



# **CAAS CPA Contract Rollover Request**

**Presentation to Somerville Affordable Housing Trust Fund Trustee Meeting  
March 12, 2026  
By: Ashley Tienken**



# Contract Details

Contract # 240332

Purchase Order # 20245920

Contract Term 1/1/2024-12/31/2025

Contract Amount \$200,000

Client Assistance Allocation  
\$160,000

Administrative Costs \$40,000



**\$121,561.00**

CAAS is requesting that the Board of Trustees approve rolling this amount over into a new contract, extending for 18 months, with 20% allocated to administrative costs.



## Spending Details

### Direct Client Assistance

- Eviction Prevention (arrears) = \$35,427.85 | **21 Households**
- Start-Up = \$3,011.15 | **2 Households**

### Administrative Costs

- Salary = \$37,084.15
- Misc. Administrative = \$0



# Invoice Breakdown

1. 3/1/2024-7/31/2024
  - a. Admin. Costs = \$22,254.42
  - b. Direct Client Assistance = \$5,423.05
2. 8/1/2024-10/31/2024
  - a. Admin. Costs = \$5,900.61
  - b. Direct Client Assistance = \$3,817.23
3. 11/1/2024-11/30/2024
  - a. Admin. Costs = \$1,592.28
  - b. Direct Client Assistance = \$8,207
1. 1/1/2025-6/6/2025
  - a. Admin. Costs = \$6,187.61
2. 6/7/2025-6/30/2025
  - a. Admin. Costs = \$1,149.23
  - b. Direct Client Assistance = \$3,011.15
3. 8/1/2025-10/31/2025
  - a. Direct Client Assistance = \$8,475
4. 11/1/2025-11/30/2025
  - a. Direct Client Assistance = \$4,101
5. 12/1/2025-12/31/2025
  - a. Direct Client Assistance = \$1,422



## The Numbers: Program Impact

Households Served

**23**

Average Household Award

**\$1,671**

**1.**

### Languages Served

English, Spanish, Portuguese

**2.**

### Household Income

88% of households earn at or below 200% the  
Federal Poverty Line

**3.**

### Type of Housing

**18** Households reside in Affordable Housing



# Program Impact: Beyond the Data

## Client Success #1

RGP came to CAAS owing \$12,000 in rent arrears following a stroke that kept her out of work. While her initial medical assessment was positive, she found it too difficult to resume her previous duties upon returning to work and ultimately resigned, returning to the care of her medical team.

With SAHTF Flex Rental Assistance and RAFT support, she was able to remain in her home while working with an advocate to secure priority for public housing. With the help of CPA assistance, she successfully moved into a new, affordable apartment with rent set according to her income. She continued to work with her advocate to secure public benefits, including a referral for legal services to assist with SSDI. Since moving into her apartment, she has not required further assistance.

## Client Success #2

PL is a single father of four children, three of whom have severe disabilities and require intensive support. DCF referred him to CAAS when he fell behind on rent while managing his household on public benefits alone. Although he has incredible support, his household budget is stretched very thin, and when an unexpected need arises for one of his children, he faces a difficult choice between paying rent and meeting that vital need.

With the help of CPA, CAAS was able to cover the rent arrears, preventing SHA from filing an eviction in court—a step that would have significantly increased the family's risk of homelessness. CAAS continued to work with DCF to provide additional supports, including setting up automated rent payments to ease the burden of his many stressors and creating a sustainable household budget.



# Explanation of Request: Answers to Trustee Questions

## **Context for why the formal request was submitted close to or after contract expiration:**

This is the second time CAAS has requested a rollover. The previous request, made in 2021, was due to underspending caused by COVID-related factors, including the eviction moratorium, reduced apartment listings by landlords, and the fact that households were not moving as frequently during the pandemic. limited moves. That experience has informed our current request. The City's Contract Manager at that time was also new to the process and, we were advised to submit the rollover request as close to the contract end date as possible, to accurately reflect the remaining funds.



# Explanation of Request: Answers to Trustee Questions

## **Rationale for the requested rollover structure; including explanation of administrative allocation request:**

CAAS has staffed this program continuously since its inception in 2019. The contract has never covered the full staffing cost, nor have we expected it to. Nevertheless, whether we have been able to identify households meeting the program's criteria or not, staff have been assigned to this program and CAAS has incurred the relevant staffing costs. The average personnel costs for a Housing Advocate this year are approximately \$85,500, which significantly exceeds the administrative allocation allowed for CPA contracts. Additional administrative costs—such as a portion of the Fiscal Director's time for payment processing and the Housing Director's time for supervision—are also allocated to this program. The last iteration of this contract provided \$40,000 over a two-year period, an amount that does not come close to covering CAAS' costs as detailed above. To administer the direct client assistance funds requested for rollover, these program costs must be covered somehow, and CAAS' current resources are not sufficient without the assistance of AHTF. Our goal is to prevent the return of critical client funds, as unused funds could result in increased evictions in Somerville.



# Spending Trends

## Rationale Continued...

### Delay of Contract

Despite the contract start date of January 1, 2024, we did not receive a fully executed agreement until March, resulting in a two-month delay in spending.

### Ineligible Households

This program requires formal lease and landlord cooperation. However, many of tenants live in informal arrangements—often subletting a room or residing in substandard spaces such as basements.. These households typically do not have landlord cooperation, making them ineligible for assistance. In addition, the program sets strict sustainability requirements. Even if these households were approved for an award, many would not be truly stabilized. Due to the significant disparity between their income and rent, they would remain at high risk of falling behind again and facing renewed eviction.

### Limitations of the Program

There is a lifetime cap of \$3,000 per household, which significantly limits the maximum award available to help secure a tenancy or prevent an eviction. With the average rent for a one-bedroom apartment in Somerville at approximately \$2,700, this lifetime limit does not reflect the current housing market reality or the true cost of achieving housing stability.



# Conclusion

With your approval of this request, CAAS will continue its mission to end poverty in Somerville by addressing it at its roots. For us, that begins with housing stability—because when a family can remain in their home, everything else becomes possible.

By preserving tenancies, we are not just preventing displacement; we are protecting the dignity, security, and future of the individuals and families who are the very fabric of our community. Your support ensures that our neighbors can remain housed, hopeful, and connected to the place they call home.



**Thank you!**

<https://www.caasomerville.org/>

## Contact Us:

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