

**City of Boston**  
**Program Year 2017 –Action Plan Appendix**  
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# HUD Income Limits (update 3/01/17)

Household Size	(1) HOME 30% Median (Extremely Low)	(1) HOME 50% Median (Very Low)	(1) HOME 60% Median	(2) CDBG Low-Mod 80% Median; Same as HOME Low-Income	(4) 80% of median	(4) 95% of median	(4) 100% of median	(4) 110% of median	(4) 120% of median	(3) Inclusionary 80% Ownership limits	(3) Inclusionary 100% Ownership limits	(3) Inclusionary Rental Limits (70% AMI)
1 person	20,650	34,350	41,220	51,150	57,900	68,750	72,400	79,600	86,850	54,950	68,700	48,100
2 persons	23,600	39,250	47,100	58,450	66,200	78,600	82,700	91,000	99,250	62,800	78,500	54,950
3 persons	26,550	44,150	52,980	65,750	74,450	88,400	93,050	102,350	111,650	70,650	88,300	61,850
4 persons	29,450	49,050	58,860	73,050	82,700	98,250	103,400	113,750	124,100	78,500	98,100	68,700
5 persons	31,850	53,000	63,600	78,900	89,350	106,100	111,650	122,850	134,000	84,800	105,950	74,200
6 persons	34,200	56,900	68,280	84,750	95,950	113,950	119,950	131,950	143,950	91,050	113,800	79,700
7 persons	36,550	60,850	73,020	90,600	102,550	121,800	128,200	141,050	153,850			
8 persons	38,900	64,750	77,700	96,450	109,200	129,650	136,500	150,150	163,800			

- (1) Issued by HUD effective June 6, 2016, and calculated in accordance with the IRS guidelines for consistency with HOME & LIHTC Programs.
- (2) Income limits provided by HUD - March 28, 2016. Note, CDBG @80% moderate income is same as HOME Low Income
- (3) Issued by the BRA for 2016
- (4) Incomes calculated based on the HUD published median income for a family of four in the Boston area, adjusted for family size and rounded to nearest 50.

Monthly Rent Limits											
Bedroom Size	Homeless Set-Aside (30% of median)	(1) Low HOME (50% of median)	(1) High HOME (65% of median)	(3) DHCD LIHTC (50% median)	(3) DHCD LIHTC (60% median)	(2) CDBG Affordable (80% median)	(1) Section 8 FMR	Section 8 110% FMR (BEA 11.1.16)	(4) Inclusionary Rent Limits (70% median)	(6) Max Rent 100% median	(5) NSP Maximum rent 120% Median
SRO	388	647	792			872	896	984	958	1,293	1,552
0-BR/EFB	517	862	1,056	862	1,034	1,162	1,194	1,313	1,065	1,724	2,069
1-BR	554	923	1,255	923	1,108	1,375	1,372	1,509	1,242	1,846	2,215
2-BR	665	1,108	1,508	1,108	1,330	1,651	1,691	1,860	1,419	2,216	2,659
3-BR	768	1,280	1,733	1,280	1,536	1,907	2,116	2,327	1,597	2,560	3,072
4-BR	857	1,428	1,914	1,428	1,714	2,128	2,331	2,564	1,774	2,856	3,427

- (1) Issued by HUD, effective 10/1/16
- (2) Calculated by DND based on lower of 74.5% of AMI or 110% FMR (10/1/16)
- (3) Issued by HUD effective 3/28/16. For units in service prior to 3/28/16, use calculator at <http://www.novoco.com/tenant/rentincome/calculator/z2.jsp>
- (4) Set by BRA for 2016
- (5) Maximum NSP Rents at 120% AMI
- (6) Calculated at twice low HOME (50% median) rent.

