

Before Starting the Continuum of Care Registration

The CoC Program registration process will be open for 30 days from the date that e-snaps is available. Applicants must choose to register as either a Collaborative Applicant (CA) or Unified Funding Agency (UFA). It should be noted that all applicants will see the UFA forms in e-snaps; however, only those applicants that request UFA designation will be required to complete all of the questions on the UFA forms. HUD will make the final determination of applicant status, as either a CA or UFA, during the registration process and provide the final determination via e-snaps. HUD will assess and provide notice of approval for each registration submitted by the registration deadline.

To prepare for the completion and submission of registration, CoC applicants are strongly encouraged to review the following documents:

- Continuum of Care interim rule
- FY2012 General Section NOFA
- FY2012 CoC Registration Notice
- Training Modules
- HUD guidance and FAQs

Training modules have been developed for CoC Registration and the Grant Inventory Worksheet (GIW). These documents are posted to the HUD Homelessness Resource Exchange (HUD HRE) at www.hudhre.info.

In FY2012, changes were made in the jurisdictions used to determine Preliminary Pro Rata Need (PPRN) calculations. It is important that CoCs ensure all jurisdictions served by the CoC are claimed during CoC registration.

HUD communicates the CoC information via Listserv messages. [Click here to subscribe.](#)

1. Continuum of Care Organization

Instructions

Provide information about the CoC and its lead organization.

1. **Type of CoC:** Select one type of CoC, either UFA or CA. The selection determines the forms that will need to be completed in registration, the forms in the consolidated application as well as the HUD criteria for assessment of both the registration and application. CAs will be able to see the UFA questions on forms 7, 8, and 9; however, CAs are not required to complete these UFA questions.

2. **CoC Number and Name:** Select the CoC Number and Name for which the registration is being completed. The options include all CoCs that registered in the FY2011 competition. Contact HUD via the HUD HRE Virtual Help Desk (www.hudhre.info/helpdesk) for assistance in locating a CoC Number and Name.

3. **Legal Name of Organization:** The lead agency of the CoC is populated from the CoC's Applicant Profile. To update the organization's legal name, open and edit the Applicant Profile.

4. **Select the State(s) in which the CoC claims geography:** Select the state(s) in which the CoC has jurisdiction. The state(s) selected drive the list of geographic areas available on the next form.

5. **CoC Merger:** Select "Yes" or "No" from the dropdown to indicate if two or more CoCs have merged to create a new, larger CoC, since the FY2011 competition. If "yes" respond to questions 6a and 6b on this form. Also, use the Merger Worksheet to indicate the specific merger details.

6a. **Select all CoCs included in the merger:** From the available list, select the name of all CoCs included in the merger and move the selections to appear under the selected items.

6b. **Select the date of merger:** Indicate the date on which HUD approved the CoC merger.

1. Type of CoC: CA

2. CoC Number and Name: TX-601 - Fort Worth/Arlington/Tarrant County CoC

3. Legal Name of Organization: Tarrant County Homeless Coalition
(e.g., CoC Lead Agency)

4. Select the State(s) in which the CoC claims geography: Texas
For multiple state selections, hold the CTRL key and select the applicable states.

5. Is the CoC composed of two or more CoCs that merged during the FY2011 CoC Competition or prior to the FY2012 CoC Competition? No

If 'Yes', click the 'Save' button and provide details of the merger.

2. Continuum of Care Claimed Geographic Area(s)

Instructions:

Provide information about the CoC's defined geographic area.

1. Select the geographic area(s) claimed by the CoC within its jurisdiction. Each area is associated with an estimated relative need index, based on nationally available data. The amount of funds a CoC may receive is partially based on the sum of the need for all geographic areas selected on this form.

1. Select the geographic area(s) claimed by the CoC.	483888 NORTH RICHLAND HILLS, 482178 GRAPEVINE, 489439 TARRANT COUNTY,
To select multiple geographic areas, hold the CTRL key and select the applicable area(s).	481896 FORT WORTH, 480222 ARLINGTON, 481722 EULESS CITY, 489367 Parker County

If your geo code isn't listed, make sure you have selected the correct states on the previous page.

3. Maximum Funding Need

Instructions:

1. Total renewal burden: Indicate the amount needed to fund the renewal grants for one year. The amount is based on the projects requesting renewal funding in the current competition and is generated from the HUD-approved GIW.

