



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

The Massachusetts Balance of State Coordinated Entry Process

What is the Coordinated Entry Process? This Coordinated Entry (CE) process has been created by the Massachusetts Balance of State Continuum of Care (BoS CoC) to facilitate the process of assessing the housing needs of individuals experiencing homelessness, and meeting those housing needs.

Why is a Coordinated Entry Process necessary? The goal of the CE process is to provide each consumer with adequate services and supports to meet their housing needs, with a focus on returning them to housing as quickly as possible. The CE process will standardize the assessment of housing needs and prioritize the referrals of those most vulnerable to the most appropriate housing interventions. In addition, some sources of funding from US Department of Housing and Urban Development (HUD) require that a Coordinated Entry process be used to match people and housing.

Who can be on the Coordinated Entry list? This process is intended to serve individuals experiencing homelessness with ties to the 79 communities within the BoS CoC. Homelessness will be defined in accordance with the official HUD definition of homelessness, *Hearth Homeless Definition - Final Rule*. For projects housing serving chronically homeless families or individuals please refer to *Defining Chronic Homelessness Final Rule*.

How does someone get onto the list? The housing consumer should complete a CE packet, which includes: (a) The Vulnerability Assessment Tool, (b) the combined Consent and Release Forms, and (c) the Housing Preference Form. The forms should be filled out and signed where appropriate. Providers and applicants are welcome to include additional documentation if it will assist us in assessing housing needs.

Once you have completed your forms, you can get them back to us in either of the following ways:

Scan and e-mail them to DHCDcocapplications@mass.gov, or

Mail them to Federal Grants Unit
Division of Housing and Stabilization
DHCD, 100 Cambridge St., Suite 300
Boston MA 02114

If you have any further questions please call us at 617-573-1390