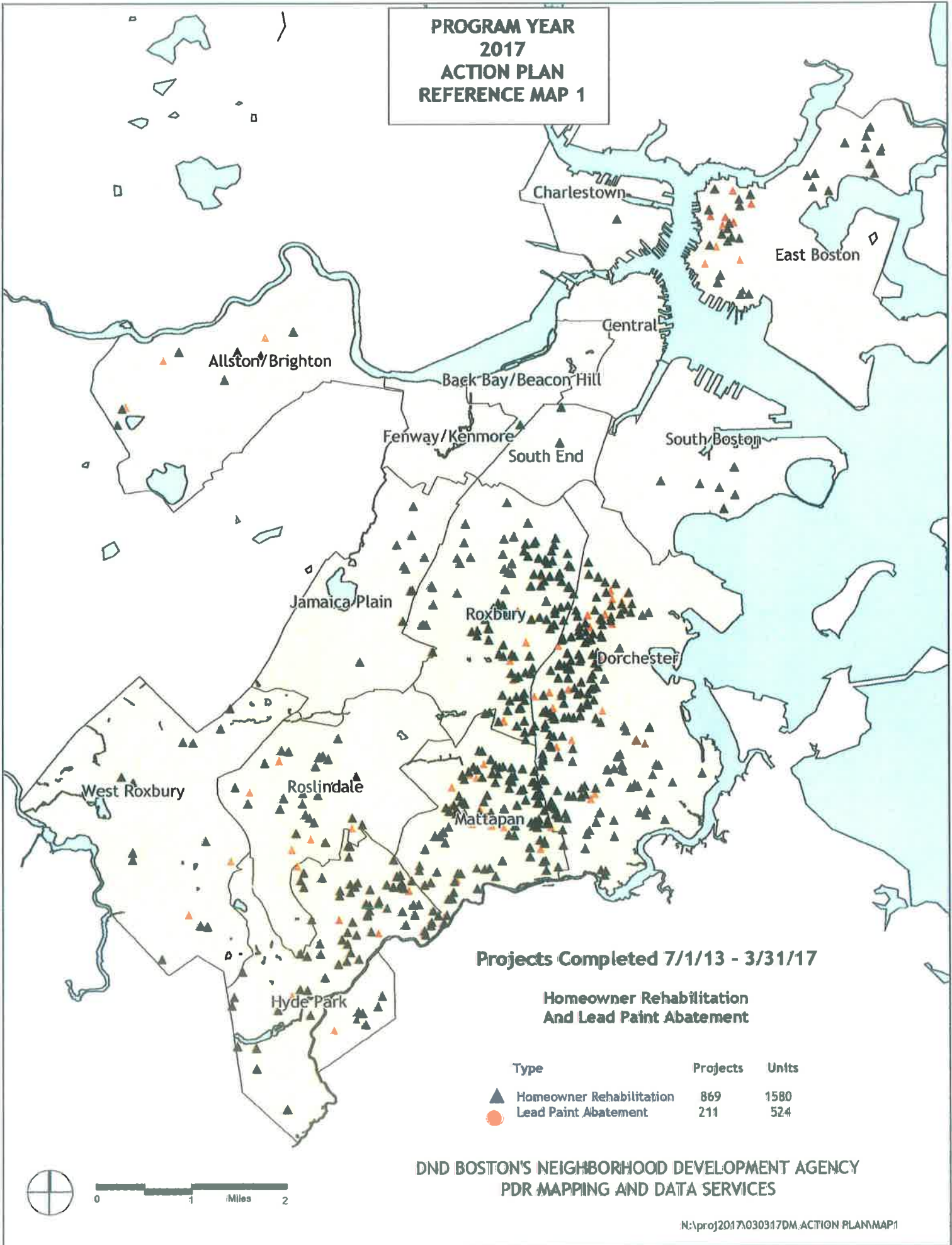
Utility Allowance - BHA Leased Housing Division, Effective 5/1/16								
		SRO/0 BR	1BR	2BR	3BR	4BR	5BR	6+BR
Gas Heat	Single Family	29/39	52	63	79	89	104	119
	Duplex, 3 Decker	26/35	46	60	75	88	100	115
	Garden, Row/Townhouse	22/29	39	53	66	80	93	107
	Elevator/Highrise	23/30	34	41	49	56	70	80
Oil Heat	Single Family	54/72	97	117	147	166	193	222
	Duplex, 3 Decker	50/66	85	112	139	164	186	214
	Garden, Row/Townhouse	41/54	73	98	123	148	173	199
	Elevator/Highrise							
Electric Heat	Single Family	49/65	89	106	134	151	176	202
	Duplex, 3 Decker	45/60	77	102	127	149	169	195
	Garden, Row/Townhouse	38/50	66	90	112	135	157	181
	Elevator/Highrise	34/45	56	68	84	104	121	139
Water Heat	Gas	5/7	9	11	14	17	19	22
	Oil	8/11	14	19	24	30	32	37
	Electric	12/16	21	28	34	42	46	53
Water Use	Tenant Paid	56/75	108	141	182	208	241	272
Cooking	Gas Oven	4/5	7	9	11	14	15	17
	Electric Oven	9/12	16	21	26	32	35	40
	Lights & Appliances	32/42	54	72	89	111	119	137
	Refrigerator	3/4	4	4	6	6	7	7
	Range	3/4	4	5	5	6	6	6

