few of Somerville’s largest employers are also in the management services sector providing support to these industries such as janitorial, laundry, or hospitality equipment services.

**Describe the workforce and infrastructure needs of the business community:**

In 2022, the city commissioned Karl F. Seidman Consulting Services to complete the Somerville Linkage Nexus Study, which among other findings analyzed Somerville’s recent and projected commercial development pipeline and the resulting job creation. Between 2010 and 2021, new commercial development, particularly in the Assembly Square SomerVision 2040 “transform” areas, contributed to

the addition of over 9,000 jobs. Ongoing development in the transform and enhance areas including Assembly Square, Union Square, Boynton Yards, and Brickbottom are predicted to add over 6,000 additional jobs by 2031. Three industries (life sciences, information technology, and hospitality) will account for 82% of the projected job growth. Almost three quarters of these jobs will be in higher skill occupational groups that largely require at least a 4-year college degree.

Somerville, like the rest of Massachusetts is experiencing an extremely tight labor market; job vacancies far exceed the number of people available for work. Many local employers report that they are struggling to find qualified applicants with the desired technical and interpersonal skills, degrees, certifications, and experience. However, The overwhelming majority of Somerville residents in the labor force commute to Boston, Cambridge, and other surrounding cities for work.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

Recent completion of the Greenline Extension into Union Square and Ball Square contributes to escalating real estate prices, which especially impacts small businesses increasingly hit with high rent increases. The city formed an Anti-Displacement Taskforce in 2023 to identify strategies to prevent business displacement. In December 2017, the city adopted a zoning ordinance establishing a jobs linkage fee on commercial development to go toward job creation and retention for residents in and around Somerville. While this fund has generated over \$5 million to date to support workforce development, the generation of jobs linkage fees is directly dependent on the frequency of large-scale commercial development. Thus, this funding is not a steady funding source. The American Rescue Plan Act has also provided Somerville with several million dollars in funding to support workforce development initiatives that will take place from 2022 to 2024.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

There is a need for more quality jobs, as well as training to enable Somerville residents to move into higher paying jobs. There remains a mismatch between the skills and education of the current workforce (or individuals seeking work) and the employment opportunities available in Somerville. A 5-year average of U.S. Census Data (2018-2022) showed that 8% of residents aged 25+ do not have a high school graduate level of education. A high school diploma or GED is largely a baseline requirement to qualify for quality job opportunities. The same data set showed that 10% of residents aged 5+ reported speaking English “less than very well”. Like a high school diploma, English fluency or strong English proficiency are requirements for most quality jobs. While 67% of residents aged 25+ do have a bachelor's degree or higher, according to a 2022 report released by the Massachusetts Biotechnology Education Council, only 11% of life sciences industry jobs in Massachusetts do not require a bachelor's degree. Positions across all industries that do not require a bachelor's degree may still be inaccessible to high school graduates without post-secondary skills training or industry-specific work experience. A disproportionate share of Somerville's economically vulnerable workers have low educational attainment and/or are linguistic minorities. Among city residents who are not in the workforce, 42%

have no more than a high school education. While there is a high concentration of highly educated foreign born residents, there is an equally high concentration of foreign born residents in the labor force without a high school degree (23-25%).

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

FabVille - (FY24 \$80,000): City-funded digital fabrication lab/makerspace at Somerville High offering free classes in digital fabrication, tools including 3D printers and laser cutters, and software to the community. Teaches residents marketable skills for the workforce. Serves a broad range of residents, including low- and moderate-income individuals and families.

Somerville Job Creation and Retention Trust – (FY24 \$600,000+): Funded by large commercial development impact fees (job linkage fees) to address City workforce development priorities, the Trust funds coordination and implementation of suite of learning opportunities including contextualized English as a Second or Other Language (ESOL) classes, Adult Basic Education/High School Equivalency, job trainings in clean energy, information technology, job training scholarship program, and professional development for workforce development professionals. Many participants are low- and moderate-income individuals from diverse racial and linguistic backgrounds, many of which have limited levels of education.

Enroot - (FY24 \$40,000): Provides mentoring, tutoring, internship, and other individualized supports to bridge the achievement gap of low-income English language learner students at Somerville High School.

Post-Secondary Success Program: – The pilot ARPA-funded Post-Secondary Success Program supports low-income first-generation Somerville Public School graduates so that they may overcome systemic obstacles to employment and higher-education. The program achieves this through one-on-one coaching and case management, resource referrals, workshops, and partnerships with school staff, higher education institutions, and community partners.

Small business assistance through Somerville’s Main Streets organizations and City Economic Development staff continue to provide important support to Somerville’s business community.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

No

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

## Discussion

The City of Somerville is fortunate to have a vibrant and stable economic base. The world class educational and medical institutions within proximity to the city have enabled Somerville to remain on the cutting edge of today's most dynamic industries. While this has served as the building block of the City's growth in recent decades it has also place tremendous pressures on the more economically vulnerable members of the population who are facing challenges either finding employment or finding employment that provides a suitable living wage. This is an issue not only in Somerville, but across the Boston Metro area. The city, with assistance from a number of state led efforts, has taken innovative steps to provide the type of workforce training that is currently in high demand. These programs have had a large focus on high school students and young adults to prepare the next generation workforce with the necessary skills needed for success. Many programs funded by ARPA grants are happening in the city through 2024, and depending on funding, feasibility, and success rate may continue with city funding rather than ARPA funding in the future.

Draft

## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

Data indicates that cost burden is the most prevalent housing problem, impacting all income brackets up to 100% AMI. According to the Housing Needs Assessment, both owner and renter households in the lower income brackets of 50% AMI or below are particularly cost burdened. A disproportionate number of these households face cost burdens greater than 50% of their income. In terms of the other three primary housing problems, larger households (especially those consisting of 5 or more people) are also more affected due to the lack of larger rental units. Non elderly disabled households are also more affected by the lack of small accessible units that are not restricted or dedicated to elderly housing.

Within Somerville, the East Somerville and Assembly Row neighborhoods experience the greatest housing cost burdens. East Somerville in particular is more socially integrated than other parts of the city, mostly due to its higher levels of racial minorities and individuals who were born in countries other than the United States.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

According to the Housing Needs Assessment, Somerville is relatively racially integrated, with some minority population clusters. The areas that have comparatively more racial diversity include East Somerville, the northern part of Winter Hill close to the Mystic River public housing development, the neighborhood including Clarendon Hill Towers and several senior housing developments along the western boundary of the city.

The Assessment of Fair Housing prepared in 2017 also suggests some patterns when looking at data which documents the location of people of varying national origins. A population of individuals born in China is clustered in the Spring Hill neighborhood. Brazilian residents tend to live in Winter Hill, Prospect Hill, and East Somerville. The Portuguese community is represented in those same neighborhoods as well as the area surrounding Lincoln Park south of Union Square. These same areas are populated by many residents originally from El Salvador. Residents originating from India tend to be scattered throughout the city. The data also indicates that many of Somerville's Spanish and Portuguese speakers live in Winter Hill, Prospect Hill, and East Somerville. Chinese speakers are somewhat clustered in Spring Hill and East Somerville, and Haitian Creole speakers tend to live in Mystic and Clarendon Hill.

The same areas tend to have a higher concentration of residents with low incomes, especially East Somerville, the north side of Winter Hill, Clarendon Hill, and some areas around Union Square and Boynton Yards.

### **What are the characteristics of the market in these areas/neighborhoods?**

The characteristics in these neighborhoods have many similarities to other sections of the city. The age, conditions, and types of housing stock tend to be relatively similar and housing costs, while slightly lower in East Somerville, are still extremely high relative to fair market rent and other subsidy limits.

These neighborhoods also tend to be among the more densely populated neighborhoods in the city, particularly in East Somerville.

The Clarendon Hill area has historically had a high concentration of subsidized housing, but the Clarendon public housing redevelopment project and other new housing developments along the western boundary of the city are creating new multifamily housing opportunities for a range of incomes.

**Are there any community assets in these areas/neighborhoods?**

The City of Somerville is fortunate to have numerous community assets in its various neighborhoods including:

**Academic Institutions** Several neighborhoods are located within a mile of academic institutions including East Somerville (Bunker Hill Community College), Union Square (Harvard University), and Clarendon Hill (Tufts University).

**Health Care Industry** The city has also been growing its health care industry with the addition and expansion of Partner's Health Care (East Somerville, Assembly Square) and Cambridge Health Alliance (Assembly Square, Winter Hill, Union Square).

**Public Transit** The city has continued to make progress in expanding its public transit system. The much awaited Green Line extension opened in 2022, serving Union Square, East Somerville, and Gilman Square. These stops, along with the relatively recent addition of an Orange Line stop in Assembly Square, have connected the city to Metro Boston.

These fundamental assets provide strong building blocks that can support the revitalization of Somerville's underserved neighborhoods.

**Are there other strategic opportunities in any of these areas?**

As mentioned in previous sections, the robust job growth that has taken place in Somerville and the greater metro Boston area has resulted in a skills shortage across the region. Somerville has an opportunity to both invest in workforce development that will support vital wage growth within its low-to moderate-income community and continue to grow and expand service industry sectors that match the skills of available workers. Industries such as the restaurant, hospitality, and health care industries that have historically thrived in Somerville continue to have plenty of room for growth.

## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

### **Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

The city is currently working on a Digital Bridge Initiative that is looking at digital access and literacy in the city. While the need for broadband wiring and connections is present, it is not the most pressing digital access need facing Somerville. The population being served by the DBI is much more transient, so a year commitment to a network provider for broadband is less relevant than access to hardware such as a laptop or tablet, and connectivity such as a hotspot. Digital equity is the larger goal of digital inclusion, with part of that goal being broadband if that best suits the resident.

Regarding low- and moderate-income households, the disparate impact on digital equity is in the lower-income communities. They are priorities for the receipt of resources, yet those needs are not primarily broadband access. The city had a broadband plan in the early stages before the DBI started in Somerville, and the two are not connected. However, the DBI is working towards seeing the on-the-ground digital needs of the city, and it is seeming that city-wide broadband is likely not feasible at that level.

### **Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

There are currently two internet providers that have a duopoly in Somerville: Comcast and RCN. This duopoly will likely eventually disadvantage the customers but is not the most pressing issue facing digital access at this time, or likely across the next five years.

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

### **Describe the jurisdiction's increased natural hazard risks associated with climate change.**

Climate change will affect every person, but infrastructure in Somerville makes some risks that will come from climate change more dire in the city than others. According to the Climate Change Vulnerability Assessment (CCVA) created by the city in 2017, the main risks to the city are flooding and extreme heat. While bordering a river, Somerville is more likely to be affected by flooding from precipitation rather than from rising sea levels. In particular, the Davis Square, Union Square, and Winter Hill neighborhoods will likely be adversely affected. Precipitation-based flooding could also affect key transportation corridors such as the MBTA commuter rail and parts of I-93. While effects from precipitation-based flooding are predicted to be riskier, there is also a risk that there will be flooding from sea level rise and/or storm surge flooding at the Amelia Earhart dam.

Aside from flooding, the city is predicted to see extreme temperature increases in the coming years, and predictions to the year 2070 are more dramatic. Climate change in the region overall will cause temperatures to rise, but Somerville's lack of tree canopy, lack of open space, high percentage of impervious surfaces, and high levels of vehicle emissions will all contribute to greater temperatures.

### **Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

Two of the three neighborhoods indicated above that are at risk of precipitation-based flooding, Winter Hill and Union Square, are areas that are a majority of low- and moderate-income persons. The potential for flooding in key transportation corridors also affects low- and moderate-income persons, as they are key users of public transit. The unhoused are also at risk from the predicted increased temperatures, as they are more likely to be outside during these weather conditions. Additionally, due to the age of the city's housing stock, very few buildings have central air, and some are without any air conditioning at all. This could affect those who cannot afford to run their electricity high enough in the summers or afford proper equipment to cool their homes.



## Strategic Plan

### SP-05 Overview

#### Strategic Plan Overview

The strategic vision outlined in this Consolidated Plan is intended to address those needs identified as having the greatest impact or posing the most significant barriers to the low- and moderate-income residents of the city. The needs identified here resulted from a comprehensive process and drew upon data and analyses that were conducted not only as part of this plan but through several studies and focus groups that involved the public and key stakeholders. The overwhelming priority need that was identified in almost every survey and study conducted was the need for accessible, affordable housing. The affordable housing crunch that is plaguing the greater Boston region has taken a severe toll on the residents of Somerville with just under 34,000 households of low to moderate income experiencing some type of housing cost burden.

The market analysis section of the Consolidated Plan also highlights additional areas of need that may alleviate certain conditions that are compounding the effects of deficient environments being experienced in low to moderate income neighborhoods. Along with affordable housing additional investments in areas such as:

- **Economic Development and Workforce Development Strategies:** The affordability issues gripping Somerville have been greatly compounded by the growing income gap and stagnant wage growth experienced by members of the low-to-moderate income community. To address this need, the city will invest in programs and strategies that will expand the job base and economic opportunities available to members of the low- to moderate-income community. This will include promoting activities that will create or retain quality jobs and simultaneously integrating workforce development strategies that will provide residents with the skills and opportunities they need to grow.
- **Public Facilities, Parks, and Open Space:** In a densely populated city of 4.1 square miles, quality recreational and open space is difficult to come by. The city will continue to invest in opportunities to create suitable, quality open space amenities to meet the health and wellbeing needs of low to moderate income households, particularly those areas that are most densely populated with higher concentrations of families and children.
- **Public Infrastructure:** The city has set ambitious goals in its comprehensive plan of reducing the amount of vehicular traffic and increasing the number of trips via transit, bicycle or walking by 50%, including the goal to increase biking as the main mode of transportation for daily trips by 15% by 2050. The city also saw the completion of the green line extension and community path extension which created easy connections through the city to downtown Boston. This greatly increases the transit options available to the low- and moderate-income community. To maximize the benefit of these new assets, the city invested in additional streetscape improvements focused on pedestrian and bicycle safety and accessibility on adjacent and connecting streets to accommodate the increase in multi-modal, non-vehicular traffic.

- **Workforce Readiness and Public Services:** The city will continue to support its most economically vulnerable residents by providing a wide range of social services and safety net programs. Additionally, the city will place a renewed emphasis on workforce readiness programs to make low- and moderate-income residents more qualified for local area employers in up-and-coming industries. Many programs like this were created from funding received from ARPA, which will expire in 2024. The city is currently looking to see if and how to continue the most successful of these programs.

Draft

**SP-10 Geographic Priorities – 91.215 (a)(1)**

**Geographic Area**

**Table 46 - Geographic Priority Areas**

<b>1</b>	<b>Area Name:</b>	City wide
	<b>Area Type:</b>	Strategy area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	7/15/2009
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This target area encompasses the entire city.
	<b>Include specific housing and commercial characteristics of this target area.</b>	The vast majority of housing in the city was built prior to 1949 and consists of 1-3 family properties. The majority of the commercial districts are included in the other target areas described in this plan.
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.
	<b>Identify the needs in this target area.</b>	Low and moderate income residents throughout the city are in need of affordable housing and support for vulnerable populations.
	<b>What are the opportunities for improvement in this target area?</b>	Stakeholder and partner organizations coordinate with the City to identify and implement strategies to meet community needs.
<b>Are there barriers to improvement in this target area?</b>	Housing costs and real estate pressures are the greatest barrier to meeting citywide needs.	
<b>2</b>	<b>Area Name:</b>	LMI Areas
	<b>Area Type:</b>	Local Target Area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	7/15/2009
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This target area encompasses all of the low to moderate income census tracts within the city.
	<b>Include specific housing and commercial characteristics of this target area.</b>	The vast majority of housing in the city was built prior to 1949 and consists of 1-3 family properties. The majority of the commercial districts are included in the other target areas described in this plan.

	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.
	<b>Identify the needs in this target area.</b>	This area needs parks and infrastructure improvements, street trees, and to address slum & blight conditions.
	<b>What are the opportunities for improvement in this target area?</b>	Opportunities for improvement are identified in Somervision and neighborhood action plans.
	<b>Are there barriers to improvement in this target area?</b>	Availability of funding is the greatest constraint to meeting the needs in this target area.
<b>3</b>	<b>Area Name:</b>	Alewife Brook/Clarendon
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Comprehensive
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This area is comprised of 2020 block groups 350702-2 and 350702-3. This area is the farthest west area of Somerville, abutted by Arlington to the West and North Cambridge to the South. North St. in Somerville is the eastern most border for this target area, with the northern most area of Somerville not included in this target area.
	<b>Include specific housing and commercial characteristics of this target area.</b>	The Alewife Brook/Clarendon neighborhood is primarily a residential neighborhood that contains one major retail district (Teele Square) and abuts another major small business hub in Davis Square. The neighborhood also contains the City's second largest concentration of public housing developments and is bordered by a major university campus in Tufts University.
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.
	<b>Identify the needs in this target area.</b>	The greatest need in Alewife Brook/Clarendon is affordable housing. In addition to the affordability issues prevalent throughout the rest of the city this area also sees increased pressure on general housing supply due to the increased demand for student housing as well as traditional housing.
	<b>What are the opportunities for improvement in this target area?</b>	The recent addition of the College Ave Greenline will help low to moderate income residents with east/west travel across the city connecting residents to needed services across all of the city.

<p><b>Are there barriers to improvement in this target area?</b></p>	<p>The continued growth and expansion of Tufts University and its impacts on the neighborhoods supply of housing remain one of the major issues.</p>
<p><b>4 Area Name:</b></p>	<p>East Somerville</p>
<p><b>Area Type:</b></p>	<p>Local Target area</p>
<p><b>Other Target Area Description:</b></p>	<p></p>
<p><b>HUD Approval Date:</b></p>	<p></p>
<p><b>% of Low/ Mod:</b></p>	<p></p>
<p><b>Revital Type:</b></p>	<p>Comprehensive</p>
<p><b>Other Revital Description:</b></p>	<p></p>
<p><b>Identify the neighborhood boundaries for this target area.</b></p>	<p>This area includes 2020 census block groups 350107-1, 351403-1, 351403-3, 351403-5, 351404-1, 351404-3. These block groups capture the East Somerville Neighborhood and are bound by Interstate 93 to the North, Washington Street to the South, Caldwell and Parker Streets to the East, and McGrath Highway to the West. A predominantly residential neighborhood, East Somerville is a destination for a wide variety of uses.</p>
<p><b>Include specific housing and commercial characteristics of this target area.</b></p>	<p>East Somerville (Excluding Assembly Square) is primarily a residential neighborhood with a prominent stretch of retail, restaurants and small independent businesses along the Broadway corridor from McGrath Highway/Rt. 28 to Sullivan Station. There is an additional concentration of commercial/industrial properties along the Washington Street corridor between McGrath Highway/ Rt. 28 to Sullivan Station including a hotel, industrial businesses and the new East Somerville Transit station.</p>
<p><b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b></p>	<p>The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans. A neighborhood meeting was publicized to and held in this neighborhood, leading to the receipt of more direct input about this target area.</p>
<p><b>Identify the needs in this target area.</b></p>	<p>While the East Somerville neighborhood faces many of the same challenges as the needs faced by the overall city and regional; it also has some additional challenges of its own. Recently, the neighborhood has seen a disproportionate increase in the number of unhoused residents moving to the neighborhood.</p>
<p><b>What are the opportunities for improvement in this target area?</b></p>	<p>The areas of opportunity also echo many of the same themes as other target areas across the city. The city will continue to work collaboratively with development partners to create opportunities for affordable housing, transition small business owners through periods of change and development and continue to support efforts to encourage workforce development and improve the standard of living for local residents.</p>

	<p><b>Are there barriers to improvement in this target area?</b></p>	<p>The lack of a central destination within East Somerville poses a challenge to drawing residents within Somerville and beyond. Being directly adjacent to interstate 93 also poses significant noise, safety, and health concerns that have had a negative impact in this neighborhood.</p>
<p>5</p>	<p><b>Area Name:</b></p>	<p>Union Square</p>
	<p><b>Area Type:</b></p>	<p>Local Target area</p>
	<p><b>Other Target Area Description:</b></p>	
	<p><b>HUD Approval Date:</b></p>	
	<p><b>% of Low/ Mod:</b></p>	
	<p><b>Revital Type:</b></p>	<p>Comprehensive</p>
	<p><b>Other Revital Description:</b></p>	
	<p><b>Identify the neighborhood boundaries for this target area.</b></p>	<p>This area includes 2020 census block groups 351300-2, 351500-3, 351500-2, 351203-2, and 351203-4. These block groups capture the neighborhood of Union Square and is bound by, the Somerville border to the South, Medford St. to the East, and largely by Washington St. to the north. The area is bordered by Cambridge and is also in very close proximity to the west end neighborhood of Boston.</p>
	<p><b>Include specific housing and commercial characteristics of this target area.</b></p>	<p>30% of the neighborhood is zoned for residential, 13% for commercial, and 2% for industrial uses. Many historic and 3 family homes that are characteristic of Somerville are located within the bounds of this target area. Union Square has historically been and continues to be one of the more diverse sections of the city in terms of composition. Union Square has the most varied mix of residential, commercial and industrial uses across the city and the addition of the new Greenline anchor station in Union Square has spurred a renewed wave of commercial mixed use development with large scale bio-tech, office, and residential development occurring immediately adjacent to the new station.</p>
	<p><b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b></p>	<p>The city has engaged extensively with the community over the past several years as it has prepared for the coming of the green line station in Union Square and a large scale redevelopment effort. A local civic advisory committee was formed and comprehensive public process was conducted to discuss areas such as affordable housing, commercial growth opportunities, open space needs, and other community concerns.</p>

<p><b>Identify the needs in this target area.</b></p>	<p><b>Affordable Housing:</b> the launch of the new Green Line Station, which will continue to place pricing pressures on the housing supply in this immediate neighborhood. In addition to the planned affordable housing which is coming online as a result of redevelopment efforts, additional measures will need to be taken. Somerville, as well as the greater Boston area, is facing incredible housing demand, so this additional housing is sorely needed.</p> <p><b>Community Resiliency:</b> As the Green Line arrives and new development begins, existing businesses and residents may need additional supports to ensure that they are able to remain and thrive in the neighborhood.</p>
<p><b>What are the opportunities for improvement in this target area?</b></p>	<p>The city has invested heavily in the future of the Union Square neighborhood. The anticipation of the green line, the commencement of much needed infrastructure improvements, and planned redevelopment will all provide a host of opportunities to engage with the neighborhoods low to moderate income residents to ensure that they are able to access and partake in the benefits of these planned new activities.</p>
<p><b>Are there barriers to improvement in this target area?</b></p>	<p><b>Rising Housing Costs:</b> While the forthcoming green line and development will provide opportunities it is also anticipated that housing costs will continue to see upward pressure as a result.</p> <p><b>Infrastructure Improvements:</b> The city is working on a large scale effort to make intensive improvements to the public infrastructure serving the Union Square district. These improvements include significant improvements to upgrade outdated water, sewer, and storm water management systems. These investments are vital to future development as Union Square is situated on the only flood zone in the city. Additional investments are also needed for other streetscape and open space improvements in the district.</p>
<p>6</p> <p><b>Area Name:</b></p> <p><b>Area Type:</b></p> <p><b>Other Target Area Description:</b></p> <p><b>HUD Approval Date:</b></p> <p><b>% of Low/ Mod:</b></p> <p><b>Revital Type:</b></p> <p><b>Other Revital Description:</b></p> <p><b>Identify the neighborhood boundaries for this target area.</b></p>	<p>Inner Belt/Brick Bottom</p> <p>Local Target area</p> <p></p> <p></p> <p></p> <p>Comprehensive</p> <p></p> <p>This area includes 2020 census block groups 351500-1 and 351500-4. These block groups are located in the Southeastern most part of Somerville and are bordered by the Charlestown/Somerville city limits to the east, the city of Cambridge to the south, Medford St. to the west, and Washington street to the North. Bordered by Union Square, this is the city's most industrial area.</p>

<p><b>Include specific housing and commercial characteristics of this target area.</b></p>	<p>Inner Belt is the only target area that is not currently a predominantly residential area. Only 5% of the area is currently zoned for residential, with 44% reserved for industrial and 13% for commercial. However, 14% is currently zoned for mixed use, and proposed zoning will encourage higher density buildings that make space for additional residential uses. The Inner Belt/BrickBottom district is the next major urban renewal growth engine for the city over the next 10-20 years. Completion of the Green line extension project along with planned water/sewer utility and other infrastructure improvements is poised to position this neighborhood as the prime re-development district of the foreseeable future.</p>
<p><b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b></p>	<p>The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.</p>
<p><b>Identify the needs in this target area.</b></p>	<p>The needs of this district are slightly more unique in nature than those of other targeted areas. The Inner belt/Brick Bottom district is primarily industrial/commercial and has the highest percentage of underutilized and/or dilapidated properties in the city. The area also has expansive infrastructure needs. While this district is not primarily residential there is significant opportunity to increase the residential uses in the neighborhood through mixed use developments. The relatively small base of residential constituents that do exist in this area are also unique in their needs as the BrickBottom district is home to the largest concentration of artists, makers, and creatives in the city.</p>
<p><b>What are the opportunities for improvement in this target area?</b></p>	<p>The Inner belt and BrickBottom neighborhoods have the greatest potential for growth of all the target districts. The district has ample opportunity to expand both commercial and residential use opportunities as well as other opportunity areas. this district will be a focus of planning efforts over the coming five years. The city is also poised to benefit from the eventual planned grounding of the McGrath O'Brien Highway, a project similar to the grounding of portions of the I-93 highway to create the Big Dig. This will not only bring significant environmental benefits to nearby residents but also provide economic development opportunities similar to those seen by the nearby Rose Kennedy Greenway.</p>
<p><b>Are there barriers to improvement in this target area?</b></p>	<p>Currently both Brick bottom/Inner belt and Boynton Yards are predominantly industrial zones of the city that do not lend themselves to a pedestrian friendly experience. placemaking initiatives in coordination with transportation and infrastructure improvements can help transform these target areas into a more attractive neighborhood.</p>
<p><b>7 Area Name:</b></p>	<p>Winter Hill/Mystic</p>
<p><b>Area Type:</b></p>	<p>Local Target area</p>
<p><b>Other Target Area Description:</b></p>	<p></p>
<p><b>HUD Approval Date:</b></p>	<p></p>



	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Comprehensive
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This area includes 200 census block groups 350105-1, 350108-1, 350108-2, and 350109-1. These block groups capture the neighborhood of Winter Hill north of Broadway and east of MA-28. The boundary of Broadway, as well as Mystic Ave. are commercial corridors in the area, but the target area is primarily residential.
	<b>Include specific housing and commercial characteristics of this target area.</b>	The Winter Hill/Mystic corridor is a primarily residential neighborhood comprised of mostly 2-3 family multi-unit housing structures. The corridor also contains the city's largest concentration of public and subsidized housing along with a significant stretch of street level commercial properties consisting of a mix of retail, banking, restaurants, and services. Currently, the city is applying to designate a new urban renewal area in the vacant parcel located at 299 Broadway which, if completed, will create new market rate and affordable housing, retail space, new open space, and plaza features.
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.
	<b>Identify the needs in this target area.</b>	With both the city's largest concentration of public and subsidized housing and a sprawling small business district the Mystic/Winter Hill neighborhood is struggling from common factors impacting both residents and merchants alike including inflation and rising cost pressures and post pandemic recovery. Rising cost pressures impact several aspects of daily life for low income residents including housing cost burden, food insecurity, digital access, and other basic services.
	<b>What are the opportunities for improvement in this target area?</b>	The most promising area of improvement would result from the completion of the urban renewal projects at 299 Broadway. If achieved, the project would convert a set of dilapidated vacant lots into a vibrant mixed use district that would provide additional affordable housing, economic development opportunities, and open space and recreational infrastructure improvements.
	<b>Are there barriers to improvement in this target area?</b>	Currently, the most significant barrier to completing most development projects is the current environment of escalating construction costs along with the most restrictive financing environment in over 15 years. Additionally, the area, and specifically the public and subsidized housing corridor, has long suffered from the negative impacts of being immediately adjacent to the I-93 Interstate Highway.
<b>8</b>	<b>Area Name:</b>	Gilman Square
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	

<b>HUD Approval Date:</b>	
<b>% of Low/ Mod:</b>	
<b>Revital Type:</b>	Comprehensive
<b>Other Revital Description:</b>	
<b>Identify the neighborhood boundaries for this target area.</b>	This area includes 2020 block groups 350201-2, 350201-1, and 351404-2. Medford Street runs south of this area. The neighborhood is fairly central to Somerville as a whole, and is centered between many other target areas: south of Winter Hill/Mystic, west of East Somerville, and north of Union.
<b>Include specific housing and commercial characteristics of this target area.</b>	The Gilman Square neighborhood is a primarily residential neighborhood comprised of traditional 2-3 family multi-unit housing structures. In addition, the neighborhood contains a mid-size elderly affordable housing complex and some scattered subsidized housing properties. Recently, with the completion of the green line extension the neighborhood is now within walking distance of a new transit station on the green line. Commercial activity is currently limited to some limited storefront retail, food service shops, gas station and auto body shops. The neighborhood is also located immediately behind the local high school, City Hall, and central public library.
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	The input of City staff, partner organizations, and public participants during the consultation process aligned with prior public planning efforts, including Somervision and neighborhood action plans.
<b>Identify the needs in this target area.</b>	The recent completion of the green line extension has exacerbated the need to expedite and implement the Gilman Square neighborhood plan and associated zoning changes. Housing cost and supply pressures continue to persist which result in not only housing cost burden issues for lower income residents but result in a cascading effect on other cost related issues such as food insecurity, digital access, and other cost related pressures.
<b>What are the opportunities for improvement in this target area?</b>	With the completion of the green line extension and new transit station the city can now focus on implementing the neighborhood plan and zoning changes envisioned prior to completion of the green line. If implemented the neighborhood plan would enable the development of additional building types that would meet the neighborhoods evolving needs to include things such as more affordable housing, community spaces and facilities and also improve access to the newly constructed Greenline extension. The largest opportunities for improvement focus on the disposition and redevelopment of the former Homans building and the future redevelopment of the Mobil gas station adjacent to the transit station.

