Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for:

- Reviewing the FY 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with completing the application in e-snaps.
- Answering all questions in the CoC Application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing so, please keep in mind that:

 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
  - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
- Some questions require that the Collaborative Applicant attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

 For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1A-1. CoC Name and Number: TX-611 - Amarillo CoC

1A-2. Collaborative Applicant Name: City of Amarillo

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Amarillo

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	No	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	No
Law Enforcement	No	Not Applicable	Not Applicable
Local Jail(s)	No	Not Applicable	Not Applicable
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	No
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Public Housing Authorities	Yes	Yes	No
CoC Funded Youth Homeless Organizations	Not Applicable	Not Applicable	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	Not Applicable	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	No	No	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	No
Community Business Representatives	Yes	Yes	Yes
Veterans Administration	Yes	Yes	Yes
Philanthropic Organizations	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness in the geographic area or an interest in preventing and ending homelessness in the geographic area.   Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.
(limit 1000 characters)

The Amarillo CoC conducts monthly regular membership meetings to engage in planning and review operations of the CoC, and solicit opinions on preventing and ending homelessness. Regular meetings are open to any interested parties and are published via websites and several community email lists. Specific examples of some organizations listed above that have contributed to the subject of ending homelessness in Amarillo include The Salvation Army, an emergency shelter and rapid re-housing service provider, and the Downtown Women's Center, a substance abuse treatment program. Collaborative discussions have occurred during CoC meetings on referral processes to connect homeless persons in emergency shelter with rapid re-housing services and longer term substance abuse treatment and case management. Additionally, committees or workgroups within the Amarillo CoC are open to any member of the Continuum that has an interest in participating in that subject matter.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on the CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
Catholic Charities of the Texas Panhandle	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
Family Support Services	Yes	Yes

1B-2. Does the CoC intend to meet the timelines for ending homelessness as defined in Opening Doors?

Opening Doors Goal	CoC has established timeline?
End Veteran Homelessness by 2015	No
End Chronic Homelessness by 2017	Yes
End Family and Youth Homelessness by 2020	Yes
Set a Path to End All Homelessness by 2020	Yes

1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of Opening Doors?
(limit 1000 characters)

The Board of the Amarillo CoC establishes special subcommittees and workgroups to focus on specific strategies of preventing and ending homelessness per the goals of The Opening Doors Strategic Plan. Subcommittees within the Amarillo CoC are open to any member of the continuum that has an interest in participating in that subject matter. Members may be nominated or volunteer and be voted upon to serve on subcommittees based on a majority vote by the CoC Board.

1B-4. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for any new projects in 2015. (limit 1000 characters)

The Amarillo CoC publishes a Request for Proposals for interested applicants to apply for Continuum of Care funding under Amarillo's collaborative application. The RPF and application instructions include description of eligible activities per the NOFA and may include new projects created through allocation, or renewal of existing programs.   Alternative providers for existing programs are considered by the CoC grant review committee which examines all applicants capacity to administer the programs.

1B-5. How often does the CoC invite new members to join the CoC through a publicly available invitation?   Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1C-1. Does the CoC coordinate with other Federal, State, local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	No
Temporary Assistance for Needy Families (TANF)	No
Runaway and Homeless Youth (RHY)	No
HeadStart Program	No
Other housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, as amended, requires CoCs to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program interim rule at 24 CFR 578.7(c)(4) requires that the CoC provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110(b)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number	Percentage
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1	
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1	100.00%
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1	100.00%
How many of the Con Plan jurisdictions are also ESG recipients?	1	
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1	100.00%

How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1	100.00 %

1C-2a. Based on the responses selected in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency, extent, and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).
(limit 1000 characters)

The Consolidated Plan jurisdiction for the geographic area is the City of Amarillo.   The Community Development Department, a department of the City of Amarillo, is responsible for preparing the Consolidated Plan. The city's Community Development Department also serves as the lead agency of the Amarillo CoC and the Colloborative Applicant on the CoC grant. With the consent and collaboration of CoC member agencies, the City of Amarillo staff is able to seemlessly provide CoC data for the Consolidated Plan. The role of Community Development staff as the CoC's HMIS lead also enhances and streamlines the contributions of data to the City's Consolidated Plan.

1C-2b. Based on the responses selected in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.
(limit 1000 characters)

The City of Amarillo Community Development Department is the lead agency on the annual collaborative ESG application to the Texas Department of Housing and Community Affairs.   Applications are publically solicited from interested service providers and are reviewed by the Grant Review subcommittee of the Amarillo CoC, based on priorities and goals of the Continuum.   Ongoing performance of ESG programs are evaluated monthly during regular CoC meetings. Current recipients of ESG funds include Family Support Services for emergency shelter operations at the domestic violence shelter, and The Salvation Army for emergency shelter operations, homeless prevention, and rapid re-housing.   During FY2014, 894 unduplicated persons benefitted from ESG emergency shelter funds, 107 benefitted from ESG homeless prevention funds, and 126 benefitted from ESG rapid re-housing funds.   The Amarillo CoC continues ongoing involvement in planning and evaluating ESG activities.

1C-3. Describe the how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld.
(limit 1000 characters)

The domestic violence service provider in Amarillo is Family Support Services which is a member and board member of the Amarillo CoC and an active participant in all meetings. Although not CoC funded, this program provides emergency shelter for victims of domestic violence at a confidential location and receives ESG funds for operations of that shelter. Referrals are made to the Rapid Re-Housing program for participants to be moved quickly into safe housing. Rapid Re-Housing provides the clients the option to rent anywhere in the city, allowing for consideration of best safety practices and client choice. Victims who have been re-housed are also able to continue receiving ongoing supportive services from Family Support Services to ensure ongoing safety and security.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA's administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 who were homeless at entry	PHA has General or Limited Homeless Preference
Amarillo Housing Authority	30.00%	No

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)

Rental Rehabilitation activities funded through the HOME program provides affordable rental units for low to moderate income tenants. This program is administered through the City of Amarillo Community Development Department and partners with landlords to rehab rental properties and provide safe affordable housing. Although, not exclusively designated for persons experiencing homelessness, these units are available to the homeless.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply. For "Other," you must provide a description (2000 character limit)

Engaged/educated local policymakers:	
Engaged/educated law enforcement:	
Implemented communitywide plans:	X
No strategies have been implemented:	

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1D-1. Select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities	X
None:	

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.
(limit 1000 characters)

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of a well-developed coordinated entry processes can result in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)

The Amarillo CoC employs a combination of approaches for a coordinated assessment system including the Texas 211 social service hotline and a "No Wrong Door" approach. The 211 hotline screens and directly connects callers to appropriate homeless and housing service providers in the area. Additionally, the "No Wrong Door" approach allows homeless persons seeking services to be assessed and referred to appropriate services based on need at any homeless service provider in the city. All homeless service providers utilize the Amarillo HMIS intake form to capture client data and assess need.   The Amarillo CoC, in partnership with the HMIS lead, is working towards incorporating a version of the VI-SPDAT (Vulnerability Index & Service Prioritization Decision Assistance Tool) into the HMIS system to further enhance the coordinated assessment process.   Additionally, monthly community case manager meetings allow review of methodology and consistency of referrals across the CoC.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC's geographic area, select "Not Applicable."   If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participates in Ongoing Planning and Evaluation	Makes Referrals to the Coordinated Entry Process	Receives Referrals from the Coordinated Entry Process	Operates Access Point for Coordinated Entry Process	Participates in Case Conferencing	Not Applicable
Local Government Staff/Officials	X	X	X	X	X	
CDBG/HOME/Entitlement Jurisdiction	X	X	X	X	X	
Law Enforcement	X	X				
Local Jail(s)	X	X				
Hospital(s)	X	X				
EMT/Crisis Response Team(s)	X	X	X	X	X	
Mental Health Service Organizations	X	X	X	X	X	
Substance Abuse Service Organizations	X	X	X	X	X	
Affordable Housing Developer(s)	X	X				
Public Housing Authorities	X	X	X	X	X	
Non-CoC Funded Youth Homeless Organizations	X	X	X	X	X	
School Administrators/Homeless Liaisons	X	X	X	X	X	
Non-CoC Funded Victim Service Organizations	X	X	X	X	X	
Street Outreach Team(s)	X	X	X	X	X	
Homeless or Formerly Homeless Persons	X					

Veterans Administration	X	X	X	X	X	☐
Amarillo Homeless Coalition	X	X	X	☐	☐	☐
	☐	☐	☐	☐	☐	☐

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2015 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2015 CoC Program Competition?	2

How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0

How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2015 CoC Program Competition?	2

Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition?	100.00%

1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition. (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

Type of Project or Program (PH, TH, HMIS, SSO, RRH, etc.)	X

Performance outcomes from APR reports/HMIS	
Length of stay	X
% permanent housing exit destinations	X
% increases in income	X

Monitoring criteria	
Participant Eligibility	X
Utilization rates	X
Drawdown rates	X
Frequency or Amount of Funds Recaptured by HUD	

Need for specialized population services	
Youth	
Victims of Domestic Violence	
Families with Children	X
Persons Experiencing Chronic Homelessness	X
Veterans	

None	

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

In reviewing project application priority, the CoC identified serving chronic homeless and families with children as a high priority of need, leading to the reallocation of funds to a Rapid Re-Housing program rather than renewing the Transitional Housing program. With support of the CoC, the City of Amarillo elected not to renew the Transitional Housing application this year. In the adoption of a "Housing-First" approach through the new Rapid Re-Housing program, those most vulnerable and with the greatest severity of need will be able to receive permanent housing more quickly than through the former Transitional Housing Program.   Those with substantial disabilities will continue to receive permanent supportive housing through the renewed Shelter Plus Care program.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached)
(limit 750 characters)

The Amarillo CoC announced the local competition on October 7, 2015 through a Request for Proposals which was distributed via the UW Listserve mailing list, the Amarillo Coalition for the Homeless mailing list, and the City of Amarillo website.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2015 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.)   11/16/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)   No

1F-5a. If the CoC rejected project application(s) on what date did the CoC and Collaborative Applicant notify those project applicants their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 CoC Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW?   Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)

The Amarillo CoC receives monthly progress reports on performance of CoC projects during regular meetings which are prepared by the lead agency prior to each meeting.   HMIS data is used to inform on program statistics. Additionally, a monitoring subcommittee established by the CoC Board conducts at least one annual onsite monitoring visit of each project.   Items reviewed include progress towards meeting performance objectives, recordkeeping, eligibility of participants, financial records, and compliance with federal program regulations.   In the event that any CoC funded program is found to be out of compliance in any area, they agency would be required to take the necessary corrective actions with technical assistance provided by the CoC and lead agency as needed.   Annual Performance Reports (APR's) are also presented to the CoC for review at conclusion of each program year.

