

2A. Project Detail

- 1a. CoC Number and Name:** MA-504 - Springfield/Hampden County CoC
1b. Collaborative Applicant Name: City of Springfield MA
- 2. Project Name:** CoC Planning Project
- 3. Component Type:** CoC Planning Project Application

2B. Project Description

1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

The project includes staffing for the CoC and payment for the CoC's technical support for data warehousing, coordinated entry and analytics. The grant will fund 0.27 FTE Director of Housing position; this staff person will coordinate CoC activities, oversee project evaluation and programmatic monitoring of subrecipients, prepare Consolidated Plan data for entitlement communities, complete the CoC application, and oversee CoC and subrecipient HUD compliance.

The project will also include payment for a data warehousing service which combines data from multiple systems into a single warehouse, operates as the system backbone of our coordinated entry stem, and runs analytic reports over the combined data. The reports will be used for evaluation of programs and the CoC system. Costs for the system include both hosting and ongoing build-out of the system (started in 2017) especially components which support the coordinated entry system.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

The planning funds will support the salary of the City of Springfield Director of Housing, who is the lead individual responsible for administration of the CoC. This person is already in the position and will continue these duties upon award of the grant.

The data warehouse/coordinated entry system has already been procured and is being partially built out using funds from the CoC's FY16 Planning Grant. This work will also continue upon the FY17 grant award.

The City of Springfield Office of Housing, which is the Unified Funding Agency and the CoC's HMIS Lead, will manage the CoC staff and oversee the data warehouse and analytics. The Director of Housing carries out the work of administering the CoC and will manage the subrecipient contract. Fiscal oversight will be provided by the Community Development Director of Administration and Finance. Housing and Administration & Finance meet regularly to ensure internal coordination regarding program oversight.

3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

The requested funds support the cost of the CoC's Data Warehouse, which incorporates all HMIS data and enables the CoC to easily create and run standard and customized data reports which enable it to review outcomes on a

regular basis and to determine whether project outcomes are improving with review that is more frequent than annually.

The funds will also pay the staff person who undertakes the task of program evaluation.

4. How will the planning activities continue beyond the expiration of HUD financial assistance?

The CoC has been successfully managing planning activities without a planning grant for many years. This has been very burdensome for the City of Springfield, and the existence of a planning grant relieves some of that burden and provides an opportunity to enhance planning and oversight. If the CoC does not receive planning funds in future years, the City will continue this critically important work, but not likely at the same standard.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Semi-Annually

2. Does the CoC include membership of a homeless or formerly homeless person? Yes

2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

- a. Written agendas of CoC meetings? Yes
- b. Coordinated Entry? (Also known as centralized or coordinated assessment) No

Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter?

The CoC has a separate policies and procedures document, which includes the coordinated entry policies and procedures. (The CoC also has a grant management manual, which includes the ESG monitoring process.)

- c. Process for monitoring outcomes of ESG recipients? No
- d. CoC policies and procedures? No
- e. Written process for board selection? Yes
- f. Code of Conduct for board members that includes a recusal process? Yes
- g. Written standards for administering assistance? No


4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Unaccompanied Youth Committee	Coordinate annual youth count; plan for housing and services for youth	Monthly	City of Springfield, Gandara, CHD, HCC, STCC, MA Dept of Children & Families, MA Dept of Youth Services, McKinney-Vento liaisons
Veterans Committee	Coordinate housing and services for veterans; engage in advocacy	Monthly	Veterans Administration, City of Springfield, Soldier On, Veterans, Inc., Valley Opportunity Council, Friends of the Homeless, Western MA Network to End Homelessness
Individual Services Committee	Plan for housing and services for individuals,	Monthly	Eliot Community Human Services, Merrycy Mediacal, Friends of the Homeless, MA Department of Mental Health, Open Pantry, Health Care for the Homeless, Viability, Inc.
Family Services Committee	Plan for housing and services for homeless families	Monthly	Center for Human Development, Way Fuinders, New England Farm Worjkers Council, Valley Opportunity Council, MA Dept of Housing and Community Development
Career Services Committee	Plan for connections to employment for all homeless populations	Monthly	Regional Employment Board, FutureWorks, CareerPoint, Western MA Network to End Homelessness

4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$30,145
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$30,145

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	City of Springfie...	09/18/2019	\$30,145

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** City of Springfield - CDBG
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/18/2019
- 6. Value of Written Commitment:** \$30,145

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Yes

2. Does this project propose to allocate funds according to an indirect cost rate? No

3. Select a grant term: 1 Year

A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	0.10 FTE Director of Housing @ \$119,223, plus 30% fringe; hosting; continued support & build out of warehouse	\$50,499
2. Project Evaluation	0.04 FTE Director of Housing @ \$119,223, plus 30% fringe	\$6,200
3. Project Monitoring Activities	0.02 FTE Director of Housing @ \$119,223, plus 30% fringe	\$3,100
4. Participation in the Consolidated Plan	0.04 FTE Director of Housing @ \$119,223, plus 30% fringe	\$6,200
5. CoC Application Activities	0.08 FTE Director of Housing @ \$119,223, plus 30% fringe	\$12,399
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	Consultants	\$27,182
8. HUD Compliance Activities	Training	\$15,000
Total Costs Requested		\$120,580
Cash Match		\$30,145
In-Kind Match		\$0
Total Match		\$30,145
Total Budget		\$150,725

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

5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	Match Commitment	09/16/2019
2. Other Attachment(s)	No		



THE CITY OF SPRINGFIELD, MASSACHUSETTS

MAYOR DOMENIC J. SARNO

HOME OF THE BASKETBALL HALL OF FAME

September 18, 2019

Geraldine McCafferty
City of Springfield Office of Housing
1600 E. Columbus Ave.
Springfield, MA 01103

Dear Gerry:

The City of Springfield commits to provide matching funds to the Springfield-Hampden County Continuum of Care for the period July 1, 2020-June 30, 2021. The source of the funds is the City's Community Development Block Grant. The City will provide the following amounts as match:

Unified Funding Agency	\$30,145
CoC Planning Grant	\$30,145
<u>HMIS</u>	<u>\$15,498</u>
TOTAL	\$75,788

The City is pleased to provide this support to the Continuum of Care.

Sincerely,

Domenic J. Sarno
Mayor