



2016 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

**COMMUNITY DEVELOPMENT BLOCK GRANT
HOME INVESTMENT PARTNERSHIP PROGRAM**

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2016 Consolidated Annual Performance and Evaluation Report (CAPER) discussed the accomplishments of the 2016 Annual Action Plan (AAP) which is the second year of the 2015-2019 5-Year Consolidated Plan for Housing and Community Development. The 2016 Annual Action Plan allocated \$1,524,648 for Community Development Block Grant (CDBG) activities and \$512,730 for HOME Investment Partnership Program (HOME) activities.

The 2016 allocations designated CDBG and HOME funds for activities including Neighborhood Improvements, Public Services, Housing Activities, Administration, and Community Development Housing Organization (CHDO) activities. Allocations were based on the 2015-2019 Consolidated Plan for Housing and Community Development. The plan includes 15 goals to benefit low and moderate income citizens of Amarillo. Twenty Four (24) projects were funded to achieve these goals. Of the 24 approved projects, 22 are designated as high priority in the Consolidated Plan. Two goals (child care and homeless services) are designated as medium priority in the Consolidated Plan.

Ten (10) projects were designated as public services. They included programs for elderly daycare, meal services for the elderly and disabled, subsidized childcare, youth wrestling programs, public transportation assistance for the homeless, family counseling services, and homeless dayroom operations. Three (3) of those exceeded projected annual goals for the number of low-moderate income citizens to benefit.

There was one (1) neighborhood improvement project allocated CDBG funds in the 2016 Annual Action Plan. Renovations at the Salvation Army will be completed in 2017 and accomplishments will be reported over the subsequent 12 months. Those accomplishments will be reflected in the 2017 CAPER. CDBG funds for a Parks and Recreation Objective was also allocated for improvements to Gene Howe Park. Accomplishments of that project will also be reported upon its completion in FY2017. Goals for elimination of slum and blight through the Community Improvement Inspector exceeded the anticipated annual goal, whereas the Demolition and Clearance program met 50% of the anticipated goal due to lower demand.

During FY2016, City of Amarillo CDBG housing activities performed 62 Emergency Repair Grant projects, 52% of annual benchmarks.

Additionally, the Minor Homeowner Repair Program completed 2 homeowner repair projects, and the Rehabilitation Support Administration provided operational support for two Community Development Inspectors.

The FY2017 HOME allocation funded the completion of 1 home reconstruction project and the rehabilitation of 20 rental units. Additionally, the CHDO, Amarillo Habitat for Humanity, completed new construction of 3 homes.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration Objective	Administration	CDBG: \$ / HOME: \$	Other	Other	5	0	0.00%	1	1	100.00%
CHDO Objective	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	20	3	15.00%	3	3	100.00%
Code Enforcement Objective	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	49765	0	0.00%	9860	10407	105.55%
Community Facilities Objective	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4600	50	1.09%	1580	0	0.00%
Demolition Objective	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	150	35	23.33%	30	15	50.00%

Homeless Shelter and Services Objective	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	11325	3421	30.21%	1410	2728	193.48%
Homeless Shelter and Services Objective	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Homeowner Emergency Repair Objective	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	925	66	7.14%	120	62	51.67%
Homeowner Rehab - Major Objective	Affordable Housing	HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	0	0.00%	1	0	0.00%
Homeowner Rehab - Minor Objective	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	25	0	0.00%	2	2	100.00%
Housing Development Objective	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	5	0	0.00%	1	1	100.00%
Parks and Recreation Objective	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	31725	0	0.00%	3500	0	0.00%
Rental Rehab Objective	Affordable Housing	HOME: \$	Rental units rehabilitated	Household Housing Unit	30	0	0.00%	4	20	500.00%

Senior Services Objective	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5600	468	8.36%	662	707	106.80%
Youth Services Objective	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1495	214	14.31%	1310	140	10.69%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Allocation priorities were based on the 2015-2019 Consolidated Plan for Housing and Community Development. Of the 15 goals, 13 are designated as high priority in the Consolidated Plan. Two goals (child care and homeless services) are designated as medium priority in the Consolidated Plan.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	2,529	17
Black or African American	998	8
Asian	49	1
American Indian or American Native	28	0
Native Hawaiian or Other Pacific Islander	3	0
Total	3,607	26
Hispanic	750	12
Not Hispanic	2,857	14

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Chart CR-10 shows the racial and ethnic status of unduplicated individuals assisted with CDBG and HOME programs. These include all public service programs. The persons benefitting from CDBG activities were 70% White, 27.7% Black, and 2.3% were of another racial category. Of those, 21% also reported Hispanic ethnicity. The HOME program assisted 26 households. Of these, 65% were White, 31% were Black, and 8% were Asian. Of HOME assisted families, 46% reported Hispanic ethnicity.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,524,648	636,639
HOME	HOME	512,730	189,904
HOPWA	HOPWA	0	0
ESG	ESG	0	0
Other	Other	0	0

Table 3 - Resources Made Available

Narrative

The City of Amarillo was allocated CDBG entitlement funds in the amount of \$1,524,648. HOME resources included an entitlement amount of \$512,730.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide Amarillo	74	71	
Community Development Target Area	26	29	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Amarillo did not significantly deviate from the planned geographic distribution of allocated funds as predicted in the 2016 Annual Action Plan, although minor adjustments were made based on need and actual project expenses. Projects exclusive to the CDBG target area include the Gene Howe Park Improvements, Demolition and Clearance, Community Improvement Inspector, Salvation Army, Guyon Saunders Resource Center Day Room, Maverick Club Summer Youth Services, and Wesley Community Center, making up 29% of the allocation.