<p><b>Are there barriers to improvement in this target area?</b></p>	<p>The city is still evaluating the need to potentially upgrade subsurface water and sewer infrastructure in the area which may or may not slow progress on the implementation of the Gilman square plan. Also, the city will need to undergo a public and possibly lengthy disposition and community process to decide a final direction on the future of the Homan’s building site which is the development parcel for the Gilman Square neighborhood. The neighborhood will also continue to face rising cost pressures as the recently opened transit station continues to attract further utilization by residents and patrons to the area.</p>
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**General Allocation Priorities**

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The city will focus on several key districts across the city in order to leverage and maximize the impact of the funds and activities undertaken in those underserved neighborhoods.

Draft

**SP-25 Priority Needs - 91.215(a)(2)**

**Priority Needs**

**Table 47 – Priority Needs Summary**

<b>1</b>	<b>Priority Need Name</b>	Building Communities of Opportunity
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	City wide, East Somerville, Union Square, Alewife Brook/Clarendon
	<b>Associated Goals</b>	Create and Preserve Affordable Housing Neighborhood Stabilization and Revitalization
	<b>Description</b>	This priority need category will focus on the housing affordability and economic advancement opportunities made available to the low and moderate income population in Somerville. This need will encompass affordable housing and economic development.
	<b>Basis for Relative Priority</b>	The basis for priority was determined through consideration of the materials and data presented in the preceding housing needs assessment and market analysis sections. Those findings and the more detailed findings of the data sets used to prepare those sections have clearly demonstrated the need to designate this category as one of the highest priority needs of the upcoming five year planning cycle.

<b>2</b>	<b>Priority Need Name</b>	Enhancing and Improving the Urban Environment
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Individuals Families with Children Elderly Non-housing Community Development
	<b>Geographic Areas Affected</b>	City wide LMI Areas
	<b>Associated Goals</b>	Infrastructure and Urban Environment Improvements Improve Facilities that Serve Community Needs
	<b>Description</b>	This priority will primarily focus on infrastructure and environmental deficiencies that create barriers or impediments for the low to moderate income community. This need will address areas such as equitable access to public transportation, multi-modal and pedestrian safety improvements, and open space and recreational facility improvements.
	<b>Basis for Relative Priority</b>	As the city's population continues to grow, the city needs to address aging and inadequate infrastructure conditions to appropriately serve these increased capacity needs. This is particularly the case in underserved neighborhoods which may have disproportionate amounts of infrastructure deficiencies. These neighborhoods also tend to be closer to unhealthy urban conditions such as major highways and roadways. The focus on open space will address and alleviate some of these conditions.
<b>3</b>	<b>Priority Need Name</b>	Serving the Needs of At-Risk Populations
	<b>Priority Level</b>	High

<p><b>Population</b></p>	<p>Extremely Low                  Low                  Large Families                  Families with Children                  Elderly                  Public Housing Residents                  Chronic Homelessness                  Individuals                  Families with Children                  Mentally Ill                  Chronic Substance Abuse                  veterans                  Persons with HIV/AIDS                  Victims of Domestic Violence                  Unaccompanied Youth</p>
<p><b>Geographic Areas Affected</b></p>	<p>City wide</p>
<p><b>Associated Goals</b></p>	<p>Supporting Vulnerable Populations                  Mitigating and Ending Homelessness</p>
<p><b>Description</b></p>	<p>This priority need has been identified to specifically target activities geared to those individuals and populations that are at greatest risk of experiencing homelessness. The majority of funds to be spent in this category will be from the ESG allocation and the CDBG public services allocation.</p>
<p><b>Basis for Relative Priority</b></p>	<p>This priority need is meant to address the immediate and acute need of the most vulnerable populations in the city that are at the highest risk of experiencing homelessness.</p>

**SP-30 Influence of Market Conditions – 91.215 (b)**

**Influence of Market Conditions**

**Table 48 – Influence of Market Conditions**

<b>Affordable Housing Type</b>	<b>Market Characteristics that will influence the use of funds available for housing type</b>
Tenant Based Rental Assistance (TBRA)	<ul style="list-style-type: none"> <li>-High cost rental market</li> <li>-Low vacancy rates</li> <li>-Highly competitive job market (high local AMI)</li> <li>-Widespread cost burden across all income levels</li> </ul>
TBRA for Non-Homeless Special Needs	<ul style="list-style-type: none"> <li>-High cost rental market</li> <li>-Low vacancy rates</li> <li>-Highly competitive job market (high local AMI)</li> <li>-Widespread cost burden across all income levels</li> <li>-Shortage of suitable units</li> </ul>
New Unit Production	<ul style="list-style-type: none"> <li>-Continuation of rising construction and development costs</li> <li>-Declining subsidy resources (including federal resource programs)</li> <li>-Competition from demand for market rate housing</li> </ul>
Rehabilitation	<ul style="list-style-type: none"> <li>-Age of Somerville housing stock</li> <li>-Continuation of rising construction costs</li> <li>-Fully built area</li> <li>-Cost burdened population</li> </ul>
Acquisition, including preservation	<ul style="list-style-type: none"> <li>-Extremely high acquisition costs</li> <li>-Competition from demand for market rate housing</li> <li>-Supply constraints on both existing housing and developable land</li> </ul>

## SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

### Introduction

The 2024-2028 Consolidated Plan aims to develop programs, leveraging CPD entitlement funds and other resources, that will carry out the objectives of Somerville's larger community development and homelessness strategies. The CDBG funding will be utilized to address a wide range of unique community development needs. The flexible nature of the CDBG program enables the city to implement a multi-faceted strategy aimed at providing both short-term and long-term benefits to its most economically vulnerable residents. The City's goal is to maximize the efficacy of the program by administering activities that address the housing, economic development, and urban environment challenges faced by low- and moderate-income residents. The HOME program will be utilized to provide a range of direct housing assistance programs. These programs include rental assistance, homeownership assistance, and the creation of new units in conjunction with a local CHDO and financing partners. The ESG program will provide funds for emergency shelters and transitional housing to help people reach independent living. The ESG program strives to help homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth people with mental illness, families with children and veterans. ESG funds can also be used to aid people who are at imminent risk of becoming homeless due to eviction, foreclosure, or utility shutoff. Social service agencies receiving ESG funds will demonstrate a match. Somerville has also received an allocation of HOME-ARP funds, with \$392,220 anticipated this year and \$1,167,957 remaining.

In addition to these federal funding resources, the City of Somerville contributes local funding to support these goals.

- The Community Preservation Act (CPA) program generates approximately \$3,000,000 annually which is used for affordable housing, open space, outdoor recreation, and affordable housing. The source of funding is a surcharge on local property taxes with a proportional annual distribution from the state. Somerville commits approximately half of its CPA funds to affordable housing each year, with the balance going to public improvements, where CPA has been an important source of funding for accessibility improvements, capital improvements to buildings that serve vulnerable populations, and park upgrades. CPA often serves as a match for projects which receive CDBG and other state grants.
- The Somerville Affordable Housing Trust Fund (SAHTF) aggregates funding from numerous sources, primarily CPA, linkage fees, inclusionary zoning payments, and one-time appropriations to support a range of affordable housing projects including acquisition, construction, rehabilitation, and renter or homeowner assistance. The SAHTF revenue varies annually, but can be expected to generate approximately \$3,000,000 annually from sources other than CPA.
- The Somerville Jobs and Retention Trust (SJRT) funds job training and workforce readiness programs geared especially towards the low to moderate income population in Somerville. The Trust focuses on preparing individuals for entering or improving their standing in the up and coming job industries emerging in the local economy. The SJRT anticipates approximately \$70,000 annual allocation.



**Anticipated Resources**

**Table 49 - Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,538,680	75,000	2,538,680	5,152,360	10,000,000	Funding will be spent on a range of activities covering affordable housing, economic development, public infrastructure, and social service activities.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	562,798	50,000	562,798	1,175,596	1,800,000	Funding will be spent on a range of activities targeting various affordable housing needs including rental assistance, home ownership assistance, and new housing development.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	219,619	0	219,619	439,238	800,000	Funding will be spent on various activities targeted towards homelessness prevention.

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Somerville seeks to leverage or supplement many of the activities it undertakes with some type of match or leveraging component. The following is a brief description of the matching or leveraging strategy for different program areas.

**Housing:** The city has had a successful track record of using HOME funds as matching funds in larger scale development projects. These projects typically included multiple funding sources including low-income tax credit financing and other subsidy sources. The city's HOME-ARP allocation will be used to help fund supportive service activities operated by nonprofit agencies that serve qualifying populations. The city is in the process of obtaining a Section 108 loan as a key source of potential funding for large scale affordable housing projects, which will move key affordable housing project forward through the utilization of CDBG funds. In its rehab program, the city has gained momentum in partnering with the local CHDO in an acquisition rehab program to preserve existing housing units as permanently affordable units. The rehab subsidy of this program is critical to ensure that suitable units that are up to code are delivered through this program. Additional funding sources that are used for affordable housing projects are the Affordable Housing Trust, Community Preservation Act, fee/permit waiving, and using the difference in affordable housing used as a match, and bonds. An example of a housing project like this is Water Works Phase II using state funding to complete the multi-scale project.

**Economic Development:** The city encourages any participant of any of the city's economic development programs to demonstrate leverage or provide matching funds during the application process. The business retention and expansion programs require that any business seeking CDBG financing demonstrate the ability to obtain a portion of the financing needed from private banks or other lending sources. The city, in turn, will provide gap financing in exchange for compliance with job creation requirements. The city also requires matching funds from any business participating in the Small Business technical assistance program. The city's Jobs Trust Fund does ask nonprofits that apply for funding about matching funds, and many accepted proposals do include matching funds, but for Jobs Trust funding is not a requirement. An example of using CDBG as support funding for economic development is in the acquisition of the property at 508-512 Columbia St. The city has been wanting to make this acquisition for a long time but did not have adequate funding. In this case, CDBG funds will be a support to city money to make the acquisition possible.

**Streetscape and Infrastructure:** The city has previously demonstrated the ability to leverage CDBG funding to complete larger scale infrastructure projects. In the cases of both the East Broadway and Beacon Streetscape projects, the city utilized CDBG as matching funds to leverage federal and state funding for these projects. In both projects, CDBG funds were able to leverage almost \$10M for each project. The city will continue to use this model as suitable projects and opportunities present themselves.

**Parks and Open Space:** During the last consolidated plan period, the city was able to successfully leverage CDBG funding with State PARC grant funds and Community Preservation Act funds to deliver quality recreational and open space projects in low-income neighborhoods. The city will continue to seek opportunities using these funding models and any others that the Parks team deems relevant.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

While developing this plan, a list was created listing all current city-owned properties and their status (vacant, occupied, etc.). The purpose of this document as it relates to the Consolidated Plan is to see if the properties are in eligible areas or statuses to be included in future projects with CDBG or HOME funds. As of yet, no decisions have been made regarding any of these sites. However, the city reserves the right to, during the duration of the 2024-2028 period, utilize entitlement funding for certain facilities should the need become relevant. Possible uses include public safety and recreational facilities. The City has actively engaged in a disposition study which may result in properties being repurposed for new public facilities.

**Discussion**

The City of Somerville has been highly successful in maximizing the full programmatic and financial efficacy of its entitlement funds. The city has developed innovative programs to leverage both financial and non-financial resources to improve the living standards of the low to moderate income community in terms of affordable housing, economic opportunities, and improved living environments.

**SP-40 Institutional Delivery Structure – 91.215(k)**

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

**Table 50 - Institutional Delivery Structure**

<b>Responsible Entity</b>	<b>Responsible Entity Type</b>	<b>Role</b>	<b>Geographic Area Served</b>
Office of Strategic Planning and Community Development	Government	Economic Development Homelessness Non-homeless Special Needs Ownership Planning Rental Neighborhood Improvements Public Facilities Public Services	Jurisdiction
Balance of State Continuum of Care	Government	Homelessness Non-homeless Special Needs Public Services	Region
THE SOMERVILLE COMMUNITY CORPORATION	CHDO	Homelessness Non-homeless Special Needs Public Housing Rental Public Services	Jurisdiction

**Assess of Strengths and Gaps in the Institutional Delivery System**

The City of Somerville has a strong and capable housing and community development delivery system. OSPCD is the central body responsible for administering federal programs and the housing and community development activities that are supported by the city. OSPCD anchors several departments including Housing, Office of Housing Stability, Economic Development, Planning and Zoning, Mobility, Parks and Open Spaces, and Finance/Administration which oversee the day-to-day operations of individual projects. The city also works closely with other city departments and a local consortium of several capable nonprofit organizations in the community to deliver a full range of services to residents.

Through OSPCD, the City will continue to build upon the structures in place to administer these HUD programs. Efforts to reorganize office functions, enhance software used to process and track financial activities, continue to update and digitize filing systems, and to improve staff training will all strengthen the City's institutional delivery structure in support of these federal programs.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

**Table 51 - Homeless Prevention Services Summary**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X		
Mortgage Assistance	X	X	
Rental Assistance	X	X	
Utilities Assistance	X	X	
<b>Street Outreach Services</b>			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X		
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

Between 2016 and 2023, the number of literally homeless persons has increased, with a notable increase in the number of non-English speaking persons who are unhoused. A PIT count conducted in January 2023 saw 106 persons who were homeless, but sheltered, and 82 who were unsheltered. At that same time, there were two emergency shelters in Somerville with a capacity of 39 beds. In 2023/24 the City operated a seasonal warming center through Housing Families Inc, but as this was funded with ARPA money, its long-term future is unknown. There is one 8-unit facility in the city that is a family shelter, which is also open to individuals. A second family shelter closed in 2021.

Other resources available to the city’s homeless population include the Community Behavioral Health Crisis Services Center, which provides mental health and substance abuse services. State-wide, there is a network of family shelters called Emergency Assistance (EA) that in 2022 had 22 families that were living in Somerville before entering the shelter system. As of March 2024, the Somerville School District identified 55 students who were homeless (39 families), and 46 at-risk students (40 families). The district identified housing costs as the main reason for these families’ homelessness. Some of the resources

available to homeless families that are supported by the schools are: grocery and laundry cards, public transit cards, support for housing opportunity applications, and a clothing pantry.

There are three transitional shelters currently in Somerville. Wayside Youth and Family Network provides transitional housing and supportive services to homeless young adults, aged 18-24, the Massachusetts Bay Veterans Center provides similar services to homeless veterans, and Catholic Charities operates a transitional program as well as an emergency shelter and beds for homeless women out of St. Patrick's Church. In addition to emergency and transitional shelters, there are Permanent Supportive and Rapid Re-Housing resources in Somerville. These services are run by the Somerville Homeless Coalition and filled by the Balance of State Coordinated Entry System. RESPOND also operates rapid re-housing for victims of domestic violence, also through the Balance of State CoC.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Some city organizations, such as the school district, are well equipped to identify the neediest individuals and families and connect them with city departments and services that provide supportive services. However, in the public outreach conducted to create this plan, many individuals reported being unaware of some of the services available to them. One example of this is a lack of awareness of the city's 311 hotline, which is well equipped to point community members in the right direction of supportive services.

As noted above, there is an increasing number of non-English speakers in Somerville. This positively correlates with a rise in immigrant households, many of whom may meet the housing elements of HUD homeless guidelines but not the EA eligibility criteria. The migrant community in Massachusetts is on the rise, and this is likely to create an increase in those requiring supportive services.

Even with the many supports already discussed in this plan for the homeless and special needs populations, the overwhelming input from the survey and community feedback is that homelessness and access to affordable housing is a critical issue in Somerville. One aspect of this that the homeless population noted was the lack of access to food. In some instances, food banks provide food to the unhoused individuals, but they have no way in which to prepare it. Overall, there is a need for wraparound services for the homeless and those at risk of homelessness.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

There are some new facilities opening intended to help unhoused populations, including Somerville Homeless Coalition's engagement center in Davis Square and a community and behavioral health center operated by the Cambridge Health Alliance. Helping providers to link clients with resources such as these is one way the plan hopes to address gaps in service delivery that can move people toward housing solutions. Another high priority, as identified in the 2023 HOME ARP plan is how providers can work together to identify and reach out to qualifying population households receiving time-limited assistance, including increasing funding supportive services to identify those individuals or households facing a cliff effect and working with them on next steps to stabilize their housing.

**SP-45 Goals Summary – 91.215(a)(4)**

**Goals Summary Information**

**Table 52 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated Funding	Goal Outcome Indicator
1	Create and Preserve Affordable Housing	2024	2028	Affordable Housing Public Housing	City wide Alewife Brook/ Clarendon	Building Communities of Opportunity	HOME: \$2,250,000 CDBG: \$4,000,000	Rental units constructed: 21 Household Housing Unit  Rental units rehabilitated: 40 Household Housing Unit  Homeowner Housing Rehabilitated: 20 Household Housing Unit  Direct Financial Assistance to Homebuyers: 15 Households Assisted  TBRA: 25 Household Housing Unit
2	Neighborhood Stabilization and Revitalization	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City wide East Somerville Union Square	Building Communities of Opportunity	CDBG: \$750,000	Businesses assisted: 50 Businesses Assisted
3	Infrastructure and Urban Environment Improvements	2024	2028	Non-Housing Community Development	City wide LMI Areas	Enhancing and Improving the Urban Environment	CDBG: \$400,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 40000 Persons Assisted

**Table 52 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated Funding	Goal Outcome Indicator
4	Improve Facilities that Serve Community Needs	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City wide LMI Areas	Enhancing and Improving the Urban Environment	CDBG: \$1,100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 40000 Persons Assisted  Buildings Demolished: 3 Buildings
5	Supporting Vulnerable Populations	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City wide	Serving the Needs of At-Risk Populations	CDBG: \$1,500,000	Public service activities other than Low/Moderate Income Housing Benefit: 40000 Persons Assisted
6	Mitigating and Ending Homelessness	2024	2028	Homeless	City wide	Serving the Needs of At-Risk Populations	ESG: \$813,844	Homeless Person Overnight Shelter: 1,000 Persons Assisted  Homelessness Prevention: 500 Persons Assisted



## Goal Descriptions

1	<b>Goal Name</b>	Create and Preserve Affordable Housing
	<b>Goal Description</b>	Throughout the Consolidated Plan the lack of suitable and decent affordable housing has been a pervasive theme. The activities undertaken in this goal will directly address this need through a combination of programs and focused priorities.
2	<b>Goal Name</b>	Neighborhood Stabilization and Revitalization
	<b>Goal Description</b>	This goal is aimed at addressing the economic opportunity gaps faced by the low- to moderate-income community. The activities and programs undertaken in this area will aim to raise the standard of living for the most economically vulnerable members of the community by creating quality, attainable job opportunities. The city will also focus on aiding vulnerable small business owners that may be disproportionately at risk of impacts caused by the city's rapid expansion cycle.
3	<b>Goal Name</b>	Infrastructure and Urban Environment Improvements
	<b>Goal Description</b>	This goal is aimed at making physical and programmatic improvements to ensure a suitable and healthy environment for low- to moderate-income residents.
4	<b>Goal Name</b>	Improve Facilities that Serve Community Needs
	<b>Goal Description</b>	This goal aims at addressing the city's broad need for new and updated public facilities by undertaking or supporting these activities.
5	<b>Goal Name</b>	Supporting Vulnerable Populations
	<b>Goal Description</b>	The needs of the low to moderate income community vary across a wide range of social service categories. This goal will focus on expanding the network of supportive services that will meet the needs of the city's economically vulnerable population as identified in this plan.
6	<b>Goal Name</b>	Mitigating and Ending Homelessness
	<b>Goal Description</b>	This goal is aimed at addressing the immediate needs of the city's population of the unhoused and those at risk of becoming homeless. The city will work closely with the Balance of State Continuum of Care, homelessness providers, and housing authority to identify those individuals and families that are in urgent need of these services, and to fill in service gaps wherever possible.

### **Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

Two significant HOME projects are expected to be completed in the next five years: Waterworks II and 24 Webster Ave. Both of these projects will create 11 HOME units, 8 high (60%AMI) and 3 low (50% AMI) units in each site. As of the creation of this plan, 860 Affordable Dwelling Units are expected to be completed in the next five years in all of the housing projects currently in the pipeline, but not all using HOME funds.

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

According to consultation with the Somerville Housing Authority and others, there continues to be a need to increase the number of accessible units in the public housing stock. This need is particularly relevant to those households that are already living in SHA units but are aging in place or experiencing a change in their need for accessibility. New units built by the SHA include accessibility adaptations, and old units are modified as funds allow.

### **Activities to Increase Resident Involvements**

With respect to resident engagement in management, each SHA building has a tenant association that assists in planning for the development's unique needs. SHA's resident services team has hosted many events to establish and maintain strong functioning associations.

The city's inclusionary housing program creates affordable rental and homeownership units, but is not directly funded with CPD dollars. Projects of 6 or 7 units require a minimum of one unit or a fractional unit payment to the Affordable Housing Trust Fund. There is a minimum requirement of 17.5% for properties building between 8-17 units of new housing, and projects with 18 or more units require 20% affordable housing. The Housing Division of OSPCD will continue to actively market these units via the SHA to encourage eligible residents to apply via digital, print, and in-person advertising.

The city is actively encouraging increased homeownership among public housing residents as well. Given the high cost of ownership in Somerville, most public housing residents can only afford ownership units through the city's Inclusionary Housing Program. The SHA also offers a Homeownership Program that allows families with section 8 vouchers to use their vouchers to help pay the mortgage on a home they buy and the SHA subsidizes the mortgage for 15 years after the purchase. For state public housing, SHA received a grant called MASS LEAP where an account is created for tenants and their funds are deposited when there are increases in rent based on increased earned income.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

No

### **Plan to remove the 'troubled' designation**

Not relevant.

## SP-55 Barriers to affordable housing – 91.215(h)

### Barriers to Affordable Housing

The City of Somerville has undertaken a number of studies and initiatives to better understand and respond to the housing affordability crisis that is plaguing the city and its low to moderate income residents. The Consolidated Plan process, SomerVision, and Housing Needs Assessment all highlighted a number of common trends and concerns among the city's population. These concerns include:

- Housing insecurity resulting from strong market forces
- Imbalance of new housing construction targeted to higher income levels relative to demand for more affordably-priced housing
- Condo conversions contributing to the rise in home values and decreasing the supply of adequate rental units
- Section 8 and other program's do not provide sufficient subsidies to cover the cost of housing in Somerville
- Wage growth and economic opportunities for low to moderate income residents not keeping pace with the cost of housing
- Discriminatory lending criteria and tenant screening practices
- Program guidelines and procedural requirements that make housing resources less accessible.

In response to these longstanding concerns Somerville has been a leader in adopting and updating ordinances aimed at increasing the supply of affordable housing and preventing displacement of low- and moderate-income households, such as Inclusionary Zoning, a Condominium Conversion Ordinance, Affordable Housing Overlay District, and Housing Stability Notification Act. In response to the Massachusetts MBTA Communities Law, the City Council in 2023 enacted regulatory changes to facilitate multifamily housing development near public transit. Yet, while Somerville has implemented zoning changes to facilitate more diverse housing development, some regulatory requirements continue to conflict with the feasibility of building affordable housing.

The City has also built and expanded its capacity to financially support affordable housing through its Affordable Housing Trust, and to address the housing needs of residents through the establishment of an Office of Housing Stability in 2018. In 2023 the city convened an Anti-Displacement Taskforce to examine and advocate for further solutions. Some initiatives have included.

- Dedication of revenue from linkage payments, Inclusionary Zoning, and the Community Preservation Act fund to the Affordable Housing Trust averaging \$3,5M between FY21-FY23.
- Establishment of a municipal housing voucher program with initial funds from ARPA, the Affordable Housing Trust Fund and the City Commitment of \$8.3M to the Affordable Housing Trust in 2022 to create an early acquisition fund advocating for legislative action at the state level to enable a locally based transfer fee on real estate transactions, a right of first refusal ordinance, and a local rent stabilization ordinance further strengthening of the zoning code to promote additional affordable housing creation expanding and sustaining the 100 Homes program establishment of a Community Land Trust

This list, while not exhaustive, provides the city with a comprehensive and innovative set of options to explore in tackling the housing issues facing its residents. Many of the options listed go beyond the resources and jurisdiction of the city and may require additional funding or legislative action that is outside of the city's abilities.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

In response to these concerns, the city is examining a robust solution set of proposals that address most or all of these issues. In some instances, changes have already been implemented such as in the Inclusionary Zoning ordinance. The City has increased the percentage of required inclusionary units on multiple occasions since 2010. Some other recent changes have been:

- Further strengthening of the zoning code to promote additional affordable housing creation
- Expansion of the 100 Homes program
- Creation of the Office of Housing Stability
- Continuation of the Community Preservation Act as a leveraging funding source

This list, while not exhaustive, provides the city with a comprehensive and innovative set of options to explore in tackling the housing issues facing its residents. Many of the options listed go beyond the resources and jurisdiction of the city and may require additional funding or legislative action that is outside of the city's abilities.

Draft

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The city uses a combination of strategies to outreach to and assess the needs of the homeless population including unsheltered persons. The Somerville Homeless Coalition outreach team with the Police and other partners help unsheltered homeless men and women by providing referrals and transportation to needed resources. The goal is to help homeless individuals stay safe, especially during the harshest weather conditions. The outreach team works to build trusting relationships with homeless persons living on the streets and in encampments, performs assessments for homeless persons in the field, and links them to shelters and supportive services that try to meet their needs. The team will transport homeless persons to other shelters, detoxification centers, hospitals, or other facilities as directed by the clients. Emergency shelters provide overnight shelter, meals, and bathroom/shower facilities and attempts to engage homeless persons in case management to assess their homeless history and current needs and work to place them in appropriate longer term shelter programs so they can work toward regaining permanent housing.

### **Addressing the emergency and transitional housing needs of homeless persons**

The city's funding, coupled with other public and private funding sources secured by sub recipients, provides for the operation of emergency shelters, transitional housing, and support services programs in the area. These shelters and transitional programs address the needs of specific populations such as chronically homeless persons, families, persons with severe substance abuse histories, or those suffering from dual or multiple co-occurring disorders.

In conjunction with the CoC, the city has a new assessment tool – the Coordinate Entry assessment tool – to be used by all social service providers working with homeless persons. The Somerville Homeless Coalition is the local organization which handles CE in Somerville. This tool will provide coordinated entry, assessment and housing and supportive service interventions to assist homeless families and families at risk of homelessness across the city. The tool aims to prevent families from becoming homeless and to end families' homelessness as rapidly as possible. The goal is to ensure that, as often as possible, those with ties to a specific city or town can first search for housing within their preferred municipality.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

Rapid Re-Housing funds through ESG funding will provide housing relocation, stabilization services, and rental assistance to move homeless households experiencing homelessness into stable, permanent housing as quickly as possible. Rapid Re-Housing subrecipients will provide services to homeless individuals and families living in the community to maintain or identify alternative permanent rental

housing and achieve housing stability whenever possible. Housing relocation and stabilization can include, but is not limited to, financial assistance including moving cost and utility assistance, housing search and placement and housing stability case management. Eligible households may also receive up to 24 months of rental assistance for fair market rental housing.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

Homeless prevention funds through ESG funding will provide housing relocation and stabilization services and rental assistance to at risk individuals and households from experiencing homelessness. Homeless prevention funding subrecipients will provide services to extremely low-income individuals and families living in the community to maintain or identify alternative permanent rental housing and achieve housing stability. Housing relocation and stabilization can include, but is not limited to, financial assistance including moving, cost and utility assistance, housing search and placement, and housing stability case management.

Through a comprehensive, uniform intake, subrecipient case managers will determine if there are other housing options available to the individual/household other than accessing shelter through the homeless system. For example, family and friends that the client may be able to stay with while stabilizing their housing situation may be more beneficial for the individual or household and simultaneously reserves homeless shelter resources for those with no other options. Additionally, subrecipient case managers will provide follow up to families and individuals placed in housing to ensure they remain stably housed. This follow up may take the form of monthly check in either in person, by phone or home visits.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

The City of Somerville administered a grant from the office of Lead Hazard Control for over two decades, ending in February 2022. The new program (Home Improvement Program) will prioritize units whose households contain children under 6 years old. Each household that participates will do so on the basis that they request the lead paint hazards in their homes. Households will receive up to \$7,500 in the form of a 5-year forgivable loan, which is forgivable at the rate of 20% per year. The participating units must be occupied as a primary residence for ownership units or have an affordable rental rate during the period of forgiveness for rental units.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

The actions taken through the above grant have greatly reduced the number of lead poisoning cases in Somerville and reduced the existence of lead hazards in the participating units. For as many housing units that Somerville has that were constructed before 1980, there are fewer cases of lead poisoning than would be expected for that number of units.