1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD 50070 and form HUD-2880 to the Project Applicant Profile in e-snaps?   Yes

1G-3. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?   Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit.   Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU.   3 and 4

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.   Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?   Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? Applicant will enter the HMIS software name (e.g., ABC Software). ServicePoint

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Applicant will enter the name of the vendor (e.g., ABC Systems). Bowman Systems

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$91,088
ESG	$0
CDBG	$0
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$91,088

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$0
State and Local - Total Amount	$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$0
Private - Total Amount	$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$0
Other - Total Amount	$0

2B-2.6 Total Budget for Operating Year	$91,088

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 04/30/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

Project Type	Total Beds in 2015 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter beds	641	24	568	92.06%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	80	0	69	86.25%
Rapid Re-Housing (RRH) beds	0	0	0	
Permanent Supportive Housing (PSH) beds	150	0	137	91.33%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months.
(limit 1000 characters)

N/A

2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below. (limit 1000 characters)

VA Domiciliary (VA DOM):	
VA Grant per diem (VA GPD):	
Faith-Based projects/Rescue mission:	
Youth focused projects:	
HOPWA projects:	
Not Applicable:	X

2C-4. How often does the CoC review or assess its HMIS bed coverage?   Quarterly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	X
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	X
Annual Homeless Assessment Report (AHAR) table shells:	X

ES-FAM,ES-IND,TH-FAM,TH-IND,PSH-FAM,PSH-IND,Summary and all Veterans table shells	☐
None	☐

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?   12

2D-4. How frequently does the CoC review data quality in the HMIS?   Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both?   Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	☐
VA Grant and Per Diem (GPD):	☐
Runaway and Homeless Youth (RHY):	☐
Projects for Assistance in Transition from Homelessness (PATH):	X
	☐
None:	☐

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date.
(limit 750 characters)

N/A

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy): 01/21/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy): 05/04/2015

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

Complete Census Count:	X
Random sample and extrapolation:	
Non-random sample and extrapolation:	

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	X
HMIS plus extrapolation:	
Interview of sheltered persons:	
Sample of PIT interviews plus extrapolation:	

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
(limit 1000 characters)

The Amarillo CoC collected sheltered homeless data from HMIS reports. 100% of the shelters in Amarillo use HMIS. All participating agencies received instruction and training from the CoC and HMIS Lead Agency prior to the point-in-time count. The City of Amarillo has 10 years experience as the HMIS lead for the Amarillo CoC and provides monthly trainings to all HMIS participating agencies to ensure complete proficiency in HMIS data entry.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count). (limit 1000 characters)

N/A

2F-5. Did your CoC change its provider   No coverage in the 2015 sheltered count?

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 sheltered count. (limit 750 characters)

N/A

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	X
Provider follow-up:	
HMIS:	X
Non-HMIS de-duplication techniques:	

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

N/A

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/21/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/04/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

Night of the count - complete census:	X
Night of the count - known locations:	X
Night of the count - random sample:	
Service-based count:	
HMIS:	X

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology.
(limit 1000 characters)

The TPC Mobile Crisis Outreach Team (MCOT) went to the known camps to survey unsheltered homeless persons utilizing a standardized survey tool. Mobile Crisis Outreach staff are trained and experienced in conducting outreach to unsheltered persons and are familiar with all local camp areas where unsheltered persons congregate. Additionally, HMIS was utilized to count those individuals who were using the homeless dayroom on the day of the count but who were not assigned to a shelter the previous night. These persons are presumed to be unsheltered homeless.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count).
(limit 1000 characters)

N/A

2I-4. Does your CoC plan on conducting   Yes
   an unsheltered PIT count in 2016?

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

Training:	X
"Blitz" count:	
Unique identifier:	X
Survey question:	
Enumerator observation:	
None:	

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method).
 (limit 1000 characters)

N/A

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

		2014 PIT (for unsheltered count, most recent year conducted)	2015 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		899	950	51
Emergency Shelter Total		369	398	29
Safe Haven Total		0	0	0
Transitional Housing Total		79	74	-5
Total Sheltered Count		448	472	24
Total Unsheltered Count		451	478	27

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

		Between October 1, 2013 and September 30, 2014
Universe: Unduplicated Total sheltered homeless persons		2,174
Emergency Shelter Total		2,117
Safe Haven Total		0
Transitional Housing Total		97

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.
(limit 1000 characters)

A major strategic priority of the Amarillo CoC is to support ongoing Homeless Prevention programs. Homeless Prevention services reduce the number of individuals and families who become homeless for the first time who may only need very short term assistance to remain in permanent housing.   In FY2015 ESG funding through the Texas Department of Housing and Community Affairs provided Homeless Prevention services to 107 unduplicated persons who were otherwise facing imminent homelessness.   Additionally, a Homeless Prevention program funded by the Texas Veterans Commission will provide The Salvation Army of Amarillo funding for the Next Step Program which will prevent homelessness among veterans and their families. Ongoing outreach and referral efforts through the TX 211 social service hotline and "No Wrong Door" approach to coordinated assessment ensure that persons with high risk factors for becoming homeless are connected to the appropriate homeless prevention services.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.
(limit 1000 characters)

To reduce the length of time individuals and families remain homeless, the Amarillo CoC has refocused resources to a Rapid Re-Housing/Housing First approach as an alternative to transitional housing.   Persons entering emergency shelter receive immediate assessment and referral to rapid re-housing to ensure they only experience homelessness for the least amount of time possible.   Through case management and housing stabilization services, participants receive support in seeking and qualifying for units of their choice throughout the city.   Inspections of units are expedited by the City's Community Development inspection staff in order to qualify properties and move participants into permanent housing quickly.   Individuals and families who may need more substantial ongoing support due to chronic disabilities and mental health needs are referred to the Shelter Plus Care program which provides more intensive permanent supportive housing.

* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

		Between October 1, 2013 and September 30, 2014
Universe: Persons in SSO, TH and PH-RRH who exited		59
Of the persons in the Universe above, how many of those exited to permanent destinations?		43
% Successful Exits		72.88%

3A-4b. Exit To or Retention Of Permanent Housing:

In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2013 and September 31, 2014.

		Between October 1, 2013 and September 30, 2014
Universe: Persons in all PH projects except PH-RRH		26
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?		13
% Successful Retentions/Exits		50.00%

3A-5. Performance Measure: Returns to Homelessness:

**Describe the CoC's efforts to reduce the rate of individuals and families who return to homelessness.   Specifically, describe at least three strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)**

Participants who receive homeless services within the Amarillo CoC also receive follow-up and ongoing engagement with service providers depending on their level of need for specific supportive services. This allows for continued engagement with persons at risk of returning to homelessness and facilitates identification of potential causes for that return.   Another strategy of the CoC is to utilize homeless prevention resources to keep participants in existing permanent housing, and make referrals for rapid re-housing services quickly if they do experience a return to homelessness. The coordinated assessment process identifies other needs such as substance abuse treatment, mental health services, legal circumstances, or other issues that may have contributed to a return to homelessness. Reports from the Amarillo HMIS system track specific households that may have returned to homelessness and identify additional services that may be needed to stabilize them in permanent housing.

3A-6. Performance Measure: Job and Income Growth.

Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy).
(limit 1000 characters)

The Shelter Plus Care program is a CoC funded activity that provides permanent supportive housing to homeless persons with disabilities, specifically mental health diagnoses.   While these participants are primarily receiving Social Security Disability benefits, they are not likely to increase income through employment. However, the partner agency on this program, Texas Panhandle Centers, provides supportive services which include referrals to non-employment related income and benefits. All clients at intake are assessed and referred to all appropriate resources to apply for and secure benefits if they have not already done so.   Additionally, the clients receiving services through the CoC funded Rapid Re-Housing program receive case management at intake and ongoing throughout their program participation to ensure that they are accessing all available resources for employment, benefits, and increased income in order to sustain their housing independently after exiting the program.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)

The CoC member agencies that provide homeless services partner with mainstream employment organizations to aid homeless individuals in increasing their income. Referrals are made to Panhandle Workforce Solutions which provides job search assistance, career counseling, workshops and support. Childcare is also available through Workforce Solutions. Goodwill Industries also provides job search support, career training and financial planning for homeless individuals and conducts outreach to homeless persons at the Guyon Saunders Resource Center. Other organizations such as the Downtown Women's Center operate several thrift stores where homeless persons are employed and receive job training. Additional employability support is available through Legal Aid of Northwest Texas and also through community partnerships with a variety of private industries which are committed to provide job opportunities to persons experiencing homelessness.

3A-7. Performance Measure: Thoroughness of Outreach.