The majority of the allocation (71%) was expended on projects that occurred at scattered sites through the entire city of Amarillo. City wide projects include majority of the public service programs and housing activities. Beneficiary eligibility for these programs was determined by household income, rather than physical location in a specific target area. Administrative costs for HOME and CDBG were not included in this calculation, as they were a function of the administration of both target area and non-target area projects.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Amarillo did not utilize any publically owned land as leverage for any federal funds. However, \$80,000 in CDBG public service funds were leveraged to acquire an additional \$160,000 from the State of Texas for use for the Title IV Childcare Program which provided subsidized child care to low and moderate income households.

Matching requirements for the HOME program were secured through non-Federal cash sources and costs of site preparation, construction materials, and donated labor for the construction of new Habitat for Humanity homes.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	493,785
2. Match contributed during current Federal fiscal year	139,885
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	633,670
4. Match liability for current Federal fiscal year	208,635
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	425,035

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
2767	12/22/2016	17,020	0	0	0	24,146	0	41,166
2777	06/28/2017	35,250	0	0	0	10,632	0	65,946
2778	04/11/2017	23,209	0	0	0	9,564	0	32,723

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	3,407	3,407	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	1,033,961	0	0	222,500	45,000	766,461
Number	14	0	0	1	1	12
Sub-Contracts						
Number	113	0	0	0	26	87
Dollar Amount	586,556	0	0	0	151,744	434,812
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	1,033,961	0	1,033,961			
Number	14	0	14			
Sub-Contracts						
Number	113	4	109			
Dollar Amount	586,556	33,294	553,262			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	2	0	0	1	1	0
Dollar Amount	267,500	0	0	222,500	45,000	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	203	20
Number of Special-Needs households to be provided affordable housing units	0	0
Total	203	20

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	5	15
Number of households supported through Rehab of Existing Units	198	67
Number of households supported through Acquisition of Existing Units	0	0
Total	203	82

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Amarillo completed 62 emergency repairs to existing units, rehabilitation of 20 rental units, 1 homeowner rehabilitation, and constructed 1 new unit. The City of Amarillo worked closely with landlords to develop rental rehabilitation projects in FY2016 to increase the number of decent affordable rental properties. Additionally, the City conducted emergency repairs and homeowner rehabilitations to increase sustainability of affordable units. The City met 43% of its proposed goal for housing projects in 2016. A challenge in fully meeting the annual goal was due to qualifying eligible projects that were too substandard to be rehabilitated. Properties so severely substandard to be ineligible for rehabilitation are referred to the reconstruction program.

Discuss how these outcomes will impact future annual action plans.

In 2014, the City of Amarillo finalized development of the 5-Year Consolidated Plan for Housing and Community Development through a contract with a planning consultant. The 2015-2019 Consolidated Plan includes goals and priorities determined through a series of citizen engagement activities designed to collect information on community needs. Future annual action plans will be based on the identified priorities in the 2015-2019 Consolidated Plan.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	445	16
Low-income	182	4
Moderate-income	69	3
Total	696	23

Table 13 – Number of Households Served

Narrative Information

The second year of the 2015-2019 Consolidated Plan had several programs including code enforcement, homeless services, rental rehabs, and senior services met or exceed program objectives. The Emergency Repair Grant Program met 34% of expected program outcomes as a result of lower demand. Continued outreach efforts should reduce that trend. Amarillo’s CHDO organization achieved 75% of program goals but also has a plan in place to meet program goals in the upcoming fiscal year. The Minor Rehab program achieved 40% of the projected outcome due to increased demand. Current year projects are expected to meet projections.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Outreach to homeless persons (particularly unsheltered persons) is primarily conducted at the Guyon Saunders Resource Center Homeless Dayroom. This facility is open 365 days a year as a day shelter for homeless persons where they receive basic services such as laundry, mail, storage, internet access, and shelter from the elements during the daytime hours when overnight emergency shelters are typically closed. They are also connected with case managers to assess individual needs and make appropriate referrals to services. The 2016 Annual Action Plan provided for \$10,997 in CDBG Public Service funds for the salary of the Guyon Saunders Dayroom Supervisor.

Addressing the emergency shelter and transitional housing needs of homeless persons

The ongoing needs assessment for emergency shelter and transitional housing for homeless persons is addressed by the Amarillo Continuum of Care, a committee that meets monthly to work toward meeting homeless needs in the community. Representatives of the committee include local emergency shelter organizations and homeless service providers. In FY2016 the City of Amarillo was awarded \$305,496 CoC funds from the Department of Housing and Urban Development for homeless programs. The CoC grant funded the Shelter Plus Care program which provides permanent supportive housing for homeless persons. 72 persons received Shelter Plus Care permanent supportive housing in FY2016.