2. CoC's merged need amount: Indicate the FPRN amount that results from the merger of all CoCs. If this amount is not applicable, indicate '0'.

3. PPRN Total: The system automatically populates the amount of funds a CoC could receive based upon the sum of the need amount associated with each geographic area claimed by the CoC.

4. Bonus Amount: The system automatically populates the amount of funds available for the CoC to create one or more new projects, outside it's PPRN and HHN amounts.

5. Planning Amount: The system automatically calculates the amount of funds available for the CoC for funding its CoC-wide planning activities.

1. Enter the total renewal burden: \$11,447,487
(from the Grant Inventory Worksheet)

2. Enter the CoC's merged need amount: \$0
(from the Merger Worksheet, if applicable.
Otherwise, enter "0")

3. Preliminary Pro Rata Need (PPRN) Total: \$6,443,081

4. Maximum Amount Available for Permanent Housing Bonus: \$644,308

5. Maximum Amount Available for CoC Planning: \$143,094

4. Board Structure

Instructions:

As the CoC Board requirements in the CoC interim rule are proposed, applicants are asked to complete the following questions if a current CoC Board exists. The information requested on this form is optional and will be used for informational purposes only.

1. Indicate if there is a current board structure that has any of the elements as outlined in the CoC Program interim rule. If yes, indicate the actual or proposed date of incorporation and if no, the applicant can indicate the steps that will be taken to implement the board structure.

2. The CoC will indicate if the board is formally recognized as a legal entity and responsible for facilitating the homeless activities.

3. Indicate if the board has a written conflict of interest or ethical behavior guidelines.

4. The CoC will indicate the frequency board meetings.

5. The CoC will indicate if the board is lead by a Chair or one or more Co-Chairs.

6. Indicate the selection process of board leadership and if "Other" is selected, indicate the process.

7. Describe the selection process for board leadership which should include why the process was established and how it currently works.

1a. Does the CoC board currently have any of the requirements as outlined in CoC interim rule? Yes

1b. If no, what steps will be taken to fully implement the requirements at 24 CFR 578.5(b)?

1c. Indicate the actual or expected date to fully implement the requirements at 24 CFR 578.5(b): 08/31/2013

2. Is the board formally recognized as a legal entity responsible for facilitating the homeless activities for the CoC community? Yes

3. Does the board have a written conflict of interest or ethical behavior guidelines? Yes

4. Indicate the frequency of board meetings: At least monthly

5. Is the board led by a Chair or one or more Co-Chairs? Chair

6a. Indicate the selection process of board leadership (select all that are applicable): Elected

**6b. If other, please specify:
(limit 500 characters)**

**7. Briefly describe the selection process of board leadership. Description should include why this process was established and how it works:
(limit 1000 characters)**

The number of directors shall be determined annually by a majority vote of the currently serving board. In no instance shall the number be less than five. Each director shall hold office for three years with a limit of serving two consecutive full terms. The membership shall elect at least one director who is homeless or had been formerly homeless in accordance with HUD definition of homeless; and governmental and municipal representation including a representative each from the city of Arlington and Fort Worth and from Tarrant County. Representatives from other special groups or interests impacting the needs of homeless persons shall be recruited including representatives to address needs for community collaboration, such as business leaders, domestic violence service providers, elected officials, faith based groups, and mental health and/or substance abuse providers. The CoC Board will be restructured in 2013 to broaden its impact and separate duties of the board of directors of the non profit agency providing CoC Operations and the overall CoC Board governance.

5. Board Members

Instructions:

The CoC will indicate the total number of board members and indicate how board members are selected. It is expected that each board member represent a segment of the public, private, and homeless (including formerly homeless) sectors of the community. In the grids indicate the number of board members who represent one or more of the areas listed. It is possible for a board member to represent more than one sector.