How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams?
(limit 1000 characters)

Texas Panhandle Centers, a member agency of the Amarillo CoC, provides street outreach to persons who are unsheltered. TPC's Mobile Crisis Outreach Team, in partnership with the Amarillo Police Department, engage with over 600 homeless persons each year who are unsheltered and may be experiencing a mental health crisis. This street outreach allows for persons to be connected with available services such as permanent supportive housing and treatment to achieve housing stability. All geographic areas within the City of Amarillo are served by this crisis outreach team.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)?   No

3A-7b. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)

N/A

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors, Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015) establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful that communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to help meet this goal.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

		2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons		86	69	-17
Sheltered Count of chronically homeless persons		85	66	-19
Unsheltered Count of chronically homeless persons		1	3	2

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed.
(limit 1000 characters)

The 2015 PIT count recorded an overall decrease in chronically homeless persons since the 2014 PIT count.   The Amarillo CoC's focus on creating more permanent supportive housing beds dedicated specifically for the chronically homeless has been one factor in reducing this number. Additionally, the Housing First approach employed by the Rapid Re-Housing Program has also contributed to the reduction of chronically homeless.   While, the unsheltered count of chronically homeless did increase by 2 persons since 2014, the Amarillo CoC believes the change to be most likely a matter of recordkeeping vs. actual numbers since there is not an actual significant change.   Ongoing street outreach efforts will continue to work to completely eliminate chronically homeless who are remaining unsheltered.

3B-1.2. From the FY 2013/FY 2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(read only)

The Amarillo CoC conservatively estimates that an annual turnover of 7 beds will occur in the years 2014 and 2015 based on the number of beds turned over in 2013. The strategy of the Amarillo CoC's two year plan to increase the number of permanent supportive housing beds available for chronically homeless persons is to specifically re-designate beds turned over each year to chronically homeless persons.   With an anticipated 7 bed turnover each year, the Amarillo CoC will achieve a 57% increase of the total permanent supportive housing beds dedicated to the chronically homeless by the end of 2015 which is an aggressive step towards the national goal of ending chronic homelessness.

3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished?
(limit 1000 characters)

One of the strategies of the FY2013/2014 CoC Application was to increase the number of permanent supportive housing beds available through turnover in the Shelter Plus Care Program. Based on conservative yearly estimates, the CoC anticipated that approximately 7 beds would become available through turnover each year which would then be rededicated specifically for chronically homeless.   Through this process, the number of chronically homeless persons in Amarillo has been reduced by 20%.   While the CoC will not completely end chronic homelessness by the end of 2015, Amarillo is well on track to achieve this goal by 2017.

3B-1.3. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

	2014	2015	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	7	7	0

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in the total number of PSH beds (CoC Program and non CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count. (limit 1000 characters)

The Amarillo CoC did not see a change in the number of beds re-dedicated to chronically homeless in 2015 because there was not a turnover of beds as predicted in the 2014 application.   With enhanced case management and supportive services in the Shelter Plus Care program, more participants remained stably housed in permanent supportive housing and did not return to homelessness.   While the CoC considers the reduction in turnover a success for the program, it remains a policy of the CoC to re-designate those beds to chronically homeless as they do become available.

3B-1.4. Did the CoC adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status ?   Yes

3B-1.4a. If "Yes", attach the CoC's written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC's update.   17-18

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year.

Percentage of CoC Program funded PSH beds prioritized for chronic homelessness		FY2015 Project Application

Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness.	58

Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year.	7

Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.	7

This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.	100.00%

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?   Yes

This question will not be scored.

3B-1.6a. If "Yes," what are the strategies implemented by the CoC to maximize current resources to meet this goal? If "No," what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless by 2017?
(limit 1000 characters)

Persons experiencing chronic homelessness with a mental health disability will be referred to the Shelter Plus Care program for permanent supportive housing. However, other resources such as Project Homestead, ESG Rapid Re-Housing and Prevention will also be available. Through enhanced coordinated assessment and cooperative referral processes among the CoC partner agencies, as well as crisis intervention through street outreach teams, the Amarillo CoC anticipates that its collective resources will reach the goal of ending chronic homelessness in 2017.

3B. Continuum of Care (CoC) Strategic Planning Objectives

Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2015 Operating year? (Check all that apply).

Vulnerability to victimization:	
Number of previous homeless episodes:	X
Unsheltered homelessness:	
Criminal History:	
Bad credit or rental history (including not having been a leaseholder):	
Head of household has mental/physical disabilities:	X
N/A:	

3B-2.2. Describe the CoC's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter.
(limit 1000 characters)

The reallocation of funding from Transitional Housing to a new Rapid Re-Housing program will increase the number of households that are re-housed within 30 days of becoming homeless.   Immediately upon entrance to emergency shelter, all newly homeless families will be referred to Operation Homestead which will assess them and provide an intake to receive rapid re-housing.   Families will be housed as quickly as they can secure a lease for qualified housing.   Those with barriers to securing a lease are referred to other financial and legal services to resolve issues that may be preventing them from getting a lease.   Families that have a greater severity of need such as mental health disabilities are referred to the Shelter Plus Care program to receive permanent supportive housing. While available resources may limit the ability to initially house all clients, this strategy will still greatly reduce the number of families who experience homelessness for longer than 30 days.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

	2014	2015	Difference
RRH units available to serve families in the HIC:	0	27	27

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	X
There is a method for clients to alert CoC when involuntarily separated:	
CoC holds trainings on preventing involuntary family separation, at least once a year:	
None:	

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

PIT Count of Homelessness Among Households With Children

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	48	49	1
Sheltered Count of homeless households with children:	48	49	1
Unsheltered Count of homeless households with children:	0	0	0

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

The Amarillo CoC did not see a change in the number of homeless families with children between the 2014 and 2015 PIT counts. While many families were served with housing services in 2015, there were just as many additional families entering homelessness, which resulted in no change in the overall number. With the reallocation of CoC funds in this year's application for more rapid re-housing services, the CoC anticipates achieving a reduction in the number of homeless families with children in the next PIT. The CoC-funded rapid re-housing program will allow for greater resources to then be available for homeless prevention through the ESG program, which will also reduce the number of families entering homelessness.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and ages 18-24), including the following:

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	No
Unaccompanied minors/youth below the age of 18?	No

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	☐
Increase housing and service options for youth fleeing or attempting to flee trafficking:	☐
Specific sampling methodology for enumerating and characterizing local youth trafficking:	☐
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	☐
Community awareness training concerning youth trafficking:	☐
	☐
N/A:	X

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth (under age 18, and ages 18-24) for housing and services during the FY2015 operating year? (Check all that apply)

Vulnerability to victimization:	☐
Length of time homeless:	☐
Unsheltered homelessness:	☐
Lack of access to family and community support networks:	☐
	☐
	☐
N/A:	X

3B-2.8. Using HMIS, compare all unaccompanied youth (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012 - September 30, 2013) and FY 2014 (October 1, 2013 - September 30, 2014).

	FY 2013 (October 1, 2012 - September 30, 2013)	FY 2014 (October 1, 2013 - September 30, 2104)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	0	0	0

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 is lower than FY 2013, explain why.
(limit 1000 characters)

N/A

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

	Calendar Year 2015	Calendar Year 2016	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	$0.00	$0.00	$0.00
CoC Program funding for youth homelessness dedicated projects:	$0.00	$0.00	$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	$0.00	$0.00	$0.00

3B-2.10. To what extent have youth housing and service providers and/or State or Local educational representatives, and CoC representatives participated in each other's meetings over the past 12 months?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	9
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenille justice or out of school time) attended by CoC representatives:	0
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	0

3B-2.10a. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local eduction liaisons and State educational coordinators.
(limit 1000 characters)

There are currently no RHY providers in the Amarillo CoC jurisdiction. The HMIS system reports that there were 0 recorded unaccompanied youth in the 2015 PIT.   However, homeless liasons from the local school district are members of the Amarillo CoC committee and are in regular attendance of CoC monthly meetings. A cooperative effort between emergency shelters and the school district homeless liasons ensure that students are connected with all available resources.

3B-2.11. How does the CoC make sure that homeless participants are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenilee justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs. (limit 2000 characters)

The membership and governing board of the Amarillo CoC include representatives from the local school district homeless liaison services. Through the collaborative relationship between the education system and homeless service providers, the CoC is able to ensure that children are receiving access to all educational services available under McKinney-Vento. It is the policy of the CoC that all families entering emergency shelter must have children enrolled in school within 3 days of entry to the program.   The participation of the school district homeless liaison representatives in the CoC meetings and board has provided them the knowledge to make the appropriate referrals to CoC and ESG funded programs for housing services as they encounter homeless families in the school system.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2015. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	55	46	-9
Sheltered count of homeless veterans:	55	46	-9
Unsheltered count of homeless veterans:	0	0	0

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count.
(limit 1000 characters)

The Amarillo CoC has seen an overall reduction in the number of homeless veterans between the 2014 and 2015 PIT counts largely due to the successful collaboration between the City of Amarillo Housing Authority and the local Veterans Affairs office on the HUD-VASH program. The City of Amarillo receives 85 HUD-VASH vouchers; 83 of which are currently leased up. As the VASH vouchers are completely utilized, some veterans are prioritized to move onto the mainstream Section 8 HCV program, which frees up VASH vouchers for incoming veterans in need of housing and supportive services.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e. HUD-VASH and SSVF?
(limit 1000 characters)

Veterans accessing emergency shelter services in Amarillo or identified as unsheltered through street outreach are all referred to the Amarillo Veteran's Affairs office which connects them to the HUD-VASH program to receive permanent supportive housing. A veteran's drop-in center, operated and staffed by Family Support Services provides a central location for veterans to be connected to available services. The coordinated assessment system employed by emergency shelter providers using the HMIS system track veteran status of persons entering homelessness in order to make the appropriate referrals to the VA.