BRA: Inclusionary Development Price Limits 2016						
Income	Micro	Studio	1 BR	2 BR	3 BR	4BR
80% AMI	\$127,600	\$141,800	\$175,900	\$206,100	\$236,000	\$265,800
100% AMI	\$172,100	\$191,300	\$228,500	\$265,800	\$303,100	\$340,400

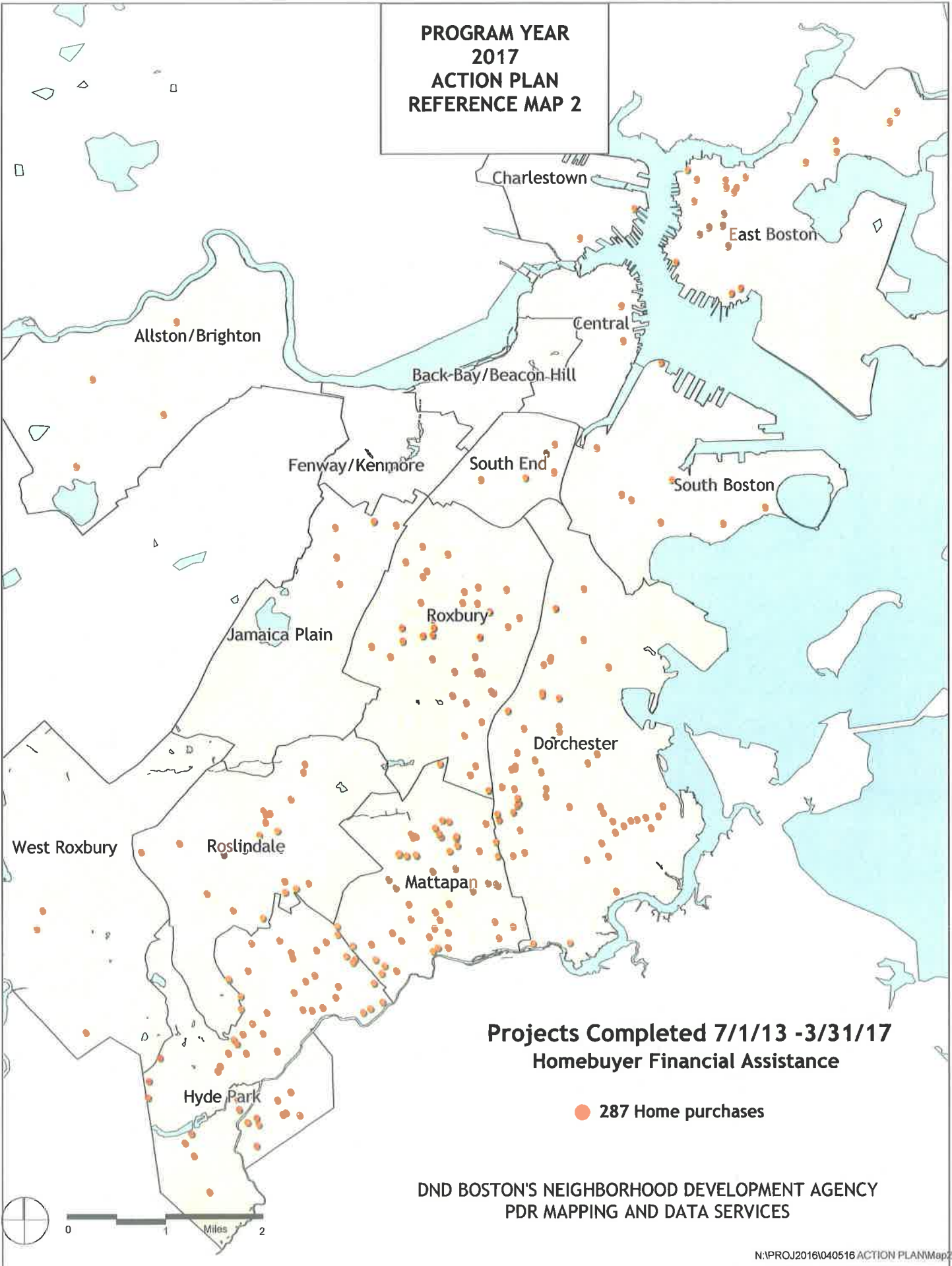
HOME Purchase Price/Value Limits						
	Existing + New Homes	1 Living Unit	2 Living Unit	3 Living Unit	4 Living Unit	Last Updated
Suffolk		\$ 397,000	\$ 508,000	\$ 615,000	\$ 762,000	3/1/2017

