

Memo

To: Somerville Affordable Housing Trust Fund Trustees
From: Ashley Tienken, Director of the Housing Advocacy Program | CAAS
CC: Sheniqua Roper, Housing Programs Coordinator/Staff liaison to the SAHTF (OSPCD, Housing Division)
Date: January 31, 2026
Re: Contract Extension (C#240332 | PO#20245920)

The Community Action Agency of Somerville (CAAS) is requesting a contract extension to roll over **\$121,561.00** in unspent funds from our current CPA contract (C#240332) into a new eighteen-month contract, with a term of January 1, 2026, through June 30, 2027. Please note that CAAS is not requesting new funds at this time, but rather an extension to fully utilize the remaining direct client assistance funds for the continued operation of the program.

We are requesting this extension because, although the contract period officially began on January 1, 2024, we did not receive the fully executed contract until April, delaying the start of program spending. In addition, many households seeking assistance were initially ineligible under the scope-of-work restrictions on allowable expenditures. Over the past five months, however, we have seen a notable increase in eligible households. Extending the contract will allow us to fully deploy these funds to support residents who qualify, ensuring that critical housing assistance reaches those most in need.

We also request that 20% of the remaining funds be reallocated to staffing and administrative costs. Approval of this reallocation is essential, as it will allow CAAS the ability to pay staff salary costs to dedicate the time necessary to process assistance efficiently. Without this adjustment, we would lack the administrative capacity required to fully support the extended program and ensure that these vital resources reach the residents who depend on them.

Since fiscal year 2015, the Somerville Affordable Housing Trust Fund has administered CPA funds designated for community housing purposes. The Tenancy Stabilization Programs, funded by CPA and administered by CAAS, provide rental assistance to income-eligible households to make housing more affordable. Eligible households receive support to prevent displacement or to secure permanent affordable housing in Somerville.

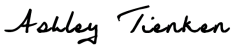
With approval to roll over the unspent direct client assistance funds, CAAS will continue providing housing services that directly address the economic inequities intensified by rapid gentrification and the worsening housing crisis in Somerville. For decades, CAAS has supported the city's most vulnerable residents as part of our mission to end poverty. Through this program, Housing Advocates work to preserve the tenancies of those who form the backbone of our

community, ensuring that long-time residents can remain in Somerville and maintain the diversity and vibrancy that make our city whole.

CAAS' mission is to end poverty in our community. Approval of this request will allow us to continue providing direct client assistance that helps Somerville's most vulnerable residents maintain stable housing while actively addressing the systemic barriers that keep them in poverty. By supporting families and individuals where they live, this program empowers residents to build security, resilience, and a pathway out of poverty.

Thank you.

Signed:

Signed by:

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Ashley Tienken