3B-3.3. For Veterans who are not eligible for homeless assistance through the U.S Department of Veterans Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population?
(limit 1000 characters)

Veterans who may not be eligible for homeless assistance through the VA and the HUD-VASH program are referred to the Salvation Army which administers the Next Step Program, a homeless prevention and rapid re-housing grant from the Texas Veterans Commission which is specific to veterans and their families. Additionally, veterans experiencing homelessness are also eligible to receive mainstream homeless prevention and rapid re-housing services through the ESG program or the CoC-funded Project Homestead Program.

3B-3.4. Compare the total number of homeless Veterans in the CoC AND the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2015 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2015	% Difference
Total PIT count of sheltered and unsheltered homeless veterans:	57	46	-19.30%
Unsheltered count of homeless veterans:	11	0	-100.00%

3B-3.5. Indicate from the dropdown whether   No
you are on target to end Veteran
homelessness
by the end of 2015.

This question will not be scored.

3B-3.5a. If "Yes," what are the strategies being used to maximize your current resources to meet this goal? If "No," what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2015?
(limit 1000 characters)

The Amarillo CoC was able to achieve a nearly 20% reduction in veteran's homelessness in 2015. Although, not completely eliminated, the CoC is confident that the policies and resources now in place to serve veterans will continue to reduce homelessness among this population.   With the continued success of the HUD-VASH program and the addition of the Next Step Program and Project Homestead in 2016, the CoC anticipates ending veteran homelessness by 2017.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients?   Yes

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2015 Assistance with Mainstream Benefits

Total number of project applications in the FY 2015 competition (new and renewal):	3
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	2
Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	67%

4A-3. List the healthcare organizations you are collaborating with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants.
(limit 1000 characters)

Panhandle Community Services (PCS), a CoC board member, is the designated agency with trained "navigators" to enroll participants in health insurance under the Affordable Care Act.   This agency has 17 staff certified as healthcare navigators.   During open enrollment periods PCS conducts enrollment events at a variety of sites around the city. Additionally, PCS staff will come onsite to any particular homeless shelter or service provider to perform enrollments for clients wherever they are.   Participants are initially screened for Medicaid eligibility before being enrolled in the insurance marketplace.   While this program is just beginning, no outcome data is yet available, but the CoC will be tracking that information in 2016 to understand the effectiveness of this program and the numbers of participants acquiring insurance.

4A-4. What are the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available?

Educational materials:	
In-Person Trainings:	
Transportation to medical appointments:	X
Not Applicable or None:	

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4B-1. Based on the CoC's FY 2015 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH) and SSO (non-Coordinated Entry) projects in the CoC are low barrier? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

FY 2015 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal):	2
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2015 competition:	2
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2015 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal):	2
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition:	1
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First:	50%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	X
Use of phone or internet-based services like 211:	X
Marketing in languages commonly spoken in the community:	
Making physical and virtual locations accessible to those with disabilities:	
Not applicable:	

4B-4. Compare the number of RRH units available to serve any population from the 2014 and 2015 HIC.

		2014	2015	Difference
RRH units available to serve any population in the HIC:		0	27	27

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?
(limit 1000 characters)

N/A

4B-7. Is the CoC requesting to designate one   No
or more
of its SSO or TH projects to serve families
with children
and youth defined as homeless under other
Federal statutes?

> **4B-7a. If "Yes" in Question 4B-7, describe how the use of grant funds to**
> **serve such persons is of equal or greater priority than serving persons**
> **defined as homeless in accordance with 24 CFR 578.89. Description must**
> **include whether or not this is listed as a priority in the Consolidated**
> **Plan(s) and its CoC strategic plan goals. CoCs must attach the list of**
> **projects that would be serving this population (up to 10 percent of CoC**
> **total award) and the applicable portions of the Consolidated Plan.**
> **(limit 2500 characters)**

N/A

4B-8. Has the project been affected by a   No
major disaster, as declared by President
Obama under Title IV of the Robert T. Stafford
Act in the 12 months prior to the opening of
the FY 2015 CoC Program Competition?

> **4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural**
> **disaster on specific projects in the CoC and how this affected the CoC's**
> **ability to address homelessness and provide the necessary reporting to**
> **HUD.**
> **(limit 1500 characters)**

N/A

4B-9. Did the CoC or any of its CoC program   No
recipients/subrecipients request technical
assistance from HUD in the past two years
(since the submission of the FY 2012
application)? This response does not affect
the scoring of this application.

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	
CoC Systems Performance Measurement:	
Coordinated Entry:	
Data reporting and data analysis:	
HMIS:	
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	
Maximizing the use of mainstream resources:	
Retooling transitional housing:	
Rapid re-housing:	
Under-performing program recipient, subrecipient or project:	
Not applicable:	X

4B-9b. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

This response does not affect the scoring of this application.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

For required attachments related to rejected projects, if the CoC did not reject any projects then attach a document that says "Does Not Apply".

Document Type	Required?	Document Description	Date Attached
01. 2015 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects	Yes	Project Acceptanc...	11/16/2015
02. 2015 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure	Yes	Project Evaluatio...	11/16/2015
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Posting of...	11/16/2015
05. CoCs Process for Reallocating	Yes	CoC Request for P...	11/16/2015
06. CoC's Governance Charter	Yes	CoC Governance Ch...	11/16/2015
07. HMIS Policy and Procedures Manual	Yes	HMIS Governance C...	11/16/2015
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	Amarillo PHA Plan	11/16/2015
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes	No		
13. Other	No		
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Project Acceptance Letter

Attachment Details

Document Description:

Attachment Details

Document Description: Project Evaluation Criteria

Attachment Details

Document Description: Public Posting of Rating/Review Procedure

Attachment Details

Document Description: CoC Request for Proposals

Attachment Details

Document Description: CoC Governance Charter/Policie/Procedures

Attachment Details

Document Description: HMIS Governance Charter

Attachment Details

Document Description:

Attachment Details

Document Description: Amarillo PHA Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

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Attachment Details

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Submission Summary

Page	Last Updated
1A. Identification	11/13/2015
1B. CoC Engagement	11/13/2015
1C. Coordination	11/13/2015
1D. CoC Discharge Planning	11/13/2015
1E. Coordinated Assessment	11/13/2015
1F. Project Review	11/13/2015
1G. Addressing Project Capacity	11/13/2015
2A. HMIS Implementation	11/13/2015
2B. HMIS Funding Sources	11/13/2015
2C. HMIS Beds	11/13/2015
2D. HMIS Data Quality	11/13/2015
2E. Sheltered PIT	11/13/2015
2F. Sheltered Data - Methods	11/13/2015
2G. Sheltered Data - Quality	11/13/2015
2H. Unsheltered PIT	11/13/2015
2I. Unsheltered Data - Methods	11/13/2015
2J. Unsheltered Data - Quality	11/13/2015
3A. System Performance	11/13/2015
3B. Objective 1	11/14/2015
3B. Objective 2	11/14/2015
3B. Objective 3	11/14/2015
4A. Benefits	11/14/2015
4B. Additional Policies	11/14/2015
4C. Attachments	Please Complete
Submission Summary	No Input Required

CITY OF AMARILLO

COMMUNITY DEVELOPMENT

November 16, 2015

To Whom It May Concern,

This letter is to inform the members of the Amarillo Continuum of Care that 3 applications for CoC-funded projects have been received and reviewed by the CoC Grant Review Subcommittee for inclusion in the 2015 Collaborative Application.   They have been ranked in the following order of priority:

1. Shelter Plus Care (Renewal) – City of Amarillo
2. Operation Homestead (New) – The Salvation Army
3. HMIS (Renewal) – City of Amarillo

There were no other applications received besides these 3, and therefore no notice of rejection required for any other projects.

Sincerely,

James Allen
Chairman, Amarillo Continuum of Care
City of Amarillo Community Development Administrator

Continuum of Care Project Evaluation Process

Evaluation Process: A ten (10) point weighted evaluation process

Proposals must receive a minimum of 50% of the points to be considered for funding.

Fundable proposals will be ranked based on evaluation points and funding will be contingent upon the anticipated HUD fair share allocation to Amarillo

Evaluation Criteria Each section can receive 0 to 10 points. Each criteria is weighted by the Continuum of Care Grant Review Subcommittee

Criteria	Description	Weight
Capacity and Experience	Demonstrate ability and capacity to accomplish the proposed project. Experience, staff and financial resources, performance record. Demonstrate ability to provide the required cash match.	15%
Benefit to Community	What benefit will result to the target population? Identify proposed outcomes. Are proposed benefits or outcomes realistic and achievable?	25%
Collaboration - Coordination	Describe collaboration and coordination with other community organizations. Demonstrate ability to work with other agencies in accomplishing a project or delivering services.	20%
Sustainability	Describe the plan to financially sustain the project after the initial HUD funding period ends.	25%
Leveraging	Demonstrate ability to leverage resources for the accomplishment of the proposed project. To what extent does project rely upon volunteers?	15%

Sample Project Scoring

		Weight	Max Points	Weighted Score
15%	Capacity and Experience	.15	10	1.5
25%	Benefit to Community	.25	10	2.5
20 %	Collaboration and Coordination	.20	10	2.0
25 %	Sustainability	.25	10	2.5
15 %	Leveraging	.15	10	1.5
	Total Score		50	10

Maximum Score of 10

2015 Proposal for the Continuum of Care Program
Project Evaluation

Project Name: _____

Evaluator: _____

Applicant: _____

Rate how well the project will address each evaluation criteria using a scale of 10 points.