1. Indicate the number of board members: 20

2a. Indicate the selection process of board membership: Elected

**2b. If other, please specify:
(limit 500 characters)**

3a. Indicate the number of board members that represent each of the public sector organizations (one member may represent more than one type of organization):

Organization	Number
Law enforcement/corrections	0
Local government agencies	6
Local workforce investment act boards	1
Public housing agencies	1
School systems/Universities	1
State government	0
Agencies	9

3b. Indicate the number of members on the Board that represent each of the following (one member may represent more than one organization):

Organization	Number
Businesses	1
Faith-based organizations	5
School systems/Universities	1
Funder advocacy group	0
Hospitals/med representatives	1
Non-profit organizations	10
Other	1

3c. Indicate the number of individuals within the board membership:

Homeless Status	Number
Homeless	0
Formerly Homeless	1

6. Capacity

Instructions:

The CoC will describe in each section, the CoC's capacity to systematically measure project performance, correct and work with poor performing projects, and how the CoC collaborates with public and private organizations to avoid service duplication.

1. Describe the CoC's systematic process for measuring the performance of projects. Be specific. Applicants will provide a description of the systematic process used in the CoC to measure the projects to ensure each project meets the performance measurements.

2. Describe the CoC's systematic process for correcting poor performing projects. Be specific. Applicants will provide the process utilized by the CoC to work with and assist projects with poor performance.

3. How does the CoC's structure facilitate collaboration with public and private organizations to avoid service duplication and ensure that service and housing gaps are addressed? Applicants will provide the collaboration process that reduces or eliminates the duplication of services and housing gaps within the CoC.

1. Describe the applicant's systematic process for measuring the performance of projects. Be specific: (limit 1000 characters)

The CoC develops an annual scorecard for renewal projects through the Project Review Committee. Data collected throughout the year from HMIS, APRs, and participation in training are aggregated and measured for each CoC renewal project. Agencies review the draft scorecard for accuracy. Amendments are made if warranted. Final scorecards are submitted in the local competition with renewal applications. Poor performers may be subject to reallocation. The Community Projects Review Committee provides annual feedback on measures, goals, performance to both the CoC Board and grant recipients.

2. Describe the applicant's systematic process for correcting poor performing projects. Be specific: (limit 1000 characters)

The CoC lead agency, TCHC, responsible for operations, monitors performance quarterly through trial APRs through the HMIS. The TCHC Executive Director or HMIS administrator consults with agencies to identify areas of poor performance to determine if it is merely poor data collection in HMIS, staff training, or a true failure to perform. TCHC provides immediate technical assistance to address performance. Systemic problems experienced by multiple agencies are addressed by the Planning Council to evaluate service gaps. The Planning Council leadership or subject area taskforce develop with TCHC immediate actions to improve performance.

3. How does the applicant's structure facilitate collaboration with public and private organizations to avoid service duplication and ensure that service and housing gaps are addressed? (limit 1000 characters)

The CoC Board represents the key components of housing and supportive services for unsheltered, emergency shelter, transitional housing and permanent housing. Each board meeting includes a progress report of the TCHC strategic plan and discussion of any CoC wide pressing concerns. The Planning Council, which is made up of the most experienced case managers and program managers within the CoC is structured with multiple task forces to address the specific areas of need: for outreach, homeless youth, ES, TH, and PSH. They meet separately quarterly and as a group twice a year reporting to the Planning Council. Duplication of services is rarely identified due to scarcity of resources. Improving efficient means to share and collaborate are its primary successes.

7. UFA Capacity – CoC Responsibilities

Any CoC that intends to submit the CoC Registration requesting UFA status must complete all questions on this form.

Instructions:

- The CoC requesting consideration for UFA designation must answer all questions. (§ 578.7)
- Indicate the frequency in which meetings of the full CoC membership are held and how often the agendas are published.
 - Indicate how invitations for new members are issued within the geographic area. The answer should include the frequency in which new invitations are issued.
 - Indicate the adoption process and how it follows a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least every 5 years. The CoC will also indicate how additional committees, sub-committees, or workgroups are appointed.
 - In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.
 - Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers.
 - Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the Continuum of Care program, and report to HUD.
 - In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
 - In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, the written standards must include: 1) Policies and procedures for evaluating individuals and families eligibility for assistance; 2) Policies for determining and prioritizing which eligible individuals and families will receive transitional housing assistance; 3) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance; 4) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and 5) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.
 - Indicate if a single Homeless Management Information Systems (HMIS) has been designated for the geographic area; an eligible HMIS application has been designated to manage the CoC's HMIS; has a privacy plan, security plan, and data quality plan for HMIS that has been reviewed, revised and approved; ensure consistent participation of recipients and sub-recipients in HMIS; and ensures the HMIS is administered in compliance with the requirements prescribed by HUD.
 - Coordinate the implementation of a housing and service system within its geographic area that meets the needs of homeless individuals (including unaccompanied youth) and families. At a minimum, the system should encompass the following: 1) Outreach, engagement, and assessment; 2) Shelter, housing, and supportive services; and 3) Prevention strategies.
 - Planning and conducting a point-in-time count of homeless persons within the geographic area that meets the following requirements: 1) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless person; 2) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons; and 3) Any additional requirements established by HUD.
 - Conduct an annual gaps analysis of homeless needs and services available within the geographic area.
 - Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area.
 - Consult with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