Additionally, services for persons in emergency shelters were provided by FY2016 funds through several public service programs. The Transportation for the Homeless Program was allocated \$4,500 to purchase city transit tickets for homeless persons to use for the city bus to attend employment interviews, job training, medical appointments, and meetings to obtain mainstream benefits.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Amarillo Continuum of Care, chaired by the City of Amarillo Community Development Department, continued to incorporate discharge planning for persons who may become homeless after discharge from institutions such as health care facilities, mental health facilities, foster care, or correctional facilities.

Consultation with representatives of local institutions and agencies that address housing, health, social services, employment, education, and youth needs continued during the FY2016 year. The City of Amarillo as the Public Housing Authority was able to provide housing to 1,250 low income households who were at risk of becoming homeless. Additional rapid re-housing services for the homeless living in emergency shelter was available through the Continuum of Care program.

The City of Amarillo and Amarillo Continuum of Care place particular emphasis on programs to assist

chronically homeless persons achieve permanent housing and independent living. The CoC funded Shelter Plus Care Program provided permanent supportive housing for 11 chronically homeless persons with mental health conditions. The program includes ongoing supportive services to prevent persons from becoming homeless again.

Additionally, the city of Amarillo received Emergency Solutions Grant funds through the Texas Department of Housing and Community Affairs for emergency shelter operations, homeless prevention, and rapid re-housing. In FY2016 the ESG program provided 2,765 persons with emergency shelter services, 33 persons with rapid re-housing services, and 34 persons with homeless prevention services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Amarillo does not own or operate public housing. However the Amarillo Public Housing Authority, administered by the City's Community Development Department, provided the Housing Choice Voucher Program to 1,250 households in FY2016. 212 new households were admitted to the program in FY2016. Ongoing housing needs continue to be a lack of decent affordable rental housing in the community and limited financial resources to provide rental assistance. The HOME Investment Partnership Program made progress toward increasing the number of affordable units in Amarillo through the Rental Rehabilitation Program and the Habitat for Humanity New Construction Program, adding 23 new units to the marketplace.

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CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

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Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Amarillo PHA does not have any public housing units. However, participants of the Housing Choice Voucher Program are represented by the Tenant Advisory Committee which meets annually to review the program and make recommendations for any changes. Participants on the HCV program are also encouraged to enroll in the Family Self-Sufficiency Program which enables them to receive fixed rental assistance while increase in wages are deposited into a savings account for use in advancing self-sufficiency such as tuition, payment of student loans or debts, or down payment for a home purchase. There were 8 households enrolled in the Family Self Sufficiency Program in FY2016.

Actions taken to provide assistance to troubled PHAs

There are no PHA's designated as troubled in Amarillo. The City of Amarillo PHA provides the Housing Choice Voucher Program to eligible residents within the city limits of Amarillo. Panhandle Community Services provides the HCV program to eligible residents in the 26 surrounding rural counties of the Texas Panhandle region.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2014 the City of Amarillo concluded a new Analysis of Impediments to Fair Housing Choice which identifies any negative effects of public policies that may serve as barriers to affordable housing. JQUAD Planning Group facilitated the completion of the Analysis of Impediments. The City of Amarillo collected data on current policies which were analyzed and included in the final report. The completion of the Analysis of Impediments to Fair Housing Choice in 2014 also included recommended actions needed to facilitate the removal and amelioration of any negative effects of public policies serving as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. The Amarillo Continuum of Care engaged several public meetings to identify and suggest solutions to Fair Housing impediments. The City has established a community engagement model that fosters public education, solicits input from the community to inform the city of actions to ameliorate the impediments to fair housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacle in meeting underserved needs in 2016 was a lack of adequate financial resources to serve the entirety of needs of low and moderate income residents in Amarillo. Actions taken to reduce this obstacle included the City's involvement and coordination with the private and non-profit sectors to raise additional funds for needed program wherever possible. The City participated in the United Way annual fundraising program and also assisted in hosting the annual Beans and Cornbread Luncheon, an Interfaith Campaign for the Homeless event which raises additional funds for homeless programs in Amarillo. The City of Amarillo collaborates with service providers and the larger community through entities such as the Amarillo 20/20 Project, the Amarillo Area Foundation, the Amarillo Association of Realtors, and the Amarillo Continuum of Care.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead-based paint inspections are completed by Certified LBP inspectors on the City of Amarillo Community Development Department staff. All properties built prior to 1978 are subject to lead-based paint inspections and required to meet federal LBP requirements prior to receiving federal assistance for renovations of properties or rental assistance. In FY2016 the City of Amarillo was involved in eight HUD funded housing activities that required evaluation of lead paint hazards: Housing Rehabilitation, Housing Choice Voucher Program, ESG Rapid Re-Housing and Homeless Prevention Program, and the CoC Shelter Plus Care Housing program. Requests for lease approvals were evaluated for LBP when children under the age of six were in the household. When there were no children under six or the potential of a new birth, adoption, or foster-care situation, no further assessment was needed other than providing the applicants with information about lead hazards. If there was the presence or potential presence of a

child under the age of six, a visual inspection of the property was conducted to determine the condition of the dwelling.