Criteria	Description	Weight	Points	Weighted Score
Capacity and Experience	Demonstrate ability and capacity to accomplish the proposed project. Experience, staff and financial resources, performance record. Demonstrate ability to provide the required cash match.	15%		
Benefit to Community	What benefit will result to the target population? Identify proposed outcomes. Are proposed benefits or outcomes realistic and achievable?	25%		
Collaboration - Coordination	Describe collaboration and coordination with other community organizations. Demonstrate ability to work with other agencies in accomplishing a project or delivering services.	20%		
Sustainability	Describe the plan to financially sustain the project after the initial HUD funding period ends.	25%		
Leveraging	Demonstrate ability to leverage resources for the accomplishment of the proposed project. To what extent does project rely upon volunteers?	15%		
Total Rating of 10 Points				

Evaluator Notes:

Total Rating of 10 Points	

Evaluator Notes:

Community
Development
Amarillo, Texas

AMARILLO TEXAS

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Overview of Continuum of Care

In 1987, Congress passed the first federal law specifically addressing homelessness. The Stewart B. McKinney Homeless Assistance Act of 1987, later renamed the McKinney-Vento Homeless Assistance Act, provides federal tax-payer financial support for a variety of programs for those individuals and families who are homeless and unable to provide for their own basic needs. The housing programs it authorizes are administered by the Department of Housing and Urban Development. (HUD) Office of Special Needs Assistance Programs.

The enormous diversity of individuals and families who are experiencing homelessness, and the unique problems and specific needs of each subgroup require highly complex service systems. The need to provide specialized services for different sub-populations means some services or programs are appropriate for some groups of clients, but not others. In addition, a single client may need the help of numerous mainstream services beyond housing including health care, cash benefits, food, employment, and substance abuse treatment. The Continuum of Care (CoC) community-wide planning and coordination among both homeless and mainstream service providers ensures individuals and families get the help they need to leave homelessness and become stably housed.

A collaborative application is submitted annually by the City of Amarillo Community Development Department as lead agency of the Amarillo CoC to the U.S. Department of Housing and Urban Development to request funding to renew the homeless assistance programs in the Amarillo Continuum of Care.

- FY-2015-CoC-Program-NOFA
- Amarillo CoC Request for Proposals
- NEW PROJECT APPLICATION FY2015 (updated)
- Project Evaluation Process

The Amarillo Continuum of Care holds committee meetings on the second Wednesday of each month at 9:00AM at City Hall, 509 SE 7th Avenue, Room 306. Any interested parties are welcome to attend. For program or CoC membership information, call Kathryn Foster at (806) 378-3005.

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**2015 SUMMER
LUNCH PROGRAM**

Quick Links
- HUD
- Texas Department of Housing and Community Affairs
- Texas Department of Agriculture
- City of Amarillo
- 211 Texas
- Amarillo Homeless Coalition

Upcoming Events
There are no upcoming events at this time.

Foster, Kathryn

From:	UW Listserv [listserv@unitedwayama.org]
Sent:	Thursday, October 08, 2015 9:32 AM
Subject:	FY2015 Continuum of Care Funding Availability

The Amarillo Continuum of Care would like to announce the release of the FY2015 Continuum of Care NOFA (Notice of Funding Availability), RFP (Request for Proposals), and the Application for Funding which are available at the City of Amarillo website at: http://comdev.amarillo.gov/?page_id=12.

509 S.E. Seventh Ave.
P.O. Box 1971
Amarillo, TX 79105-1971

Ofc. (806) 378-3005
Fax. (806) 378-9389

www.amarillo.gov

Kathryn Foster
Program Coordinator
kathryn.foster@amarillo.gov

Foster, Kathryn

From:	Foster, Kathryn
Sent:	Wednesday, October 07, 2015 3:50 PM
To:	amarillohomelesscoalition@gmail.com
Cc:	Anne Blanscet (peggy.blanscet@txpan.org)
Subject:	FY2015 Continuum of Care Funding Availability
Attachments:	Amarillo CoC Request for Proposals.pdf

The Amarillo Continuum of Care would like to announce the release of the FY2015 Continuum of Care NOFA (Notice of Funding Availability), RFP (Request for Proposals), and the Application for Funding which are available at the City of Amarillo website at: http://comdev.amarillo.gov/?page_id=12.

AMARILLO
COMMUNITY DEVELOPMENT

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www.amarillo.gov

Kathryn Foster
Program Coordinator
kathryn.foster@amarillo.gov

REQUEST FOR PROPOSALS (RFP)
AMARILLO CONTINUUM OF CARE

2015 Continuum of Care Program-Local Application Process

INTRODUCTION

The FY2015 CoC Funding Notice, as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by HUD on **9/17/2015**.

The Amarillo Continuum of Care (CoC) is soliciting eligible project applications from non-profit agencies, local governments, and other eligible applicants that provide services and housing to homeless persons in Amarillo.

GENERAL INFORMATION ON THE COMPETITION
The CoC will select and rank projects submitted from agencies within the city limits of Amarillo which are then submitted to the U.S. Department of Housing and Urban Development (HUD) under a consolidated application.

Funding Available

New Projects - Based on the 2015 Continuum of Care Program Funding Notice released by HUD on **9/17/2015** new projects for Permanent Supportive Housing and Rapid Re-Housing can be created through reallocation. Creating a new Permanent Supportive Housing or Rapid Re-Housing program through reallocation will only be available to a program choosing to reallocate renewal funding.

The total annual award amount to the Amarillo CoC is $772,766.

HUD McKinney Homeless Programs
Applicants may apply for any one of the following CoC Program Components:

1. Permanent housing;

PH encompasses (1) permanent supportive housing (PSH) for persons with disabilities and families with **an adult head of household (or if there is no adult in the family, a minor head of household) who has a disability** and (2) **rapid re-housing (RRH)** for homeless individuals or families with or without disabilities. RRH provides supportive services and short- and/or medium-term tenant-based rental assistance (RA). RRH:
- Must follow CoC procedures for prioritizing eligible families and individuals
- May set maximum amounts of assistance (percentage, months, or number of times)
- May require participants to share in the cost of rent (rent calculation information is detailed)
- Limits RA to a household to no more than 24 months
- May provide supportive services for no longer than 6 months after RA stops
- Must re-evaluate, not less than once annually, program participants' need to retain housing
- May require each participant to notify the program of changes in income or other circumstances

- Must require participants to meet with a case manager at least once per month (exceptions are noted)

Funds for PH may be used for acquisition, rehabilitation, new construction, leasing, RA, operating, and supportive services (some exceptions apply).

2. Transitional housing;

Program participants in transitional housing must have a lease that has a term of at least one month but no longer than 24 months and cannot be extended.

3. Supportive services only (SSO);

SSO grants cover supportive services, including street outreach, to both sheltered and unsheltered homeless persons to whom the recipient or subrecipient is not providing housing assistance.

4. HMIS;

An HMIS Lead may use CoC funds to lease or operate a structure in which HMIS is operated, and for other eligible costs.

5. Homelessness prevention—N/A (may be available in future competitions but not available in 2015).

The HEARTH Act increased the focus on homelessness prevention, though prevention resources are intended to be available to communities primarily through the Emergency Solutions Grant (ESG) program.

Match: All eligible funding costs, except leasing, must be matched with no less than a **25 percent cash or in-kind contribution.** No match is required for leasing.

Eligible Persons to be Served - HUD Definition of Homeless
All projects submitted for funding must serve persons who meet the HUD definition of Homeless.

For projects providing **Permanent Supportive Housing**, a person is considered homeless only when he/she resides in one of the three following places:

1. places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. an emergency shelter; or
3. transitional housing for homeless persons and who originally came from the streets or emergency shelter (except in Permanently Supportive Housing beds dedicated to serve Chronically Homeless Persons).

> If a person is in one of the three categories listed above, but most recently spent less than 90 days in a jail or institution, he/she qualifies as coming from one of these three categories.

In addition to the above three categories, projects providing **Transitional Housing or Supportive Services Only** may also serve populations meeting the following criteria:

1. eviction within 14 days from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or

2. discharged within a week from an institution in which the person has been a resident for 90 or more consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.

3. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. *(The 'eligible under another federal program' category requires special approval by HUD and is limited to no more than 10% of a CoC's funding.)*

4. a person and family members fleeing domestic violence and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

A **Chronically Homeless Person or Family** is an unaccompanied homeless individual with a disabling condition or a family with at least one adult member who has a disabling condition, who either has been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven, as defined by HUD.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO program) into a single grant program known as the Continuum of Care (CoC) Program.

Threshold Requirements

To become eligible for consideration by the Amarillo CoC Grant Review Subcommittee, all projects must first successfully pass a review of threshold requirements.

Each project must meet the following minimum standards:

1. Only renewal projects, new PSH or RRH projects created through reallocation, or Permanent Supportive Housing Bonus project applications will be accepted for the 2015 HUD CoC Grant competition.

2. The project must meet HUD eligibility requirements.

3. Persons served by the project must meet the HUD definition of homeless and be eligible for service under program regulations.

4. The application must be complete and submitted in the correct format.

5. **The application must be submitted on time**. Any corrections requested must also be received by the due dates indicated.

6. The project must be feasible and the costs reasonable.

7. The project must demonstrate that it is designed to move homeless persons toward self-sufficiency and permanent housing.

8. The application must demonstrate that project will be able to proceed on a timely basis.

Ranking of Projects

The Amarillo CoC Grant Review Subcommittee will be composed of members from the Amarillo Continuum of Care. No member will sit on the Amarillo CoC Grant Review Subcommittee where a conflict of interest exists if that member's agency is submitting a project application. Amarillo CoC Grant Review Subcommittee members that have a vested interest in any project application will recuse themselves from the discussion of and ranking of that particular project.