### **How are the actions listed above integrated into housing policies and procedures?**

The new Home Improvement Program that the city's housing division will administer uses CDBG funds. Its mission is to ensure safe, affordable, healthy, and efficient housing for those households who may suffer the adverse effects of LBP.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

OSPCD remains committed to carrying out a comprehensive anti-poverty strategy in collaboration with many community and nonprofit organizations that serve Somerville’s low-income population. The city’s CPD and other federal grants will continue to support programs and organizations that provide assistance and economic opportunities for low- and moderate-income persons and for populations with special needs. Funds will continue to be used to support subsidized housing, food and healthcare programs, emergency services, and literacy and job training programs. The city and other agencies will continue to collaborate in pooling necessary resources to assist individuals and families in obtaining the tools to overcome poverty. These goals will include:

- Increasing effective income (investing in workforce and economic development opportunities that will create quality equitable paying jobs)
- Supporting asset accumulation (down payment assistance to homebuyers and creating affordable home ownership opportunities through inclusionary zoning and other policy tools)
- Promoting small business and economic development (providing technical assistance and support to microenterprises to encourage their success, expansion of small businesses and job creation)
- Providing case management, emergency assistance and information/referral services to low-income and poverty-level families to include financial assistance for education or job training to help clients get better jobs with higher income potential
- Supporting employment, transportation, and training programs to improve academic, basic, and technical skills of low-income persons so they can find jobs or improve their earning capacity
- Providing HUD grant funding to childcare service providers, allowing parents to attend school or a job
- Providing emergency utility assistance to income eligible families in financial stress (providing weatherization and urgently needed home repairs)
- Providing public services that assist very low-income families and at-risk youth (supporting education, training, and employment programs to prepare disadvantaged youth for career success and mentoring program to improve their outcomes)
- Creating mixed-income communities (encouraging the de-concentrating of poverty and the creation of stable mixed-income neighborhoods through the development of affordable housing outside of low-income areas)

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The city will continue to operate and develop programs in conjunction with a wide range of community stakeholders and partners. These include: other government agencies, nonprofit organizations, academic institutions, private businesses, and community groups. This enables the city to both leverage the maximum amount of funding opportunities and human capital resources available. Through the goals and activities identified in this plan, the city will take a multi-faceted approach to improving the lives of its low- to moderate-income residents. This is done first, by addressing the most acute need of affordable housing and second, by developing economic and environmental solutions that will provide long-term self-sustainability and standard of living improvements.



## **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

OSPCD, in both the administrative department and others, already has structures in place to monitor activities. The department has two full time compliance officers. One oversees CDBG eligibility requirements, and another oversees all sub-recipient funding as well as ESG eligibility. The first staff person is responsible for monitoring all cross cutting requirements, including environmental reviews and DBRA wage requirements. The department also has employees in the housing division who manage the HOME program requirements.

Some tools used are:

- Review of progress reports and documentation
- Careful review of billing and supportive documentation that accompanies reimbursement requests
- Single review audits and evaluation of any included findings
- Performance of on-site visits
- Any follow-up deemed necessary by the staff

## Annual Plan

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The 2024-2028 Consolidated Plan aims to develop programs, leveraging CPD entitlement funds and other resources, that will carry out the objectives of Somerville’s larger community development and homelessness strategies. The CDBG funding will be utilized to address a wide range of unique community development needs. The flexible nature of the CDBG program enables the city to implement a multi-faceted strategy aimed at providing both short-term and long-term benefits to its most economically vulnerable residents. The city’s goal is to maximize the efficacy of the program by administering activities that address the housing, economic development, and urban environment challenges faced by low- and moderate-income residents. The HOME program will be utilized to provide a range of direct housing assistance programs. These programs include rental assistance, homeownership assistance, and the creation of new units in conjunction with a local CHDO and financing partners. The ESG program will provide funds for emergency shelters and transitional housing to help people reach independent living. The ESG program strives to help homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth people with mental illness, families with children and veterans. ESG funds can also be used to aid people who are at imminent risk of becoming homeless due to eviction, foreclosure, or utility shutoff. Social service agencies receiving ESG funds will demonstrate a match.

#### Anticipated Resources

**Table 53 - Expected Resources – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

**Table 53 - Expected Resources – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,538,680	75,000	2,538,680	5,152,360	10,000,000	Funding will be spent on a range of activities covering affordable housing, economic development, public infrastructure, and social service activities.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	562,798	50,000	562,798	1,175,596	1,800,000	Funding will be spent on a range of activities targeting various affordable housing needs including rental assistance, home ownership assistance, and new housing development.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	219,619	0	219,619	439,238	800,000	Funding will be spent on various activities targeted towards homelessness prevention.

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Somerville seeks to leverage or supplement many of the activities it undertakes with some type of match or leveraging component. The following is a brief description of the matching or leveraging strategy for different program areas.

**Housing:** The city has had a successful track record of using HOME funds as matching funds in larger scale development projects. These projects typically included multiple funding sources including low-income tax credit financing and other subsidy sources. The city's HOME-ARP allocation will be used to help fund supportive service activities operated by nonprofit agencies that serve qualifying populations. The city is in the process of obtaining a Section 108 loan as a key source of funding in the Clarendon Hill redevelopment, which will move a key affordable housing project forward through the utilization of CDBG funds. In its rehab program, the city has gained momentum in partnering with the local CHDO in an acquisition rehab program to preserve existing housing units as permanently affordable units. The rehab subsidy of this program is critical to ensure that suitable units that are up to code are delivered through this program. Additional funding sources that are used for affordable housing projects are the Affordable Housing Trust, Community Preservation Act, fee/permit waiving, and using the difference in affordable housing used as a match, and bonds. An example of a housing project like this is Water Works Phase II using state funding to complete the multi-scale project.

**Economic Development:** The city encourages any participant of any of the city's economic development programs to demonstrate leverage or provide matching funds during the application process. The business retention and expansion programs require that any business seeking CDBG financing demonstrate the ability to obtain a portion of the financing needed from private banks or other lending sources. The city, in turn, will provide gap financing in exchange for compliance with job creation requirements. The city also requires matching funds from any business participating in the Small Business technical assistance program. The city's Jobs Trust Fund does ask nonprofits that apply for funding about matching funds, and many accepted proposals do include matching funds, but for Jobs Trust funding is not a requirement. An example of using CDBG as support funding for economic development is in the acquisition of the property at 508-512 Columbia St. The city has been wanting to make this acquisition for a long time but did not have adequate funding. In this case, CDBG funds will be a support to city money to make the acquisition possible.

**Streetscape and Infrastructure:** The city has previously demonstrated the ability to leverage CDBG funding to complete larger scale infrastructure projects. In the cases of both the East Broadway and Beacon Streetscape projects, the city utilized CDBG as matching funds to leverage federal and state funding for these projects. In both projects, CDBG funds were able to leverage almost \$10M for each project. The city will continue to use this model as suitable projects and opportunities present themselves.

**Parks and Open Space:** During the last consolidated plan period, the city was able to successfully leverage CDBG funding with State PARC grant funds and Community Preservation Act funds to deliver quality recreational and open space projects in low-income neighborhoods. The city will continue to seek opportunities using these funding models and any others that the Parks team deems relevant.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

While developing this plan, a list was created listing all current city-owned properties and their status (vacant, occupied, etc.). The purpose of this document as it relates to the Consolidated Plan is to see if the properties are in eligible areas or statuses to be included in future projects with CDBG or HOME funds. As of yet, no decisions have been made regarding any of these sites. However, the city reserves the right to, during the duration of the 2024-2028 period, utilize entitlement funding for certain facilities should the need become relevant. Possible uses include public safety and recreational facilities.

**Discussion**

The City of Somerville has been highly successful in maximizing the full programmatic and financial efficacy of its entitlement funds. The city has developed innovative programs to leverage both financial and non-financial resources to improve the living standards of the low to moderate income community in terms of affordable housing, economic opportunities, and improved living environments.

Draft

## AP-20 Annual Goals and Objectives

### Goals Summary Information

**Table 54 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create and Preserve Affordable Housing	2024	2028	Affordable Housing Public Housing Homeless	City Wide	Building communities of opportunity	CDBG - \$800,000 HOME - \$450,000	10 Rental units constructed 5 Rental units rehabilitated 5 Homeowner housing rehabilitated 3 Direct financial assistance to homebuyers 5 TBRA/Rapid Re-housing households assisted
2	Neighborhood Stabilization and Revitalization	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City Wide East Somerville Union Square	Building communities of opportunity	CDBG - \$150,000	20 Businesses assisted
3	Infrastructure and Urban Environment Improvements	2024	2028	Non-Housing Community Development	City Wide	Enhancing and improving the urban environment	CDBG - \$400,000	Public facility or infrastructure activities other than low/moderate income housing benefit: 10,000 Persons Assisted

**Table 54 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve Facilities that Serve Community Needs	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City Wide	Building communities of opportunity	CDBG - \$275,000	Public facility or infrastructure activities for low/moderate income housing benefit: 10,000 persons assisted  1 Building demolished
5	Supporting Vulnerable Populations	2024	2028	Non-Homeless Special Needs Non-Housing Community Development	City Wide	Serving the needs of at-risk populations	CDBG - \$375,000	Public services activities other than low/moderate income housing benefit: 10,000 Persons Assisted
6	Mitigating and Ending Homelessness	2024	2028	Homeless	City Wide	Serving the needs of at-risk populations	ESG - \$210,000	Homeless Person Overnight Shelter: 200 Persons Assisted  Homelessness Prevention: 100 Persons Assisted

## AP-35 Projects – 91.220(d)

### Introduction

The 2024-2028 Consolidated Plan will fund projects and programs that address the needs of the city’s low to moderate income residents. OSPCD will focus its efforts on the target areas identified in this plan to the extent possible. The city has allocated funds in the HOME Investment Partnership grant, Emergency Solutions grant, and Public Services programs in accordance with the federally mandated expenditure caps and guidelines for those programs. The city also reserves the right to pursue section 108 financing; should an eligible and viable project be identified it would be subject to the approval and additional eligibility and underwriting review criteria of the Office of Housing and Urban Development. At this time, the Office of Housing and Urban Development has not released its final FY24 program funding allocations. All allocation amounts noted in the proceeding section are subject to proportional proration based on those final allocation announcements.

### Projects

**Table 55 – Project Information**

#	Project Name
1	Housing Acquisition and Rehab
2	Section 108 Repayment
3	Small Business Resiliency
4	Parks and Recreation Open Space Improvements
5	Tree Planting and Urban Forestry
6	Neighborhood Infrastructure Improvements
7	Slum & Blight/Community Spaces
8	Public Services 2024
9	2024 Admin
10	HOME Housing Development Special Projects
11	Tenant Based Rental Assistance
12	First-Time Homebuyer Assistance
13	CHDO Operating
14	CHDO Set Aside
15	HOME Admin
16	ESG Homelessness Shelter, Outreach, and Prevention

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Somerville and Office of Strategic Planning and Community Development have allocated funds in a manner that will effectively maximize the leverage capacity of this program funding. The specific project allocations shown above were based on the analyses informing priority needs, the availability of upcoming projects, and the ability to leverage additional funding sources with these funds. The city also is also obligated to adhere to the various categorical limits and restrictions of the various programs. Public Service funds will not exceed 15% of the CDBG entitlement and services will be designed to meet the needs of low income residents by improving access to supportive services for adults, children, seniors and disabled residents. HOME Investment Partnership will be allocated



according to categorically eligible programs and include the required CHDO Set-Aside allocations. The Emergency Solution Grant funds are allocated to non-profit agencies providing homeless services and homelessness prevention activities. Together with the Continuum of Care, the City has identified homeless needs and formulated priorities and programs to address them.

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## AP-38 Project Summary

### Project Summary Information

<b>1</b>	<b>Project Name</b>	Housing Acquisition and Rehab Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	This program will continue to support the city's 100 Homes program and other housing development projects. CDBG funds will primarily be used to undertake rehabilitation work but may also fund housing acquisition activities on a limited basis. The city will also continue to operate its existing Home Rehab program to income eligible residents city wide.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that anywhere between 8-10 households will be assisted through this program in FY25. The program will benefit a range of individuals and family types based on the number and type of units that are rehabilitated and/or acquired.
	<b>Location Description</b>	The program is based on homeowner and/or tenant eligibility so is therefore eligible citywide. The city will continue to operate its traditional Housing Rehab program and provide support to the 100 Homes program and other housing development projects.
<b>Planned Activities</b>	The city will fund housing rehab projects for units occupied by income eligible owners or tenants. The program is being re-designed to emphasize health and sustainability components such as de-leading and energy efficiency	
<b>2</b>	<b>Project Name</b>	Section 108 Repayment
	<b>Target Area</b>	Alewife Brook/Clarendon Hill
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	\$400,000
	<b>Description</b>	Repayment of Section 108 Loan for Affordable Housing Development
	<b>Target Date</b>	6/30/2025

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed new development will be a multi-phase redevelopment project with 216 replacement units and 38 new units currently under construction and up to 37 new additional affordable units proposed in future phases of the project.
	<b>Location Description</b>	Tentative affordable housing development projects are targeted for the Clarendon Hill/Alewife neighborhood.
	<b>Planned Activities</b>	The proposed new development will be a multi-phase redevelopment project with 216 replacement units and 38 new units currently under construction and up to 37 new additional affordable units proposed in future phases of the project.
<b>3</b>	<b>Project Name</b>	Small Business Resiliency Program
	<b>Target Area</b>	Citywide East Somerville Union Square
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	CDBG: \$150,000
	<b>Description</b>	This program will combine technical assistance and direct financial assistance to support micro-enterprises and local small businesses in income eligible areas.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project is designed to deliver technical assistance to the city's most economically vulnerable small business or micro-enterprise owners. The city will target low to moderate income business owners or small business located in targeted, underserved neighborhoods that provide essential goods and services to the community. Many of the business owners targeted with this effort will be low income immigrant business owners, many of whom are also first time business owners. The city will aim to assist 10-20 eligible businesses.
	<b>Location Description</b>	The city will target its outreach efforts to small businesses located in the previously identified target neighborhoods of Union Square and East Somerville. These neighborhoods have the highest concentration of low income, family operated small businesses in the city, and are also served by local Main Streets organizations that work closely with these businesses on technical assistance issues and coordination with the city. Some assistance will also be offered to small businesses city-wide.
	<b>Planned Activities</b>	OSPCD staff will partner with the local Main Street Organizations and other specialized T/A providers to support local small businesses with construction impact mitigation, marketing efforts, OSHA and ServSafe training, financial literacy, and other business management needs.
<b>4</b>	<b>Project Name</b>	Parks and Recreation Open Space Improvements

	<b>Target Area</b>	LMI Areas
	<b>Goals Supported</b>	Infrastructure and Urban Environment Improvements
	<b>Needs Addressed</b>	Enhancing and Improving the Urban Environment
	<b>Estimated Funding</b>	CDBG: \$300,000
	<b>Description</b>	This project will create and revitalize quality recreational open spaces in the city's most densely populated and underserved neighborhoods.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The city will target its Parks and Open Space activities in the previously identified target areas. The activities identified will be aimed at benefitting areas that serve primarily low to moderate income residents. As a result of the densely populated nature of Somerville's neighborhoods, OSPCD is confident that most activities will serve at least 10,000 low to moderate income persons.
	<b>Location Description</b>	The city will focus its parks and open space activities on the low to moderate income neighborhoods that demonstrate the greatest need and lack of suitable green space and recreational amenities.
	<b>Planned Activities</b>	Parks and recreational open space infrastructure projects including new park construction and other recreational space amenities.
<b>5</b>	<b>Project Name</b>	Urban Forestry/Street Tree Program
	<b>Target Area</b>	LMI Areas
	<b>Goals Supported</b>	Infrastructure and Urban Environment Improvements
	<b>Needs Addressed</b>	Enhancing and Improving the Urban Environment
	<b>Estimated Funding</b>	CDBG: \$50,000
	<b>Description</b>	This program will continue to compliment the City's tree planting program in income eligible areas.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City will target its Green Infrastructure and Urban Forestry activities in predominantly low to moderate income eligible census tracts across the city. The activities identified will be aimed at benefiting areas that serve primarily low to moderate income residents. As a result of the densely populated nature of Somerville's neighborhoods, OSPCD is confident that most activities will serve at least 10,000 low to moderate income persons.
	<b>Location Description</b>	The city will target tree planting efforts across low income eligible census tracts across the city.
	<b>Planned Activities</b>	The city will plant trees in eligible low to moderate income census tracts.
<b>6</b>	<b>Project Name</b>	Neighborhood Infrastructure & Improvement Program

	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Infrastructure and Urban Environment Improvements
	<b>Needs Addressed</b>	Enhancing and Improving the Urban Environment
	<b>Estimated Funding</b>	CDBG: \$50,000
	<b>Description</b>	This project will focus on making infrastructure, streetscape, and multi-modal safety improvements including traffic calming, ADA improvements, and utility improvements in underserved and income eligible areas.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The city will target its infrastructure investments in the previously identified target areas. The activities identified will be aimed at benefiting areas that serve primarily low to moderate income residents. As a result of the densely populated nature of Somerville's neighborhoods, OSPCD is confident that most activities will serve at least 10,000 low to moderate income persons.
	<b>Location Description</b>	The city will focus its streetscape and infrastructure activities on the low to moderate income neighborhoods that are most impacted by the recent development of new transit stations. These neighborhoods include Union Square, Central Broadway, East Somerville, and Gilman Square.
	<b>Planned Activities</b>	The city will undertake streetscape and infrastructure investments that will improve pedestrian and multi-modal safety and provide equitable access to transit. The city will also seek opportunities to invest in utility improvements, when and if needed.
<b>7</b>	<b>Project Name</b>	Slums & Blight/Community Spaces
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Improve Facilities that Serve Community Needs
	<b>Needs Addressed</b>	Enhancing and Improving the Urban Environment
	<b>Estimated Funding</b>	\$275,000
	<b>Description</b>	Identify and repurpose dilapidated public assets for the purpose of converting to accessible public facilities and community spaces.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5,000-10,000 low and moderate income residents in will benefit from improvement of facilities that provide community services, as well as the clearance of slums and blight in predominantly low and moderate income neighborhoods.

	<b>Location Description</b>	The city will target the removal of blighted structures citywide that are in need of demolition or clearance for health and public safety purposes in low and moderate income neighborhoods, and invest in the improvement of spaces that provide community services to low and moderate income residents city-wide.
	<b>Planned Activities</b>	The city will monitor and identify any public structures in eligible neighborhoods that are in need of demolition and clearance for health and public safety purposes.
<b>8</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Supporting Vulnerable Populations
	<b>Needs Addressed</b>	Serving the Needs of At-Risk Populations
	<b>Estimated Funding</b>	CDBG: \$375,000
	<b>Description</b>	This program will fund local nonprofit organizations and agencies that provide vital supportive services to the most economically vulnerable members of the community to include low income individuals and families, seniors and persons with disabilities. Enrichment, employment, and affordable childcare services will be designed for youth. 15 percent of the available CDBG funds will be earmarked for various public service activities.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Expect to serve over 10,000 low income residents with Public Service funding. Services will benefit low income individuals, low income families and their children, seniors and disabled adults.
	<b>Location Description</b>	The social services and programs funded under the public services program are available to any eligible low to moderate income individual or household citywide.
	<b>Planned Activities</b>	The city of Somerville issued a request for proposals to local social service and non-profit organizations and agencies that can provide a wide range of supportive services to benefit the city's most economically vulnerable populations with an added focus on those programs that serve the youth, elderly, and those with disabilities, as well as nutrition and workforce readiness.
<b>9</b>	<b>Project Name</b>	2024 Administration
	<b>Target Area</b>	City Wide

	<b>Goals Supported</b>	Create and Preserve Affordable Housing Neighborhood Stabilization and Revitalization Infrastructure and Urban Environment Improvements Supporting Vulnerable Populations Mitigating and Ending Homelessness Improve Facilities that Serve Community Needs
	<b>Needs Addressed</b>	Building Communities of Opportunity Enhancing and Improving the Urban Environment Serving the Needs of At Risk Populations
	<b>Estimated Funding</b>	CDBG: \$500,000
	<b>Description</b>	Program administration and planning expenses.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	This project will cover the administrative costs of operating and administering the entitlement program
<b>10</b>	<b>Project Name</b>	HOME Housing Development Special Projects
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$255,000
	<b>Description</b>	Housing Special Project funds are available to for-profit and non-profit developers of affordable housing for the acquisition, demolition, pre-development, operating and construction costs of both rental and home-ownership housing projects located within the City of Somerville.
	<b>Target Date</b>	6/30/2025

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ten HOME units for seniors supported by project-based vouchers are expected to be completed in within the next year as part of the Waterworks II project being constructed by the Somerville Housing Authority. The property will include a total of 21 new public housing units for seniors all supported by project-based vouchers. The City has also conditionally committed funding to a Just-A-Start project at 24 Webster Avenue. This project will be comprised of approximately 42 units, all affordable to households earning at or below 60% AMI. Eleven of those units are expected to be HOME units, with 8 restricted at 60% AMI and 3 restricted at 50% AMI. Although 24 Webster Avenue is not expected to be completed within Program Year 2024, we expect these units to be completed during the 2024-2028 ConPlan period. The City will continue to look for additional development projects to support city-wide.
	<b>Location Description</b>	HOME Special projects take place city-wide. The Waterworks II development which is currently under construction is in the Alewife Brook/Clarendon area and the 24 Webster Avenue projects is in the Union Square area. The City will continue to look for other projects to fund throughout the city.
	<b>Planned Activities</b>	The city will seek opportunities to invest HOME funding in projects that create new affordable housing units at various income eligible levels.
<b>11</b>	<b>Project Name</b>	Tenant Based Rental Assistance
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$0
	<b>Description</b>	Tenant-Based Rental Assistance funds are available to subsidize and stabilize income-qualified tenants of rental housing units located within the City of Somerville. Funds are targeted to households at risk of homelessness and groups identified as having special needs.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Although no funding is committed to TBRA in the 2024 Program Year, we expect to assist 3-5 households with Tenant based rental assistance through existing TBRA contracts, funded with prior year funds. Additionally, the city has approximately \$300K in HOME-ARP funding for supportive services that has not been committed to any activities yet. If rental assistance is a need in the community, the city may fund a rental assistance program with the uncommitted TBRA funds.
	<b>Location Description</b>	The Tenant Based Rental Assistance program is available to any eligible income qualified household.
	<b>Planned Activities</b>	Rental assistance for qualifying individuals and households.
<b>12</b>	<b>Project Name</b>	First-Time Homebuyer Assistance
	<b>Target Area</b>	City Wide



	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$15,000
	<b>Description</b>	The homebuyer assistance program provides closing cost and down payment assistance to eligible low to moderate income persons.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Allocated funding is estimated to assist 10-12 households with down payment or closing cost assistance
	<b>Location Description</b>	The program is available city wide to any income eligible applicant.
	<b>Planned Activities</b>	Fund and operate a first time homebuyer closing cost assistance program for income eligible households.
<b>13</b>	<b>Project Name</b>	CHDO Operating
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$22,500
	<b>Description</b>	As an eligible component of the HOME program, CHDO operating funds of 5% are set aside from the City's annual HOME program entitlement grant to assist the City's current Community Housing Development Organization (CHDO), the Somerville Community Corporation with its costs to operate its non-profit housing development department.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Currently, Somerville Community Corporation is the only CHDO certified in the City of Somerville. Somerville Community Corporation offers first time homebuyer counseling, financial and digital literacy, and career coaching services to hundreds of low and moderate income residents in Somerville in addition to creating affordable housing. Operating support allows them to continue running these various programs by supporting the cost of staff salaries and other general operating expenses.
	<b>Location Description</b>	Somerville Community Corporation serves all Somerville Residents
	<b>Planned Activities</b>	Support operating expense needs of certified community housing development organizations within Somerville.
<b>13</b>	<b>Project Name</b>	CHDO Set Aside
	<b>Target Area</b>	City Wide

	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$67,500
	<b>Description</b>	As an eligible component of the HOME Program a 15% reserve allocation is set-aside from the City's annual HOME entitlements to be put towards eligible CHDO sponsored affordable housing development projects. Currently, the city's only certified CHDO, Somerville Community Corp, is the annual recipient of the City's CHDO reserve allocation.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Somerville Avenue is currently the only project funded with CHDO Set-Aside funding. This project is the rehabilitation of 9 units that have been offline due to a fire in 2021. All units are affordable to households earning at or below 100% AMI, and two of these units will be HOME units affordable to households earning at or below 50% AMI. This project is expected to be completed just before the beginning of Program Year 2024. The City will continue to search for the next CHDO project, but no CHDO set-aside units are expected to be completed during Program Year 2024 at this time.
	<b>Location Description</b>	This activity is not location specific. It fulfills the required 15% CHDO set-aside requirement set forth in the HOME investment partnership program.
	<b>Planned Activities</b>	Support our community housing development organization with the creation of affordable housing opportunities.
<b>14</b>	<b>Project Name</b>	HOME Admin
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Create and Preserve Affordable Housing
	<b>Needs Addressed</b>	Building Communities of Opportunity
	<b>Estimated Funding</b>	HOME: \$45,000
	<b>Description</b>	Salaries and administrative costs related to the administration of the HOME grant.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Salaries and administrative costs related to administration of the HOME grant.
<b>14</b>	<b>Project Name</b>	ESG24 Homelessness Shelter, Outreach and Prevention
	<b>Target Area</b>	City Wide

<b>Goals Supported</b>	Mitigating and Ending Homelessness
<b>Needs Addressed</b>	Serving the Needs of At-Risk Populations
<b>Estimated Funding</b>	ESG: \$203,461
<b>Description</b>	This project will fund the various programs and activities eligible through the Emergency Solutions Grant program. The four eligible areas for ESG funding are the shelter operations and essential services, rapid rehousing, homelessness prevention, and HMIS reporting. Funding will also be used to aid recovery efforts from the impacts of COVID-19 where eligible.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 300 individuals will be assisted through ESG funding.
<b>Location Description</b>	The ESG program is administered city wide
<b>Planned Activities</b>	Shelter operations, Street Outreach, Rapid Rehousing, Homeless Prevention, and HMIS

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**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All the included strategy areas in this plan are areas of the city with a high low- and moderate-income population, as well as notable neighborhood identities. The program funds will be deployed citywide across the various eligible census tracts and on programs where eligibility is determined on an individual applicant basis.

**Geographic Distribution**

**Table 56 - Geographic Distribution**

Target Area	Percentage of Funds
City wide	78
Alewife Brook/Clarendon	16
East Somerville	3
Union Square	3
Inner Belt/Brick Bottom	0
Winter Hill/Mystic	0
Gilman Square	0

**Rationale for the priorities for allocating investments geographically**

The city has determined that all of the target areas demonstrate both the greatest areas of need and have the most attractive opportunities to deploy entitlement funds. All of these target areas contain higher concentrations of low to moderate income residents and are sites of potential redevelopment efforts.

**Discussion**

The city believes that by concentrating investments in these target locations it will be able to achieve its intended results in the most efficient and timely manner possible. Additionally, the city hopes to employ its entitlement funds to both enhance and mitigate some of the opportunities and risks presented by the planned revitalization efforts in these target areas.

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City has recently completed a redesign of its traditional core housing rehab program and has re-launched it to formally fold in activities previously performed under the Lead Hazard Reduction grant and to include additional incentives and focus on energy efficiency improvements and retrofitting. The program will continue to be made available to both income eligible residents and also for units operated under the 100 Home portfolio of affordable housing stock.

The HOME program will continue to offer its set of core programs of Tenant Based Rental Assistance, First Time Homebuyer Closing Cost Assistance, CHDO set aside and Operational funding. Program staff will continue to seek opportunistic projects to utilize HOME entitlement funds on new development projects. Current projects nearing completion include 657 Somerville Avenue and Waterworks Phase II.

**Table 57 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households to be Supported	
Homeless	150
Non-Homeless	0
Special-Needs	0
Total	150

**Table 58 - One Year Goals for Affordable Housing by Support Type**

One Year Goals for the Number of Households Supported	
Rental Assistance	0
The Production of New Units	10
Rehab of Existing Units	16
Acquisition of Existing Units	2
Total	28

### Discussion

The City will use a mix of CDBG and HOME funds to continue to deliver on its core goal and need of housing affordability. The key area of focus will be on the preservation of existing units through the Housing Rehab, 100 Homes Acquisition, and Community Land Trust programs. These programs can utilize both CDBG and HOME funding to aid in preserving and maintaining existing units and bringing them into the affordable housing stock pipeline. HOME Funding will be also be deployed on development projects that meet HOME criteria to add additional new units to the city's affordable housing inventory.