All housing rehabilitation projects constructed prior to 1978, regardless of the presence of children under six, were assessed for lead-paint hazards. Depending on the work to be performed the level of assessment varied. If the rehabilitation did not involve disturbing paint and there were no children under the age of six in the household, then only a visual assessment and determination was required. If paint was going to be disturbed, then a more extensive assessment by a certified risk assessor was conducted.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Amarillo took action in FY2016 to reduce the number of poverty-level families by directing resources to those low to moderate income persons most in need as identified through a citizen participation process which developed the 2015-2019 Consolidated Plan for Housing and Community Development. Programs funded through CDBG, HOME, and the Housing Choice Voucher programs reduced the impact of poverty on the lives of the very low and low income residents by increasing access to free or reduced-cost services and housing, making the essentials of life more affordable. In the 2016 program year:

In FY2016 there were 2,286 low-income residents assisted with public services including childcare, transportation, food, youth activities, homeless services, and elderly care.

87 Amarillo households were assisted with housing related services such as emergency repair grants, homeowner rehabilitation, and access to decent affordable housing through construction of new Habitat for Humanity homes or rental unit rehabilitations.

The City of Amarillo recognizes that it is unlikely that the City alone can measurably reduce the number of persons in poverty, as need continues to outweigh the financial resources available. However, directing financial resources to those most in need, continued engagement with service providers and non-profits most able to provide needed services, and strengthening and expanding existing service delivery systems were a priority focus of the City of Amarillo in the FY2016 program year.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In FY2016 the City of Amarillo worked with a variety of subrecipient non-profit organizations to develop and implement the projects and activities described in the 2016 Annual Action Plan. Technical assistance was provided throughout the program year to CDBG and HOME subrecipient organizations implementing 2016 activities. Additionally, technical assistance was provided to non-profits and community groups interested in developing projects for future funding consideration at the annual Grant Application Workshop, hosted by the Community Development Department.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

To coordinate the various affordable housing programs with other private and public service providers, the City of Amarillo undertook the following actions in FY2016:

- Provided referrals to the private assisted housing projects in the Amarillo area.
- The Community Development Department facilitated efforts to bring various groups together to

achieve community goals, coordinate services, or encourage joint projects.

- Operated as the lead agency for the Amarillo Continuum of Care to administer homeless programs and evaluate additional homeless needs in the community
- Participated in outreach events to educate the public and network with other agencies on housing programs available through the Community Development office.
- Listed all assisted housing programs with the United Way 211 statewide referral system
- Grantee and Administrator of the Shelter Plus Care program with Texas Panhandle Centers
- Hosted the annual National Community Development Week to foster education and cooperation among social service and housing providers on fair housing practices, housing programs, and resources offered by the City.
- Ongoing technical assistance to developers, non-profits, coalitions and neighborhood groups interested in developing housing projects or special activities related to the CDBG and HOME programs.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The completion of the Analysis of Impediments in 2014 identified any impediments to fair housing choice in Amarillo. The Analysis of Impediments also made recommendations for actions to be taken to overcome the effects of any impediments identified. The City of Amarillo also participated in many community outreach events in 2016 to educate the public on fair housing practices.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Amarillo conducted monthly monitoring reviews of projects progress towards achieving annual goals set in the 2016 Annual Action Plan and the 5 Year Consolidated Plan. There are no HOME subrecipients but the developer, Habitat for Humanity, is monitored annually for compliance with HOME rules. Additionally for rental rehab inspections the following is the procedure followed by Rehab Inspector I and II:

Upon receipt of a landlord Rental Rehab application a review of all supporting documents is performed. The rehab description is evaluated and if the project appears feasible contact is made with the landlord to schedule an onsite inspection. The proposed project is then inspected for compliance to HUD Housing Quality Standards, Community Development Minimum Property Standards and current City of Amarillo Building codes. A complete inspection is made of the condition of the structure to include all walls, floors, roofing, plumbing, electrical and mechanical systems. Additionally, based on the age of construction, an evaluation of all painted surfaces is performed that may result in additional work related cost. All deficiencies are recorded on the digital Housing Rehabilitation Checklist. Pictures are taken for presentation to the Historical Society for approval. Additional pictures are taken to verify the existing conditions of the property. A work write-up is assimilated, pictures down loaded and printed, and the project information is then inputted into the HDP program and a specific scope of work created that includes a project cost estimate. The project cost estimate and scope of work required is evaluated in conjunction with the landlords proposed rehab submittal. The comparison and detailed list of requirements is then provided to the landlord to verify the project compliance. The application is then forwarded to the Community Development Administrator for review. Follow-up inspections may be required once the project is deemed feasible. The projects subject to the Lead Based Paint rule will require additional testing before a completed scope of work and cost estimate can be provided. Once an approved rehab project has been started the inspector makes interim inspection to verify the scope of work and materials are being performed in accordance with the requirements. During the project construction period the inspector makes site visits to verify the progression of the job along with completed work that has been requested for reimbursement. At the completion of the rehab the inspector performs a final inspection to assure all work has been completed according to work write-up and applicable guidelines. The inspector assists in verifying the close out documents provided by the landlord are complete and that all related Building Safety inspections have been approved. After review and prior to payment the inspector completed and signs the completion document stating the project is recommended for final payment.

Housing and Neighborhood Improvement projects funded with CDBG and HOME funds received additional onsite monitoring on a weekly basis for labor practices and compliance with Davis Bacon wage requirements. Throughout the course of construction, labor interviews are conducted with contractor employees on the job site and are compared with weekly certified payrolls submitted to the Community Development department each month. Projects were not reimbursed for costs incurred

until all required documentation and regulatory requirements were met.