This year the Amarillo CoC Grant Review Subcommittee will conduct the evaluation process for renewal projects and new project applications. The Amarillo CoC Grant Review Subcommittee will review renewal and new project applications to determine eligibility for submission, and rank each within CoC predetermined categories based on evaluation scores before the collaborative grant is submitted to HUD.

Application Process

The deadline for submitting proposals is **Friday, October 30, 2015, no later than 5:00PM**. All applicants are required to submit application documents to the Community Development Department, City Hall, Room 104, 509 SE 7th Avenue. Agencies submitting project applications must be available to discuss applications with Amarillo Continuum of Care and the Lead Agency, if requested, during the evaluation process.

Project Match and Leverage Letters

In addition to the required Match for the Continuum of Care program grants, it is critical that applicants make a maximum effort to leverage other resources to support their application, as it is a significant factor in the CoC's overall rating in the national competition. "Leverage" refers to funds used in the project (other than the McKinney grant itself), including "in-kind" contributions.

Availability of Technical Assistance

A limited amount of technical assistance is available to assist potential applicants. All applicants may seek advice and clarification on the requirements of program and eligibility of their project. For assistance, contact Kathryn Foster at 378-3005 or by email at **kathryn.foster@amarillo.gov**.

2015 APPLICATION PROCESS TIMELINE

10/7/2015	RFP and application materials available on http://comdev.amarillo.gov
10/14/2015	Amarillo Continuum of Care will establish a Grant Review Subcommittee during the regular monthly committee meeting
10/30/2015	Due date for proposed applications to be submitted to Community Development
11/2/2015	Copies of applications received will be distributed to Grant Review Subcommittee for review
11/6/2015	Grant Review Subcommittee will meet to rank and evaluation applications and prepare recommendation for funding
11/11/2015	Grant Review Subcommittee will present recommendations and priority ranking to regular CoC membership at November meeting
11/12/2015	Lead agency will notify applicants of ranking results
11/20/2015	Due date for Collaborative CoC Application to be completed and submitted to HUD by the Lead Agency

Amarillo Continuum of Care

Homeless Management Information System (HMIS) Governance Charter

Adopted by the General Membership January 10, 2014

Table of Contents

1. Purpose

The Amarillo Continuum of Care (CoC) operates a Homeless Management Information System (HMIS) to record and store client-level information about the numbers, characteristics, and needs of person who use homeless housing and supportive services and for persons who receive assistance for persons at risk of homelessness.

HMIS is used to aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and measure the effectiveness of homeless assistance projects and programs. Data produced is used for planning and education.

2. Amarillo CoC Responsibilities

The Amarillo CoC is responsible for:

- Designating a single information system as the official HMIS software for the geographic area.
- Designating an HMIS Lead to operate the HMIS
- Providing for governance of the HMIS Lead, including:
    - o The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each Contributing HMIS Organization (CHO) requiring the CHO to comply with federal regulations regarding HMIS and imposing sanctions for failure to comply; and
    - o The participation fee, if any, charged by the HMIS;
- Maintaining documentation evidencing compliance with this part and with the governance charter; and
- Reviewing, revising and approving the policies and plans required by federal regulation.

3. Designations

3.1. HMIS System

The CoC designates Bowman Systems, LLC system operated by the City of Amarillo as the official HMIS for the Amarillo CoC's geographic area.

3.2. HMIS Lead

The Amarillo CoC designates the City of Amarillo as the HMIS Lead to operate the Amarillo CoC's HMIS.

4. Responsibilities of the HMIS Lead

The HMIS Lead is responsible for:

- Ensuring the operation of and consistent participation by recipients of CoC Program Funds, including oversight of the HMIS and any necessary corrective action to ensure that the HMIS compliance federal requirements;
- Developing written HMIS policies and procedures in accordance with § 580.31 for all CHOS;
- Executing a written HMIS Participation Agreement with each CHO, which includes the obligations and authority of the HMIS Lead and CHO must abide, sanctions for violating the HMIS Participation Agreement, and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement;
- Serving as the applicant to the US Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC's geographic area, as directed by the Amarillo CoC, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities;
- Monitoring data quality and taking necessary actions to maintain input of high-quality data from all CHOs;
- The HMIS Lead must submit a security plan, an updated data quality plan, and a privacy policy to the CoC for approval within 6 months after the effective date of the HUD final rule establishing the requirements of these plans, and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead must review and update the plans and policy at least annually. During the process, the HMIS Lead must seek and incorporate feedback from the CoC and CHO. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Amarillo CoC.

5. Duties of the HMIS Lead

5.1. Amarillo CoC HMIS Policies and Procedures

The HMIS Lead must adopt written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, its CHO's and the Continuum of Care. These policies and procedures must comply with all applicable Federal law and regulations, and applicable state or local governmental requirements. The HMIS Lead may not establish local standards for any CHO that contradicts, undermines, or interferes with the implementation of the HMIS standards as prescribed in this part.

5.2. Unduplicated Count

The HMIS Lead must, at least once annually, or upon request from HUD, submit to the Amarillo CoC an unduplicated count of clients served and an analysis of unduplicated counts when requested by HUD.

5.3. Reporting

The HMIS Lead shall submit reports to HUD as required.

5.4. Privacy

The HMIS Lead must develop a privacy policy. At a minimum, the privacy policy must include data collections limitations; purpose and use limitations; allowable uses and disclosures; openness description, access and corrections standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance.

5.5. HMIS Standards

The HMIS Lead, in contracting an HMIS vendor, must require the HMIS vendor and the software to comply with HMIS standards issued by HUD as part of its contract.

5.6. Participation Fee

The HMIS Lead shall not charge a participation fee for CHOs.

6. Responsibilities of the CoC HMIS/Data Committee

The HMIS Committee will work with the HMIS Lead to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
    - Recipients and sub recipients consistently participate on HMIS;
    - HMIS is satisfying the requirements of all regulations and notices issued by HUD;

- The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Amarillo CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
- Oversee and monitor HMIS data collection and production of the following reports:
  - Sheltered Point-In-Time count;
  - Housing Inventory Chart;
  - Annual Homeless Assessment Report (AHAR); and
  - Annual Performance Reports (APR's).

7. Responsibilities of the CHO

A CHO must comply with federal regulations regarding HMIS.

A CHO must comply with Federal, state, and local laws that require additional privacy or confidentiality protections. When a privacy or security standard conflicts with other Federal, state, and local laws to which the CHO must adhere, the CHO must contact the HMIS Lead and collaboratively update the applicable policies for the CHO to accurately reflect the additional protections.

8. Joint HMIS Lead-CHO Responsibility for Privacy

The HMIS Lead and the CHO using the HMIS are jointly responsible for ensuring that HMIS processing capabilities remain consistent with the privacy obligations of the CHO.

<table>
<tr><td colspan="2">PHA 5-Year and Annual Plan</td><td>U.S. Department of Housing and Urban Development
Office of Public and Indian Housing</td><td>OMB No. 2577-0226
Expires 4/30/2011</td></tr>
</table>

1.0	**PHA Information** PHA Name: _____City of Amarillo_____ PHA Code: ____TX472_____ PHA Type: ☐ Small ☐ High Performing ☒ Standard ☐ HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): __10/01/2015__
2.0	**Inventory** (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____0_____ Number of HCV units: __1468_____
3.0	**Submission Type** ☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only
4.0	**PHA Consortia** ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					

5.0	**5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.
5.1	**Mission.** State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: **Required at 5-Year update only.**
5.2	**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. **Required at 5-Year update only.**
6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: **No elements have been revised.** (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. **The public may obtain copies of the 5-Year and Annual PHA Plan at the main administrative office, 509 SE 7th, Room 104, Amarillo, Texas 79101 or at the PHA website at www.amarillo.gov.**
7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.* **See attached.**
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. **Not applicable.**
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing. **Not applicable.**
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. **Not applicable.**
8.3	**Capital Fund Financing Program (CFFP).** ☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. **Not applicable to annual plan.**

form HUD-50075 (4/2008)

9.1	**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: **Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Not applicable.**
10.0	**Additional Information.** Describe the following, as well as any additional information HUD has requested. **Not applicable.** (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

11.0	**Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

form **HUD-50075** (4/2008)

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia
Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan
Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

> **5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

> **5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

> **(a)** Identify specifically which plan elements have been revised since the PHA's prior plan submission.

> **(b)** Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

> **PHA Plan Elements.** (24 CFR 903.7)

> **1.** **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

(a) To submit the initial budget for a new grant or CFFP;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

(c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 **Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

9.0 **Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

    9.1 **Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 **Additional Information.** Describe the following, as well as any additional information requested by HUD:

    (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

    (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

    (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 **Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

    (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

    (b) Form HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

    (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

    (d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

    (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

    (f) Resident Advisory Board (RAB) comments.

    (g) **Challenged Elements.** Include any element(s) of the PHA Plan that is challenged.

    (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

    (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

City of Amarillo TX472
PHA Annual Plan Beginning 10/1/2015
Attachment to HUD-50075

6.0 PHA Plan Update

(a). No elements have been revised since the prior plan submission.

PHA Plan Elements

13. Violence Against Women Act (VAWA).

Activities, Services or Programs provided by Local Agencies

Family Support Services- Provides assistance to children and adults who have been victims of family violence or sexual assault. The Crisis Services Division strives to provide safety and security as well as prevention of these crimes against individuals and society. Services include: 24- hour assistance to victims of family violence and sexual assault; face-to-face crisis intervention; 24-hour Crisis Hotline; 24-hour emergency shelter for victims of family violence; and advocacy and accompaniment through the medical, legal and judicial systems. FSS also provides family and individual counseling and specialized counseling such as batterers Intervention and Prevention Program and Anger Management.