1. How often does the CoC conduct open meetings?

**2. Describe the process the CoC uses to make meeting agendas available to the public:
(limit 1500 characters)**

3. Is there an open invitation process for new members?

**3a. If yes, what is the invitation process?
(limit 750 characters)**

4. If the CoC has a board in place that meets the requirements of §578.5, does it have a written process to select the board?

4a. If yes, what date was the written process approved by the Continuum of Care?

4b. If the CoC has a board in place that meets the requirements of §578.5, does the governance charter contain a code of conduct and recusal process for members of the board, and any person acting on behalf of the board?

5. Has the CoC appointed additional committees, subcommittees, or workgroups?

5a. If yes, are the responsibilities of each committee, subcommittee, and/or workgroup incorporated into the governance charter?

6. Has a governance charter, including all procedures and policies needed to comply with Subpart B of the CoC Program interim rule and with the HMIS requirements, been developed in consultation with the HMIS Lead and Collaborative Applicant?

6a. If yes, what date was the governance charter approved by the Continuum of Care?

7. Have performance targets been established for the projects within the CoC that are appropriate for population and program type?

**7a. If yes, specifically describe the process used to gather input from recipients and sub-recipients:
(limit 1500 characters)**

**8. Describe the process the CoC uses to monitor recipient and sub-recipient performance:
(limit 1500 characters)**

**9. How does the CoC assist poor performers to increase capacity:
(limit 1500 characters)**

**10. Describe the CoC's current systemic process for measuring the performance of Emergency Solutions Grants and CoC Program projects within its geographic area:
(limit 1500 characters)**

**11. Specifically describe the CoC's systemic process for correcting poor performing projects:
(limit 1500 characters)**

12. Has the CoC established a centralized or coordinated assessment system?

**17. Describe the process the CoC utilizes to ensure that recipients and sub-recipients are consistently participating in HMIS:
(limit 1500 characters)**

**18. Describe the process the CoC utilizes to ensure the HMIS is administered in compliance with the requirements prescribed by HUD:
(limit 1500 characters)**

19. Does the CoC have a comprehensive housing and service system that meets the needs of homeless individuals and families within the CoC's geographic area?

20. How frequently does the CoC conduct a sheltered point-in-time count?

21. How frequently does the CoC conduct an unsheltered point-in-time count?

22. How frequently does the CoC conduct a gaps analysis of homeless needs and services available within the geographic area?

**22a. Specifically describe the process utilized by the CoC to conduct the gaps analysis:
(limit 1500 characters)**

**23. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) that make up the CoC:
(limit 1500 characters)**

**24. Describe the consultation with ESG recipient's process for allocating ESG FY2011 and FY2012 funds:
(limit 1500 characters)**

25. Has the CoC and ESG recipient developed a plan for joint reporting guidelines for ESG recipients and sub-recipients?

26. Has the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and sub-recipients within the CoC's geographic area?

8. UFA Financial Management

Any CoC that intends to submit the CoC Registration requesting UFA status must complete all questions on this form.

Instructions:

Collaborative Applicants requesting UFA status must answer all of the questions below regarding the financial management systems currently in place.

- The UFA will need to specifically describe the current process of how record amounts are budgeted items for eligible CoC Program costs.
- The UFA will need to describe the system in place in regards to how obligations are recorded when the contracts with recipients are executed.
- The UFA will describe the current procedures in place to identify expenditures in the CoC Program and how costs are clearly identified as eligible, drawn from LOCCS and what source documentation is required.
- The UFA will indicate the organizational chart of the UFA clearly identifying key personnel and procedures for financial accounting controls. The UFA will need to attach the document on the Attachment form.
- The UFA will indicate the systems/procedures in place to ensure accurate information is collected and reported to HUD as well as how the system/procedures comply with Federal policies and requirements.