To ensure long-term compliance with program requirements, agencies receiving funds for housing projects and community improvement projects submit monthly or quarterly reports of the low to moderate income eligible clients benefiting from the project. The City of Amarillo files liens against these properties for an affordability period to secure continued compliance with the program goal.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Amarillo incorporated citizen participation from the initial planning and allocation process of FY2016 CDBG and HOME funds, through the review and approval of annual performance reports. The Community Development Advisory Committee (CDAC) met in the spring of 2016 to review all proposed allocations of CDBG and HOME funding, review past performance of applicants and make recommendations for funding FY2016. The Community Development Advisory Committee is comprised of eleven citizen members from all areas of the City. All meeting agendas were publicized a minimum of 72 hours in advance to encourage participation from the community and distributed through the United Way electronic mailing list which encompasses several hundred community members and agencies. Any citizen interested in commenting was provided an opportunity to speak during the public hearing. The Amarillo City Council conducted the final public hearing before approving the funding recommendations for FY2016 CDBG and HOME allocations.

Citizen review of performance included a 15 day comment period on the 2016 CAPER from December 14 through December 29 which was publicized in the Amarillo Globe News, on the City of Amarillo website and distributed to the United Way electronic mailing list. A CDAC public hearing was held on December 19, 2017 to review the 2016 CAPER and solicit comments from the public on the performance of the 2016 programs. No comments were received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Amarillo did not make any changes in program objectives in FY2016.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Affordable Rental Housing Units:

601 N. Monroe
603 N. Monroe
609 N. MOnroe
302 N. MOnroe
3501 SE 21st
409 S. Browning
3210 Bolton
3212 Bolton
1201 S Polk
507 Jason Avenue
527 Jason Avenue
1320 S. Fillmore
920 S. Bryan
4515 S. Wilson
4517 S. Wilson
4519 S. Wilson
506 S. Bryan Unit A
506 S. Bryan Unit B
502 Kentucky (Rear)
311 S. Independence
422 S. Cleveland
910 N. Alabama
80 N. Bowyer
90 N. Bowyer
710 N. Johnson
925 Heather
1200 Heather
6713 N.E. 17th
1604 N.W. 17th
1612 N.W. 17th
2719 Oak Drive
102 N. Washington
1610 N. Hughes
4442 Bowie

1406 Tennant
3124 Oak Drive
2818 Royal
3501 Van Buren A & B

For details of the inspections, deficiencies, and corrections, review attachment "FY2016 Inspection List".

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City of Amarillo is active in marketing to all segments of the community to promote Affordable Housing Opportunities. Activities include regular communication with lenders, developers, landlords, community groups and agencies to promote affordable housing for low to moderate income individuals. The City is active in the North Amarillo Citizens Association, Senior Ambassadors, Interfaith Campaign for the Homeless and Amarillo Continuum of Care. In addition, funding and technical assistance is provided to Amarillo Habitat for Humanity, a Community Housing Development Organizations, to provide new affordable housing. An increased effort has been made to contact and promote affordable housing opportunities to refugee populations resettled in Amarillo. Marketing material such as flyers in multiple languages are used to facilitate Affordable Housing.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Program income in the amount of \$3,406.76 was expended on rental rehab project located at 603 N. Monroe (IDIS#). This project resulted in the rehabilitation of 2-three bedroom units. Composition of the tenants that inhabit the duplex are as follows:

Unit A- Black/African American: 4 occupants; MFI: 30% of HOME Income Limits; Female Head of Household; 3 children

Unit B- Black/African American: 5 occupants; MFI: 30% of HOME Income Limits; Female Head of Household; 4 children

The owner is White and not a Section 3 business.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

N/A

Attachment

FY2016 Inspection List

List of Inspections for Rental Rehabs in Progress during FY 2016-17

601 N. Monroe-weekly inspections were conducted during the process of the construction between 12/15/16 and 9/13/17.

603 N. Monroe-weekly inspections were conducted during the process of the construction between 12/15/16 and 9/13/17.

609 N. Monroe-weekly inspections were conducted during the process of the construction between 12/15/2016 and 9/13/2017.

302 N. Monroe-weekly inspections were conducted during the process of the construction between 12/15/2016 and 9/13/2017.

3501 SE 21st –weekly inspections were conducted during the process of the construction between 7/26/2016 to 1/24/2017.

409 S. Browning-weekly inspections were conducted during the process of construction between 5/10/2016 and 1/20/2017.

3210 Bolton-weekly inspections were conducted during the process of construction between 10/10/2016 and 2/13/2017.

3212 Bolton-weekly inspections were conducted during the process of construction between 10/10/2016 and 2/13/2017.

Annual Inspections during FY 2016-17

- 1201 S. Polk Inspected on May 12, June 2, June 30, September 25, and October 17, 017. The following deficiencies were found and corrected:

Deteriorated paint, repair wall surfaces, repair balcony passage door and jamb, repair Architectural Outlooks, repair finials on west side, repair damaged fencing, repair elevators to operate correctly, repair ceiling in elevator room, repair damaged fire exit door, repair the exit door to operate correctly, paint fire exterior to match, repair damaged flooring in corridor,

- 507 Jason Avenue inspected on June 13 and June 14, 2017. The following deficiencies were found and corrected:

Repair the east and south security gates, repair the west drive through security gate, clean parking lots of excessive oil buildup, restripe parking lot and fire lanes, remove bird's nest from fire sprinklers on exterior surfaces, remove debris from exterior security lights, remove wasp nest from exterior areas, repair damaged gutter, repair or replace all damaged window screens, repair damaged ceiling, repair the two drinking fountains back to operation, repair emergency lights, replace entryway light fixture, repair the water leak on the lines, repair wall surface in the water heater closet and remove debris from the closet, replace the carpet, repair wall surfaces and paint, secure trim board to wall, replace the broken section of vent pipe in the water heater closet, shampoo all carpets, and replace the damaged overhead light fixture.