The Bridge- Children's Advocacy Center-The Bridge is a comprehensive, child-focused program that offers a one-stop approach to child abuse investigation. The following services are offered: Forensic interviews, multidisciplinary case review, on-site sexual assault exam; community education; victim assistance; and counseling.

Activities, Services or Programs provided By the PHA

The City of Amarillo has amended the Administrative Plan for the Section 8 Housing Choice Voucher Program to comply with Sections 606 and 607 of the Violence Against Women Act (VAWA). A bulk mailing was done to all landlords and program participants informing them of the protection afforded certain victims of criminal domestic violence, dating violence, stalking, and sexual assault – as well as members of the victims' immediate families- from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.

The briefing packets now contain information explaining the requirements of VAWA as well as the protections afforded program participants. Although moves are not allowed in the first year of the lease, exceptions may be made when a participant or a member of the household has been a victim of one of these acts and they meet the requirements of the VAWA and feel threatened by remaining in the unit. The participant may be required to furnish documentation to support their request to move on this basis.

The Housing Office works very closely with the Amarillo Police Department's Victim Assistance Coordinator in resolving issues such as relocation for safety reasons, substantiating claims of violent crimes, and removing a family member from the household who is responsible for the domestic violence.

The Housing Office also maintains close ties with the staff of the local Domestic Violence Shelter who staffs a 24-hour crisis line for both domestic violence and rape crisis. The housing staff is able to make appropriate referrals to this agency on behalf of program participants when necessary.

7.0 Hope VI, Mixed finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

    (a) <u>Hope V</u>. Not Applicable

    (b) <u>Demolition and/or Disposition</u>. Not Applicable.

    (c) <u>Conversion of Public Housing</u>. Not Applicable.

    (d) <u>Homeownership.</u>

The City of Amarillo offers a Section 8 Homeownership option for the housing choice voucher program. This option allows families receiving Section 8 voucher assistance to use their monthly assistance to purchase their own homes.

Family Eligibility

A Section 8 participant who has been on the program a minimum of one year may utilize the subsidy to purchase rather than rent a home, subject to the following requirements:
- A family must meet the general requirements for continued participation in the City of Amarillo's Housing Choice Voucher Program.
- A participant in the voucher program must be in full compliance with their lease and Section 8 program requirements and must terminate their current lease arrangements in compliance with the lease.
- A family must qualify as a first-time homeowner (no member of the family has had any ownership interest in a principal residence in 3 years), or be a family that owns a share in a cooperative.
- Except for cooperative members who have acquired cooperative ownership shares prior to commencement of homeownership assistance, no family member may have a present ownership interest in a residential property.
- A family must meet the minimum income requirements. At commencement of homeownership assistance, the family must demonstrate that the annual income of the adult family members who will own the home is not less than: (1) the Federal minimum hourly wage multiplied by 2,000 hours, (2) in the case of a disabled family, the monthly

Federal Supplemental Security Income benefit for an individual living alone multiplied by twelve.

- A family must meet the employment requirements. Except in the case of elderly or disabled families, one or more adult members of the family that will own the home must be currently employed on a full-time basis (no less than an average of 30 hours per week), and have been continuously so employed for at least two years. In meeting this requirement, the City will consider all circumstances of the household if the family demonstrates a favorable work history and meets loan qualification requirements imposed by the lender. Self-employment, successive employment, and interrupted employment will be considered.
- A family must not have defaulted on a mortgage when participating in the voucher homeownership option or the City's HOMEbuyer's Assistance Program.
- Unless, elderly or disabled, a family must be a participant or graduate of the Family Self-Sufficiency Program.

Eligible Units

An eligible unit must meet the following requirements:
- The home must be located within the city limits of Amarillo and can be either an existing home or a home under construction. A family may purchase a home outside the city limits of Amarillo only if the receiving public housing agency (PHA) is administering a homeownership program and is accepting new homeownership families.
- The home must be the family's primary residence and be a single-family home (including a manufactured home), a townhouse or a condominium.
- Homeownership assistance may be provided for the purchase of a home where the family will not own fee title to the real property on which the home is located, but only if: (1) the home is located on a permanent foundation; and (2) the family has the right to occupy the home site for at least forty years.
- The home must be inspected by the City as well as an independent inspector designated by the family.
- The home must meet the Section 8 Housing Quality Standards.

Eligible Seller

The seller of the unit must not be a person or entity debarred or suspended from participation in HUD programs. The seller must sign a certification that they are not on HUD's debarred or suspended list prior to the City of Amarillo's final approval of homeownership assistance.

Minimum Cash Down Payment

Rather than require a minimum down payment, the City chooses to allow the lender to establish the down payment requirement in accordance with the loan product offered to the family. This will help to avoid the exclusion of potentially eligible families who have sufficient income and credit histories to make them excellent candidates for homeownership but insufficient savings. In addition, it allows families to take advantage of loan products designed for lower-income purchasers with no or very low down payment requirements.

When the program is available, the City's Homebuyers Assistance Program and Homebuyer Principal Reduction Program, offers assistance with down payment and closing costs. Every effort will be made to encourage families to utilize this program to assist in purchasing homes under the Homeownership Program.

Requirements for Family Search and Purchase

A family is allowed a maximum time of 120 days to locate a home, enter into a Contract for Sale and close on the home. If the homebuyer's time expires, the City of Amarillo may exercise the option to extend the timeframe if substantial progress has been made and sales closing can be accomplished in 30 days. If time expires, the City will offer the buyer a rental voucher.

The City of Amarillo requires periodic progress reports on the family's progress in finding and purchasing a home. These update reports are required, at a minimum, at 60 days and 90 days.

Homeownership Counseling

A family is required to attend and satisfactorily complete a pre-assistance homeownership counseling program. At a minimum, this counseling must consist of four hours of classroom training. This must be done prior to receiving final approval for participation in the homeownership program. Post-homeownership counseling will be required for all participants once they have secured a mortgage and have moved into the home.

Home Inspections

All units must pass a HQS inspection conducted by the City. There must also be an inspection by an independent professional inspector commissioned by the family. The private inspector must be licensed by the State of Texas and have a satisfactory rating by the Better Business Bureau.

The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must provide a copy of the inspection report to the family and the City. Based on the information in this report, the family and the City will determine whether any pre-purchase repairs are necessary. The buyer is not allowed to do or to pay for any necessary repairs. Although the unit may pass the HQS inspection, the City can disapprove the unit based on information contained in the independent inspection.

Contract of Sale

The family must enter a contract of sale with the seller prior to assistance approval. The family must provide the City with a copy of the Contract of Sale. The Contract of Sale must include the following:
- Price and terms of sale
- Provide that purchaser will arrange for a pre-purchase inspection of the unit by an independent inspector selected by the purchaser

- Provide that purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the City of Amarillo
- Purchaser is not obligated to pay for any necessary repairs
- Purchaser is not obligated to purchase the unit should the voucher assistance fail to be approved
- Contain a certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under Part 24 of the Code of Federal Regulations
- Housing Quality Standards Inspection
- A one- year Home Warranty Insurance policy must be provided by either the seller or buyer.

Financing

The family must secure its own financing for the home. The City will offer a list of qualified lenders to the family, but the family is free to choose their own lender. Financing must be either: 1) provided, insured or guaranteed by state or federal government, or 2) comply with secondary mortgage market underwriting requirements. The City prohibits seller financing, balloon payment mortgages and other types of mixed rate mortgages.

Adjustable Rate Mortgages (ARM) may be submitted for consideration. These referrals will be evaluated and considered on a case-by-case basis by the City.

Occupancy

Homeownership assistance may only be paid while the family is residing in the unit. Assistance may not continue after the month the family vacates the home. Neither the family nor the lender are obligated to refund any assistance received for the month in which the family vacates.

Family Obligations

The family must comply with the following obligations:

Ongoing Counseling
- To the extent required by the City, the family must attend and complete ongoing homeownership and housing counseling.

Compliance with mortgage
- The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).

Use and Occupancy
- The family must use the assisted unit for residence by the family, and the unit must be the family's only residence.
- The City must approve the composition of the assisted family residing in the unit. The family must promptly notify the City of the birth, adoption or court-awarded custody of a child. The family must request the City's approval to add any other family member as an occupant of the unit. No other person may reside in the unit.
- The family must promptly notify the City if any family member no longer resides in the unit.
- If the City has given approval, a foster child or a live in aide may reside in the unit.
- Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family
- The family must promptly notify the City of absence from the unit. The family must supply any information or certification requested by the City to verify the family is living in the unit or the reason for the absence.

Conveyance or Transfer of Home
- The family must not sublease or let the unit.
- The family must not assign or transfer the unit.
- Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members.
- The family must supply any information concerning the sale or transfer of any interest in the home or the family's homeownership expenses.

Refinancing
- At times it may be advantageous for a homebuyer to refinance the existing first mortgage. The City must approve the refinance terms and conditions prior to closing. The homebuyer must benefit from the refinancing transaction. The resulting interest rate must be lower than the original loan and the payment and/or term must be lower. Home equity loans and cash advances are not allowed. The request must include the following documents:
  - Loan application for the refinancing
  - Good faith estimate
  - Written statement from current mortgage company showing the payoff amount and current payment for principal, interest, and escrows
  - Ackowledgement of Mortgage Loan Refinancing signed by the homebuyer and the lender

- Closing on the refinancing can take place after the city reviews and approves the final HUD-1 closing statement.