Lastly, the City is currently exploring the possibility of entering into a section 108 financing plan to close significant gaps in the future phases of the Clarendon Hills redevelopment project which has face numerous unforeseen financing challenges due to the conditions arisen from the current economic climate of rising construction and financing costs.

## AP-60 Public Housing – 91.220(h)

### Introduction

The City of Somerville will continue to rely on the Somerville Housing Authority to be the major provider of subsidized housing through public housing and vouchers. Most of the households on the SHA waiting lists cannot afford a rental unit on the private market and are therefore waiting for a subsidized unit to solve their housing needs. To that end, the priority of the City of Somerville to increase the number of subsidized affordable units, particularly rental units, is a main focus of this plan. The City and SHA recently completed substantial construction of 25 new rental housing units for seniors, at the MWRA site on the Capen Court campus. This new senior development is called Waterworks and as of April 2019, all units are currently occupied. Additionally, the Waterworks development has been added to the City's Subsidized Housing Inventory List (SHI). As an additional phase to the Waterworks development, the city is planning to provide federal funds to support the construction of 21 more units at the same site. The additional units will include common space usable by the entire facility, majorly enhancing the affordable housing development. The City will work closely with SHA to ensure that reasonable modifications are made to their housing units where necessary.

### Actions planned during the next year to address the needs to public housing

The Somerville Housing Authority's 5 Year Plan, released in 2023, states the strategies they will employ to address Housing Needs. SHA will continue to work with partner agencies to stabilize tenancies, including participation in emergency rental assistance programs, to make capital improvements and renovations, and to advance development projects that will create new affordable rental units in the city.

Two housing development projects are currently under construction. The Clarendon Hill redevelopment project will replace 216 state-aided public housing units and add 80 net new income-restricted rental units in a mixed income development with additional market-rate units. The Mystic Water Works II building will add up to 21 affordable housing units for elderly households earning up to 80% of AMI. Both projects work toward advancing the SHA's mission of creating and expanding decent, safe, and sanitary affordable housing opportunities for low- and moderate-income families, elderly, and people with disabilities. The projects also address the housing needs identified in the City of Somerville's previous FY2018-2022 plan, namely, to help reduce the high percentage of the City's low-moderate income households that are housing cost burdened and the need for the creation of additional affordable housing.

Further, the SHA will address the housing needs of low-income individuals and families through the following activities:

- Promote unit turnover within the SHA LIPH Program by improving the ability of economically stabilized households with the wherewithal to make the transition to become homeowners on a regional basis.
- Continue efforts to stabilize families by working with community partners to assist residents and promote workforce readiness through continued operation of SHA's FSS Program and by funding provider grants for programs directly benefiting SHA residents.

- Continue to invest in capital expenditures at SHA-owned properties to ensure a marketable and healthy environment for eligible residents.
- Continue to make modifications to LIPH units to enhance accessibility and honor reasonable requests for physical accommodation(s) whenever possible.
- Track the impact of SAFMR implementation for SHA's Housing Choice Voucher (HCV) Program. Consider seeking a waiver from the U.S. Department of Housing & Urban Development (HUD) to apply SAFMR HCV payment standards by census tract.
- Maximize the use of Project-based Vouchers under the regulatory requirements of 24 CFR 983 as a tool in the development of long-term affordable housing within the City of Somerville.
- Continue to promote collaboration with local service providers for distribution of information about housing and supportive service options.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

As described in previous sections, the City and the Somerville Housing Authority will continue to undertake a number of actions to encourage public housing residents to become more involved in management and participate in homeownership. These actions include:

- Active participation in the tenants association of each property
- Actively marketing and supporting residents to participate in the city's inclusionary housing opportunities and the state's Section 8/Housing Choice Voucher Program Family Self Sufficiency Program
- The City and Housing Authority will continue to partner with Somerville Community Corp to offer first time homebuyer and financial literacy classes.
- First Time Home Buyer Assistance will continue to be offered throughout the city.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable.

### **Discussion**

The city will continue to work closely with the SHA to help address any future needs that may arise. The SHA will continue to have a seat on the Somerville Affordable Housing Trust Fund and the Somerville Fair Housing Commission, as well as the Community Preservation Committee. The city will also continue to work collaboratively with the SHA on future development projects including the Clarendon Hills redevelopment which, as mentioned, is the most critical property in the SHA inventory in need of redevelopment.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

ESG funds will be one of the sources used to address the needs of homeless persons and persons with special needs by implementing strategies to prevent homelessness, encourage individuals living on the streets to move to housing and provide services to those living in emergency shelter with the goal of successful permanent housing placements. The city plans to continue to implement and expand on many of these efforts. Through an RFP, nonprofit agencies will be funded to provide services in 4 primary categories: Emergency Shelter and Essential Services, Homeless Prevention Activities, Rapid Rehousing and Stabilization and HMIS data collection and reporting. In addition to ESG funds, CDBG funds will be used to provide support services to the homeless and other special populations such as veterans, chronically homeless and persons with special needs and HOME funds will also be used for Tenant Based Rental Assistance and new housing development units for formerly homeless households where possible.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The city uses a combination of teams to outreach and assess the needs of the homeless population (including unsheltered persons) using assessment and engagement activities to determine vulnerability and community resources to respond. The First Step Outreach van working with the Police and other partners help unsheltered homeless men and women by canvassing for clients; engaging clients; accessing or providing emergency and crisis intervention services; assessing clients; providing crisis intervention counseling and case management; providing access to any available entitlement, benefits, housing or other resources; direct provision of and/or referral and linkages to health and/or mental health services and transportation of clients. The goal of this is two fold: to alleviate some of the burden placed on the Police Department and emergency rooms and more importantly to help homeless individuals stay alive during the harshest of months. The outreach team works to build trusting relationships with homeless persons living on the streets and in encampments, performs assessment for homeless persons in the field and links them to shelter and supportive services that meet their needs. They will transport people to CASPAR's Emergency Services Center or other shelters, detoxification centers, hospitals, or other facilities as directed by the clients. The CASPAR program provides overnight shelter, meals and bathroom/shower facilities and attempts to engage homeless persons in case management to assess their homeless history and current needs and work to place them in appropriate longer term emergency shelter or transitional housing programs so they can work toward regaining their permanent housing. Additionally, CASPAR offers drop in safety and programming for individuals who are street homeless. These programs provide a place where clients will be able to go for meals, counseling, medical services, showers, and other social services. CASPAR's low-threshold models specifically reach out to street homeless individuals.

OSPCD collaborates with service agencies and others in the public sector to analyze existing needs, to identify and address funding gaps. The Homeless Point In Time (PIT) Count, organized by the CoC



annually assesses the characteristics of the homeless population in and around Somerville. This important data is used by the CoC and its stakeholders to track the changing needs of the homeless. The major component of the action plan of OSPCD and the CoC is to develop and support the coordinated assessment system to match a homeless person's need for housing with available housing vacancies among providers, to improve access to services and to ensure appropriate interventions. Doing so will promote a system to ensure limited resources are used to create maximum impact and efficiency.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City's ESG funding will be coupled with other public and private funding sources secured by subrecipients, providers and operators of emergency shelters, transitional housing, and support services program in the area. HOME funds are frequently used to support transitional housing needs, while other funds support case management and support services to encourage stabilization. The CoC has a coordinated access system to assess the status of housing and support services. The Veterans Affairs Supportive Housing (VASH) program targets the needs of homeless veterans and their families and provides housing resources and case management with support services provided by Volunteers of America (VOA). Recognizing the limited resources and vulnerability of women, Catholic Charities operates a daily lottery system for emergency shelter beds and transitional work/stabilization beds for working women. These shelter and transitional programs address the needs of specific populations such as chronically homeless persons, families, persons with severe substance abuse histories or those suffering from dual or multiple cooccurring disorders.

The City will continue to coordinate with the Balance of State Continuum of Care and social service providers working with homeless persons to provide coordinated entry and assessment of housing and supportive service interventions to assist homeless families and families at risk of homelessness across the city. The goal of collaboration will be to divert families from becoming homeless and to end families' homelessness as rapidly as possible. Four shelter programs receive ESG funding for operations and services. These shelter programs serve a wide range of discrete subpopulations of the homeless, including: programs providing support for recovering substance abusers, mental health services, services for survivors of domestic violence and their children, transitional housing for youth, interim housing for street homeless who are awaiting permanent supportive housing placement, employment/volunteer services, intensive housing placement services and other programs that would not otherwise exist to provide special assistance.

Lastly, the city recently had its HOME ARP allocation plan approved where it allocated the majority of this supplemental funding round be dedicated solely to supportive services for these vulnerable populations.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Rapid ReHousing activities offering short- or medium-term rental assistance, housing relocation and stabilization services, are a part of the strategy to help transition homeless persons to permanent and independent living. The City also funds case management services and comprehensive housing placement strategies in an effort to transition families and individuals into stable housing as quickly as possible. Awarded subrecipients encourage quick and effective placements out of shelter through performance based contracts that reward clients to stable housing situations, placements that result in individuals not returning to shelter and placement of long term stayers.

The city will continue to refine strategies to increase placements through efforts to create new rental assistance programs; addressing the various needs of homeless families, adult families and individuals. These programs are helping working families/individuals, vulnerable families, survivors of domestic violence and elderly individuals/families move into permanent housing. The city and the CoC will continue their efforts to increase Permanent Sheltered Housing (PSH) for chronically homeless individuals, and quickly place veterans into permanent housing and connect them to the necessary services and benefits.

In addition to Permanent Supportive Housing through the CoC and Permanent Housing (SRO's), case management and supportive services are a crucial component of the City's strategy to help persons experiencing homelessness find housing and maintain stability in that housing. There are a variety of supportive service programs to assist homeless persons address their income, employment, money management, legal, housing, and other related needs, so they can obtain and retain housing in each case funding is matched.

In addition, there are Permanent Supportive Housing programs such as Stepping Stones operated by Heading Home, Somerville Homeless Coalition, etc. Transitional programs were offered by agencies such as Catholic Charities, Somerville Homeless Coalition, etc. Somerville Community Corporation's single room occupancy (SRO) site is not considered transitional or permanent housing. The majority of CASCAP's permanent supported housing programs for persons with mental illness are occupied by formerly homeless persons.

One of the client conditions tied to acceptance into the transition to permanent housing program is clients' agreement to work on housing goals such as financial management, case management coordination to access maximum benefits, life skills development, and recovery and relapse prevention, etc. In addition to housing resources, case management and supportive services are crucial components to the City's strategy to help persons experiencing homelessness find housing and maintain stability in that housing. Service programs assist homeless persons address their income, employment, money management, legal, housing and other related needs, so they can obtain and retain housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Discharge planning prepares a homeless person to return to the community and prevents the person from falling into homelessness by linking individuals to essential housing and services. Homeless shelters have become the housing placement for many exiting residential treatment, corrections, and youth programs. The City's shelters and community service providers have come together to develop appropriate specialized services and identified resources to address the needs of this fragile population and break the cycle of homelessness by providing the permanent housing and supportive services necessary to stabilize individuals exiting systems of care. Peer support projects and community-based organizations have provided case management and residential services to promote stability. Clients struggling with a history of substance abuse have worked on strategies for supporting recovery in housing. Veteran programs have focused on addressing housing barriers related to physical and mental health disorders. Young adult programs have developed age-appropriate responses to address the needs of this subpopulation. Formerly homeless young parenting mothers and their infant children will be referred from shelters and other systems of care to ensure they receive case management, parenting skills and develop a plan for independent living.

ESG funds for prevention program services include, but are not limited to, family or tenant/landlord mediation, household budgeting, emergency rental assistance, job training/placement and benefits advocacy. To be eligible for ESG funded prevention assistance, programs must assess and document that the household would become homeless but for the ESG assistance. In other words, a household would require emergency shelter or would otherwise become literally homeless in the absence of ESG assistance. A household that is at-risk of losing their present housing may be eligible if it can be documented that their loss of housing is imminent, they have no appropriate subsequent housing options, and they have no other financial resources and support networks to assist with maintaining current housing or obtaining other housing.

Through a comprehensive uniform intake, subrecipient case managers will determine if there are other housing options available to the household rather than accessing shelter through the homeless system. For example, family and friends that the client may be able to stay with while stabilizing their housing situation, may be beneficial for the household and simultaneously reserves homeless shelter resources for those with no other options. Additionally, subrecipient case managers will provide follow-up to families and individuals in housing to ensure they remain stably housed. This follow-up may take the form of monthly check-in either in person, by phone or home visits.

### **Discussion**

In addition to services for homeless persons and persons at risk of homelessness, support services are needed to assist the working poor who are one crisis away from becoming homeless. The SomerVision Comprehensive Plan reinforces Somerville's commitment to serving at-risk populations via

homelessness prevention and rapid re-housing. The SomerVision 2040 update continues to prioritize a goal to end chronic homelessness through a “housing first” approach, allocating resources and securing new funding for additional supportive housing units.

Through an RFP process, local social service providers will be awarded contracts to address the needs of low-income residents with special needs. The City will award Public Service Grant funds to nonprofit agencies to provide supportive services that may include but are not limited to the following: individual needs assessment, crisis counseling, food and nutrition counseling, individual and group counseling, substance abuse counseling and treatment, benefits counseling and advocacy, individual case management, budget counseling, medication management, money management, mental health treatment, transportation, recreation and social activities. Emergency Solution Grant funds will be provided to nonprofit agencies to address prevention of homelessness for at-risk populations and rapid rehousing for those experiencing homelessness.

The CoC and OSPCD continue to be committed to the Homeless Management Information System (HMIS). All ESG and CoC recipients participate in HMIS and continued analysis is expected to provide real time data to evaluate the impact of the programs. The CoC and OSPCD continue to work with local social service agencies to establish performance standards. Program and agency refunding is dependent, in part, on successfully meeting the standards.

Draft

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

A variety of barriers, previously discussed, exist which make increasing the affordable housing stock in Somerville a pressing challenge:

- Income and wages are not keeping pace with rising housing costs and overall inflation
- Federal resources for programs, such as the federal Section 8 Program, are not sufficient to meet the experienced need.
- Homeownership is out of reach for the majority of residents due to an expensive and competitive first time home buyer market.
- Low housing vacancy rates are contributing to higher rents
- The cost of land is high and there is a lack of vacant land for future growth
- Backlog of infrastructure and public facilities investment needs.
- On going recovery from economic conditions created by the Covid-19 Pandemic

Continued displacement pressures from the recently completed Green Line Extension and commercial development boom.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In response to the factors noted above, the City has commissioned an Anti-Displacement Task force (Formerly called the Sustainable Neighborhoods Working Group) and has made significant progress on proposals made by this team. In some instances, changes have already been implemented such as in the inclusionary zoning ordinance, which also necessitates the payment of Affordable Housing and Job Creation Linkage fees for large projects, which help fund the Affordable Housing Trust Fund and Job Creation and Retention Trust Funds, respectively. Since 2012 the City has increased the percentage of required inclusionary units from 12.5% to 20% on large residential projects. Additional notable updates or milestones achieved include:

- The City has re-filed a Home Rule petition to the Commonwealth of MA to institute a locally based transfer fee on real estate transactions that is being deliberated at the state legislature.
- The City has filed Home Rule Petitions for a local right of first refusal ordinance and to expand the eligible activities available for funding under the Affordable Housing Trust fund.
- The City has filed a Home Rule Petition for rent stabilization.
- The City adopted and implemented a revised condo conversion ordinance with provisions targeted at minimizing displacement.
- The City adopted a streamlined permitting process to facilitate the development of new units in existing structures by right.
- The City adopted a brand new zoning ordinance that will strengthen and promote additional affordable housing creation.
- The City adopted zoning changes in compliance with the state's MBTA Zoning requirement that facilitates the construction of new multifamily housing.

- The City has continued to expand the pipeline of 100 Homes Initiative and other housing development projects.
- The City has successfully launched the Office of Housing Stability.
- The City helped launch the Somerville Community Land Trust and provided funding for their first two transactions.
- The City is currently piloting a set of new direct assistance programs through ARPA such as the Flex Rental Assistance, Municipal Voucher, and Universal Basic Income programs.
- The City approved an Urban Center Housing Tax Increment Financing (UCH-TIF) agreement for redevelopment of a blighted site at 299 Broadway which will help finance the full mixed income/mixed use project (which is mixed-income).
- The City provided the Somerville Community Corporation with tax abatements for their affordable units which will help maintain long-term affordability.

**Discussion:**

In addition to the solution set offered above that directly focuses on housing policy, the city is simultaneously addressing other areas of need including workforce development and infrastructure needs that will alleviate some of the conditions that disproportionately impact low to moderate income residents living in high cost of living regions such as Somerville and the greater Boston area.

## AP-85 Other Actions – 91.220(k)

### Introduction:

This section will address the actions and strategies to be undertaken to address underserved needs, foster and maintain affordable housing, evaluate and reduce lead based paint hazards, reduce the number of poverty level families and enhance coordination efforts between public and private housing and social service agencies and identify additional sources of funding to better serve those in need of affordable housing and related services. The City of Somerville along with other partnership agencies will continue to develop programs and initiatives, designed to improve existing programs and identify additional sources of funding, to better serve those in need of affordable housing and related services.

### Actions planned to address obstacles to meeting underserved needs

The city will address obstacles to meeting the underserved needs by collaborating with other public and private agencies and pursuing funding sources as they become available for specific priority activities. OSPCD will strive to overcome the main obstacles of the underserved by:

- Leveraging its resources and partnering with housing and service organizations to create supportive housing units for the chronically homeless in order to help federal dollars touch more projects;
- Seeking partnerships with developers in order to apply for more tax credit applications and other grants;
- Assisting households increase their income and assets including public service funding for job readiness and other assistance programs to help individuals secure a job to increase their family income, helping families build assets by providing financial assistance to income eligible households who otherwise could not afford to purchase a home due to lack of funds for down payment and other fees associate with the purchase;
- Making housing and services available to the underserved including populations with special needs. Rapid Re-Housing activities using ESG funds will target those who are in need of benefits to pay for long-term housing and those who are victims of domestic violence;
- Advertising available services to the underserved through translated materials to reach non-English speaking residents in regards to available programming and general entitlement information, explore different methods of outreach to communicate with residents who have a disability and strive to have publicly held hearings in low-income neighborhoods and conduct meetings that serve special needs populations;
- Maximize the efficacy of all of these planned activities by leveraging as diverse a set of funding streams as possible to sustain and augment these initiatives as needed. Since the 2018-2022 Con Plan the city has been able to provide increased funding and services by growing its Affordable Housing and Jobs Creation Trust funding bases. Utilizing one-time federal funding sources such as CARES and ARPA Act Funding the city has increased city services and capacity from the growing tax base enabled by the commercial development boom.

### **Actions planned to foster and maintain affordable housing**

OSPCD and its partnership agencies will formulate a plan to foster and maintain affordable housing to include:

- Monitoring its existing stock of affordable housing units through property inspections and continued relationships with property managers;
- Reinvestment in aging housing stock to ensure units remain safe, healthy, and energy-efficient.
- Exploring other funding sources for affordable housing such as private and regional/state funding opportunities;
- Encouraging higher density mixed use developments;
- Collaborating with regional public and private agencies working to promote affordable housing.
- Continue to foster the Community Land Trust and other developers seeking to acquire and create new affordable housing units.
- Require long-term affordability restrictions, including in-perpetuity restrictions
- Preservation of affordability for units with expiring restrictions

### **Actions planned to reduce lead-based paint hazards**

Childhood lead poisoning is the number one environmental health problem facing children today. Unlike many diseases, lead poisoning is entirely preventable. The City recently closed out its most current Healthy Homes Lead Hazard Abatement grant. While the city did not seek an additional award for future funding; the City will continue to address lead paint hazards through its re-designed Clean Green Rehab program. The city will continue to require projects above a certain threshold or currently occupied by children to be inspected for lead hazards and remediate them, if necessary. Compliance with the lead requirement requires:

- Contractors conduct renovation in a lead-safe manner and conduct a visual verification and lead dust clearance testing
- Landlords to conduct a visual assessment and correction of potential lead hazards at unit turnover and provide lead education materials
- Childcare facilities to obtain proof of blood lead testing at enrollment

### **Actions planned to reduce the number of poverty-level families**

The City and other agencies will continue to collaborate in pooling necessary resources to assist individuals and families with obtaining the tools to overcome poverty. These anti-poverty goals will include:

- Increasing effective income (funding job training and educational programs to increase a person's potential income, promoting awareness of tax filing credits);
- Supporting asset accumulation (work with organization to increase financial education, homebuyer counseling and general financial literacy concerns);
- Promoting small business and economic development (providing technical assistance and support to microenterprises to encourage their success, expansion of small businesses and job creation);



- Providing case management, emergency assistance and information/referral services to low income and poverty level families to include financial assistance for education or job training to help clients get better jobs with higher income potential;
- Supporting employment, transportation and training programs to improve academic, basic and technical skills of low-income persons so they can find jobs or improve their earning capacity;
- Providing HUD grant funding to childcare service providers, allowing parents to attend school or a job;
- Providing emergency utility assistance to income eligible families in financial stress (providing weatherization and urgently needed home repairs;
- Providing public services that provide assistance by very low-income families and services to at-risk youth (supporting education, training and employment programs to prepare disadvantaged youth for career success and mentoring program to improve their outcomes); and
- Creating mixed income communities (encouraging the de-concentration of poverty and the creation of stable mixed income neighborhoods through the development of affordable housing outside of low-income areas).

### **Actions planned to develop institutional structure**

The coordination of federal and private resources will improve access to housing and community development resources and target those resources to high priority areas and initiatives. OSPCD will continue to analyze the delivery system of affordable housing to identify problem areas. Close communication with housing programs are being pursued to improve program coordination and the implementation of new housing policies and programs. As part of conformance to the HEARTH Act, the city and its CoC sub-recipients are required to participate in the new Coordinated Access System for all that receive ESG funding. Participating sub-recipients must adhere to the Coordinated Entry (CE) policy and procedures to coordinate and strengthen access to diversion, housing and shelter services for families and individuals who are homeless or at risk of homelessness. The CE institutes consistent and uniform assessment and referral processes to determine and secure the most appropriate response to each individual and family's immediate and long-term housing needs.

The city has also established an Anti-Displacement Task Force, which has the goal to approach displacement holistically by convening subject matter experts, city council, residents, small business owners, non-profits, and creative enterprises to develop recommendations to reduce the rate of displacement. Additionally, the pursuit of a Home Rule Petition for the city is underway to facilitate the establishment of a rent stabilization policy aimed to stabilize rents.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Housing and social service providers collaborate regularly through participation in the Balance of State CoC's monthly meetings and its various subcommittee meetings. A city Housing Division staff member serves as a representative for City of Somerville and is able to serve as a liaison between the City and housing and social service agencies. These meetings also include representatives from agencies serving a broader group of residents at the poverty level, such a Community Action Agency of Somerville, RESPOND, Cambridge and Somerville Legal Services, and others who provide non-housing services. The CoC also maintains an inventory of housing as well as social service providers and includes details such as the subpopulations served as well as the services provided. Several social service agencies have

offices located in public housing and attend general meetings of the housing authority to identify problems in advance and have the opportunity to help resolve a crisis immediately.

The city is entering into a multi-jurisdictional compact aimed at collecting data regarding equitable practices in the development review process in order to identify areas where partnerships could be created to develop pathways for residents of socially disadvantaged communities to enter the industry. The city is also launching a Disparity Study project that will aim to review its contract and procurement processes to identify what extent there is a contract awarding disparity between vendors from socially disadvantaged communities against the local vendor community as a whole and propose solutions to remedy the disparity, including equitably removing barriers of entry to doing business with the city.

**Discussion:**

The City of Somerville is continuously refining its strategies to foster affordable housing, reduce lead-based paint hazards, and continues to offer microenterprise and entrepreneurship technical assistance, reduce the number of families in poverty and enhance coordination. By enhancing coordination and developing greater collaboration, the City of Somerville will work to create an environment that serves the need of the low- and moderate-income community effectively and with minimal barriers.

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**AP-90 Program Specific Requirements – 91.220(I)(1,2,4)**

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	30,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>30,000</b>

**Other CDBG Requirements**

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(I)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:  
Not Applicable
  
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:  
See Appendix
  
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:  
See Appendix

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

See Appendix

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).
6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).
7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)  
See Appendix
2. If the Continuum of Care has established a centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Continuum of Care has a centralized assessment form and has received funding for its implementation. An evaluation criteria and performance outcomes related to monitoring protocols was developed. The goal of the coordinated assessment system is to enable agency to make rapid, effective and consistent client to housing and serve matches regardless of the client's location within the CoC's geographic area by standardizing the access and assessment process and by coordinating referrals. The Coordinated Entry System included an assessment of the intake process for the current homeless service providers to identify system strengths and weaknesses. The form collected all the data elements necessary for implementation in the HMIS system. The coordinated entry tool included a development of matrix of inventory, assessment tools, populations to be prioritized, developed by name list strategies, procedures to access inventory, access approach, centralized access, coordinated assessment/no wrong door, etc. Due to the diverse range of emergency shelter programs within the region shelter standards governing length of stay, safety and shelter needs of special population were developed. Each ESG funded program within the Continuum for Somerville, was mandated to be working on their own written shelter policies and procedures concerning matters that meet, or exceed, the City and federal regulations.

Housing priorities and services for individuals and families can be recommended using a vulnerability index. Permanent Supportive Housing is recommended for individuals and families who need permanent housing with ongoing access to services and case management to remain stably housed. Rapid Re-housing is recommended for individuals and families with moderate health, mental health and/or behavioral health issues, but who will likely be able to achieve housing stability over a short time period through a medium or short-term rent subsidy and access to support services. Affordable Housing is recommended for individuals and families who do not require intensive support but may still benefit from access to affordable housing with no specific intervention drawn from homeless services providers.

In order to create a more systematic approach to homelessness and strategically allocate resources, smaller CoCs across the Commonwealth of Massachusetts were merged to form larger CoCs within defined districts. The Somerville-Arlington CoC merged to become a part of the Balance of State CoC (Boston area). The Balance of State CoC holds monthly meetings. Members of the former Somerville-Arlington CoC (renamed: Somerville-Arlington Homeless Providers Group) still meet coordinate strategically to address homelessness within the Somerville and Arlington area.

3. Identify the process for making sub-awards and describe how the ESG allocation is available to private nonprofit organizations (including community and faith-based organizations).

OSPCD coordinates with the Balance of State CoC and Somerville-Arlington committee to prioritize ESG objectives. Currently this includes Rapid Re-Housing, Homeless Prevention, Essential Services/ Operations, HMIS and Administration. These priorities are evaluated annually and taken into account to standardize performance standards and outcomes. OSPCD issued a Request for Proposals (RFP) for the ESG program in 2024-2025 with the intent of providing funding to sub-grantees. The RFP was posted on the city's website where it could be accessed and downloaded by interested agencies. The RFP was also emailed to interested agencies.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Somerville meets the homeless participation requirement 24 CFR 576.405(a). OSPCD consults with each agency receiving ESG funds to ensure homeless individuals participate in services. Sub-grantees recognize the importance of involving past and present participants in program planning and agency policy making activities. However, this is sometimes difficult when the homeless individuals are active substance abusers but efforts are made to engage them later. The City meets the homeless participation requirements by including homeless and formerly homeless individuals through extensive participation and consultation with the Balance of State Continuum of Care, an entity that includes formerly homeless individuals as members. Sub-grantees involve program participants in activities and planning, as well as provide them with information to help them understand the inner working of the organization. Sub-grantees hope that formerly homeless will one day join forces with the agency to one day end homelessness. Some formerly homeless persons become board members, staff members and/or volunteers. Others are invited to speak publicly about their personal stories to raise awareness in the community. Also shelter residents have the opportunity to provide input on programs at house

meetings and at exit interviews, when they leave the shelter. Before departure, residents have an opportunity to complete written evaluations and comment on and provide suggestions for changes or improvements in service.

5. Describe performance standards for evaluating ESG.

ESG proposals are evaluated based on their previous experience providing services to the homeless community and addressing one or more of the needs highlighted in the Consolidated Plan. Proposals are also evaluated based on the response to the criteria in the Request for Proposals, their capacity and timeliness, quality of work and previous outcomes, etc. ESG proposals providing Homelessness Prevention and Rapid Re-Housing programs are viewed favorably, as they adhere to HUD's Housing First Model. All ESG recipients participate in HMIS and continued analysis is expected to provide real time data to evaluate the impact of programs.