- 527 Jason Avenue inspected on June 13 and June 14, 2017. The following deficiencies were found and corrected:

Repair the west, south, and southeast security gates located by leasing office, repair the security gates located by the mail room, clean parking lots of excessive oil buildup, restripe parking lot and fire lanes, repair or replace all damaged window screens and blinds, repair all damaged concrete sidewalks and curbs around property, replace missing basketball goal, secure chain link fencing around basketball court, cover all exposed drip irrigation in accessible routes of travel or remove entirely, repair or replace the damaged trash can located in the common yard, make irrigation operable as ground cover is missing in several areas, repair exterior light located near garage G14A, re-grout the stone pavers, replace the damaged sidewalk, replace the missing fire extinguisher, repair the emergency lights near unit 235, repair the east exterior light, repair the light fixtures located at units 213 and 214, repair the deteriorated concrete at landing of stairs, replace the damaged siding trim, repair the emergency lights near units 316, 333, and 335, replace the light fixture at unit 311, replace the damaged sidewalks between buildings 3 and 5, repair missing door stops, replace the damaged GFCI, remove spray paint from patio surfaces, replace missing closet doors, secure the faucet to the sink, remove black substance from the wall surface and paint the affected areas to uniform conditions, repair the passage door to close without binding in the jamb, and replace the tub faucet handle.

- 1320 S. Fillmore inspected on April 3, May 18 and June 9, 2017. The following deficiencies were found and corrected:

Repair damaged window screens on east and south walls, 1st floor fire door, 2nd floor fire door, adjust the west fire door to open and close without binding in the jamb, in apartment 4, replace broken floor tiles in kitchen, clean inside of oven, in apartment 5 repair or replace kitchen faucet, repair the damaged window sill in bedroom, in apartment 8 repair broken floor tiles in kitchen, replace light fixture globe in bedroom, repair damaged closet door in bedroom, in unit 9 clean or replace carpet in living room and dining area, repair leak under kitchen faucet sink, in apartment 11 replace all carpet throughout unit.

- 920 S. Bryan inspected March 29, May 22, and June 30, 2017. The following deficiencies were found and corrected:

Apt 1 repair the right front stove top burners to operate by pilots, clean, service and have a licensed plumbing contractor evaluate and certify the safe and proper working condition of the wall heater, apartment 2 replace the carpet to include all tack strips, replace the damaged floor covering, replace missing towel bar, repair mechanical vent to operate, working smoke detectors are required in the bedroom and adjacent hall, in apartment 5 repair the sink to drain properly, repair the cabinet door to stay closed, apartment 6 shampoo carpet to sanitary condition, replace the oven door seal, repair all damaged cabinet surfaces, clean all surfaces of the stove and oven, and repair the vanity doors. Apartment 9 replace all electrical switch and outlet cover plates, repair the stove top burners to operate by pilots, and replace all electrical switch and outlet plates in bathroom. In apartment 10 shampoo carpet to sanitary condition or replace. In apartment 11 exterminate unit for roaches, repair smoke detector to operate, clean all surfaces, appliances and cabinets of roach debris and fraise, replace the freezer door handle, replace bulbs in vanity light fixture, and clean all surface and cabinets of roach debris and fraise in bathroom. In apartment 13 clean and make ready the unit for new lease, and exterminate for roaches and remove all debris, replace all electrical switch and outlet cover plates,

install floor covering, paint all areas, replace all electrical switch and outlets cover plates in bath, paint all areas, replace all electrical switch and outlet cover plates in bedroom, install floor covering, paint all areas, and re-hang all passage doors. In apartment 13 repair the stove top burners and replace the light fixture globe.

- 4515 S. Wilson inspected June 26, 2017. The following deficiencies were found and corrected: Secure the mailbox to the support post, secure the northeast soffit vet to the soffit, secure the south recessed can light fixture to framing above patio ceiling, secure or replace the loose or damaged fence pickets, replace damaged rear fence gate and replace gate latch hardware, repair or replace the damaged strike side jamb at front entry door, repair the light over the kitchen sink to operate, on the passage door leading to the patio, repair all locks to fully and free engage in the strike jamb, on the passage door leading to the garage, adjust deadbolt to fully and freely engage in strike jamb, correct all deteriorated paint surfaces, clean and make ready for stovetop and oven for inspection, adjust the lavatory door to properly close, adjust closet passage door to close without binding in the jamb, replace the damaged window blind in the left center bedroom, correct all deteriorating paint surfaces, and clean the return air grill and replace the filter.