**1. How does the UFA record amounts budgeted for eligible CoC Program costs?
(limit 1500 characters)**

**2. How does the UFA record an obligation when contracts are executed?
(limit 1500 characters)**

**3. How does the recipient identify expenditures with respect to the CoC Program?
(limit 1500 characters)**

**4. How does the UFA identify expenditures in its accounting records that clearly identify the use of CoC Program funds for eligible costs?
(limit 1500 characters)**

5. Does the UFA have procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a sub-recipient providing source documentation of eligible costs/expenditures?

6. Does the UFA have an organization chart that sets forth the actual lines of responsibility?

 	 	
Are duties for key employees identified?	 	
Has the UFA obtained fidelity bond coverage for responsible officials?	 	
Does the UFA have a chart of accounts that includes a complete listing of the account numbers used to support the control needed to ensure that resources used do not exceed resources authorized?	 	
Does the UFA's approval controls provide reasonable assurances that appropriate individuals approve recorded transactions in accordance with management's general or specific criteria?	 	
Does the UFA's segregation of duties effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities in the normal course of duties?	 	
Does the UFA have controls over the design and use of documents and records that provide reasonable assurances that transactions and events are properly documented, recorded, and auditable?	 	
Is it clear that all personnel are responsible for communicating the UFA's operating problems and non-compliance with laws and regulations?	 	
Does the UFA's internal control procedures support its ability to prepare financial statements that are fairly presented in conformity with generally accepted or other relevant and appropriate accounting principles and regulatory requirements?	 	

**7. How will the UFA demonstrate that its system and/or procedures ensure that accurate information is collected and reported to HUD and that such systems and/or procedures comply with Federal policies and requirements?
(limit 1500 characters)**

9. UFA Financial Management – Sub-recipient Management

Any CoC that intends to submit the CoC Registration requesting UFA status must complete all questions on this form.

Instructions:

The UFA will answer each of the questions below as it pertains to the current financial management of its sub-recipients.

- The UFA will indicate if it has a financial management system for oversight of sub-recipients and if yes, describe the process.
- The UFA will indicate if it maintains adequate records to comply with program requirements, including the retention of financial records by the sub-recipients.
- The UFA will indicate if it has a system in place to ensure that sub-recipients financial systems are kept as required by 24 CFR 85.20(b) or 24 CFR 84.21 (b)(3).
- The UFA will indicate if it has established qualifications for persons who conduct financial systems of sub-recipients and if it does, describe the established qualifications in place.
- The UFA will indicate if any of the sub-recipient employees work on both CoC Program and non-CoC Program projects and how appropriate time distribution records are maintained. If the answer is yes, the UFA will describe the process currently in place.
- The UFA will indicate if there is system or other method in place to ensure compliance by sub-recipients with the procurement and/or sub-contracting requirements. If yes, the UFA will need to describe the current process in place.
- The UFA will indicate if MOB Circular A-133 single audits are required for any sub-recipients and if yes, indicate if there is a methodology to ensure audits are conducted and whether the audits are reviewed.
- The UFA will indicate if it currently assesses performance for all of the sub-recipients and whether it has written procedures in place to ensure “high risk” sub-recipients receive proper oversight and monitoring. A copy of the “high risk” monitoring procedures must be attached.
- The UFA will indicate if it reviews sub-recipients for evidence of conflicts of interest and if yes, the UFA will describe the review process.
- The UFA will indicate if it ensures sub-recipients have procedures to identify CoC Program property and assets as well as adequate safeguards for preventing loss, damage, or theft of property.
- The UFA will indicate if it has executed written agreements with all of its sub-recipients for CoC Program funds.

1. Does the UFA have a management system for the oversight of the sub-recipients?

**1a. If yes, specifically describe the oversight process:
(limit 1500 characters)**

2. Does the UFA ensure that sub-recipients maintain adequate records to comply with program requirements, including retention?

3. Does the UFA have a system or some other method to ensure that sub-recipients financial management systems are kept in accordance with 24 CFR 85.20(b) or 24 CFR 84.21(b)(3), as applicable?