Draft

## Appendix - Alternate/Local Data Sources

1	<b>Data Source Name</b> City of Somerville Assessor's Database
	<b>List the name of the organization or individual who originated the data set.</b> City of Somerville Assessing Department
	<b>Provide a brief summary of the data set.</b> Assessors annually classify all real property into one of four real property classes either residential, commercial, industrial, or open space.
	<b>What was the purpose for developing this data set?</b> The City uses the database to allocate the tax levy among the classes of real property within prescribed statutory limits.
	<b>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</b> The database covers all property within the City of Somerville.
	<b>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</b> Updated annually.
	<b>What is the status of the data set (complete, in progress, or planned)?</b> Complete and updated annually.
	2
<b>Data Source Name</b> Somerville Housing Authority Data	
<b>List the name of the organization or individual who originated the data set.</b> Somerville Housing Authority	
<b>Provide a brief summary of the data set.</b> Up to date data on the number of units and characteristics of residents in units managed by the Somerville Housing Authority	
<b>What was the purpose for developing this data set?</b> General record-keeping	
<b>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</b> All SHA properties	
<b>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</b> Current	
<b>What is the status of the data set (complete, in progress, or planned)?</b> Complete	

<b>3</b>	<p><b>Data Source Name</b></p> <p>Assessment of Fair Housing</p>
	<p><b>List the name of the organization or individual who originated the data set.</b></p> <p>The Housing Division within the Office of Strategic Planning and Community Development worked closely with the Housing Authority, City departments, local agencies and advocacy groups, residents, and other stakeholders to complete the analysis which was a requirement of HUD's Affirmatively Furthering Fair Housing Rule.</p>
	<p><b>Provide a brief summary of the data set.</b></p> <p>The data set was comprised primarily of HUD provided Census data as well as anecdotal local data compiled through outreach and a resident survey.</p>
	<p><b>What was the purpose for developing this data set?</b></p> <p>The purpose of the data set was to complete a comprehensive fair housing analysis for the City of Somerville in response to the requirements set forth in the Department of Housing and Urban Development's Affirmatively Furthering Fair Housing Rule. This included an examination of topics including segregation and integration, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs.</p>
	<p><b>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</b></p> <p>The Data set combined both HUD provided census data and was supplemented with locally gathered data and feedback. The data mainly focused on the jurisdiction of Somerville, Massachusetts but also considered larger regional housing factors and analysis.</p>
	<p><b>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</b></p> <p>The City of Somerville began developing planning the AFFH analysis in the late fall of 2016 and began the public process in the spring of 2017. The report was completed and submitted in October 2017.</p>
	<p><b>What is the status of the data set (complete, in progress, or planned)?</b></p> <p>The City of Somerville Assessment of Fair Housing has been completed and accepted by the Department of Housing and Urban Development.</p>
<b>4</b>	<p><b>Data Source Name</b></p> <p>CHAS 2016-2020 Dataset Somerville City</p>
	<p><b>List the name of the organization or individual who originated the data set.</b></p> <p>U.S. Census Bureau</p>
	<p><b>Provide a brief summary of the data set.</b></p> <p>The U.S. Department of Housing and Urban Development (HUD) periodically receives "custom tabulations" of Census data from the U.S. Census Bureau that are largely not available through standard Census products. These data, known as the "CHAS" data (Comprehensive Housing Affordability Strategy), demonstrate the extent of housing problems and housing needs, particularly for low-income households. The CHAS data are used by local governments to plan how to spend HUD funds and may also be used by HUD to distribute grant funds.</p>
	<p><b>What was the purpose for developing this data set?</b></p> <p>Census information.</p>



	<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>2016-2020</p>
	<p><b>Briefly describe the methodology for the data collection.</b></p> <p>Surveying voters.</p>
	<p><b>Describe the total population from which the sample was taken.</b></p> <p>Residents living in Somerville.</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>All residents of Somerville.</p>
5	<p><b>Data Source Name</b></p> <p>ACS 2018-2022</p>
	<p><b>List the name of the organization or individual who originated the data set.</b></p> <p>U.S. Census Bureau.</p>
	<p><b>Provide a brief summary of the data set.</b></p> <p>The American Community Survey (ACS) provides annual estimates of income, education, employment, health insurance coverage, and housing costs and conditions for residents of the United States. Estimates from the ACS complement population data collected by the U.S. Census Bureau during the decennial census.</p>
	<p><b>What was the purpose for developing this data set?</b></p> <p>Census information.</p>
	<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>2018-2022.</p>
	<p><b>Briefly describe the methodology for the data collection.</b></p> <p>Surveying voters.</p>
	<p><b>Describe the total population from which the sample was taken.</b></p> <p>Residents living in Somerville.</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>All residents of Somerville.</p>

# Unique Appendices

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## **AP-90 Discussion**

The City of Somerville uses the HOME affordable homeownership limits for the area provided by HUD for the purposes of determining the maximum allowable value of properties receiving homebuyer assistance and rehabilitation of owner-occupied single-family housing.

### **Determining Eligibility (ALL PROGRAMS)**

#### ***Income Eligibility***

Initial Intake will conduct an income review to determine that the household is at or below 80% AMI based on the Section 8 Part 5 income definition.

#### ***Citizen or Qualified Alien***

The client application will require applicant to verify if they are an American citizen. Non-citizens will need to provide documentation that they meet the criteria laid out under the Personal Responsibility and Work Act of 1996 found in Section 431 of the Act. The eligible categories for qualified aliens are as follows:

SEC. 431. DEFINITIONS.

(b) QUALIFIED ALIEN.—For purposes of this title, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—

- (1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act,
- (2) an alien who is granted asylum under section 208 of such Act,
- (3) a refugee who is admitted to the United States under section 207 of such Act,
- (4) an alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least 1 year,
- (5) an alien whose deportation is being withheld under section 243(h) of such Act, or
- (6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980.

The applicant will be required to provide adequate documentation to show how they meet one of these categories. Somerville housing staff will complete an initial review of any such submissions and will seek input from HUD when they are unsure of appropriate designation.

#### ***Homebuyer Counseling***

Applicants seeking either Closing Cost or Down payment assistance will be required to complete Homebuyer Counseling classes. Applications for assistance may be submitted for eligibility review but

cannot be processed for commitment of HOME funds until the client provides a copy of the Homebuyer Counseling certificate from a Massachusetts Homeownership Collaborative approved counseling agency.

**TBRA Additional Requirements:**

An applicant must be an individual or household that is 1) a Somerville resident, 2) income eligible, 3) homeless or at risk of becoming homeless, and 4) able to achieve self-sufficiency within one year.

- 1) A Somerville Resident is an individual or household member who is
  - a) living in Somerville; or
  - b) working in Somerville; or
  - c) living in Somerville immediately prior to homelessness; or
  - d) living in a Somerville shelter.
  
- 2) Income eligible means the applicant's household income is less than or equal to sixty percent (60%) of the median income for the U.S. Department of Housing and Urban Development's (HUD) Boston Primary Metropolitan Statistical Area (Median Income) and the applicant is not receiving any rent subsidies. Applicants for just security deposit may be receiving a rent subsidy.
  
- 3) Homeless means
  - a) living in a shelter, or on the street; or
  - b) temporarily living with a friend or family member, as the only alternative to living in a shelter, or on the street ; or
  - c) at risk of becoming homeless because of a rent increase of 50% or greater making rent (adjusted for utilities) higher than the applicable HUD Fair Market Rent (FMR) and more than 50% of gross income; or loss of more than 30% of household gross income due to a death, divorce, legal separation, separation, domestic violence, involuntary loss of wages, or being within one year of losing Department of Transitional Assistance income benefits; or unable to rent an apartment for lack of funds to pay the security deposit; or
  - d) living in an unsafe environment which poses an immediate threat to health or safety.
  
- 4) Able to achieve self sufficiency within one year means the applicant is
  - a) in or able and willing to enroll in a job training or educational program to be completed within one year; or
  - b) employed; or
  - c) an approved applicant for emergency housing from the Somerville Housing Authority and or other Public Housing Authority with an anticipated housing placement with 12 (twelve) months of acceptance into the program
  - d) willingness to apply to any and all affordable housing opportunities. This shall include but is not limited to the following:
    1. Public Subsidized Housing
    2. Subsidized SRO programs
    3. Transitional Housing Programs

### **Process for soliciting and funding applications or proposals**

Applications for Housing Rehab and Homebuyer Assistance will be accepted on a first-come, first-serve basis and can be obtained on the City's website or by contacting the Housing Division. Preference for Housing Rehab will be given to homes in established NRSAs within the city.

TBRA applicants will be accepted by the Somerville Homeless Coalition and should contact them directly to obtain and application.

Applicants seeking funds for housing development must submit an application for consideration, which can be obtained by contacting the Housing Division. Projects will be reviewed for consistency with the City's Five-Year Consolidated Plan and other underwriting standards before being funded.

### **Preferences for HOME-funded programs is as follows:**

Homebuyer Activities: No preference. Program is available on a first-come, first-serve basis.

Housing Rehabilitation: Preference will be given to units in established NRSAs. Otherwise, the program is available on a first-come, first-serve basis.

Tenant-Based Rental Assistance: Applicants will be reviewed by the Somerville Homeless Coalition for eligibility and scored based on their ability to meet eligibility criteria as described above. Additional preference will be given to households who are homeless because of domestic violence and applicants who are displaced because of disaster, fire or flood or living in an unsafe environment which poses immediate threat to health or safety.

**Affirmative Marketing Policy**

**CITY OF SOMERVILLE OFFICE OF STRATEGIC PLANNING & COMMUNITY  
DEVELOPMENT – HOUSING DIVISION**

**AFFIRMATIVE MARKETING POLICY  
(EQUAL HOUSING OPPORTUNITY)**

STATEMENT

This Affirmative Marketing Policy (“the Policy”) is developed for use in HOME Investment Partnerships (“HOME”)-funded projects in accordance with the HOME Program regulations, including but not limited to 24 CFR 92.351 of the U.S. Department of Housing and Urban Development (“HUD”). The Policy is a commitment of the Housing Division of the City of Somerville’s Mayor’s Office of Strategic Planning and Community Development (the “Division”), its staff, and the owner of the HOME-funded project (the “Beneficiary”). The Beneficiary shares responsibility with the Division in informing the public about the Federal Fair Housing laws, soliciting eligible persons without regard to race, color, national origin, sex, sexual orientation, source of income, religion, familial status, or disability into the affordable housing market, and evaluating the effectiveness of these marketing efforts. The Beneficiary is held to the terms of the Policy by the requirements in the applicable funding agreement of the HOME-funded project (the “Funding Agreement”).

PURPOSE

In accordance with the regulations of the HOME Program and in furtherance of the City of Somerville’s commitment to non-discrimination and equal housing opportunity, the Division establishes these procedures to affirmatively market units in rental and homebuyer projects containing five (5) or more HOME-assisted housing units (the “Covered Units”).

It is the Affirmative Marketing Policy of the Division to assure that individuals who normally might not apply for available housing units without special outreach be informed of available units, be encouraged to apply, and have an equal opportunity to rent or own the available housing units being offered.

1. Methods for the Division to use to inform the public, potential tenants and potential owners about federal fair housing laws and affirmative marketing policies and procedures
  - A. The Division shall be responsible for implementing the Policy and evaluating its effectiveness as required by the HOME Program.
  - B. The Division shall inform the community about its Policy through periodic updates on the City of Somerville’s web page, meetings with development and social service agency directors, at public hearings for the City’s One-Year Action Plans, the Division’s liaison to the Somerville Fair Housing Commission, and in its funding commitment letters, etc.

- C. The Division shall display the HUD Equal Housing Opportunity logo or slogan in its offices and on application forms concerning the HOME Program.
  - D. The Division shall also provide the Beneficiary copies of this Policy prior to or at the time of HOME funding.
  - E. The Division shall continue its practice of providing general information and telephone reference numbers to persons contacting the Division with questions regarding Affirmative Marketing, Federal Fair Housing, tenant's rights, assisted housing, and correction of substandard conditions in tenant-occupied dwellings.
2. Requirements and practices each Beneficiary of a HOME-funded housing project with Covered Units must follow in order to carry out the Division's Policy.
- A. The Beneficiary shall incorporate an Equal Housing Opportunity statement and logo in its correspondence which shall be used relating to the Covered Units.
  - B. The Beneficiary shall purchase advertisements in local papers and minority newspapers advertising vacant units in advance of selecting a buyer or tenant without holding units off the market. All ads shall contain the HUD Equal Housing Opportunity logo or slogan.
  - C. The Beneficiary shall notify the Somerville Housing Authority and other community organizations serving low and moderate income individuals and families when vacant units are available for initial purchase or rent and throughout the period of affordability.
  - D. The Beneficiary shall notify the Division when vacant units are available for initial purchase or rent and throughout the period of affordability.
  - E. The Beneficiary shall display the HUD Equal Housing Opportunity logo or slogan in its offices and on application forms concerning the HOME Program.
3. Procedures to be used by Beneficiaries to inform and solicit applications from persons in the housing market area who are not likely to apply for housing without special outreach
- A. The Beneficiary shall send notices of vacant units, or units that will become vacant within 30 days to an approved mailing list maintained by the Division for the required period of affordability as referenced in the applicable Funding Agreement. The list shall include but not be limited to the following organizations and agencies serving low and moderate income individuals and families:  
Somerville Housing Authority  
30 Memorial Rd., Somerville, MA 02145, 617-625-1152; fax: 617-628-7057  
Community Action Agency of Somerville  
66-70 Union Sq., Somerville, MA 02143, 617-623-7370; fax: 617-628-2512



Massachusetts Alliance of Portuguese Speakers

1046 Cambridge St., Cambridge, MA 02139, 617-864-7600; fax: 617-864-7621

The Welcome Project

530 Mystic Ave., Somerville, MA 02145, 617-623-6633; fax: 617-623-7180

Veteran's Services

50 Evergreen Ave., Somerville, MA 02145, 617-6600; fax: 617-

Haitian Coalition

Clarendon Hill Development, 268R Powderhouse Blvd., Somerville, MA 02144, 617-625-6400; fax: 617-625-6402

Elizabeth Peabody House

277 Broadway, Somerville, MA 02145, 617-623-5510; fax: 617-623-5515

Somerville Homeless Coalition

PO Box 440436, 1 Davis Sq., Somerville, 02144, 617-623-6111; fax: 617-776-7165

The Somerville Community Corporation

337 Somerville Ave., 2<sup>nd</sup> flr., Somerville, MA 02143, 617-776-5931; fax: 617-

Heading Home

99 Bishop Richard Allen Dr., Cambridge, MA 02139

YMCA

101 Highland Ave., Somerville, MA 02143, 617-625-5050; fax: 617-628-2234

Council on Aging

167 Holland St., Somerville, MA 02144, 617-625-6600 x 2300; fax: 617-625-0688

Centro Latino

105 Windsor St., Cambridge, MA 02139, 617-661-9406; fax: 617-661-8008

City of Somerville Housing Programs

50 Evergreen Ave., Somerville MA 02145, 617-625-6600; fax: 617-666-8035

Listings will be posted on City's website.

Massachusetts Accessible Housing Registry

www.chapa.org

4. Records that will be kept describing actions taken by the Division and Beneficiaries to affirmatively market Covered Units and records to assess the results of these actions

- A. The Division shall keep the following records:
1. Copies of all meeting agenda and minutes of the Division and the Somerville Fair Housing Commission pertaining to this Policy, and all agenda and training materials of any training workshop pertaining to this Policy.
  2. Copies of correspondence, Funding Agreements, reports, and any homebuyer or tenant surveys conducted before and after new construction or rehabilitation of Covered Units.
- B. The Beneficiary of property with Covered Units shall keep the following records:
1. Records to document its compliance with this Policy and to assess the results of its efforts.

2. The Beneficiary shall submit an annual report to the Division summarizing its actions taken to comply with this Policy and identifying those served. This report shall be required throughout the period of affordability referenced in the Funding Agreement.

5 Description of how the Division shall assess the success of affirmative marketing actions and what corrective actions shall be taken

- A. The Division shall assess the effectiveness of its Policy on an annual basis.
- B. The Division will compare the information compiled in the manner described under Section 4 of this Policy and evaluate the degree to which statutory and Policy objectives were met. If the required steps were taken, the Division will determine that good faith efforts have, in fact been made.
- C. To determine results, the Division may examine whether or not specific groups in the City of Somerville applied for or became tenants or owners of Covered Units that were affirmatively marketed. If the Division finds that specific groups are represented, particularly, Hispanic-Latinos, African Americans, Asians/Pacific Islanders, American Indians, persons with disabilities, and women, the Division will assume that the Affirmative Marketing procedures were effective. If within the context of existing neighborhood composition, one or more groups are not represented the Division will review its procedures to determine what changes, if any, might be made to make the Policy more effective.
- D. If it is determined that a Beneficiary failed to carry out Affirmative Marketing efforts as required, the Division will take corrective action. If a Beneficiary continues to neglect responsibilities made incumbent upon it by the terms of the Funding Agreement, the Division will consider taking one or both of the following actions:
  1. Declare the Beneficiary disqualified from any further assistance made available under the HOME Program.
  2. Notify the Beneficiary that there is a violation of the terms of the Funding Agreement and that the City of Somerville may exercise its right to require immediate repayment of the grant or loan.
- E. The Division shall not proceed with corrective action without allowing time and effort by staff to counsel the Beneficiary in accordance with the terms of the Funding Agreement.
- F. The Division will carry out assessment activities and complete a written assessment of Affirmative Marketing efforts in accordance with each Funding Agreement in compliance with HUD regulations.

## **Guidelines for Resale and Recapture**

### **Recapture of Direct Assistance**

The City of Somerville uses HOME Investment Partnerships Program (HOME) funds to assist first-time homebuyers through its Closing Cost Assistance, Down Payment Assistance, and housing development activities. The direct assistance to the homebuyer provided through the Closing Cost Assistance and Down Payment Assistance programs is recaptured upon the sale, transfer or other conveyance of the property or non-compliance with owner-occupant residency requirement. There are no resale-restrictions imposed on these properties. The two sample disclosure statements below detail the recapture of the direct assistance provided through the DPA and CCA programs.

Homebuyer housing developed by the City of Somerville through its HOME program for the benefit of persons of low-moderate income is resale restricted with the goal of ensuring the housing remains affordable to this population. In the event direct financial assistance is needed to preserve the affordability of an affordable housing unit at the time of a resale to a subsequent eligible homebuyer, a forgivable, deferred payment down-payment assistance loan would be provided to cover the amount above the then-current maximum affordable price. Upon resale of an affordable housing unit by a homebuyer who received such direct assistance and who is in compliance with the occupancy and resale restrictions, the repayment of the direct assistance will be waived. The direct assistance and a portion of any appreciation would be recaptured at the time of resale as provided in the down-payment assistance promissory note, if the homebuyer who received such direct assistance, is not in compliance with the occupancy and resale restrictions. If additional HOME funds are provided to a subsequent eligible homebuyer during the HOME Affordability Period, the additional investment would extend the original period of affordability. In no event will the additional subsidy exceed the maximum per unit subsidy in effect at the time of the original HOME assistance.

### **Resale Restrictions**

Homebuyer housing developed by the City of Somerville through its HOME program is resale restricted. An Affordable Housing Covenant imposed by the developer or sponsor of the project that is recorded in the Middlesex South County Registry of Deeds, restricts the use and resale of the affordable housing units for the duration of the HOME Affordability Period. It sets forth the method for determining a resale price that will provide the selling homebuyer a fair return on investment, and provides a plan for the administration and enforcement of the covenants and restrictions.

Prior to the expiration of the HOME Affordability Period, the Owner of the Affordable Housing Unit must sell, convey or otherwise transfer the Affordable Housing Unit only to a household who at the time of such transfer is an eligible low-income purchaser and intends to occupy the Affordable Housing Unit as his, her or their principal residence.

When an Owner desires to sell, convey or otherwise transfer his, her or their interest in an Affordable Housing Unit or any portion thereof, the Owner must notify the City of Somerville OSPCD-Housing Division in writing of the Owner's desire to sell the Affordable Housing Unit (a "Sale Notice").

Any sale, conveyance, or other transfer, prior to the expiration of the HOME Affordability Period, whether or not to an eligible low-income purchaser, is subject to maximum resale price limitations. The Maximum Resale Price Limitation is the consideration paid for the Affordable Housing Unit as specified in the Deed to the Owner plus a Fair Return to Owner.

The Fair Return to Owner is based on the percentage change in the Consumer Price Index between the time the Affordable Housing Unit was purchased and when it is sold. The Fair Return to Owner is the sum of (i) the down-payment made by the Owner at the time of the purchase of the Affordable Housing Unit increased by the percentage change in the Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers<sup>1</sup>, plus (ii) the aggregate Capital Improvement Recovery Amounts for all Recognized Capital Improvements made by the Owner.

The percentage change in the CPI is a fraction whose numerator is the difference between the CPI for the month before the Sale Notice and the CPI for the month before Purchase, and whose denominator is the CPI for the month before the Purchase:

$$\text{Percentage Change in the CPI} = \frac{\text{CPI Month Before Notice} - \text{CPI Month Before Purchase}}{\text{CPI Before Purchase}}$$

$$\text{Fair Return to Owner} = (\text{Owner's Down Payment} \times \text{Percentage Change in the CPI}) + (\text{Capital Improvement Recovery Amounts})$$

Recognized Capital Improvements means improvements to an Affordable Housing unit that are considered to be “capital” improvements within the definition of the United States Internal Revenue Code and that fit within one of the following categories of capital improvements:

- Upgraded flooring;
- Upgraded windows;
- Upgraded exterior siding;
- Addition of a bedroom; and
- Other improvements identified by the Owner and reviewed and approved by the City of Somerville OSPCD-Housing Division.

All Recognized Capital Improvements must have received written pre-approval by the City of Somerville OSPCD-Housing Division prior to commencement of the capital improvement work and will be valued at the Capital Improvement Recovery Amount. They must have<sup>1</sup> complied with all pertinent statutes,

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<sup>1</sup> The Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers, All Items (November 1982 = 100 published by the Bureau of Labor Statistics of the United States Department of Labor). In the event the CPI Index ceases to use the November 1982 index of 100 as the basis of calculation or if a substantial change is made in the terms or number of items contained in the Price Index, then a comparable successor or substitute index shall be designated by the City of Somerville OSPCD-Housing Division and appropriately adjusted

ordinances and regulations at the time such improvements were made, and the cost of the capital improvement has been documented to the satisfaction of the City at the time of resale.

The Capital Improvement Recovery Amount means, with respect to a particular Recognized Capital Improvement, the documented cost of such Recognized Capital Improvement depreciated on a straight-line basis using the useful life for the type of capital improvement in question as set forth in the United States Internal Revenue Code.

Any purported sale, conveyance or other transfer of the Affordable Housing unit which is effected without following the provisions set forth in the Affordable Housing Covenant shall be null and void.

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**Recapture of Direct Assistance  
CLOSING COST ASSISTANCE PROGRAM**



City of Somerville HOME Program  
Homebuyer Assistance Program Written Agreement  
Closing Cost Assistance

\_\_\_\_\_, "Homebuyer," is receiving financial assistance from the HOME Investment Partnership Program in the form of a loan of HOME funds from the City of Somerville. Homebuyer therefore agree to the following terms.

1) Property Information

Homebuyer is acquiring the "Property" located at \_\_\_\_\_, Somerville, MA 0214\_.

2) Value of the Property

Homebuyer is using the HOME funds to acquire the property at a purchase price of \$\_\_\_\_\_, as stated in the deed to the homebuyer. The current appraised value of the property is \$\_\_\_\_\_. The Homebuyer acknowledges that the purchase price does not exceed HUD's 203b limits for purchase price of a home in Somerville at the time of this agreement.

3) Eligibility

Homebuyer certifies that all information provided to the City of Somerville regarding household income and first-time homebuyer status to demonstrate eligibility to receive HOME funds is true and accurate. Homebuyer understands that any discrepancies or misrepresentations may result in disqualification from the HOME program and possible repayment of assistance received.

4) Use and Amount of HOME funds

In order to assist the Homebuyer in purchasing the Property, the City of Somerville is providing a 5-year, 0% interest, forgivable loan in the amount of \$\_\_\_\_\_ for the purpose of closing cost assistance. As a condition of this loan, the Homebuyer will also be required to execute a Promissory Note and Mortgage, which will be recorded with the Middlesex South County Registry of Deeds.

5) Period of Affordability

Homebuyer agrees that the period of affordability for the property shall be 5 years from the date of purchase. [However, the homebuyers understand and acknowledge that \_\_\_\_\_ is a deed restricted property, and will be affordable in perpetuity, and that the obligations under the Affordable Housing Restrictions, dated \_\_\_\_\_ and recorded with the Middlesex South Registry of Deeds in Book \_\_\_\_\_ on Page \_\_\_\_ will remain after the closing cost loan has been forgiven – note the sentence in brackets should be removed if not an Inclusionary unit].

6) Deadline for Purchase

Homebuyer represents that Homebuyer intends to purchase the property no later than \_\_\_\_\_. Homebuyer acknowledges that if Homebuyer does not purchase the property by this date, the Homebuyer forfeits any right to receive HOME funds pursuant to this agreement, unless the City of Somerville grants an extension, not to exceed 30 days.

7) Principal Residency Requirement

Homebuyer certifies that he/she intends to occupy the Property as his/her principal residence for the period of affordability described in Section 5 of this agreement. Homebuyer understands that failure to do so will result in a default of the terms of the loan and will be subject to the Recapture Provisions described in Section 8 of this agreement. Homebuyer agrees to supply information on an annual basis, at the request of the City of Somerville, to verify principal residency.

8) Recapture Provisions

Homebuyer acknowledges and understands that if Homebuyer fails to comply with the Residency Requirement or any other terms of the Loan, or sells or transfers the Property for any reason, during the affordability period, the City of Somerville will recapture the entire direct HOME subsidy provided to the homebuyer, as described in Section 4, before the homebuyer receives a return. This recapture amount is limited to the net proceeds available from the sale. Net proceeds are defined as the sales price minus superior loan payments (other than HOME funds) and any closing costs. This recapture provision has a term of 5 years.

I/We acknowledge that I/we have received a copy of the fully executed HOME Homebuyer Assistance Program Written Agreement and that the requirements, terms and conditions included in it were explained to me/us.

---

Homebuyer, Date

---

Homebuyer, Date

---

\_\_\_\_\_, Director of Housing, OSPCD City of Somerville, Date

**Recapture of Direct Assistance  
DOWN PAYMENT ASSISTANCE PROGRAM**



City of Somerville HOME Program  
Homebuyer Assistance Program Written Agreement  
Down Payment Assistance

\_\_\_\_\_ "Homebuyer" is receiving financial assistance from the HOME Investment Partnership Program in the form of a loan of HOME funds from the City of Somerville. Homebuyer therefore agrees to the following terms.

9) Property Information

Homebuyer is acquiring the "Property" located at \_\_\_\_\_, Somerville, MA 0214\_.

10) Value of the Property

Homebuyer is using the HOME funds to acquire the property at a purchase price of \$\_\_\_\_\_, as stated in the deed to the homebuyer. The current appraised value of the property is \$\_\_\_\_\_. The Homebuyer acknowledges that the purchase price does not exceed HUD's 203b limits for purchase price of a home in Somerville at the time of this agreement.

11) Eligibility

Homebuyer certifies that all information provided to the City of Somerville regarding household income and first-time homebuyer status to demonstrate eligibility to receive HOME funds is true and accurate. Homebuyer understands that any discrepancies or misrepresentations may result in disqualification from the HOME program and possible repayment of assistance received.

12) Use and Amount of HOME funds

In order to assist the Homebuyer in purchasing the Property, the City of Somerville is providing a 0% interest deferred payment loan, plus appreciation share as described in Section 8, in the amount of \$\_\_\_\_\_ for the purpose of down payment assistance. As a condition of this loan, the Homebuyer will also be required to execute a Promissory Note and Mortgage, which will be recorded with the Middlesex South County Registry of Deeds.

13) Period of Affordability

Homebuyer agrees that the period of affordability for the property shall be for as long as the Homebuyer resides in the property and the loan remains unpaid.



14) Deadline for Purchase

Homebuyer represents that Homebuyer intends to purchase the property no later than \_\_\_\_\_. Homebuyer acknowledges that if Homebuyer does not purchase the property by this date, the Homebuyer forfeits any right to receive HOME funds pursuant to this agreement, unless the City of Somerville grants an extension, not to exceed 30 days.

15) Principal Residency Requirement

Homebuyer certifies that he/she intends to occupy the Property as his/her principal residence for the period of affordability described in Section 5 of this agreement. Homebuyer understands that failure to do so will result in a default of the terms of the loan and will be subject to the Recapture Provisions described in Section 8 of this agreement. Homebuyer agrees to supply information on an annual basis, at the request of the City of Somerville, to verify principal residency.

16) Recapture Provisions

Homebuyer acknowledges and understands that if Homebuyer fails to comply with the Residency Requirement or any other terms of the Loan, or sells or transfers the Property for any reason, during the affordability period, the City of Somerville will recapture the entire direct HOME subsidy provided to the homebuyer, as described in Section 4, before the homebuyer receives a return. In all cases of repayment, the Borrower shall pay, in addition to the entire Principal Sum of the Note, an "Appreciation Share", which shall be calculated as follows:

$$\text{Appreciation Share (\$)} = \frac{\text{Principal Sum (\$)}}{\text{Acquisition Cost (\$)}} \times \text{Property Appreciation (\$)}$$

- a. The "Principal Sum" is the Principal Sum set forth in the first paragraph of the Note.
- b. "Acquisition Cost" is the purchase price paid by the Borrower plus the cost of repairs to meet U.S. Department of Housing and Urban Development ("HUD") Housing Quality Standards and all applicable state and local codes. Borrower agrees that the Acquisition Cost, as of the date of the Note, is «Acquisition Cost».
- c. "Appreciation", in the case of a transfer by sale, is the difference between the Acquisition Cost of the Property and the gross sale price of the Property. In all other cases, including transfer, default, and voluntary repayment, "Appreciation" shall mean the difference between the Acquisition Cost of the Property and the fair market value of the Property on or about the time of transfer, default, or voluntary repayment, as determined by an independent appraisal obtained by the Lender and paid for by the Borrower.