Home Per Unit Subsidy Caps: Based on High Cost % effective 12/18/15					
	0 BR & SRO's	1 BR Unit	2 BR Unit	3 BR Unit	4+ BR Unit
Boston (capped at 240%) Section 234	\$140,107	\$160,615	\$195,305	\$252,662	\$277,344

**PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 1**



**PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 2**



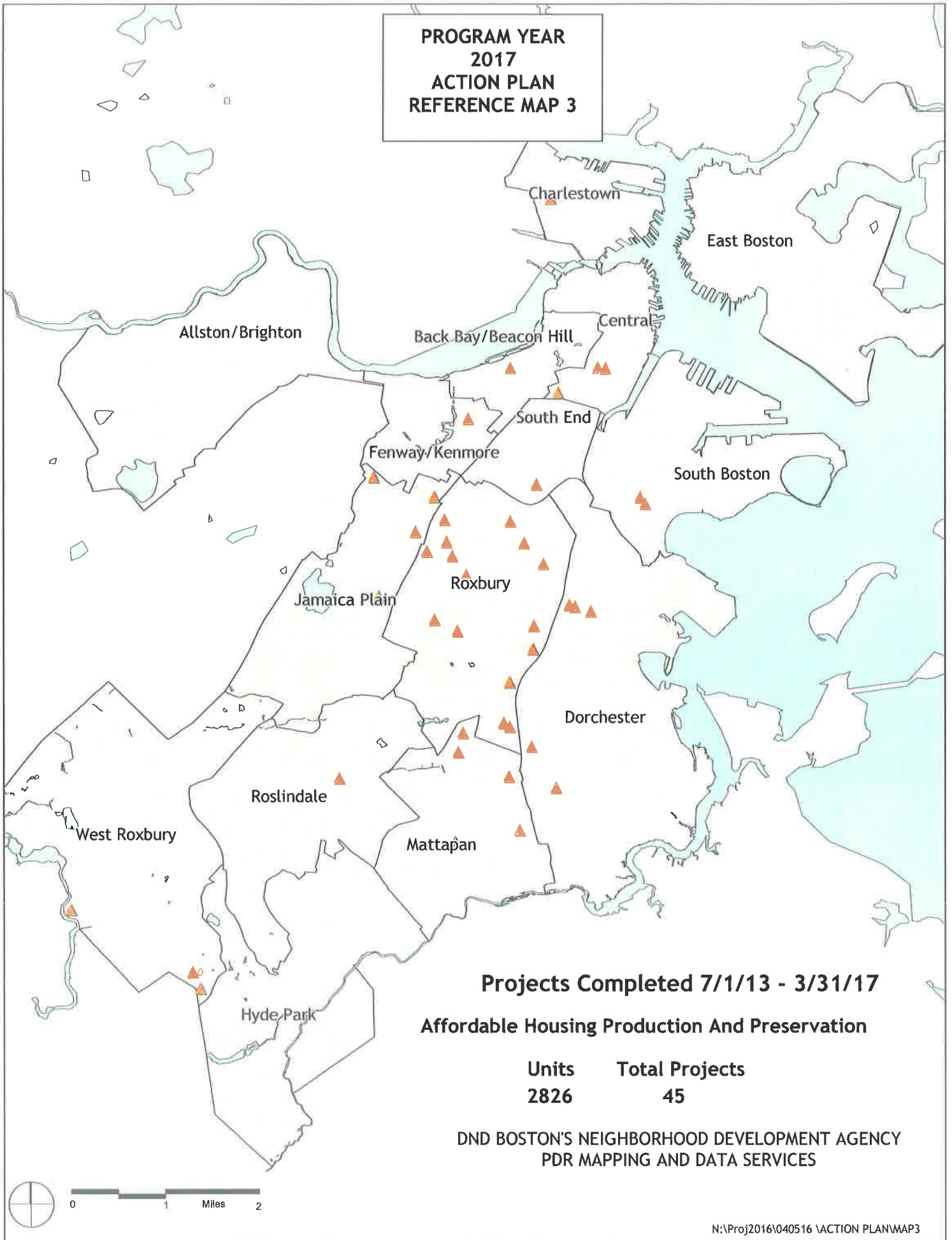
**Projects Completed 7/1/13 -3/31/17  
Homebuyer Financial Assistance**