4. Has the UFA established qualifications for persons who conduct financial systems of sub-recipients?

**4a. If yes, specifically describe the qualifications established:
(limit 1500 characters)**

5. If any sub-recipient employees work on both the CoC Program and non-CoC Program projects, does the UFA have a system to ensure that the sub-recipient keeps appropriate time distribution records and make appropriate charges to the CoC Program?

**5a. If yes, specifically describe the system in place:
(limit 1500 characters)**

6. Does the UFA have a system or other method to ensure compliance by sub-recipients with the procurement and/or sub-contracting requirements of 24 CFR 85.36 or 24 CFR 84.40-48, as applicable?

**6a. If yes, specifically describe the system or method used to ensure compliance:
(limit 1500 characters)**

7. Are OMB Circular A-133 single audits required for any of the UFA's sub-recipients?

7a. If yes, does the recipient have a system or methodology to ensure that such audits are conducted?

7b. Does the UFA review the audits for compliance with the requirements of OMB Circular A-133?

8. Does the UFA assess the performance of 100 percent of its sub-recipients annually?

9. Does the UFA have written procedures to ensure that “high risk” sub-recipients receive proper oversight and monitoring?

10. Does the UFA review sub-recipients for evidence of conflicts of interest, either between the UFA and the sub-recipient, or between the sub-recipient and its contractor (seek information on the background of staff or the Board of Directors, seek specific assurance from sub-recipients)?

10a. If yes, describe the review process: (limit 1500 characters)

11. Does the UFA ensure sub-recipients have procedures to identify CoC Program property and assets?

12. Does the UFA ensure sub-recipients have procedures that ensure adequate safeguards for preventing loss, damage, or theft of sub-recipient-held property?

13. Does the UFA have executed written agreements with all of its sub-recipients to whom CoC Program funds are allocated?

10. Attachments

CA must attach the Grant Inventory Worksheet. For CoCs that merged between 2011 and 2012 the Merger worksheet must be attached.

Document Type	Required?	Document Description	Date Attached
Grant Inventory	Yes	TX601 GIW	09/27/2012
List of Board Leaders and Members	No	TX601 CoC Board	09/27/2012
Merger Worksheet	No		
Other Attachment(s)	No		

Attachment Details

Document Description: TX601 GIW

Attachment Details

Document Description: TX601 CoC Board

Attachment Details

Document Description:

Attachment Details

Document Description:

11. Certification

I certify to the following:

1. That I have been duly authorized by the governing body of the CoC to register the CoC and submit all required registration and application documentation on its behalf;	<input checked="" type="checkbox"/>
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2. That the statements herein are true, complete and accurate to the best of my knowledge, including that the geographic areas selected are the areas that this CoC serves;	<input checked="" type="checkbox"/>
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and

3. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).	<input checked="" type="checkbox"/>
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12. Submission Summary

Page	Last Updated
1. CoC Organization	09/27/2012
2. CoC Geographic Area(s)	09/27/2012
3. Maximum Funding Need	09/27/2012
4. Board Org	No Input Required
5. Board Members	No Input Required
6. Capacity	09/27/2012
7. UFA Responsibilities	No Input Required
8. UFA Financial	No Input Required
9. UFA-Sub-Recipient	No Input Required
10. Attachments	09/27/2012
11. Certification	09/27/2012

Before Starting the Exhibit 1 Continuum of Care (CoC) Application

The CoC Consolidated Application has been divided into two sections and each of these two sections REQUIRE SUBMISSION in e-snaps in order for the CoC Consolidated Application to be considered complete:

- CoC Consolidated Application - CoC Project Listings

CoCs MUST ensure that both parts of this application are submitted by the submission due date to HUD as specified in the FY2012 CoC Program NOFA.

Please Note:

- Review the FY2012 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the information in e-snaps.
- As a reminder, CoCs were not able to import data from the previous year due to program changes under HEARTH. All parts of the application must be fully completed.

For Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

The fields on this screen are read only and reference the information entered during the CoC Registration process. Updates cannot be made at this time. If the information on this screen is not correct, contact the HUD Virtual Help Desk at www.hudhre.info.