This recapture amount is limited to the net proceeds available from the sale. Net proceeds are defined as the sales price minus superior loan payments (other than HOME funds) and any closing costs.

I/We acknowledge that I/we have received a copy of the fully executed HOME Homebuyer Assistance Program Written Agreement and that the requirements, terms and conditions included in it were explained to me/us.

---

Homebuyer, Date

---

Homebuyer, Date

---

\_\_\_\_\_, Director of Housing, City of Somerville, Date

Draft

**City of Somerville**

**Written Standards for the Organizations Operating under the  
Emergency Solutions Grants Program**

Updated 06/30/2021

Annotated throughout with references to the CARES Act and its adaptations to this program,  
known as Emergency Solutions Grants-Coronavirus (ESG-CV).

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## Preface

The purpose of this handbook is to provide guidance to subrecipients of the City of Somerville’s Emergency Solutions Grants (ESG) Program. Every effort has been made to ensure the accuracy of the material in this handbook. If any discrepancy exists between the language in this handbook and in any applicable statute, regulation, or policy issuance, please contact the Administration and Finance division of the Office of Strategic Planning and Community Development (“the City”) for clarification. This handbook establishes general and uniform standards for grant compliance. This handbook, in conjunction with each grant application, grant agreement, budget and/or all relevant federal and state statutes and regulations will apply to the ESG Program. Where applicable, these standards have been annotated for ESG-CV implementation, with an Appendix A outlining other ESG-CV changes.

All subrecipients are required to adhere to the guidance set forth in this handbook in conjunction with all federal, state, and local regulations as they relate to the ESG Program and executed grant agreements. Subrecipients shall also refer to the Uniform Administrative Requirements, Cost and Audit Requirements for Federal Awards, which is codified at 2 CFR Part 200.

This handbook becomes effective **XXXX, 2021**. Federal and community-specific rules as set out here reflect policy in effect as of this date. Each subrecipient is responsible to ensure that staff working on this program are fully trained and informed about its requirements. HUD periodically releases new rules and guidance, through Waivers and other Notices. It is the responsibility of each subrecipient to remain up to date with federal rules as they relate to the ESG components for which their organization is funded.

These Written Standards are in accordance with the interim rule for the ESG Program and the final rule for the definition of homelessness, both released by the U.S. Department of Housing and Urban Development (HUD) on December 4, 2011.

The written standards have been formulated for the following purposes:

- Establish community-wide expectations on the operations of projects within the community,
- Ensure that the system is transparent to users and operators,
- Provide equal access, and
- Establish a minimum set of standards and expectations in terms of the quality expected of projects.

The City of Somerville will use its ESG and ESG-CV funds to support emergency shelter, homelessness prevention, rapid re-housing assistance, street outreach, and Homeless Management Information Systems (HMIS) activities.

### Emergency Solutions Grant Program Description

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. This included major revisions to the Emergency Shelter Grants program, renamed as the Emergency Solutions Grants (ESG) program. The HEARTH Act retained funding for shelter and street outreach, while placing a stronger emphasis on homelessness prevention and rapid re-housing assistance.

The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, for homelessness

prevention and rapid re-housing assistance, and for Homeless Management Information Systems (HMIS) and administration (24 CFR 576.1).

In accordance with 24 CFR 91.220(l)(4)(i) and 567.400(e)(1), the City of Somerville has developed the following written standards for the provision and prioritization of Emergency Solutions Grant (ESG) funding within the community.

## Continuum of Care Coordination

The role of the City as the ESG recipient is to consult with the Continuum of Care (CoC) on specific aspects of its programs in order to foster a comprehensive, communitywide planning process that ensures the seamless coordination of services and funding streams. Consultation is intended to ensure that the recipients of HUD homeless grants are investing in the homeless assistance system in coordinated ways, thereby supporting the same goals and leveraging results. (See [24 CFR 576.400\(a\)](#)).

## Obligation, Expenditure, and Payment Requirements

All projects must begin within two (2) months of the date the City makes the funds available to the selected subrecipient. If the program has not started within two (2) months of the award date, without written and justifiable cause, the City reserves the right to rescind the grant award. In addition, subrecipients must provide the City with written notification of closure within fifteen (15) days prior to actual closure. The City reserves the right to recapture ESG funds under the following circumstances:

1. Those who do not meet the performance requirements outlined in the approved project;
2. Those who are unable to comply with the regulatory deadlines on obligation and disbursement as outlined at 24 CFR Part 576.55(a) (2); and
3. Those who otherwise, without appropriate justification, have failed to implement the project as set forth in their approved ESG Grant Application.

Applicants are required to submit a budget (Appendix H) for expenditures for eligible ESG activities and a Scope of Work detailing a plan for eligible expenditures (Appendix G).

The grant period for ESG projects can be up to 18 months, but is typically 12 months, effective on the date the City makes funds available to the subrecipient. ESG funds MUST be expended within 18 months of the date the City makes the funds available. All subrecipients are required to submit an invoice at least quarterly, or as often as monthly. All the subrecipient's grant funds must be expended for eligible activity costs by the end of the grant agreement (refer to the grant agreement for the specific date). For the purposes of this paragraph, expenditure means either an actual cash disbursement, the accrual of a direct charge for a good or service, or an indirect cost.

Disbursement of funds will follow a cost reimbursement procedure via invoice and will be for actual funds expended. The invoice must include the following:

- Correctly completed invoice addressed to the City of Somerville with the required information: invoice number, date, and amount, purchase order number (PO#), contract number (C#), organization name, and mailing address.
- Invoice must be submitted with two forms of backup documentation, (a) receipts for the expense(s) and (b) evidence of payment.
  - Evidence of payment can include cancelled check copies, bank statements, and/or credit card statements.

- When bank and/or credit card statement(s) are submitted as evidence of payment, there should be sufficient notation of what items are relevant to the request.
    - When invoicing for staffing costs, payroll backup is required.
  - When rental and/or financial assistance is provided, the subrecipient must provide the City with access to applicable documents from the participant files to support the eligible expenditures.

Subrecipients are required to submit the final invoice and support documentation to the City by the close of the business day 45 days after the contract end date. The expenditures must not exceed the contract period.

The City reserves the right to reallocate ESG program funds as provided for in the federal regulations governing the program in order to ensure that the funds provide the maximum benefit to the city’s homeless population. Funding (grant award) reallocations will be made based on the City’s determination of the best use of available funds. The City will consider the amount of available funds, subrecipient programmatic performance, subrecipient expenditure levels, and strategic programmatic needs in reallocating available funds.

**ESG-CV:**

**All funds (first and second allocation) must be expended costs by September 30, 2022.**

**HUD may recapture up to 20 percent of the total award if at least 20 percent of that award has not been expended by September 30, 2021. HUD may recapture up to 80 percent of a total if it is not expended at least 80 percent by March 31, 2022.**

## Definitions

HUD and the City of Somerville employ specific language to refer to aspects of the ESG program. Definitions related to eligibility appear in Appendix B. Additional relevant definitions include:

**Continuum of Care** means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

**NOTE: Consultation with Continuums of Care.** The Subrecipient must consult with each Continuum of Care that serves residents of the subrecipient’s operating community determining how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS.

**Emergency shelter** means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

**Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with the HUD's data collection, management, and reporting standards and used to collect participant level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

**Invoice** is the document a subrecipient submits to the City for payment. An invoice must include: invoice number, date, and amount, purchase order number (PO#), contract number (C#), organization name and mailing address, as well as two forms of backup documentation (receipts and evidence of payment). Incomplete Invoices will result in a delay of payment. Only complete and approved Invoices will be paid.

**Private nonprofit organization** is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

**Program participant** means an individual or family who is assisted under the ESG program.

**Program year** means the consolidated program year established by the City under 24 CFR part 91.

**Subrecipient** means a unit of general purpose local government or private nonprofit organization to which the City makes available ESG funds.

**Victim service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, human trafficking, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.



# Emergency Solutions Grants Program Eligibility

## Client Eligibility and Assessment

All applicants must be assessed to determine eligibility for receipt of ESG-funded services. Client assessment and determination of ESG eligibility includes the cost of staff time to complete an intake and/or assessment even if it is determined from the evaluation the applicant is not eligible for ESG program assistance. The individual or family must reside within the City's limits, in a Somerville homeless shelter, or be relocated from an outside shelter to the City of Somerville.

The ESG subrecipient is responsible for determining and documenting client eligibility. It is suggested that agency will make their best effort to close out the client file by serving the client, referring them, or notifying the client that the client is not eligible for ESG assistance within two weeks.

Eligible applicants for ESG funded program services must meet one of the categorical definitions of homeless or at risk of homelessness in Appendix B. The City of Somerville will not reimburse an agency for funds expended on clients that are found to be ineligible for ESG.

All forms of direct financial ESG assistance will be limited to 18 months. Should an organization receive grants in two fiscal years for the same service type, clients are eligible for extended service not to exceed a total of 24 months. For clients receiving direct financial assistance for a specific unit, the case file must include a copy of their lease or rental agreement to be kept on file. Rent Reasonableness (Appendix F) and Housing Habitability Standard (Appendix E) screenings must be conducted prior to providing direct financial assistance, must be documented in the case file, and are the responsibility of the subrecipient. ESG funds used to pay direct assistance must be issued to a third party.

In order to qualify for street outreach, homelessness prevention, or rapid re-housing assistance, the client cannot already be receiving assistance of the same cost-type from an alternative source for the same period of assistance. Whenever possible, ESG direct financial assistance should be provided to cover only a portion of the total cost-type; clients should be encouraged to come up with sustainable ways to supplement this financial assistance. As a best practice, organizations receiving ESG funds for direct financial assistance should budget their awards to achieve a balance between distributing funds to as many clients as possible while ensuring that the assistance provided to each individual will be sufficient to obtain or maintain stable housing. Additional limitations for specific types of assistance apply and are outlined in the subsequent sections.

## Household Composition

Homeless or at-risk of homelessness households who meet one or more of HUD determined categorical homeless definitions or criteria are eligible to receive program assistance. Household composition includes an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit. Service providers receiving funds under the ESG Program cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. In all cases, a household must lack sufficient resources and support networks necessary to obtain or retain housing without the provision of ESG assistance in order to be program eligible.

The type of ESG assistance for which an eligible household qualifies is determined by the stability of their current housing or their homeless status.

# Emergency Solutions Grants Program Components

The Emergency Solutions Grant (ESG) provides federal funds to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. ESG funds are available for five program components: street outreach, emergency shelter, homeless prevention, rapid re-housing, and data collection through the Homeless Management Information System (HMIS), as well administrative activities. The ESG program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). Read HUD’s [Updated ESG Program Interim Rule - Published April 2017](#).

The following table provides an overview of HUD Homeless and At-Risk definitions and eligibility to ESG program components. Please see full definitions in Appendix B.

<p><b>Street Outreach (SO)</b></p>	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in Outreach projects:</p> <ul style="list-style-type: none"> <li>• Category 1: Literally Homeless; AND</li> <li>• The household meets the definition of unsheltered</li> </ul>
<p><b>Emergency Shelter (ES)</b></p>	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> <li>• Category 1: Literally Homeless</li> <li>• Category 3: Homeless Under Other Federal Statutes</li> <li>• Category 4: Fleeing/Attempting to Flee DV</li> </ul>
<p><b>Rapid Re-Housing (RRH)</b></p>	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> <li>• Category 1: Literally Homeless</li> <li>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)</li> </ul>
<p><b>Homelessness Prevention (HP)</b></p>	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> <li>• Category 2: Imminent Risk of Homelessness</li> <li>• Category 3: Homeless Under Other Federal Statutes</li> <li>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless)</li> <li>• Meets requirements of At-Risk of Homelessness</li> </ul> <p>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI AND have no other support networks and resources to prevent them from going to the street or a shelter. Finally, the assistance must be necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.</p> <p><b>ESG-CV:</b>  <b>Annual income for households receiving HP assistance through ESG-CV must be at or below 50% AMI</b></p>

Employee compensation, occupancy expenses and other overhead costs directly related to carrying out emergency shelter, homelessness prevention, rapid re-housing, and HMIS are eligible costs of these program components. These costs are not administrative costs.

Administrative costs, detailed in [576.108](#), are capped at 7.5% for programs funded by ESG.

**ESG-CV:**  
**Administrative costs are capped at 10%.**

## Ineligible Activities

Ineligible activities that cannot be funded with ESG include, but are not exclusive to:

- Replacement of existing mainstream resources;
- Payments made directly to program participants;
- Payments on a mortgage or land contract;
- Payment of rent for eligible individuals or families for the same period of time and for the same cost types being assisted through any other federal, state, or local housing subsidy program;
- Payments on credit card bills or other consumer debt, including child support or garnishments;
- Provision of cash assistance;
- Payment of costs of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons; and
- Payment for religious activities. (Note: While organizations that are religious or faith-based are eligible to receive ESG funds, religious activities must be conducted separately, in time and location, from ESG-funded activities and participation must be voluntary for program participants.)

## Emergency Shelter Component (24 CFR 576.102)

HUD prohibits involuntary family separation. The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under age 18. Where the subrecipient uses ESG funds solely for essential services or shelter operations, it must provide services or shelter to homeless individuals and families at least for the period during which the ESG funds are provided.

As detailed in 24 CFR 576.100(b), the total amount of the recipient's fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed 60 percent of the recipient's fiscal year grant. ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters and operating emergency shelters. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

### *Case management.*

The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:

- Using the centralized or coordinated assessment system as required under 24 CFR 576.400(d);
- Conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility;

- Counseling;
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; and
- Developing an individualized housing and service plan, including planning a path to permanent housing stability.

#### *Childcare.*

The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the State in which it operates in order for its costs to be eligible.

#### *Education services.*

When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.

#### *Employment assistance and job training.*

The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.

#### *Outpatient health services.*

Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

#### *Legal services.*

Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Additionally:

- ESG funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
- Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
- Component services or activities may include participant intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
- Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

#### *Life skills training.*

The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

#### *Mental health services.*

Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. Additionally:

- ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
- Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

#### *Substance abuse treatment services.*

- Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
- ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
- Eligible treatment consists of participant intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

### *Transportation.*

Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, childcare, or other eligible essential services facilities. These costs include the following:

- The cost of a program participant's travel on public transportation;
- If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
- The cost of leasing a vehicle for the subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
- The travel costs of subrecipient staff to accompany or assist program participants to use public transportation.

### *Services for special populations.*

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, human trafficking, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, human trafficking, or stalking.

### *Shelter operations.*

Eligible costs are the costs of general maintenance (including minor or routine repairs, to fix and maintain machines, mechanical equipment, and buildings; paint, minor repairs to flooring, and work on plumbing, electrical, and air-conditioning and heating systems), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

### *Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).*

Eligible costs are the costs of providing URA assistance under 24 CFR 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered "program participants" for the purposes of this part, and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part.

Each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The "value of the building" is the reasonable monetary value assigned to the building, such as the value assigned by an independent real estate appraiser. The minimum use period must begin on the date the building is first occupied by a homeless individual or family after the completed renovation. A minimum period of use of 10 years, required for major rehabilitation and conversion, must be enforced by a recorded deed or use restriction.

- *Major rehabilitation.* If the rehabilitation cost of an emergency shelter exceeds 75 percent of the value of the building before rehabilitation, the minimum period of use is 10 years.
- *Conversion.* If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the minimum period of use is 10 years.
- *Renovation other than major rehabilitation or conversion.* In all other cases where ESG-CV funds are used for renovation, the minimum period of use is 3 years.

*Essential services and shelter operations.*

Where the subrecipient uses ESG funds solely for essential services or shelter operations, the subrecipient must provide services or shelter to homeless individuals and families at least for the period during which the ESG funds are provided. The subrecipient does not need to limit these services or shelter to a particular site or structure, so long as the site or structure serves the same type of persons originally served with the assistance (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or serves homeless persons in the same area where the subrecipient originally provided the services or shelter.

The maintenance of effort requirements under 24 CFR 576.101(c), which apply to the use of ESG-CV funds for essential services related to street outreach, also apply for the use of such funds for essential services related to emergency shelter.

**ESG-CV:**

**The purpose of ESG-CV funds is to prevent, prepare for, and respond to COVID-19 in order to prevent and mitigate the spread of COVID-19 among people experiencing homelessness and the staff that provide services to these individuals.**

**This requires that existing shelters implement public health protocols such as enforcing social distancing, establishing an isolation space (especially for residents suspected of having COVID-19, those with confirmed cases, and high-risk residents such as elderly people and people with pre-existing health conditions), using personal protective equipment (PPE), and cleaning/disinfecting shared and living spaces.**

**In communities where existing shelter is not available or where current shelters are not able to implement these safety protocols, additional space may need to be identified to allow people to have shelter while staying as healthy as possible. This may be space within an existing shelter (e.g., an office not being used) that could be temporarily converted into a quarantine space for someone who has tested positive or is awaiting test results, or it could be an entirely separate building. Eligible shelter spaces may include public spaces, pop up or modular structures in compliance with U.S. Department of Housing and Urban Development (HUD) guidance.**

## Homelessness Prevention and Rapid Re-Housing Components

*Complete information related to the HUD definition of Homeless and At Risk of Homelessness and applicability of these definitions to each program component, see Appendix B.*

ESG funding for homelessness prevention and rapid rehousing must be used as a last resort, be the least amount of assistance needed to stabilize the client, and be for the least amount of time possible. ESG funds are not to supplant other available resources to the client. ESG funds cannot be used to duplicate a resource provided in the same time period for the same cost.

### Homeless Prevention (24 CFR 576.103)

Individuals/families who meet the HUD criteria for the following definitions are eligible for Homelessness Prevention assistance:

- At Risk of Homelessness
- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 3: Homeless under other federal statute and



- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are not also literally homeless. If the individuals/families are also literally homeless they would qualify for Rapid Re-Housing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- Proof of residence within the boundaries of the City of Somerville.
- Total household income and assets below 30 percent of Area Median Income (AMI) at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.

**ESG-CV:**

**Household income and assets must be at or below 50% of Area Median Income (AMI) to receive Homelessness Prevention assistance.**

- No other support networks and resources to prevent them from going to the street or a shelter.
- The assistance must be necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing

**ESG-CV:**

**Eligible populations to be served appear in Appendix B.**

**Rapid Re-Housing (24 CFR 576.104)**

Individuals/families who meet the HUD criteria for the following definitions are eligible for Rapid Re-Housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are **also** literally homeless).

Rapid re-housing **does not have income eligibility requirements at the time of intake**; however, to qualify for continuation of rapid re-housing assistance, an applicant must have an annual income at or below 30% AMI at the time of re-evaluation.

**Intake and Assessment**

Any client assessed for potential assistance with ESG funds must meet the criteria to be determined eligible for homeless prevention or rapid re-housing assistance.

The caseworker must follow ESG policies and best practices when doing the required intake assessment to evaluate a program participant's specific situation, and document that they 1) are going to have to leave the unit, in cases of homelessness prevention assistance, unless assistance is provided; and 2) meet applicable eligibility criteria, such as lacking other resources or support networks.

When assessing a program participant's needs during the initial evaluation, a case worker must determine the amount and types of assistance the individual or family needs to achieve stability in permanent housing. As part of this assessment, it is important to determine which households will be able to avoid homelessness



with limited assistance and which will need deeper levels of support. For effective outcomes, a strong program design will strive to find a balance between providing an appropriate level of financial assistance to achieve successful outcomes while avoiding excessive funding of individual households, which limits the overall number of households that can be served by the program. An effective assessment of each household's history, circumstances, and needs is critical when estimating the amount of assistance a household will need. As part of this assessment, a case worker must develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends. See 24 CFR § 576.401(e)(1)(ii).

### Calculating Gross Annual Income

Annual income is the gross amount of income anticipated to be received by a household during the coming year based on the household's circumstances at the time of program intake and assessment. Annual Income determination is consistent with the Housing Choice Voucher definition of annual income found at [24 CFR 5.609](#). HUD's list of income inclusions/exclusions and asset inclusions/exclusions can be found [here](#).

HUD provides an Income Eligibility Calculator at <https://www.hudexchange.info/incomecalculator/>. Please note that the income eligibility calculator is designed to help subrecipients calculate income in accordance with the allowable definition, but it does not verify income.

When determining the annual income of a household to establish eligibility for ESG assistance, subrecipient must count the income of all adults in the household, including nonrelated individuals, within the limitations imposed by 24 CFR 5.609. Not everyone living in the unit is considered a member of the household for the purposes of determining a household's income. Excluded persons include: foster children, foster adults, live-in aides, children of live-in aides and unborn children, except in the third trimester with verification from a physician. A person subject to shared-custody agreement should be counted as household member if the child resides with the household at least 50% of the time.

Income generated by an asset, such as the interest on savings or checking account, is considered household income even if the household elects not to receive it. For example, though an applicant may elect to reinvest the interest or dividends from an asset, the interest or dividends are still counted as income anticipated to be received during the coming 12 months. Asset income is discussed in 24 CFR 5.609. Income producing assets include: bank accounts; life insurance policies; lump sum additions (legal settlement, refund, etc.); personal property held as investments; retirement/pension funds; trusts; assets disposed of for less than fair market value; and stocks, bonds or mutual funds.

### Eligibility Documentation and Recordkeeping

Subrecipients must establish written intake procedures that include requirement of written documentation verifying eligibility for program services in accordance with the following preferred order of documentation. Documentation verifying eligibility must be available in client files or if kept electronically, available upon request. Recordkeeping and Documentation Requirements are provided in these standards on page 27 and in Appendix B.

#### *Third Party Documentation*

Third Party documentation (source documents provide by an outside source) is the preferable form of verification and includes, but is not exclusive to, pay stubs, written statement, or documents from employer, landlord, public benefit worker, or agency service provider. Bank statements may not be used as proof of any earned or unearned income.

#### *Intake/Case Manager Worker Observation Documented by ESG Staff*

Staff documentation may include oral statements made by social worker, case manager, or other appropriate official at an institution, shelter, or other facility and documented by the program intake worker/case manager. Use of oral statements is allowable when third party documentation is not available. Oral statements must be signed and dated by Intake staff, and “due diligence” efforts to obtain third party documentation should be described.

#### *Participant Self-Certification*

Self-Certification requires a written and signed document by the individual or head of household seeking assistance attesting to the eligibility facts for which they are certifying. A third party may be designated by a participant to sign documents on their behalf when they are unable to do so. If needed, the subrecipient must provide access to language interpretation services and assistive devices necessary for participants to understand the documents they are certifying. “Due diligence” efforts to obtain third party documentation should be described.

Self-certification documentation is only used when documented staff efforts verify that third-party or worker observation documentation is not available. However, lack of third-party documentation must not prevent an individual or household from being immediately admitted to emergency shelter, receiving street outreach services, or immediately accessing domestic violence/victim service shelter and assistance.

#### **Documentation Requirements for Homelessness Prevention**

In order to receive Homelessness Prevention assistance, following items must be clearly noted and documented in the household’s case file:

- See Appendix B for Category 2 (Imminent Risk of Homelessness) and At-Risk of Homelessness
- For individuals and families leaving a hotel or motel – evidence that they lack the financial resources to stay
- A verified written or oral statement that housing loss is imminent
- Certification that no subsequent residence has been identified
- Self-certification or other written documentation that the household lacks the financial resources and support necessary to obtain permanent housing
- Housing stability plan.

#### **Documentation Requirements for Rapid Re-Housing**

In order to receive Rapid Re-Housing assistance, households must have the following clearly noted and documented in the household’s case file:

- A verified written or oral statement that the household is homeless
- For individuals exiting an institution, discharge paperwork or written/oral referral or written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution
- Housing stability plan.

#### **Periodic Re-Evaluation**

All case managers are required to re-evaluate clients based on the following schedule. At that time, a case manager may decide to extend, decrease, or discontinue providing assistance.

ESG Program Component	Re-Evaluation Schedule	Re-evaluation Criteria
Homelessness Prevention	Every 3 months	<b>For both HP and RRH, to continue to receive assistance, clients must</b> <ul style="list-style-type: none"> <li>• <b>Be at or below 30% AMI; <i>and</i></b></li> <li>• <b>Lack sufficient resources and support networks necessary to retain housing without ESG assistance.</b></li> </ul>
Rapid Re-Housing	Annually	

ESG-CV Program Component	Re-Evaluation Schedule	Re-evaluation Criteria
Homelessness Prevention	Every 6 months	<b>Income remains at or below 50% of AMI</b>
Rapid Re-Housing	Annually	<b>Income remains at or below 30% of AMI</b>
<b>Household must lack sufficient resources and support networks necessary to retain housing without ESG assistance.</b>		

Notification of a program participant's changes in income or other circumstances that affect their need for assistance is required at re-evaluation only.

### Housing Relocation and Stabilization Case Management

Program participants receiving homelessness prevention or rapid re-housing assistance must participate in housing stability case management that assists the program participant in ensuring long-term housing stability. Case managers are required to complete a Housing Stabilization Plan for each ESG program participant. This requirement applies to all ESG program participants, regardless of whether they are receiving one-time financial assistance or ongoing assistance, and includes the following:

- Meeting with a case manager and developing a plan to assist the program participant to retain permanent housing after the ESG assistance ends (24 CFR 576.401(e)).
- Connecting the program participant to mainstream and other resources.

Connecting program participants to other resources would include assisting them in obtaining appropriate supportive services, as well as connecting them to other federal, state, local, and private benefits and services for which they may be eligible. This includes, but is not limited to, Medicaid, SNAP, WIC, unemployment insurance, SSI/SSDI, services for veterans, and TANF (see 24 CFR § 576.401(d)).

If a subrecipient is providing a one-time payment of utility or rental assistance or arrears assistance, a single case management session may meet the program's requirements, so long as the housing plan can be established and the referrals to mainstream resources can be completed during the initial intake meeting. In developing a plan to assist the program participant to retain permanent housing after the ESG assistance ends, the case manager should take into account all relevant considerations, such as the program participant's current or expected income and expenses, other public or private assistance for which the program

participant will be eligible and likely to receive, and the relative affordability of available housing in the area.

Program participants receiving ongoing assistance are required to meet not less than once per month with case managers while they are receiving homelessness prevention or rapid re-housing assistance. Once that assistance ends, they are no longer required to meet with a case manager on a monthly basis. Subrecipients may choose to have program participants continue to meet for up to 6 months after assistance ends to ensure that they have achieved housing stability.

For monthly meetings between re-evaluations, meetings should take place in the format most likely to ensure long-term housing stability, including home visits.

Re-evaluations must take place not less than once every 3 months for program participants receiving homeless prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance (24 CFR § 576.401(b)). At these re-evaluations, in-person meetings are required because program participants must provide documentation regarding eligibility.

As part of the requirement for comprehensive case management for housing stability, all case managers are expected to complete, at a minimum, an in-person or by phone follow up with clients 30 days after administering assistance.

**ESG-CV:**

**Case management meetings cannot be made mandatory in order for households to receive ESG-CV assistance, although re-evaluation meetings can be required in order to continue assistance**

*Eligible costs*

Case Management activities assess, arrange, coordinate, and monitor individualized services developed for program participants. Eligible costs include:

- Using coordinated entry (HMIS);
- Conducting initial evaluations including, verifying and documenting eligibility;
- Counseling;
- Developing, securing and coordinating services and obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; AND
- Developing an individualized housing and service plan, including planning a path to permanent housing.

**Financial Assistance**

ESG funds may be used to pay landlords, utility companies and other third parties for the following housing related costs:

*Rent Arrears*

A one-time payment for up to 6 months of rent in arrears during any 3-year period, plus any late fees on those arrears.

An arrears payment is only an eligible cost if a tenant would actually be evicted for non-payment of their

portion of the rent (Homelessness Prevention) or the arrears are preventing the household from obtaining permanent housing and achieving stability in that housing (Rapid Re-Housing).

#### *Rental Application Fee*

ESG can be used to pay applicant fees charged by the landlord to all applicants. Application fees should only be provided for one application at a time; but note that this only limits the number of applications that require application fees. Case managers and housing specialists can and should work with clients and landlords to process as many free applications as possible.

#### *Utility Arrears, Payments and Deposits*

ESG funds may pay for up to 24 months utility payments per program participant, per service, during any three year period including up to six (6) months in utility payments in arrears per service (for a total of 24 months). A partial payment of the utility bill counts as one month. This assistance may only be provided if the program participant or member of the same household has an account in their name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period (24 CFR 576.105(a)(5)).

Cable TV or other similar utilities may not be paid with ESG funds unless a cable fee is charged to all tenants and is required under the lease for occupancy in the unit. The cost would be eligible as rental assistance (24 CFR 576.106(d)(2)).

#### *Utility Deposits*

ESG funds may pay for a standard utility deposit required by the utility company for all customers for gas, electric, water, and sewage utility services.

**ESG-CV:  
Prospective utility payments are limited to 12 months.**

#### *Security Deposits*

Security deposits are not to exceed an amount equal to 2 months' rent. Deposits may remain with the client if they are stably housed once the subrecipient has completed providing assistance.