● 287 Home purchases

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



**PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 3**



**Projects Completed 7/1/13 - 3/31/17**

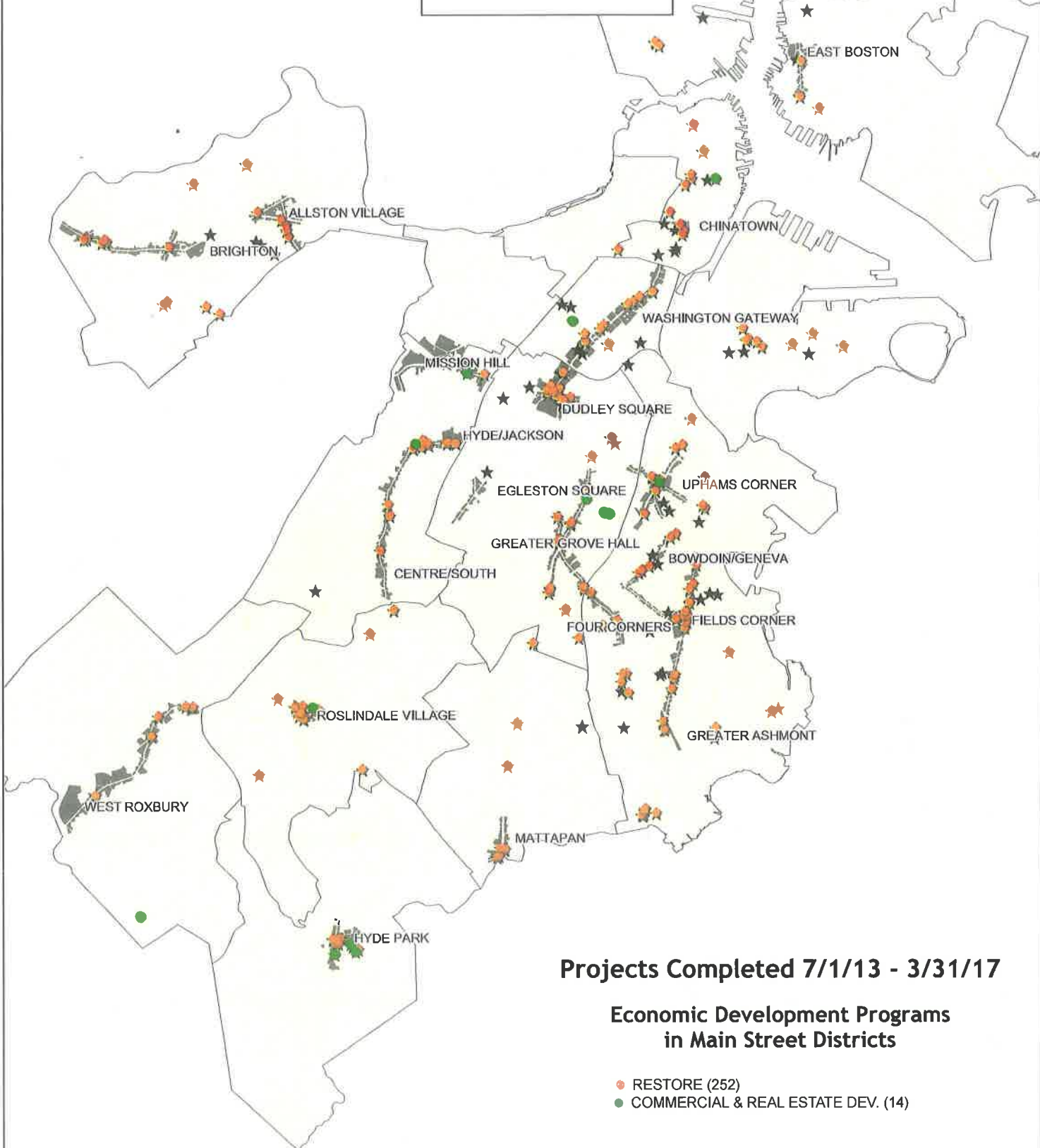
**Affordable Housing Production And Preservation**