CoC Name and Number (From CoC Registration): (dropdown values will be changed) TX-601 - Fort Worth/Arlington/Tarrant County CoC

Collaborative Applicant Name: Tarrant County Homeless Coalition

CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

Collaborative Applicants will provide information about the existing operations of the CoC. The first few questions ask basic information about the structure and operations: name, meeting frequency, and if the meetings have an open invitation process for new members. If there is an open invitation process for new members, the Collaborative Application will need to clearly describe the process. Additionally, the CoC should include homeless or formerly homeless persons as part of the operations process. The Collaborative Applicant will indicate if the CoC structure includes homeless or formerly homeless members and if yes, what the connection is to the homeless community.

Next, indicate if the CoC provides written agendas of the CoC meetings, includes a centralized or coordinated assessment system in the jurisdiction, and if the CoC conducts monitoring of ESG recipients and subrecipients. If the CoC does not provide any of these, explain the plans of the CoC to begin implementation within the next year. For any of the written processes that are selected, specifically describe each of the processes within the CoC.

Finally, select the processes for which the CoC has written and approved documents: establishment and operations of the CoC, code of conduct for the board, written process for board selection that is approved by the CoC membership, and governance charters in place for both the HMIS lead agency as well as participating organizations, especially those organizations that receive HUD funding. For any documents chosen, the CoC must have both written and approved documents on file.

Name of CoC Structure: Tarrant County Homeless Coalition

How often does the CoC conduct open meetings? Monthly

Are the CoC meetings open to the public? Yes

Is there an open invitation process for new members? Yes

If 'Yes', what is the invitation process? (limit 750 characters)

The TCHC Board of Directors, which serves as the lead agency for the CoC, conducts annual nominations for members of the board. The Board announces the open nominations through meetings and the TCHC listserv that reaches over 1800 agency, advocate, consumer and community members. Nominations are considered by the Governance Committee including a review of the composition and inclusiveness of the board. The slate is recommended to the CoC Board at the December meeting for formal election.

Are homeless or formerly homeless representatives members part of the CoC structure? Yes

If formerly homeless, what is the connection to the community? Advisor

Does the CoC provide

CoC Checks	Response
Written agendas of meeting?	Yes
Centralized assessment?	No
ESG monitoring?	Yes

If 'No' to any of the above what processes does the CoC plan to implement in the next year? (limit 1000 characters)

The CoC has only the HMIS and uniform assessment instrument and coordinating processes of a centralized intake and assessment system in place. Within the 2012 local competition, the Community Projects Review Committee elected to reallocate SSO grants to build out a higher capacity intake and assessment system to enhance real-time housing inventory tools, 211 referral, telephone eligibility assessments, centralized emergency shelter intake, case manager assessment and referral. Prior to a funding decision, TCHC, as lead HMIS agency, will build out a housing inventory dashboard within the HMIS system to maintain an enhanced real-time inventory, it will launch a substantially improved website with extensive referral resources and centralize more of the initial emergency shelter intake to develop a consistent process of intake for new homeless. TCHC will also centralize information resources for the four ESG grantees within the jurisdiction to better direct persons at risk of homelessness.

Based on the selection made above, specifically describe each of the processes chosen (limit 1000 characters)

The CoC Board is governed by Bylaws of TCHC. Board members sign a Board Commitment Form detailing expectations, code of conduct and conflict of interest declarations. Meetings and agendas are posted on the TCHC website. The Board passes an annual resolution approving the lead agency and HMIS agency. MOAs exist between all HMIS users and the CoC. CoC Program Grant processes are contained in the CoC Guidebook. Upon publication of the HEARTH Act Interim rule, the Board voted to restructure the CoC Board to be a separate body from the TCHC Board of Directors. A public process was put into place to expand the CoC Board to meet guidelines established by HUD. The CoC has drafted a CoC Board Charter that is under stakeholder review and will go out for public comment for 30 days including 3 public hearings. Basic CoC Policies and Procedure guidelines for this board are being drafted for public review. The CoC intends to have the new board in place by September 1, 2013.

Does the CoC have the following written and approved documents:

Type of Governance	Yes/No
CoC policies and procedures	Yes
Code of conduct for the Board	Yes
Written process for board selection	Yes
Governance charter among collaborative applicant, HMIS lead, and participating agencies.	Yes

1C. Continuum of Care (CoC) Committees

Instructions:

Provide information on up to five of the CoCs most active CoC-wide planning committees, subcommittees, and workgroups. CoCs should only include information on those groups that are directly involved in CoC-wide planning activities such as project review and selection, discharge planning, disaster planning, completion of the Exhibit 1 application, conducting the point-in-time count, LGBT homeless issues, and 10-year plan coordination. For each group, briefly describe the role and how frequently the group meets. If one of more of the groups meets less than quarterly, please explain.