#### *Last Month's Rent*

If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed the limits set above.

**ESG-CV:**

HUD offers a range of “Landlord Incentives” to accelerate housing stability for COVID-19-affected households. Landlord incentives can total no more than 3 months’ rent.

These incentives are in effect for the duration of ESG-CV funded operations.

The City of Somerville has structured Landlord Incentives as follows:

- ▶ Total Incentives not to exceed 3 times monthly rent
  - ▶ Signing bonus to up 2 months’ rent
  - ▶ Security deposit up to 3 months’ rent
  - ▶ Paying costs to repair damage beyond security deposit and/or while participant still in the unit
  - ▶ Extra cleaning /maintenance for unit or appliances

## Short- and Medium-Term Rental Assistance

### *Duration of Rental Assistance*

Rental Assistance under Homelessness Prevention and Rapid Rehousing is limited by HUD to 24 months within a 3 year period.

**ESG-CV:**

**Rental assistance is limited to a maximum of 6 months of arrears and 12 months of prospective rent. A household may receive assistance both to eliminate arrears and for prospective rent.**

### *Rental Agreement and Lease*

No ESG funds may be disbursed until the case manager receives a legally binding, written lease showing the names of the tenants, the move-in-date, occupancy terms, expiration date and the costs payable by the tenant. All payments must be paid to verified third parties. Under no circumstances may ESG payments be made directly to the client.

The City of Somerville requires all landlords receiving ESG or ESG-CV rental assistance payments to submit a W9.

The landlord must sign a three-way Rental Agreement, reflecting the information included in the Lease and agreeing that they will not evict the tenant in return for receiving ESG funds (the landlord may have legal right to evict the tenant based on other reasons.)

### *Rent Reasonableness Determination*

Subrecipients must determine whether the gross rent of particular unit is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the subrecipient must consider 1) the location, quality, size, unit type, and age of the contract unit; and 2) any amenities, housing services, maintenance, and utilities to be provided by the owner in accordance with the lease. The unit’s gross rent must be comparable to the rent reasonableness rent for the unit to be considered for rental assistance.

The subrecipient must determine the review method(s) they will use to establish the rent reasonableness standards for their area (e.g.; a list of comparable rents can be completed by using a market study of rents charged for units of different sizes or by reviewing advertisements for comparable rental units). Comparable rents vary over time with market modifications. Rent Reasonableness standards must be reviewed periodically and adjusted to align with these rent market changes. The Rent Reasonableness review completed for each unit must be documented in the client case file. A sample rent reasonableness checklist can be found in Appendix F.

#### *Fair Market Rent (FMR) Requirement*

HUD establishes FMR to determine rent ceilings for HUD-funded rental assistance programs. HUD publishes the FMR schedule annually for 530 metropolitan areas and 2,045 non-metropolitan county areas. The HUD FMR Index can be found [here](#).

Gross rent for units in which ESG provides rental assistance must be the same or less than the FMR for the location. If subrecipient's service area includes more than one county, subrecipient must use the appropriate FMR for the county in which the assisted rental unit is located. The applicable FMR data should be copied and placed in the client file to document the FMR for the participant's unit size and geographic area.

**ESG-CV:**

**The Fair Market Rent Requirement is waived for ESG-CV assistance. Units must still meet rent reasonableness.**

#### *Housing Search and Placement*

Clients who meet the definition of "at-risk" for homelessness as outlined in Appendix B qualify for housing search and placement services. Funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; mediation and outreach to property owners related to locating or retaining housing.

#### **Street Outreach Component**

Street outreach is service delivery for the specific purpose of reaching out to unsheltered homeless people and connecting them with emergency shelter, housing, or critical services. It also covers costs for providing urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**ESG-CV:**

**HUD has approved the following as eligible costs under ESG-CV street outreach:**

- **Engagement: Hand sanitizer, soap, tissue packets, masks, disposable gloves, handwashing stations, other PPE.**
- **Case Management: Coordinating medical care.**
- **Transportation: Train or bus tokens, taxi or rideshare for program participants' travel to and from medical care.**
- **Expanded Staffing: Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact.**

### Eligibility: Status as Homeless

As required in 24 CFR §576.101 (Paragraph (1)(i) of §576.2), Street Outreach providers must target people who meet the following definition of homeless:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

### Assessment and Essential Services

Engagement activities must include an initial assessment of needs and eligibility in order to prioritize the type and source of assistance required with safety and urgent health needs being the highest priority. Based on need and assessment, qualifying individuals and/or families will be offered essential services beyond emergency health and other crisis intervention assistance that include case management, transportation, and housing stabilization. Whenever feasible, rapid re-housing will be a priority over the provision or referral to emergency shelter or transitional housing.

### Engagement Services

Engagement services are activities to locate, identify, and build relationships with unsheltered homeless people to offer immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and other housing programs. Eligible costs include:

- Conducting an initial assessment of applicant needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries;
- Actively connecting and providing information and referrals to needed services; and
- Cell phone costs of outreach workers while carrying out these activities.

### Case Management

Case management activities help assess housing and service needs and arrange, coordinate and/or monitor the delivery of individualized services. Eligible costs include:

- Assessment and intake evaluations including verifying and documenting eligibility;
- Counseling;
- Developing/securing/coordinating services;
- Helping obtain federal, state, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers; and
- Developing an individualized housing stabilization plan that leads to the attainment of stable permanent housing.

### Emergency Health Services

Emergency health services can be funded with ESG only to the extent that other non-ESG funded appropriate health services are inaccessible or unavailable within the service area. Eligible costs include:

- Assessing health problems and developing treatment plans;
- Assistance in understanding health needs;
- Directly providing or helping obtain appropriate emergency medical treatment; and
- Providing medication and follow-up services.



## Emergency Mental Health Services

Emergency mental health services can be funded with ESG only to the extent that other non-ESG funded appropriate health services are inaccessible or unavailable within the service area. Eligible costs include:

- Crisis intervention;
- Prescription of psychotropic medications;
- Explanation about the use and management of medications; and
- Combinations of therapeutic approaches to address multiple problems.

## Transportation

Travel expenses incurred by outreach workers, social workers, medical professionals or other service agency employee during the provision of allowable street outreach services are eligible costs. They include:

- Transporting unsheltered people to emergency shelters or other service facilities;
- Public transportation for participants;
- Mileage allowance for outreach workers using their own vehicles to visit program participants;
- Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle; and
- Costs of staff to accompany or assist program participant to use public transportation.

## Services For Special Populations

Services for special populations are essential services tailored to address the particular needs of homeless youth, victims of domestic violence, dating violence, sexual assault, human trafficking, or stalking, including services offered by rape crisis centers, domestic violence shelters, and other organizations that serve homeless persons with special needs. Eligible costs include all those listed under the following engagement services:

- Engagement;
- Case management;
- Emergency health services;
- Emergency mental health services; and
- Transportation.

## Homeless Management Information System (HMIS)

### HMIS Funding, Administration, and Operation

The City has identified funding and developed policies and procedures for operating and administering the HMIS, particularly in regard to the required participation of all ESG-funded subrecipients and in determining the cost of HMIS participation for ESG recipients and subrecipients. The City, in collaboration with the MA Department of Housing and Community Development, which serves as HMIS lead agency, will continue to take an active role in this process given that HMIS is a key source of data to assess performance of ESG Program-funded activities and the homeless assistance system.

### Reporting Requirements

For non-domestic violence service providers, ESG funded client and activity data must be entered into the HMIS or comparable database. Data entry and reporting expectations include:

- Timely and accurate data entry into the HMIS;
- Acquiring and documenting informed written consent from program participants;

- subrecipients must have a Client Information Disclosure and Release Authorization;
- Protecting program participants' confidentiality; and
- Using the HMIS as a tool to analyze data to inform and improve the delivery of services.

### Victim Services Data Collection

Victim service providers (VSP) are prohibited from entering data in HMIS; however, they are required to maintain comparable databases of their own design which provide aggregate information and data consistent with HMIS data collection requirements. Projects serving survivors of domestic violence, dating violence, sexual assault, human trafficking, or stalking, where the recipient is not a victim services provider, are required to enter data in their HMIS. For more information on VSP comparable database, ESG, and ESG-CV reporting requirements, [see this HUD resource](#).

### Eligible Costs

ESG funds can be used for the following HMIS costs:

- The costs of using the coordinated entry process, but not the costs of developing or operating the system;
- Staff costs related to the operation and usage of the HMIS;
- Computer hardware and software costs including purchase of HMIS software licenses;
- Costs related to monitoring and reviewing data quality, data analysis, and reporting.
- Purchasing or leasing equipment, including telephones, fax machines, and furniture; obtaining technical support;
- Leasing office space; paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database;
  - Implementing and complying with HMIS requirements;
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS;
- Paying staff travel costs to conduct intake.

### ESG Consolidated Annual Performance Report (CAPER)

ESG subrecipients are required to submit an ESG CAPER at least quarterly during the contract period and at the end of the program year. The reports must be generated by the subrecipient agency from HMIS.

#### **ESG-CV:**

**The ESG-CV CAPER must be submitted quarterly, reported both by grant totals and program component.**

### Performance Standards and Outcome Evaluation

The City's goal is to increase the focus on data and performance. The City and the CoC will use HMIS and other pertinent data collected by providers to assist with evaluating ESG activities within the context of broader system performance and inform subsequent ESG and CoC program allocations. In alignment with the federal and state strategic plans to end homelessness, the City has established performance measures that encourage

the collection of housing status data for all ESG activities (except HMIS) at the time of program exit. While performance measures are subject to further expansion and refinement, all subrecipients are currently encouraged to report on the following measures of stability and income:

- Housing Stability – measures the number of persons who maintained housing within the project or obtained other permanent housing upon exit. Both stability measurements – housing obtained and maintained - should be entered into the HMIS.
- Preliminary performance target:
  - 80% of program participants maintain housing
  - 35% of program participants exit to permanent housing
  - Total Income – measures the cash income from all sources that clients age 18 and over received as of the end of the operating year.
- Preliminary performance target: 50% of program participants with total income increases since initial assessment.
  - Earned Income – measures the cash income recorded as “earned income” (i.e., income from employment) for clients age 18 through age 61 as of the end of the operating year.
  - Preliminary performance target: 20% of program participants who increase their income since initial assessment.

In addition to the housing stability and income measures, subrecipients carrying out emergency shelter and street outreach activities are encouraged to report the following measures:

#### *Emergency Shelter*

- Engagement – Measures the number of clients in case management.
- Preliminary performance target: 85% of clients in shelter receive case management.

#### *Street Outreach*

- Contact –the total number of interactions between a worker and homeless individuals on the street or some other inhabitable space. This will be used as a level-of-effort indicator. Targets for contact rates will be set once the CoC establishes a methodology for determining one based on census data, Point-in-Time counts, and staff capacity.
- Shelter Referral – measures the number of people referred to a shelter from the street.
- Preliminary performance target: majority of contacts go from the streets to any type of housing or shelter.

These outcome and levels of effort measurements will be collected in addition to the required universal data elements that track client characteristics and service data. Performance will be reported in the City’s Consolidated Annual Performance Evaluation Report (CAPER), which is presented to the CoC board for review during the public comment period. Going forward, the City and the CoC must continue to develop performance standards for evaluating the effectiveness of ESG-funded activities within the CoC geographic area. The City will use these performance standards for evaluating the activities carried out with ESG funds, including how well subrecipients succeed in:

- Targeting those who most need assistance;
- Reducing the number of people living on the streets or in emergency shelters; and
- Reducing the time people spend homeless.

## HMIS Data Entry Requirements for Shelters

Emergency, day or mass shelters, or hotel/motel vouchers are required to collect data and report outcomes using the Entry/Exit method of data collection. Subrecipients must be able to determine who and how many people were served by a shelter or shelter type for any given night, based on HMIS data. For additional, detailed information about the reporting requirements, refer to the HMIS Operation Manual found at: <https://www.hudexchange.info/programs/hmis/>.

# Program Administration and Requirements

## Coordinated Entry

In compliance with section 576.400(b) of the ESG Interim Rule, all ESG subrecipients within the service area must coordinate and integrate, to the maximum extent practicable, ESG- funded activities with other programs targeted to people experiencing homelessness in the service area to provide a strategic, community-wide system to prevent and end homelessness. The goal is to increase the capacity of coordinated entry systems to **prioritize people who most need assistance across the service area.**

The CoC operates a Coordinated Entry System to allocate housing and service resources as effectively as possible in a manner that is easily accessible and limits duplication of services. Assistance is prioritized based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.

The City of Somerville is currently making the transition from a local Continuum of Care to the Balance of State Continuum of Care, a relatively new entity with best standards and practices continuing to evolve.

In compliance with 576.400(d), the City requires that all subrecipient service providers will:

- Participate in the coordinated assessment system.
- DHCD manages Coordinated Entry for the Balance of State CoC; Additionally, the Balance of State CoC has regional hubs for the Coordinated Entry program. Somerville is part of the Metro Hub, which, at the time of adoption of these Written Standards, is being coordinated by the Somerville Homeless Coalition.
- Each subrecipient agrees to participate fully in the Coordinated Entry system, as prescribed by the Balance of State, as it is developed over time. Requirements include:
  - Attending regular case consultation meetings to coordinate services for those referred to the Coordinated Entry system;
  - Entering client information into HMIS; and
  - Routing applications for ESG assistance through the Coordinated Entry System
- Each subrecipient is expected to send at least one staff member to Balance of State Planning Committee meetings to stay up to date on homeless services in the region. Additionally, subrecipients are encouraged to participate in the Coordinated Entry Committee, which meets on a monthly basis to inform and participate in the development of the system.

### **ESG-CV:**

**Coordinated entry systems (CES) may consider modifying and expediting the assessment, scoring, and eligibility determinations to prioritize those at high risk for severe illness from COVID-19 for shelter and housing. Coordinated entry modifications must be consistent with fair housing and nondiscrimination requirements.**

## Discharge Policies

As part of its annual submission to HUD, the City is required to certify that it will establish discharge policies and protocols in its Consolidated Plan that prevent people from being discharged from publicly-funded systems of care into homelessness. The City will facilitate the collaboration between those persons responsible for discharge planning at the State and local government levels and those with experience and knowledge in homelessness (including the incidences of discharges from public institutions into homelessness) to ensure that established policies are informed by what works—and does not work—in practice.

## Match Requirements

The City requires subrecipients to make matching contributions in an amount that equals (100%) the amount of ESG funds allocated by the City.

**ESG-CV:**  
**Match is not required for ESG-CV.**

Matching contributions can be obtained from any source, including any Federal (non-ESG) source, as well as state, local, and private sources. Use of any Federal source must not prohibit those funds from being used as ESG match and not already be matched with ESG funds. Subrecipient must ensure the laws governing any funds used as matching contributions do not prohibit the use of those funds as match.

All sources listed as match must meet these criteria:

- The matching contribution must be made after the date that HUD and the City sign the ESG Grant Agreement;
- Cash contributions must be expended within the expenditure deadline in 576.203;
- Non-cash contributions must be made within the expenditure deadline in 576.203;
- Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant;
- Contributions that have been or will be counted as satisfying a match requirement of other federal funds may not be used as match for ESG funding;
- The matching funds must be used for ESG eligible clients and activities; and
- If ESG funds are used to satisfy matching requirements of another federal program, funding from that program cannot be used to satisfy the matching requirements of ESG.

Possible sources of match, other than federal, state or local grants include:

- Cash;
- The value or fair rental value of any donated material or building;
- The value of any lease on a building;
- Any salary paid to staff to carry out the program of the recipient; and
- The value of the time and services contributed by volunteers.

Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work by subrecipient. If 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 value of any real property, equipment, goods, or services can be used as match provided the costs would be allowable if subrecipient had purchased them. Some non-cash contributions would be considered indirect costs if

purchased by subrecipient; match for these contributions may be given only if subrecipient has established a special indirect cost rate for allocating the value of those contributions to individual projects or programs.

Costs paid by program income shall count as match if the costs are eligible ESG costs that supplement subrecipient's ESG program.

Subrecipient must keep records of the source and use of contributions made to satisfy the matching requirement. Records must indicate the fiscal year grant for which each matching contribution is counted, as well as how the value of non-cash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that subrecipient uses to support the allocation of regular personnel costs.

The City requires that subrecipients document their matching funds and submit this match documentation annual for ESG CAPER. The source of match must be identified in ESG RFP Proposal. (For the specific match requirements, see 24 CFR 576.201.)

### Recordkeeping Requirements

Subrecipients must establish and maintain sufficient records to enable the recipient and HUD to determine whether ESG requirements are being met. Recipients and subrecipients must keep documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under § 576.101- § 576.108 and the cost principles for state, local, and tribal governments and non-profits found at 2 CFR Part 225 and 2 CFR Part 230, respectively. (24 CFR 576.500(u)). The City, as the recipient, will meet these documentation requirements by obtaining the information through reports from subrecipients or other appropriate methods as designated by the City.

Subrecipients must maintain all case file records. Subrecipients must maintain records for ALL persons seeking assistance (including those persons that are determined to be ineligible). For those determined ineligible, the record must include documentation of the reason for that determination. This requirement allows for the City and its subrecipients to have clear and consistent documentation of all persons who seek and those that receive ESG assistance. At a minimum, records must include the client application for assistance, all documentation collected on the client's homeless or at-risk of homelessness status, and their income (when applicable).

Prior to determining a potential client's eligibility, recipients and subrecipients cannot incur ESG costs (including case management costs) beyond the costs involved in intake and initial evaluation.

For detailed guidance regarding recordkeeping and reporting requirements under the ESG program, subrecipients should review section 576.500 of the ESG Interim Rule.

Failure to keep adequate records of both persons seeking assistance and those that receive assistance could jeopardize future ESG funding to the subrecipients.

### Termination, Grievance and Conflict of Interest Policies

The ESG subrecipient must have written denial, termination, and grievance policies and procedures. The policies and procedures should be readily available to program participants either in writing or by posting them in a public space. Copies and explanation of the policies and procedures should be provided directly to any client when denial termination, or other action affects the client's ability to receive assistance. The notice must provide the specific reason(s) for the action and provide a process the applicant can follow to request a review of the decision.

## Termination or Denial of Assistance

Causes for termination may include, but are not limited to, failure to abide by any agreed upon requirements and client fraud. Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Termination from assistance does not prevent subrecipient from providing further assistance, later, to the same household or individual if they are determined eligible for such assistance. If the subrecipient is terminating rental assistance to the program participant, it must immediately notify the landlord of the date rental assistance for their tenant will end.

Established procedures should describe:

- Circumstances in which a household may not qualify or would be denied;
- Notification of denial; and
- A household's right to review a grantee's decision.

## Grievance and Appeals Process

The ESG subrecipient is required to have an established process for addressing client grievances for decisions, including termination or reduction of benefit, denial of benefit or other grievance. At a minimum, the process must include the following components:

- Informs the participant/applicant of the policy and/or policy must be posted in an area specific by the policy and in general locations in which a client/applicant is expected to be;
- Informs the participant/applicant that they must contest any subrecipient's decision that denies (for any reason) or limits eligibility of participant/applicant and/or terminates or modifies any benefits;
- Allows any aggrieved person a minimum of fifteen days within which to request an administrative review;
- Informs the applicant/participant of their right to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the decision;
- Informs the City of the request for administrative review within 10 days of receiving the request;
- Informs the applicant/participant and the City in writing of the final determination and basis for the decision within ten days of the determination.

Any person or persons designated by the subrecipient can complete the administrative review, other than the person who made or approved the decision under review or a subordinate of this person.

The City retains the right to require modification of any review or appeal process that the City determines does not meet basic principles for notification, instruction, time allowance, impartiality, or other necessary component.

Subrecipients must make accommodations for clients who have language or disability barriers that would prevent them from participating in the appeals process.

## Conflict of Interest

### *Organizational*

The provision of any type or amount of ESG assistance may not be conditioned on an individual's or household's acceptance or occupancy of emergency shelter or housing owned by the subrecipient or an affiliated organization.



The subrecipient is prohibited from conducting a participant's intake assessment to determine program eligibility if the participant resides in housing where the subrecipient has ownership interest. The subrecipient would need to find another independent organization that is also an ESG subrecipient to do the intake assessment and ensure that all program participants are eligible even if the subrecipient has a waiver of the conflict-of-interest requirements. Conflicts of interest waivers regarding rent assistance and rental agreement requirements can only be approved by HUD. If a subrecipient wishes to apply for a waiver, they should contact the City for guidance in submission of a waiver request, which must be approved by the City who will then submit to HUD. See 24 CFR 576.404(a). The subrecipient must keep records to show compliance with ESG program organizational conflicts-of-interest requirements.

### *Individual*

For the procurement of goods and services, the subrecipient must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) or 24 CFR 84.42 (for nonprofits).

Persons for whom the Conflict-of-Interest requirements apply include any person who is an employee, agent, consultant, officer, or elected or appointed official of the subrecipient agency. No person who exercises or has exercised any functions or responsibilities with respect to activities under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for themselves or for those with whom they have family or business ties, during their tenure or during the one-year period following that tenure.

## Fair Housing Requirements

### Affirmative Outreach

The ESG subrecipient must communicate and make known that use of ESG funded facilities, assistance and services are available on a nondiscriminatory basis. The subrecipient must develop and implement affirmative outreach written procedures and communication tools and materials to inform persons, without regard to race, color, ethnicity, religion, sex, sexual orientation, age, national origin, familial status, gender identity, or disability, how to obtain access to facilities and services. If it appears the procedures used will not reach persons of any particular race, color, ethnicity, religion, sex, sexual orientation, age, national origin, familial status, gender identity, or disability who may qualify for those activities and services, the subrecipient must establish additional procedures to ensure those persons are made aware of assistance opportunities.

Reasonable accommodations for persons with disabilities must be available in order to ensure disabled participants have an equal opportunity to utilize housing, including shelters, and receive essential services. Greater levels of accessibility may be required for some shelters in compliance with The Americans with Disabilities Act.

### Nondiscrimination

The ESG subrecipient is required to comply with all state and federal statutes relating to nondiscrimination. Any of the following actions based on race, color, ethnicity, religion, sex, sexual orientation, age, national origin, familial status, gender identity, or disability are not permitted:

- Refuse to rent housing or provide services;
- Make housing or services unavailable;
- Deny a dwelling or service;



- Set different terms, conditions, or privileges for rental of a dwelling or obtaining services;
- Provide different housing services or facilities or different services;
- Falsely deny that housing is available for inspection or rental or that services are available; and
- Deny anyone access to a facility or service.

### Family Composition

Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Further, a recipient or subrecipient receiving funds under the ESG Program cannot discriminate against a group of people presenting as a family based on the composition of the family.

### Reasonable Accommodations

Reasonable accommodations for persons with disabilities must be available in order to ensure disabled participants have an equal opportunity to utilize housing, including shelters, and receive essential services. Greater levels of accessibility may be required for some shelters in compliance with The Americans with Disabilities Act.

### Single Sex Shelters

Finally, a single-sex shelter is only acceptable under certain limited conditions:

- The shelter must be for individuals only. A shelter that accepts families with children cannot be single sex. An example of this might be a shelter that serves single women only (women not in families, without children under 18); AND
- The shelter must not be considered a "dwelling unit", or it must have a shared bathing facility. This policy, which applies to ESG, is stated most clearly in the CoC interim rule, at section 578.93: "The housing may be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex."

For detailed guidance on the definition of family and how it applies to recipients and subrecipients of ESG and CoC Program funds please review FAQ #1529 available online here: <https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>

### Equal Access Requirements

On September 21, 2016, HUD published a final rule entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). This rule builds upon HUD's February 2012 final rule entitled "[Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](#)" (2012 Equal Access Rule), which aimed to ensure that HUD's housing programs would be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status. The final rule requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations, and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family.

## Equal Access and Gender Identity

In accordance with updated HUD requirements, providers must ensure that their policies do not isolate or segregate clients based upon gender identity. The intent of the Equal Access Rule is to affirm that discrimination based on gender identity is sex discrimination and to prevent the biases of individual clients from creating situations where transgender individuals are isolated or segregated.

HUD requirements also state that:

- Providers must place, serve, and accommodate in accordance with the stated gender identity of the individual;
- Providers cannot subject individuals to intrusive questioning, ask for anatomical information or documentary, physical, or medical evidence of the individual's gender identity; and
- Providers must take reasonable and nondiscriminatory steps to address privacy and safety concerns raised by residents and occupants, (not just transgender and gender non-conforming individuals).

This means that any special accommodations are to be provided *for* the person who requests privacy and must not be targeted *at* another person, i.e., the person who requests privacy for themselves can be moved or separated, but a person cannot request that someone else be moved or separated on the basis of gender identity. Providers can no longer make case-by-case determinations that transgender clients receive alternative accommodations for health and safety reasons, unless the client has requested it.

Clients with special health concerns, trauma histories, or other needs may also make reasonable requests for accommodations. Some options for staff are:

- Establish a single use bathroom for client use at specific intervals during the day. Often an existing staff member bathroom may be made available for this purpose without compromising the requirements of staff members.
- Provide certain times during the day that a bathroom can be scheduled by any client with a request to use a congregate facility privately.
- Ensure that toilet and shower stalls have locking doors or, at a minimum, curtains to allow for modesty and dignity.
- For shower use, consider implementing a schedule for all clients if communal showers are the only available type of shower.

The requirements of the Equal Access Rule apply to grant recipients and subrecipients, as well as to owners, operators, and managers of shelters and other buildings and facilities and providers of services funded in whole or in part by any HUD Community Planning and Development program.

More information about the Equal Access Rule can be found here:

<https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>

## Habitability Standards

All housing units supported with program funds must meet HUD Habitability Standards as addressed in §576.403. Housing also needs to be compliant with local housing codes relating to occupancy, health, and safety standards and the program must comply with the more stringent of the two.

Subrecipients providing rental assistance are responsible for conducting and documenting their habitability

inspection of all units to ensure compliance with HUD Habitability Standards. A sample Housing Habitability Standards Checklist can be found in Appendix E.

### Shelters

Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).

In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet local government safety and sanitation standards, as applicable.

These standards include the following:

- Structure and materials;
- Access to and within the shelter;
- Personal space and security;
- Interior air quality;
- Water supply;
- Sanitary facilities;
- Heating and cooling operating equipment;
- Natural and electrically produced light;
- Area for food preparation;
- Safe and sanitary facility maintenance; and
- Fire safety/smoke detectors

### Permanent Housing

The subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Minimum habitability standards for permanent housing include requirements for:

- Structure and materials;
- Personal space and security;
- Interior air quality
- Water supply
- Sanitary facilities;
- Heating and cooling operating equipment;
- Natural and electrically produced light;
- Area for food preparation;
- Safe and sanitary facility maintenance; and
- Fire safety/smoke detectors

For households moving into a new unit, the unit must meet habitability standards before the lease is signed and the household moves in. For households already residing in a unit, the unit must meet habitability standards before financial or rental assistance can be provided.

## Lead-Based Paint Requirements

Federal lead-based paint requirements apply anytime federal funds are used for housing assistance and the living space or unit was built prior to 1978. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851- 4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted with ESG funding and all housing occupied by program participants.

## Environmental Review

Recipients and subrecipients and their contractors shall not rehabilitate, convert, or renovate a shelter or prospective shelter until the City has performed an environmental review under 24 CFR part 50 and subrecipient has received HUD approval to continue. Environmental reviews must also be completed for any project-based housing assistance paid with ESG funding.

## Indirect Costs (24 CFR 576.109)

The City requires that all applicants of ESG-funds state in the application whether it will charge indirect costs for the program year. ESG funds may be used to pay indirect costs in accordance with 2 CFR part 200, subpart E. Indirect costs may be allocated to each eligible activity under 24 CFR 576.101 through 576.108, so long as that allocation is consistent with 2 CFR part 200, subpart E. The indirect costs charged to an activity subject to an expenditure limit under 24 CFR 576.100 must be added to the direct costs charged for that activity when determining the total costs subject to the expenditure limit.

The entity's approved federally negotiated indirect cost rate agreement must be submitted to the City. If an entity does not have an approved federally negotiated indirect cost rate agreement, the entity may elect to charge a de minimis rate of ten percent (10%) of modified total direct costs. The entity also has the option of negotiating an indirect cost rate, refer to 2 CFR 200, Appendix IV.

## Homeless Participation (24 CFR 576.405)

The subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the subrecipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under ESG.

If the subrecipient is unable to meet this requirement, it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under ESG. The plan must be included in the request for applications.

To the maximum extent practicable, the subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

## Enforcement (24 CFR 576.501)

The City will perform monitoring activities as follows:

- All shelters will be monitored annually.
- All homeless prevention and rapid re-housing programs will be monitored every other year.

- All subrecipients will be fiscally monitored throughout the program year.
- All new subrecipients to the ESG (and/or ESG-CV) program will be monitored during the program year.

In conducting performance reviews, the City will rely primarily on information obtained from the records and reports from the subrecipient and as well as information from onsite monitoring, audit reports, and information from IDIS and HMIS. Where applicable, the City may also consider reliant information pertaining to the subrecipient's performance gained from other sources, including citizen comments, complaint determinations, and litigation. Reviews to determine compliance with specific requirements of this part will be conducted as necessary, with or without prior notice to the subrecipient.

