



To: Andrea Shapiro, Managing Trustee, Somerville Affordable Housing Trust Fund
From: Michael Libby, Somerville Homeless Coalition
Cc: Lisa Davidson, City of Somerville
Date: 5/27/2025
Re: CPA HOME PASS Admin Contract Rollover

The Somerville Homeless Coalition (SHC) currently receives funding through the Somerville Affordable Housing Trust Fund (SAHTF) to administer our HOME PASS program. This is a Tenant Based Rental Assistance (TBRA) program funded by HOME dollars through the City of Somerville; however, HOME dollars are not available to support the actual operation and administration of the program. The SAHTF has stepped in to provide this essential resource over the years that allows SHC to leverage the City of Somerville HOME funding to offer these important vouchers to highly vulnerable community members.

SHC's current HOME PASS contract runs 7/1/2022 - 6/30/2025. There will be TBRA funds remaining as of the end date, 6/30/2025, so the City of Somerville has approved SHC to roll those remaining funds into a new contract beginning 7/1/2025. It is estimated that roughly \$70,000 in client funds will be rolled over.

The spending challenges are rooted in two issues:

- (1) We had multiple households who went through the extensive application process, received a voucher, then ended up securing long term sustainable housing before leasing up with the PASS program (or part way through their time in the program). While this is a favorable outcome, it makes spending the funds extremely challenging since we have to set the funding aside for a household as soon as we issue the voucher and can't begin screening other applicants until those funds are once again "available".
- (2) Given the challenge above, we have enrolled a few newer households but due to the end date of the contract, these households will not receive the full 24 months of assistance (some will receive less than the initial 12 months) without an extension.

SHC's HOME PASS admin contract runs the same dates as above, 7/1/2022 - 6/30/2025 (contract #240330). SHC would like to request that the remaining funds in the CPA HOME PASS Admin contract also be rolled into a new contract beginning 7/1/2025. It is estimated that the rollover amount will be roughly \$17,000. This will allow SHC to continue administering the remainder of the TBRA funds in the HOME PASS contract. Please note that we are not requesting any additional funds, we simply want to extend the spending timeline to stay aligned with the HOME PASS contract.