<b>Units</b>	<b>Total Projects</b>
<b>2826</b>	<b>45</b>

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



**PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 4**



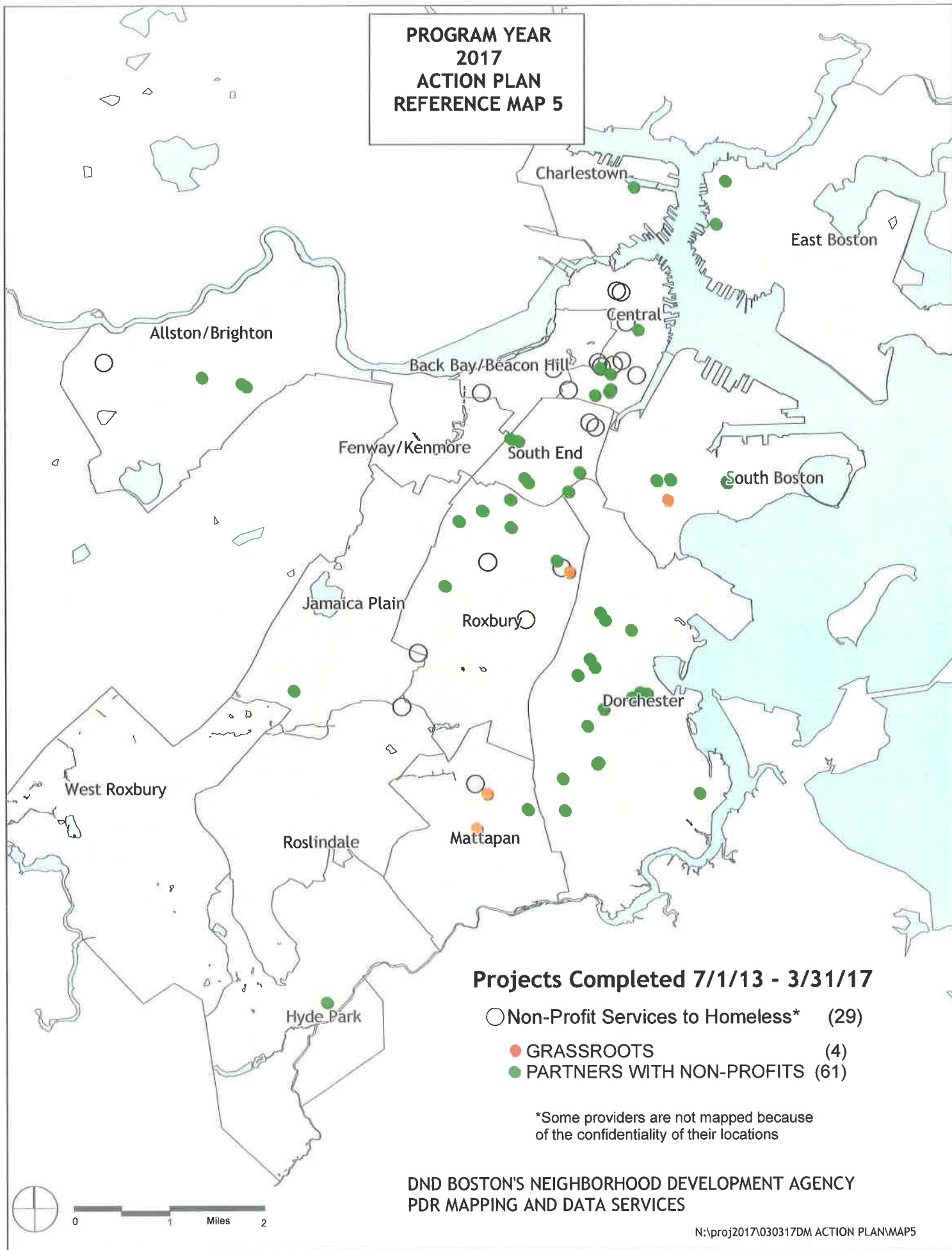
**Projects Completed 7/1/13 - 3/31/17**

**Economic Development Programs  
in Main Street Districts**

- RESTORE (252)
- COMMERCIAL & REAL ESTATE DEV. (14)

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

**PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 5**



**Projects Completed 7/1/13 - 3/31/17**

- Non-Profit Services to Homeless\* (29)
- GRASSROOTS (4)
- PARTNERS WITH NON-PROFITS (61)

\*Some providers are not mapped because of the confidentiality of their locations