If the City determines preliminarily that one of its subrecipients has not complied with an ESG program requirement, the City will give notice of this determination and an opportunity to demonstrate, within the time prescribed by the City and on the basis of substantial facts and data, that the subrecipient has complied with ESG requirements. If the subrecipient fails to demonstrate to the City's satisfaction that the activities were carried out in compliance with ESG program requirements, the City will take one or more of the remedial actions or sanctions specified in this section:

- *Remedial actions and sanctions:* Remedial actions and sanctions for a failure to meet an ESG program requirement will be designed to prevent a continuation of the deficiency; mitigate, to the extent possible, its adverse effects or consequences; and prevent its recurrence.
- HUD may instruct the subrecipient to submit and comply with proposals for action to correct, mitigate, and prevent noncompliance with ESG requirements, including:
  - Preparing and following a schedule of actions for carrying out activities affected by the noncompliance, including schedules, timetables, and milestones necessary to implement the affected activities;
  - Establishing and following a management plan that assigns responsibilities for carrying out the remedial actions;
  - Canceling or revising activities likely to be affected by the noncompliance, before expending ESG funds for the activities;
  - Reprogramming ESG funds that have not yet been expended from affected activities to other eligible activities;
  - Suspending disbursement of ESG funds for some or all activities;
  - Reducing or terminating the remaining grant of a subrecipient and reallocating those funds to other subrecipients; and
  - Making matching contributions before or as draws are made from the subrecipient's ESG grant.
- HUD may change the method of payment to a reimbursement basis.
- HUD may suspend payments to the extent HUD deems it necessary to preclude the further expenditure of funds for affected activities.
- HUD may remove the subrecipient from participation in reallocations of funds under subpart D of this part.
- HUD may deny matching credit for all or part of the cost of the affected activities and require the subrecipient to make further matching contributions to make up for the contribution determined to be ineligible.
- HUD may require the subrecipient to reimburse its line of credit in an amount equal to the funds used for the affected activities.

- HUD may reduce or terminate the remaining grant of a subrecipient and reallocate those funds to other subrecipients in accordance with subpart D of this part.
- HUD may condition a future grant.
- HUD may take other remedies that are legally available.

### Subrecipient Sanctions

If the City determines that a subrecipient is not complying with an ESG program requirement or its subrecipient agreement, the City will take appropriate actions, as prescribed for HUD in paragraphs (a) and (b) of this section. If funds become available as a result of an action under this section, the City must reallocate those funds to other subrecipients as soon as practicable. If the subrecipient is a unit of general purpose local government or territory, it must either reallocate those funds to other subrecipients or reprogram the funds for other activities to be carried out by the subrecipient as soon as practicable. The City will amend its Consolidated Plan in accordance with its citizenship participation plan if funds become available and are reallocated or reprogrammed under this section. The reallocated or reprogrammed funds must be used by the expenditure deadline in 24 CFR 576.203.

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# Appendices

## Appendix A – CARES Act and HUD Waiver Dated September 1, 2020

### CARES Act

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law on March 27th, 2020. The CARES Act made available an additional \$4 billion in Emergency Solutions Grant-CV funds (“ESG-CV”) to supplement the Fiscal Year (FY) 2020 ESG-CV funding provided under the Further Consolidated Appropriations Act, 2020 (Public Law 116-94). Of this amount, the Department of Housing and Urban Development (“HUD”) immediately allocated \$1 billion for ESG-CV grants based on the FY 2020 ESG-CV formula. The funds may be used to cover or reimburse allowable costs incurred by a State or locality before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19. The ESG-CV program is authorized by subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371–11378) as amended by the CARES Act.

Requirements at 24 CFR Part 576 will apply to the use of these funds, unless otherwise provided by the alternative requirements and flexibilities established under the CARES Act, a Notice dated August 31, 2020 entitled: Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act, or subsequent waivers, amendments or replacements to this Notice.

### CARES Act ESG-CV Eligible Services

The funds may be used to cover or reimburse allowable costs incurred by a State or locality before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19:

- The funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1);
- Up to 10 percent of funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);
- The funds are exempt from the ESG-CV match requirements, including 24 CFR 576.201;
- The funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than HUD’s Very Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the “at risk of homelessness” definition in 24 CFR 576.3;
- That subrecipients may deviate from applicable procurement standards when using these funds to procure goods and services to prevent, prepare for, and respond to coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317-200.326;
- While HUD encourages communities to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e).

## CARES ACT Waivers

In addition, the Act authorizes the Secretary to grant waivers of and specify alternative requirements for statutes and regulations the Secretary administers in connection with the use of ESG-CV funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). These waivers and alternative requirements can be issued when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus. In accordance with 24 CFR 5.110, HUD made a determination of good cause and subject to statutory limitations, waive regulatory provisions. Additional regulatory waiver authority is provided in 24 CFR 91.600. These regulatory provisions provide HUD the authority to make waiver determinations for the ESG-CV, COC, and HOPWA Programs and consolidated planning requirements for all CPD formula programs.

A memorandum was later submitted by John Gibbs, Assistant Secretary, Acting, D providing additional flexibility to communities to prevent the spread of COVID-19 and better assist individuals and families, including those experiencing homelessness infected with COVID-19 or economically impacted by the virus.

## Coordination with Public Health

If shelters utilize symptom screening as a part of intake procedures, it must be reviewed and approved by a local public health partner such as the county's or state's department of public health or the Healthcare for the Homeless partner.

Shelters funded by ESG-CV must establish referral pathways to isolation and quarantine if a client is in need of such services.

Shelters funded through ESG-CV will maintain social distancing requirements established in partnership with the county's or state's department of public health.

## Priorities for Assessing Eligibility and Processing Assistance

Program assistance under ESG-CV shall be prioritized as follows:

- (1) First priority for assessment of eligibility and, if determined eligible, receipt of assistance shall be accorded to households that have received a Summons and Complaint from Somerville District Court or Eastern District Housing Court.
- (2) Second priority for assessment of eligibility and, if determined eligible, receipt of assistance shall be accorded to households (a) that have received a written Notice to Quit from the owner of the residential rental unit in which they reside, or the landlord or management company thereof; or (b) whose lease will expire within twenty-one (21) days and will not be renewed.



## APPENDIX B: Criteria for Defining Homelessness

Category 1	Category 2	Category 3	Category 4	At-Risk
<b>Literally Homeless</b>	<b>Imminent Risk of Homelessness</b>	<b>Homeless under other Federal Statutes</b>	<b>Fleeing/Attempting to Flee DV</b>	<b>At Risk of Homelessness</b>
<p>Individual or family who lacks, regular and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>● Primary nighttime residence is public or private and not meant for human habitation.</li> <li>● Is living in a public or privately- operated shelter (congregate shelters, transitional housing and hotels and motels are paid for by charitable organizations or federal, state and local government.</li> <li>● Is exiting an institution where(s) he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>	<p>Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>● Residence will be lost within 14 days of the date of application for homeless assistance</li> <li>● No subsequent residence has been identified; and</li> <li>● The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>● Are defined homeless under the listed federal statutes;</li> <li>● Have no lease, ownership interest or occupancy agreement in permanent housing for 60 days prior to the homeless assistance application;</li> <li>● Have experience persistent instability as measured by two (2) moves or more during in the preceding 60 days; and</li> <li>● Can be expected to continue such status for an extended period due to special needs and barriers.</li> </ul>	<p>Any individual or family who meets Category 1 criteria AND:</p> <ul style="list-style-type: none"> <li>● Is fleeing, or is attempting to flee domestic violence;</li> <li>● Has no other residence; and</li> <li>● Lacks the resources or support networks to obtain other permanent housing.</li> </ul>	<p>Individual or family with annual income below 50%AMI and:</p> <ul style="list-style-type: none"> <li>● The individual or family lacks the resources or support networks needed to obtain other permanent housing; and meets one of the following:</li> <li>● Has moved because of economic reasons 2 or more times during the past 60 days</li> <li>● Is living in the home of another because of economic hardship</li> <li>● Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after date of application for assistance</li> <li>● Lives in a hotel or motel, cost NOT paid for by charity or other assistance</li> <li>● Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau</li> <li>● Is exiting a publicly funded institution</li> <li>● Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the consolidated plan</li> </ul>

**ESG-CV RECORDKEEPING REQUIREMENTS**

Category 1	Category 2	Category 3	Category 4	At-Risk
Literally Homeless	Imminent Risk of Homelessness	Homeless under other Federal Statutes	Fleeing/Attempting to Flee DV	At Risk of Homelessness
<ul style="list-style-type: none"> <li>● Written observation by outreach worker; or</li> <li>● Written referral by another housing or service provider; or</li> <li>● Self-Certification by individual or head of household stating that (s) he was living on the street or in shelter; (complete required form included below)</li> <li>● Individuals exiting an institution – one of the forms of evidence above and:                             <ol style="list-style-type: none"> <li>1. Discharge paperwork or written/oral referral, or</li> <li>2. Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● Court order from an eviction; or</li> <li>● Hotel and motel exit-evidence that they lack the financial resources; or</li> <li>● Documented and verified oral statement; and</li> <li>● Certification that no subsequent residence has been identified; and</li> <li>● Self-certification or other written documentation that household lack the financial resources and support necessary to obtain permanent housing (PH). (complete required form included below) <b>(Use as a last resort)</b></li> </ul>	<ul style="list-style-type: none"> <li>● Certification by non-profit, local and state government that the household seeking assistance met the homelessness criteria under another federal statute; and</li> <li>● Certification of no PH in last 60 days; and</li> <li>● Self-Certification by the head of household and any available supporting documentation, that (s)he has moved two (2) or more times in the past 60 days; (complete required form included below) and</li> <li>● Documentation of special needs or 2 or more barriers.</li> </ul>	<p><b>For victim service providers:</b></p> <ul style="list-style-type: none"> <li>● Oral statement by individual or head of household which states; they are fleeing; they have no other subsequent residence and lack resources. (Statement must be documented by self-certification or intake worker).</li> </ul> <p><b>For non-victim service providers:</b></p> <ul style="list-style-type: none"> <li>● Oral statement by individual or head of household seeking assistance (documented by self-certification (complete required form included below) or intake worker). The family safety must not be jeopardized.</li> <li>● Certification by head of household that no subsequent residence has been identified; and</li> <li>● Self-Certification or other written documentation, the household lacks financial resources and support networks to obtain other permanent housing. <b>(Use as a last resort)</b> (complete required form included below)</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence that they lack financial resources</li> <li>● Documentation of #/dates of moves</li> <li>● 21-day notice</li> <li>● Documentation of housing (hotel/motel, institution, SRO, etc.)</li> <li>● Documentation of characteristics associated with housing instability and increased risk of homelessness</li> </ul>

## Appendix C: Key Components of the City of Somerville ESG-CV Program, as Included in Executed Contracts with Subrecipient Organizations

The Agency is authorized to make payments on behalf of eligible clients to assist with the costs of eligible relocation and rental start-up costs, including rental application fees, subject to the provisions of 24 CFR §576.105(a)(1); first month's rent; last month's rent, subject to the provisions of 24 CFR §576.105(a)(3); a security deposit, subject to the provisions of 24 CFR §576.105(a)(2); and/or moving expenses for relocation anywhere within the state of Massachusetts, subject to the provisions of 24 CFR §576.105(a)(6),

Subject to the provisions of §576.106, the Agency is also authorized to provide short- and medium-term rental assistance to eligible households, that is, to make payments on behalf of eligible clients to assist with the cost of up to twelve months of ongoing (prospective) rent for eligible housing.

The Agency shall:

- (1) Ensure full program accessibility for those with limited English proficiency and those with lack of access to computer-based technology; make diligent efforts to hire project staff who speak at least one of the major languages in Somerville (Haitian Creole; Spanish; Portuguese) in addition to English; use Language Line or another comparable source of telephone interpretation; and to the maximum extent practicable, provide materials in relevant languages
- (2) Conduct outreach to potentially eligible renter households in multiple languages, with particular attention to renter households at heightened risk of eviction.
- (3) Certify income and other programmatic eligibility of applicants for assistance pursuant to the provisions of this contract, and consistent with ESG and ESG-CV requirements, and re-certify such eligibility before the six month mark, if benefits are to extend beyond six months;
- (4) Ensure that assessment of eligibility and provision of assistance are prioritized pursuant to the provisions of Section B of this contract;
- (5) Work with eligible applicants to apply for other sources of financial assistance, including State, Federal and other local sources of assistance as necessary, to stabilize housing where necessary;
- (6) Assist applicants with obtaining documents necessary for completion and approval of their application, and consistent with the requirements of Sections (D), (E), and (F) of this contract; provided, however, that if an applicant household is unable to adequately document their income or their COVID-related loss of income or increase in expenses, the Agency shall provide assistance in obtaining third party verification of the same. If the Agency cannot obtain such third-party verification within 5-10 business days, depending on the priority of the case, the Agency shall accept from the household a self-certification of the COVID-related income loss/increased expenses;
- (7) Work with property owners/landlords/property management staff to obtain necessary documents for payment under this program.
- (8) Ensure that payments of prospective rental assistance, and payments of start-up rental costs are made directly to the appropriate property owners/landlords/property management companies.
- (9) Upon determination of an applicant household's eligibility for assistance, the Agency shall encumber sufficient funds to cover the full amount of anticipated assistance, taking into

City of Somerville

- account the amount of the client's contribution to rent, if any. Upon later determination that any portion of that potential assistance will not be paid, the Agency shall unencumber the portion that will not be paid, so that it can be allocated to another eligible household.
- (10) Develop a housing stability plan for each participant granted short-or-medium term rental assistance; provided that said plan, shall, depending on the circumstances of the household, identify goals and strategies for achieving housing stability, and the steps which should be taken to increase or achieve such stability at the end of the period of assistance, including job search, looking for a roommate to share expenses, maximizing public benefits, or other strategy. If one or more adult members of the household are unemployed or underemployed and need assistance to conduct a more effective job search, the Agency will refer them to the Somerville Community Corporation's First Source program or another appropriate jobs program.
- (11) Except as defined in paragraph(12) below, payment of short- and medium-term Rental Assistance shall be as follows:
- (a) During the first three months of prospective rental assistance, and during any subsequent months of prospective rental assistance, an eligible household whose gross income does not exceed 30% of AMI, as calculated in accordance with 24 CFR §5.609, shall not be required to contribute toward the monthly payment of rent; that is, the Agency shall pay the full amount of the monthly rent.
  - (b) During the first three months of prospective rental assistance, and during any subsequent months of prospective rental assistance, an eligible household whose gross income exceeds 30% of AMI, but is less than or equal to 50% AMI as calculated in accordance with 24 CFR §5.609, shall be required to contribute 25% of the household's income toward the monthly payment of rent; and the Agency shall pay the difference between the full cost of rent and the household's payment.
- (12) The award and continued payment of rental subsidies for up to a maximum of twelve-months shall be governed by the following eligibility guidelines, priorities, and program participation guidelines:
- (a) Subsidies shall be administered on a first come first serve basis within a designated priority category as set forth in Section (B) above, to eligible applicants who have provided all necessary information and documentation to the Agency and who have been approved by the Agency as meeting all substantive criteria for receipt of a rental subsidy.
  - (b) Once an applicant has been approved as a program participant the Agency shall set aside a full twelve months of rental subsidy for such applicant.
  - (c) All applicants who receive a subsidy hereunder shall be awarded a subsidy for a minimum three-month prospective period.
  - (d) At the start of the third month of the program, participants must meet with Agency staff to review housing stability plans. In order to have their subsidy extended a participant must demonstrate a good faith effort toward meeting the self-sufficiency goals set out in their housing stability plan. A subsidy may be extended if the participant has demonstrated such good faith effort to work toward housing stability and that but for the rental subsidy, they would still be paying unaffordable rent as set forth in (A)(5) above. In the event that the participant household's income is above 30% of AMI, they will be required to pay 25% of their income toward rent. This process of assessment shall continue in three month increments for up to a total of twelve months at which time the subsidy shall cease unless previously terminated.
  - (e) In the event that the rental subsidy is terminated prior to the full twelve program months, the participant shall be provided with a minimum thirty days' notice of such

- termination and notified of their right to appeal the termination decision. A termination decision may be appealed to the Program Director provided that that person was not involved in the initial decision to terminate the subsidy. In the event that the Program Director participated in that initial decision, the appeal may be made to the Executive Director. Appeals must be filed by the participant within fourteen days of the notice of program termination. The Agency shall have fourteen days to render a decision on the appeal. The decision will be mailed to the participant and maintained by the Agency.
- (13) Obtain all data about program recipients and the assistance provided as is necessary to comply with HUD ESG and ESG-CV data collection and reporting requirements, and enter such data into the HMIS data management system, and ensure compliance with all HMIS data and technical standards and client confidentiality standards in 24 CFR §576.500 (x);
  - (14) Maintain all documents necessary to confirm that program requirements have been met -- including documents pertaining to household eligibility, eligibility of the housing, and eligibility of any payee to receive assistance funded under this contract -- for a period of five years and as required under 24 CFR §576.500 and any other applicable regulations;
  - (15) Engage in due diligence to ensure that assistance paid on behalf of any program participant does not duplicate other assistance paid for the same purposes and for the same period of time through other federal, state and local programs. Towards that end:
    - (a) The Agency shall obtain a written release from program participants to share with the City and other providers of rental assistance information from the application which may be helpful in determining whether such duplicative assistance has been requested or approved; provided, however, that this requirement shall be suitably modified to ensure the privacy and confidentiality of persons whose safety would be jeopardized by the release of such information, including but not limited to persons protected by VAWA; and
    - (b) As part of the application for assistance, the Agency will require applicant households to self-certify: (i) that neither the household nor any of its individual members intend to request nor have requested or received or been promised assistance that would duplicate the requested assistance; and (ii) their understanding that should the household receive such duplicative assistance, the members of that household would be obligated to repay that assistance to the Agency.
    - (c) As part of the rental assistance contract, the property owner/landlord/management company shall be required to certify that they have not received and do not anticipate receiving payments that would duplicate the rental assistance payment (i.e., cover the cost of rent for the same months as covered by the rental assistance contract on behalf of the same household).
    - (d) Utilize duplication of benefit checklist in each file and ensure that all steps indicated on the checklist have been completed. Retain completed checklist in each file.
  - (16) Establish and implement a grievance policy to allow those denied assistance to grieve any such decision;
  - (17) Perform other tasks specified elsewhere in this contract and as required by HUD; and
  - (18) Comply with the ESG Written Standards developed by the City of Somerville dated \_\_\_\_\_.

## Appendix D: Non-Duplication of Assistance Checklist

### Non-Duplication of Assistance Checklist

All boxes must be checked below prior to funds being administered or prior to invoicing the City of Somerville.

#### Prior to Administering Assistance

- Client has disclosed all other sources of funding applied for and signed the below statement
- Landlord has confirmed current rental arrears owed
- \_\_\_\_\_ staff has followed up on all pending funding applications to communicate with other funding agencies to determine who can administer assistance and when. \_\_\_\_\_ will only fund assistance when other agencies are unable to do so in a timely manner

#### Prior to Invoicing the City of Somerville

- \_\_\_\_\_ staff has notified all agencies for which the client has pending funding applications that \_\_\_\_\_ has administered assistance (months and amounts will be shared)

#### Client Statement

I, \_\_\_\_\_, have applied for rental arrears and/or prospective rental assistance from the following agencies.

Agency	Amount Requested	Purpose	Date of Application
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I certify that to the best of my knowledge I have not received funding from any of the above applications and that all applications that have been submitted by me or on my behalf for rental assistance are listed.

\_\_\_\_\_  
Client Name Printed

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

#### Agency Approval

I hereby certify that due diligence has been completed to ensure that funding is not duplicated.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

## Appendix E: Housing Habitability Standards Checklist

### Housing Habitability Standards

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Deficient	Standard (24 CFR part 576.403(c))
		1. <i>Structure and materials:</i> The structure is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents.
		2. <i>Space and security:</i> Each occupant is provided adequate space and security for themselves and their belongings, and is provided an acceptable place to sleep.
		3. <i>Interior air quality:</i> Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		4. <i>Water Supply:</i> The water supply is free from contamination.
		5. <i>Sanitary Facilities:</i> Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. <i>Thermal environment:</i> The housing has any necessary heating/cooling facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. <i>Food preparation:</i> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. <i>Sanitary condition:</i> The housing is maintained in sanitary condition.
		10. <i>Fire safety:</i> <ol style="list-style-type: none"> <li>a. There is a second means of exiting the building in the event of fire or other emergency.</li> <li>b. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom.</li> <li>c. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li> <li>d. The public areas are equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</li> </ol>
		11. Meets additional recipient/subrecipient standards (if any).

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

**COMMENTS:**

Program Participant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Approving Official Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Name (if applicable): \_\_\_\_\_



## Appendix F: Rent Reasonableness Checklist

### RENT REASONABLENESS CHECKLIST

The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. 24 CFR 574.320 (a)(3).

	Proposed Unit	Comp. Unit #1	Comp. Unit #2	Comp. Unit #3
Client:				
Address				
Number of Bedrooms				
Location/Neighborhood/ Amenities				
Utilities (type)				
Handicap Accessible?				
Unit Rent (which utilities included)				
Comments:				

Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit \_\_\_\_\_ IS NOT reasonable.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix G: SAMPLE Contract Scope of Work

### Scope of Work

Requirements for the Emergency Solutions Grant Grantee:

- Somerville-Arlington CoC has merged with the Balance of State CoC. Grantee must actively attend the approx. monthly Balance of State Planning Group meeting and participate in other Balance of State committees dedicated to one or more of the following topics: Youth, Veterans, Coordinated Entry, Domestic Violence, HMIS, Racial Disparities Task Force, or other newly formed Balance of State Committees. Grantee should attend quarterly Somerville-Arlington provider group meetings.
- Grantee must participate in Coordinated Entry as required by HUD and as coordinated by the Balance of State CoC.
- Grantee will attend any ESG related trainings, and any Balance of State CoC trainings regarding Coordinated Entry. Dates of meetings/trainings will be emailed to Grantees.
- 100% of clients served in the program must be homeless, or at risk of becoming homeless, as defined by HUD, depending on the Program.
- Data Collection and HMIS Participation:
  - Agency will follow the Balance of State CoC's HMIS Policies and Procedures.
  - Agency will allow Balance of State's HMIS Lead agency to access HMIS data to review information for data quality checks and research/reporting purposes. Victim Service Providers (VSPs) that currently hold a contract with a Vendor for a HMIS Comparable Database product that is certified for use by the HMIS Lead may continue to use said product. VSPs that do not currently hold a contract for a certified HMIS Comparable Database will be strongly encouraged to obtain one. All agencies will generate unduplicated aggregate reports from their data.
  - Agency shall write, adopt, and abide by written policies and procedures which assure that the privacy of all ESG eligible participants is protected, without impacting Agency's provision of Program Activities.
  - Agency shall obtain explicit consent from all ESG eligible program participants before collecting HMIS required Data Elements. In the event that the Agency is unable to obtain explicit consent from the ESG eligible program participant, the Agency shall de-identify data into an anonymous client record that fulfills the data collection requirements detailed throughout this section.
  - The Agency shall not refuse service to any ESG eligible individual or family solely because that individual or family refuses to participate in HMIS data collection.
  - ESG Program regulations require that each Agency/Organization receiving ESG funds must collect, record, and make available to OSPCD data that is necessary to determine: (1) the number of unduplicated homeless individuals and families and individuals and families at risk of homelessness accessing services; (2) demographic characteristics of homeless individuals and families and individuals and families at risk of homelessness; (3) patterns of service use within the community.
- Grantee will complete quarterly HUD reports, close-out form and additional reports as required by HUD. HUD reports should be pulled from HMIS, or comparable database for victim service providers.
- Will submit to OSPCD quarterly a report on a form entitled "Emergency Solutions Grant Progress Report," attached hereto as Appendix D. In the narrative section of the Progress Report, report on the transition to independent living of the clients served through this contract.
- Agreements will identify programming in four (4) ESG eligible areas: Shelter Operations, Homelessness Prevention, Rapid Re-housing, and HMIS.

- Reports will be performance-based on four (4) performance objectives corresponding to ESG information tracked in HMIS. Performance objectives include: Percentage discharged to permanent destination, Percentage of clients with income increased or maintained at discharge, Percentage of clients with increased or maintained mainstream resources, and Average length of stay for clients exiting to permanent housing. Grantee will document the outcomes of each objective in the HUD reports submitted.
- Will guarantee confidentiality of program records and will maintain records for four years.
- Create opportunities for clients to participate in policy making functions of the organization.
- Listing of allowable activities for both Homelessness Prevention and Rapid Re-housing components – FINANCIAL ASSISTANCE can be moving costs, rent application fees, security deposit, last month's rent, utility deposit, utility payments and SERVICES can be housing search/placement, housing stability case management, mediation and legal services, and credit repair/budgeting/money management.
- Listing of allowable Rental Assistance for both Homeless Prevention and Rapid Re-housing components – Short-Term is up to 3 months and Medium-term is 4 to 24 months. Rental assistance can be granted for up to 24 months during any 3 year period.
- Standards for both Homelessness Prevention and Rapid Re-housing components. Rental units must meet Fair Market Rent limits, rent reasonableness, minimum habitation standards, rental assistance agreement and lease. No rental assistance will be provided to a household who is receiving assistance from another source for the same time period.
- All clients receiving rental assistance must have a one-year lease.

A. Activity Description: The Grantee shall provide Shelter Operations, Rapid Re-housing, Homelessness Prevention, and HMIS host as outlined in HUD's Homelessness Resource Exchange website in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and ESG Interim Rule.

B. National Objective: The activity is limited to serving homeless or at risk of homelessness and will exclusively benefit a set of clientele who are generally presumed by HUD to be principally L/M income persons. The sub-grantee will ensure that ESG funded services will be provided only to clients identified in this agreement. Services provided to other clients will not be eligible for reimbursement.

C. Project Outcomes: The sub-grantee shall provide the following through service:

Emergency Shelter Operations and Essential Service

1. Staff and provide upkeep and maintenance at the shelter (\_\_\_units) located at \_\_\_\_\_. Over the contract year, the vendor expects to serve \_\_\_\_\_ clients annually, depending on the clients' length of stay.
2. Furnish shelter and provide food, clothing, support services and other essential services to promote independent living by clients.
3. Collaborate with area shelters in case management of clients as they move from shelter living to transitional housing and ultimately to secure permanent housing.

Rapid Re-housing (Financial Assistance and Services)

4. For \_\_\_ clients yearly who meet the criteria of the homeless definition as defined by HUD, who are literally homeless. Funds can be used to help homeless individuals and families move into permanent housing and achieve housing stability. (Serve approx. \_\_\_\_\_ households) (Approx. \$ \_\_\_\_\_ per household)

5. Eligibility activities include housing relocation and stabilization services and short- and medium-term rental assistance.

Homelessness Prevention and Legal Services (Financial Assistance and Services)

6. For \_\_\_\_ clients per contract period who are homeless or at-risk of becoming homeless and at or below 30% area median income. Funds can be used to prevent individuals and families from becoming homeless or to help an individual or family regain stability in their current housing or secure other permanent housing. (Serve approx. \_\_\_\_ households) (Approx. \$\_\_\_\_ per household).

7. Eligibility activities include housing relocation and stabilization services and short- and medium-term rental assistance.

Homeless Management Information System (HMIS) Host

9. Hosting, maintaining, enhancing, and conducting training on using HMIS and reporting.

10. Eligible activities include salaries of HMIS operation, obtaining technical support, office space, utilities, and equipment.

Report

11. The sub-recipient is responsible to provide the city in a timely manner with the annual client data in the format that can be downloaded to HUD and comply with the HUD reporting format for the CAPER.

12. Submit to OSPCD quarterly a report on a form entitled Emergency Solutions Grant Progress Report attached hereto as Appendix D. In the narrative section of the Progress Report, report on the transition to independent living of clients served through this contract.

Draft

## Appendix H: SAMPLE Contract Budget

### Budget

Program Budget \$ \_\_\_\_\_

The City will reimburse the Vendor for eligible costs related to shelter operations, homeless prevention, rapid re-housing and HMIS reporting in the following amounts:

Shelter Operations and Essential Services (to include but not limited to rent, utilities, maintenance, food, furnishings, insurance, supplies, case management, life skills, education, employment assistance, etc.) \$ \_\_\_\_\_

Rapid Re-Housing (to include but not limited to Financial Assistance - rent/fees, security deposits/payments, last month's rent, utility deposit/payments, Short-Term Rent and Medium-Term Rent, and Housing Stabilization Services – housing search and placement salaries and fringe, equipment, furnishings, agency rent, etc.) \$ \_\_\_\_\_

Homelessness Prevention (to include but not limited to Financial Assistance rent/fees, security deposits/payments, last month's rent, utility deposit/payments, Short-Term Rent and Medium-Term Rent, and Housing Stabilization Services – housing search and placement salaries and fringe, equipment, furnishings, agency rent, etc.) \$ \_\_\_\_\_

HMIS Host (to include but not limited to data collection salary and fringe, consumables, consultant, consumables, equipment/furnishings, data training costs, etc.) \$ \_\_\_\_\_