Supplying required information
- The family must supply any information that the City or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
- The family must supply any information requested by the City or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition is accordance with HUD requirements.
- The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with 24 CFR Part 5, subpart B.
- Any information supplied by the family must be true and complete.

Notice of move out
- The family must notify the City before the family moves out of the home.

Notice of mortgage default
- The family must notify the City if the family defaults on a mortgage securing any debt incurred to purchase the home.

Prohibition on owner interest on second residence
- During the time the family receives homeownership assistance, no family member may have any ownership interest in any other residential property.

Additional requirements
- The family must attend and satisfactorily complete a post-purchase homeownership counseling program.

Maximum Term of Assistance

The maximum terms of assistance are as follows:
- Fifteen years for mortgages of 20 years or more
- Ten years for all other mortgages
- There is no term limitation for elderly or disabled families. In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of the homeownership assistance.
- In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family. If the family ceases to qualify as an elderly or disabled family, the maximum term becomes applicable from the date homeownership assistance began. However, such a family must be provided at least six months of homeownership assistance after the maximum term becomes applicable.
- If the family receives homeownership assistance for different homes or from different PHAs, the total is subject to the maximum term limitations.

Amount and Distribution of Homeownership Payment

All assistance payments are made directly to the lender, the company that is servicing the loan, or to an account set up for the sole purpose of paying the mortgage. The agency receiving the

mortgage payment must be made aware that the City will not be responsible for any late fees and will not be held liable for any late or incomplete payment. The City pays a monthly homeownership assistance payment on behalf of the family that is equal to the lower of: (1) the applicable payment standard minus the total tenant payment, or (2) the family's homeownership monthly expenses minus the total tenant payment.

In determining the amount of homeownership expenses to be allowed, the City considers amounts to cover:
- Principal and interest on initial mortgage debt and any refinancing of such debt
- Mortgage insurance premiums
- Real estate taxes and public assessments
- Home insurance
- Allowance for utilities
- Allowance for routine maintenance is $50 per month and major repairs is $50 per month.
- Principal and interest on mortgage debt for major repairs.

The family is responsible for all homeownership expenses not covered by the HAP payment.

If a family's income increases to a point that they do not receive a housing assistance payment, eligibility for such payments will continue for 180 calendar days. At the end of a continuous period of 180 days without an assistance payment, eligibility for Section 8 assistance will automatically terminate.

Portability

A family determined eligible for the homeownership assistance may purchase a home outside the city limits of Amarillo provided that the receiving PHA is administering a homeownership program and is accepting new homeownership families.

Move with Continued Assistance

A family may move with continued tenant-based assistance or homeownership option assistance as long as they have fulfilled all of their homebuyer obligations, including prior notification to the City. The City may not begin tenant-based assistance for occupancy of a new unit as long as the family has any title or interest in the prior home.

Denial or Termination of Assistance

At any time, the city may terminate or deny assistance because of mortgage default, failure to comply with family obligations, or in accordance with Section 982.552 (Grounds for denial or termination of assistance) or Section 982.553 (Crime by family members).

Rental assistance will be denied if the family defaults on an FHA-insured mortgage, and the family fails to demonstrate that: 1) it conveyed title to the home as required by HUD and, 2) the family moved within the period required by HUD.

11.0   Required Submissions for HUD Fireld Office Review

(f) Resident Advisory Board Comments

The City of Amarillo Housing Office met with the Tenant Advisory Board on March 24, 2015. A summary of the year's activities was provided by the Housing Administrator and included an update on the status of the waiting list and a report on new admissions and turnover rate. A summary of the VASH program was also provided for new admissions, turnover rate and available vouchers.

The waiting list has about 2900 people on it now. It is taking about four years to get to the top of the list. That is why it was closed in October of 2014. We will reopen the waiting list when it gets down to about an eighteen month waiting period.

Proposed changes to the PHA Administrative Plan were presented to the Board.

- Veterans that have graduated from the Amarillo Veterans Administration Health Care System (AVAHCS) program and no longer require case management from AVAHCS, become eligible to move to the Housing Choice Voucher (HCV) program. These families would be at risk of becoming homeless again without moving onto the Housing Choice Voucher (HCV) program. Those veterans that can move from the VASH program to the Housing program must be compliant and have graduated from the VASH program first.

- Verification of Assets: HUD has established temporary guidelines designed to increase efficiencies and minimize the use of resources for program administration by allowing households to self certify as to having assets of less than $5,000. This would mean that families would not be required to bring in paperwork proving assets, such as bank statements, when their assets were $5000 or less. Less work for the client, less paperwork for the caseworker, changes could be process faster, and time would be saved.

- For both Proposed Plan Changes, the majority expressed acceptance of the changes.

Review of Housing Program Participation Survey: The majority of the survey answers agreed or strongly agreed that the Housing Program is effective and responsive to client concerns.

Solicitation of Comments and Recommendations from Board Members. Several clients commented on the amount of paperwork that is necessary to make a change. It was suggested that it would be good if the paperwork was on the City's website. One client wanted to change the way child support if processed after the client reported a change. Clients may report changes in child support anytime but there has to be 30 days with no payments received before it will be changed in the system. Finally, a suggestion was made by a client to install a Comment Box in the lobby or just outside the front door.

City of Amarillo, TX472 Attachment to HUD-50075 PHA 5-Year and Annual Plan FY Beginning 10/1/2015

5.2   Goals and Objectives

Please see Section 10.0 for a report on the progress that has been made in meeting the goals and objectives described in the previous 5-year Plan.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒   PHA Goal: Expand the supply of assisted housing
Objectives:
   ☒   Apply for additional rental vouchers: as funding is made available. Goal is an additional 100 units. A total of 50 VASH vouchers were approved in 2011 and 2012. An additional 35 VASH vouchers were approved October 1, 2013 to assist homeless veterans. PHA will apply for additional VASH vouchers if they are offered.
   ☒   Leverage private or other public funds to create additional housing opportunities: The City of Amarillo administers a HOME funded Rental Rehabilitation Program where the owner contributes toward the rehabilitation costs. Anticipated results are 50 units. 20 rental rehab units were completed from October 1, 2013 through September 30, 2014. Two units have been completed since October 1, 2014.

☒   PHA Goal: Improve the quality of assisted housing
Objectives:
   ☒   Improve voucher management: (SEMAP score) strive to achieve high performer standing. The City achieved standard-performer status for FY 2013/2014
   ☒   Increase customer satisfaction: Customer satisfaction surveys will be conducted annually and reviewed by the Tenant Advisory Board for recommendations. Results were presented at the meeting on March 24, 2015.

☒   PHA Goal: Increase assisted housing choices
Objectives:
   ☒   Provide voucher mobility counseling: Briefing packets contain maps of low poverty census tracts along with information of employers, child care providers and schools. Goal: 20% of participants reside in low poverty census tracts.
   ☒   Conduct outreach efforts to potential voucher landlords.
Outreach is conducted at quarterly community based City Commission meetings, local school open houses, Community Development Neighborhood Meetings, and one on one landlord briefings. Program information is available on the city's website and information packets are mailed to landlords upon request.
   ☒   Increase voucher payment standards- payment standards are reviewed annually and increased as needed to assure families competitiveness in rental market. Payment standards were reviewed and increased in October, 2014.
   ☒   Continue to administer voucher homeownership program: move 15 families to homeownership. No homebuyer purchased a home in 11/12. Two families purchased homes in 12/13. No homebuyer purchased a home in 13/14. When

available, a component of the City's HOMEbuyer Assistance Program is the Section 8 Homeownership Principal reduction Program which can assist a qualified City of Amarillo Section 8 homebuyer, at or below 50% MFI, with up to $20,000 for a combination of down payment and 75% of reasonable and customary closing costs.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment
Objectives:
☒ Provide information to families on housing options outside high poverty areas. Briefings to be provided to an average of 300 households annually. Briefings were provided to 326 households in 2013-2014.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:
☒ Provide or attract supportive services to improve assistance recipients' employability.
The FSS Program has an active FSS Coordinating Committee comprised of representatives from critical social and governmental agencies. Areas represented include employment, child care, legal, financial, nutritional, and housing. Monthly participant meetings are conducted to address issues related to the families meeting their goals and overcoming challenges they face.
☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
The Housing Office works closely with agencies such as Adult Protective Services, Meals on Wheels, the Area Agency on Aging, Spec Trans and Jan Werner Adult Day Care to assist in meeting ongoing or immediate needs of these individuals.
☒ Recruit families to participate in the Family Self-Sufficiency Program to maintain 100% voluntary enrollment goal. Maintain enrollment at 80 families in the FSS program. Maintain Welfare to Work Program enrollment at 50 households.
Currently, enrollment stands at 40 families, which is below our voluntary enrollment goal of 75. Funding continues to be renewed for the Family Self-Sufficiency Coordinator. The Welfare to Work Program enrollment is currently at eight families.
☒ Provide Homebuyer education classes to prepare families for homeownership. Goal is for 50 families to complete classes annually. No families completed classes in 2013/2014.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒   PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

    ☒   Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
Briefing packets contain the Fair Housing Brochure and a Housing Discrimination Complaint form. During the briefing, the brochure is explained as well as how to file a discrimination complaint using the form. Housing staff is available to assist in completing the form.

    ☒   Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.
During briefings and again at the time leases are executed, the families are instructed to report any maintenance problems to the owner first. If the owner does not take action in a reasonable time, they are instructed to contact the Housing Office so that our inspector can make an on-site inspection of the problem. The owner is notified of the deficiency and a follow up inspection is made to assure the repairs are completed. If not, proper action is taken, including abatement of rent and ultimately termination of the HAP contract.

    ☒   Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: A list of accessible units is maintained by the Housing Office and is available upon request.