- 4517 S. Wilson inspected on June 26, 2017. The following deficiencies were found and corrected: Secure the mailbox to the support post, correct all deteriorated paint surfaces, seal countertops to the backsplash, adjust closet passage door to close without binding in the jamb, secure the trim at the attic access panel, secure the bottom rail on the overhead garage, and clean the return air grill and replace the filter.

- 4519 S. Wilson inspected on June 26, 2017. The following deficiencies were found and corrected: Secure the mailbox to the support post, secure the door bell to wall area, remove all writing from painted surfaces and repaint to match the original paint, replace the missing long towel bar, seal countertops to the backsplash, remove all writing from painted surfaces and repaint to match original paint, replace the damaged window blind in left front bedroom, replace damaged window blind in left center bedroom, adjust closet door to close without binding in the jamb, remove all writing from painted surfaces and repair to match the original paint.

- 506 S. Bryan "A" inspected on April 20, 2017. The following deficiencies were found and corrected: Weather strip around front door, remove the broken lights from the ceiling light fixture and install new bulbs, adjust the rear entry dead bolt lock to engage in the strike jamb, repair or replace the damaged refrigerator, secure cabinet door to bases, secure the toilet to the floor, adjust the passage door to catch in the strike jamb, replaced the damaged flooring, replace the broke switch light cover plate, and replace the missing siding around the dryer vent opening.

- 506 S. Bryan "B" inspected on April 20, 2017. The following deficiencies were found and corrected: Replace bulbs in the ceiling fan, adjust dead bolt lock to engage in the strike plate jamb, replace the bulbs in the ceiling fan, replace the stove top drip pans, secure the sprayer hole cover to the sink, secure

the passage knob set in the door, secure the toilet to the floor, replace the damaged window screens, replace the return air filter, and replace the drip edge trim on north side of the porch.

- 502 Kentucky Rear inspected on April 20, 2017. The following deficiencies were found and corrected:

Secure the cabinet door to the base, repair both closet door surfaces and adjust to close properly, and mow all yard areas.

- 311 S. Independence inspected on April 20, 2017. The following deficiencies were found and corrected:

Repair the south ceiling fan to operate by wall switch, weather seal the front entry door, remove the nail protruding through the floor and replace the damaged flooring, replace the missing refrigerator door handle, replace bulbs in the wall light fixtures, and repair the closet light to operate.

- 422 S. Cleveland inspected on April 19, 2017. The following deficiencies were found and corrected:

Unit passed inspection. No deficiencies found.

- 910 N. Alabama inspected on April 19, 2017. The following deficiencies were found and corrected.

Replace the screens on the front entry storm door, replace the damaged window screen, and secure the A/C register to the ceiling, replace carpet, touch up all painted surfaces, secure the passage door at hinges and adjust to close properly in the strike jamb, touch up painted surfaces of the bathroom and hallway, replace the tub drain stopper to operate, replace carpet, replace damaged window screen, replace the front porch light fixture globe, repair the A/C unit to operate, replace the sewer cleanout plug, and remove all oil and grease build up from driveway surfaces.

- 80 N. Bowyer inspected on April 19, 2017. The following deficiencies were found and corrected:

Repair the damaged sink cabinet door, replace the stove top drip pans, replace the refrigerator door handle, replace the missing towel bar, replace the damaged window blinds, touch up paint throughout the room, repair the passage door unit and secure in the hinge jamb, reconnect the dryer vent hose to draft hood, and remove all oil and grease buildup from driveway surfaces.

- 90 N. Bowyer inspected on April 19, 2017. The following deficiencies were found and corrected:

Clean unit throughout, replace the broken electrical outlet cover plates, replace the two broken window panes, replace the stove top drip pans, remove all items from under the sink for inspection, replace the damaged window screens, install smoke detector, replace the broken electrical outlet cover plates, replace the damaged window screen, repair or replace the damaged siding, and seal the cracks on the front porch to prevent water infiltration and further settlement.

- 710 N. Johnson inspected on April 26, 2017. The following deficiencies were found and corrected:

Remove the oil and grease buildup from parking surfaces, unit 2 correct deteriorated paint surfaces, adjust the passage door to close without binding in the jamb in utility room, adjust the passage door to close without binding in the jamb in the bedroom, in unit 3 replace the stove top drip pans, clean or replace the microwave grease filter, replace the missing towel ring, replace the missing cabinet door

pull, repair the delaminating door surface, and in unit 4 correct deteriorated paint surfaces, replace the stove top drip pans, and repair the dryer vent connections and remove all lint buildup from the closet.

- 607 N. Monroe inspected on June 1, 2017. The following deficiencies were found and corrected:

Clean and remove all oil and grease buildup from the parking surfaces, correct all deteriorating paint to include but not limited to, the porch steps and landing, siding and trim, apartment 1 replace the damaged window blinds in the kitchen, living room and bedroom, repair the holes in the living room and kitchen, apartment 2 weather seal around the front door entry, replace the damaged window blinds in the living room, kitchen and bedrooms, adjust the left center bedroom passage door to close without binding in the jamb, apartment 3 clean, touch up paint and make ready for new lease, repair the kitchen light over the sink to operate, secure the electrical cover panel on the water heater, apartment 4 replace the damaged window blinds in the living room, kitchen, and bedrooms, replace the missing kitchen cabinet door pull, reinstall the electrical cover panels on the water heater, and adjust the left center bedroom passage door to close without binding in the jamb.