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

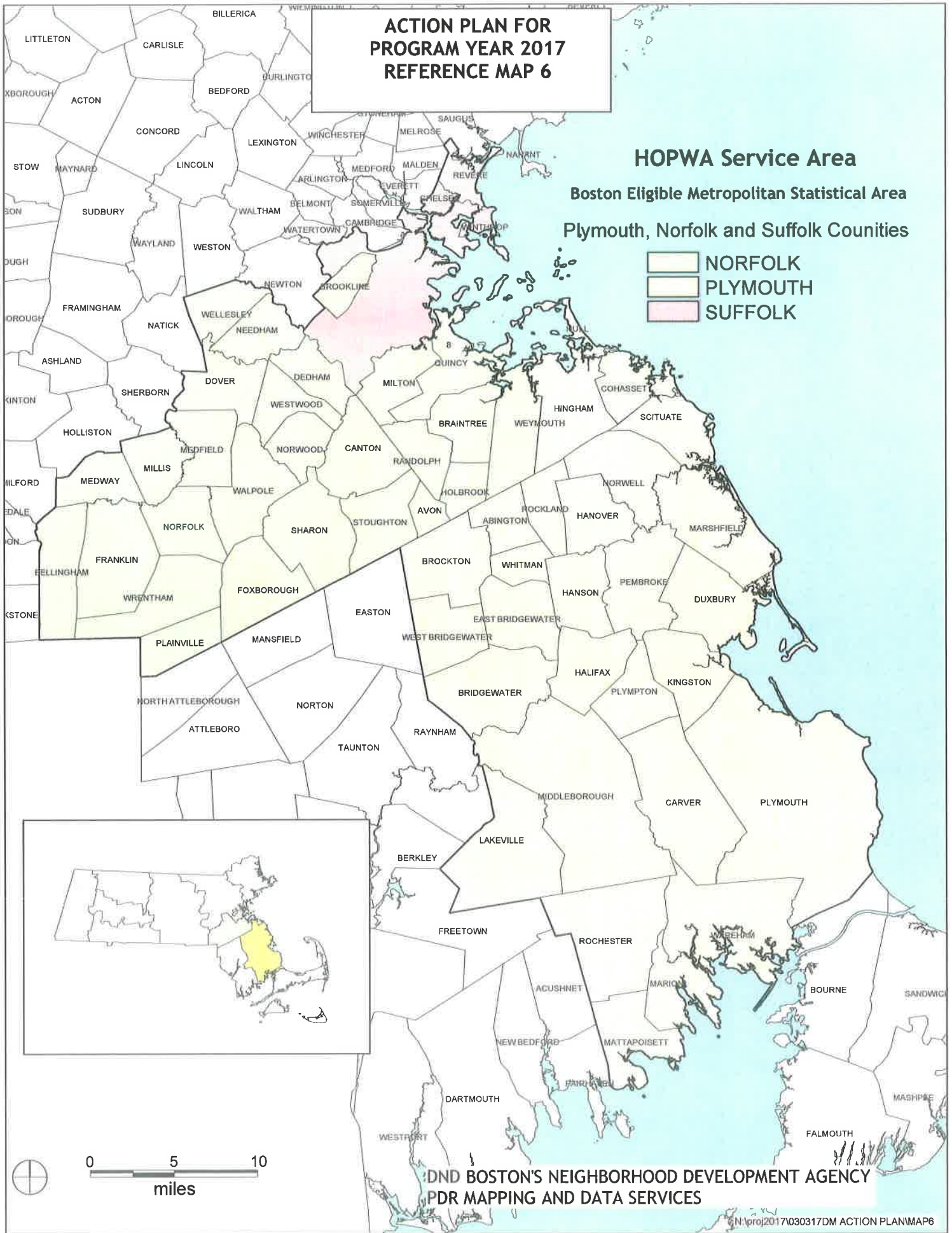


**ACTION PLAN FOR  
PROGRAM YEAR 2017  
REFERENCE MAP 6**

**HOPWA Service Area**

**Boston Eligible Metropolitan Statistical Area  
Plymouth, Norfolk and Suffolk Counties**

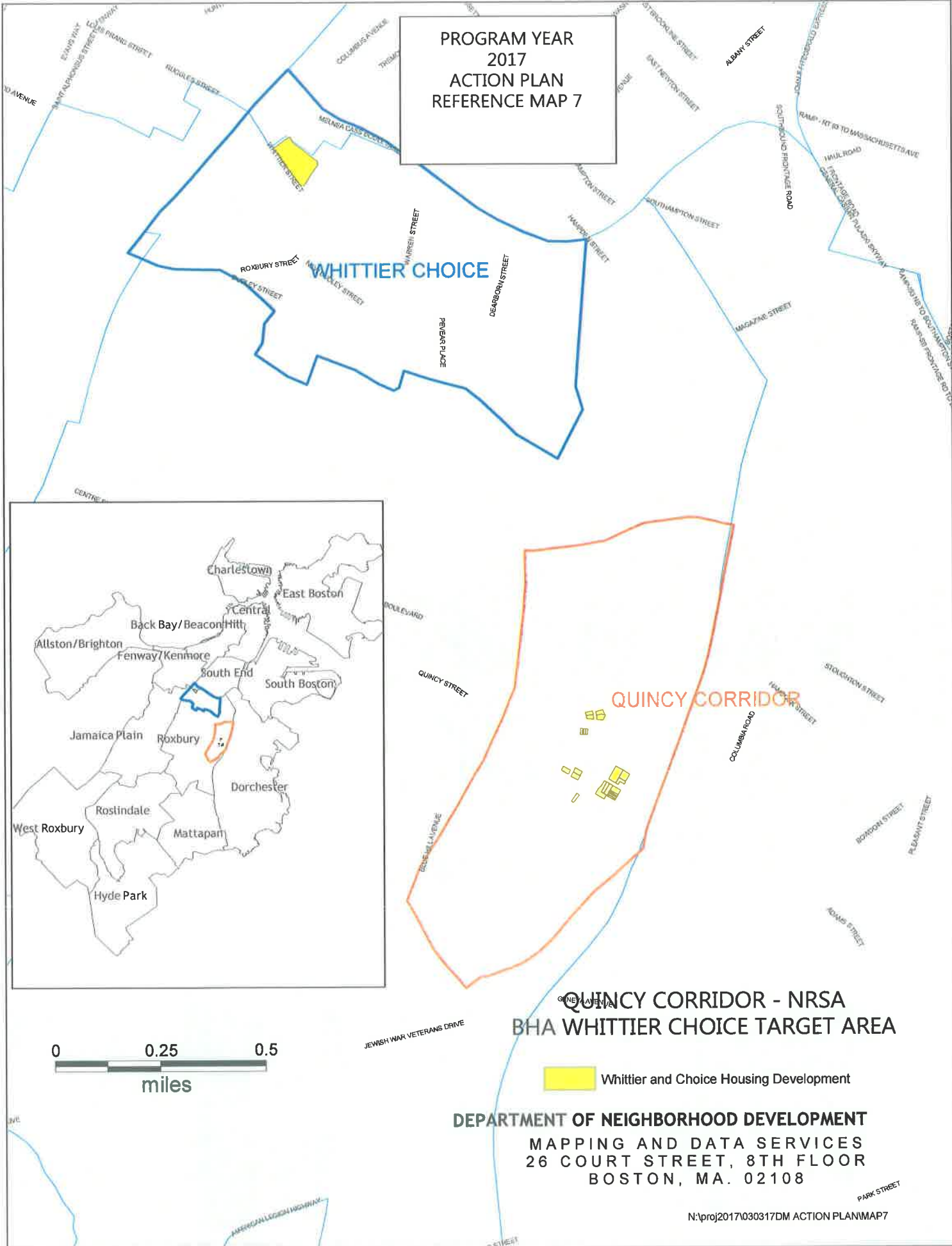
-  NORFOLK
-  PLYMOUTH
-  SUFFOLK



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



PROGRAM YEAR  
2017  
ACTION PLAN  
REFERENCE MAP 7



WHITTIER CHOICE

QUINCY CORRIDOR

QUINCY CORRIDOR - NRSA  
BHA WHITTIER CHOICE TARGET AREA

 Whittier and Choice Housing Development

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
MAPPING AND DATA SERVICES  
26 COURT STREET, 8TH FLOOR  
BOSTON, MA. 02108



## City of Boston

### Emergency Solutions Grant Written Standards

#### Introduction

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

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

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

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

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

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

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

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

## City of Boston

### Emergency Solutions Grant Written Standards

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

#### HUD Baseline Criteria to be utilized by the City of Boston

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

#### Additional Eligibility Criteria includes

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



## City of Boston

### Emergency Solutions Grant Written Standards

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

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

#### Limitations on funds usage:

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

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

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

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

## City of Boston

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

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

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

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

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

## City of Boston

### Emergency Solutions Grant Written Standards

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

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

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

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

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

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

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



## City of Boston

### Emergency Solutions Grant Written Standards

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

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

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

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

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

## City of Boston

### Emergency Solutions Grant Written Standards

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

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

END