- 925 Heather inspected on March 23 and March 27, 2017. The following deficiencies were found and corrected:

Secure the transition strip at the entrance to the kitchen, replace damage window blinds in center front bedroom, left front bedroom, and left rear bedroom, replace the passage door knob set, and secure the return air grill to the wall.

- 1200 Heather inspected March 23 and March 27, 2017. The following deficiencies were found and corrected:

Unit needs cleaned throughout and remove all trash and debris, correct all paint throughout the unit to cover area where children have written on walls, and doors, replace the damaged weather strip at the front entry door, replace all damaged window blinds, remove paint and markings from floor areas, repair the stove and oven burners to light by pilots, sink must be cleared of dishes and made accessible for inspection, replace bulbs in the vanity light bar, replace toilet seat, replace damaged lavatory sink top, replace bathtub overflow plate, repair closet light to operate, replace damaged window blinds, replace batteries in beeping smoke detectors, repair holes in the wall, and replace the cleanout plug for the kitchen sink drain.

- 6713 NE 17th inspected on March 23 and March 27, 2017. The following deficiencies were found and corrected:

Electricity must be on and all related services inspected and repair the damaged hinge side door jamb and paint the affected areas to match the existing surface.

- 1604 NW 17th inspected on March 23 and March 27, 2017. The following deficiencies were found and corrected:

None

- 1612 NW 17th inspected on March 23 and March 27, 2017. The following deficiencies were found and corrected:

Utilities: electric, gas, and water service must be on and all related fixtures inspected. Replace batteries in the beeping smoke detectors, replace all damaged tub surround, stretch the carpet to eliminate tripping hazards, and remove glue like substance from carpet area.

- 2719 Oak Drive inspected on April 27, 2017. The following deficiencies were found and corrected:

Re-grout ceramic tile floor, repair stove top to light and operate correctly, repair damaged/broken countertop area near sink, replace A/C filter, mow yard front and back, replace horizontal pole for fence, replace damaged door jamb, install light bulbs in fixtures, touch up paint.

- 102 N. Washington

Replace broken tiles with matching tiles, repair filter for range, clean stove top and oven, repair cabinet doors to operate correctly, in bathroom replace light bulbs, touch up paint, secure toilet fixture to floor, re-grout floor tiles, re-grout tub surrounding and edges, secure vent cover to ceiling, ensure vent operates correctly, clean out light fixture on front porch, remove all debris and waste from front and back yard, remove all debris and waste from interior of unit, in dining room repair damaged window screen, in front left bedroom replace damaged window screens, replace shelve top in closet, re-grout floor, in left center bedroom repair entry door to operate correctly, repair tracks on closet door to operate correctly, touch up paint, in hallway repair holes in walls, patch/cover/paint with matching paint, touch up paint in hall area, repair closet doors in hallway to operate correctly, in left rear bedroom replace damaged window screens, touch up paint, re-hang closet doors to operate correctly. Secure entry door to operate correctly, in right rear bedroom secure entry door to operate correctly, repair damaged area on wall near window, replace damaged screens, and in right rear bathroom replace entry door, replace damaged screen, secure toilet fixture to floor, replace vanity top, install correct hinges on vanity unit doors, and re-grout and re-glaze tub surrounding areas.

- 1610 N. Hughes inspected on April 7, 2017. The following deficiencies were found and corrected:

Tape, texture and paint hole on ceiling in living room, secure toilet fixture to floor in bathroom, repair or replace the passage door leading into the front right bedroom, repair the overhead light fixture in the right rear bedroom to operate properly, and repair the overhead light fixture in the left rear bedroom to operate properly.

- 4442 Bowie inspected on May 16, 2017. The following deficiencies were found and corrected:

Replace door step near closet door, replace broken tiles and match tiles to existing tiles, seal around tub base near floor, unclog sink drain, replace missing shower spout, in laundry room repair passage door to latch and operate properly, in left front bedroom install window screen, replace carpet, in left center bedroom replace blinds, right front bedroom repair passage door to operate properly, replace carpet, and in right center bedroom replace door stop.

- 1406 Tenant inspected May 16, 2017. The following deficiencies were found and corrected:

In living room replace window screen, repair all damaged painted areas, and replace broken tiles and match to existing tiles, seal around rear passage door, replace damaged cabinet doors, replace drip pans, clean interior of oven, in center bedroom paint damaged areas, re-grout tile floor, unclog lavatory sink, in right front bedroom install light bulbs in all fixtures, replace missing door stops, clean or replace carpet to satisfactory condition, repair smoke detectors, in center rear bedroom replace window screen, paint and patch holes, clean or replace carpet, in hallway replace air intake cover grill or remove rust, repair smoke detectors, in center rear bedroom repair passage door to operate correctly, paint deteriorated areas, clean or replace carpet, in laundry room replaced damaged floor tiles, in building

exterior repair mailbox, install plug cap on sewer cleanout in back yard, repair all damaged painted areas throughout the unit, and remove tree limbs from back yard.

3124 Oak inspected on March 30, 2017. The following deficiencies were found and corrected:

None at this time.

2818 Royal inspected on March 30, 2017. The following deficiencies were found and corrected:

None at this time.

3501 Van Buren A & B inspected on March 30, 2017. –None at this time