Committees and Frequency:

Name of Group	Role of Group (limit 750 characters)	Meeting Frequency
Planning Council	The Planning Council will advise on the strategic planning goals and action steps for the Continuum of Care. The Planning Council will create and appoint chairs and members of CoC Planning Workgroups to address specific homeless prevention and homeless services systems needs. Workgroups will make recommendations to TCHC on training, coordination and programming needs to remove barriers and improve the quality of service delivery. The Planning Council will meet at least eight times per year.	Monthly or more
Consumer Council	The Consumer Council will provide a forum for the homeless and formerly homeless to advise the Planning Council on how to improve the quality and effectiveness of services to the homeless. The Consumer Council will be directly overseen by TCHC staff and the Planning Council Chair. The Consumer Council will meet at least six times per year.	Monthly or more
HMIS Committee	The HMIS Committee will advise on the strategic planning and implementation of the Continuum of Care's Homeless Management Information System. The HMIS Committee will provide oversight to TCHC staff all HMIS related contracts, grant agreements, memorandums, and CoC-wide policies. The HMIS Committee will make recommendations to the Board on HMIS providers, contracts, and other related HMIS systems. The HMIS Committee will meet at least monthly.	Monthly or more
Performance Review Committee	The Performance Review Committee will establish and review of locally generated metrics for program excellence for HUD Continuum of Care Homeless Assistance Grant funded programs for the purpose of evaluation and ability to meet national objectives to prevent and end homelessness.	quarterly (once each quarter)
Community Projects Review Committee	The Community Projects Review Committee (CPRC) will review, rank and select HUD Continuum of Care Homeless Assistance Program Grant project applications. The CPRC will meet at least two times per year. The CPRC will report their ranking and funding decisions to the TCHC Board of Directors for final approval in their capacity as Continuum of Care Lead Agency. The TCHC Board of Directors will appoint the CPRC chairperson. The Planning Council will nominate and elect the CPRC members.	quarterly (once each quarter)

**If any group meets less than quarterly, please explain
(limit 750 characters)**

1D. Continuum of Care (CoC) Member Organizations

Click on the icon to enter information for the CoC Member Organizations.

Membership Type
Individual
Public Sector
Private Sector

1D. Continuum of Care (CoC) Member Organizations Detail

Instructions:

Enter the number of public organizations, private organizations, or individuals for each of the categories below. Each section below must have at least one field completed.

Public Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.

Enter the number of organizations that participate in each of the roles listed.

Private Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.

Enter the number of organizations that participate in each of the roles listed.

Individuals: Enter the number of individuals that are represented in the CoC's planning process.

Enter the number of individuals that serve each of the subpopulations listed.

Enter the number of individuals who participate in each of the roles listed.

Type of Membership: Individual

Click Save after selection to view grids

Number of Individuals Represented in Planning Process

	Homeless	Formerly Homeless	Other
Total Number	45	5	5

Number of Individuals Serving Each Subpopulation

	Homeless	Formerly Homeless	Other
Subpopulations			
Seriously mentally ill			1
Substance abuse	2	4	
Veterans	3	2	1
HIV/AIDS			1
Domestic violence		1	
Children (under age 18)			
Unaccompanied youth (ages 18 to 24)			

Number of Individuals Participating in Each Role

	Homeless	Formerly Homeless	Other
Roles			
Committee/Sub-committee/Work Group	9	5	5
Authoring agency for consolidated plan		3	
Attend consolidated plan planning meetings during past 12 months		3	
Attend consolidated plan focus groups/ public forums during past 12 months	41		
Lead agency for 10-year plan	9	3	
Attend 10-year planning meetings during past 12 months		3	
Primary decision making group		1	

1D. Continuum of Care (CoC) Member Organizations Detail

Instructions:

Enter the number of public organizations, private organizations, or individuals for each of the categories below. Each section below must have at least one field completed.

Public Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.
Enter the number of organizations that participate in each of the roles listed.

Private Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.
Enter the number of organizations that participate in each of the roles listed.

Individuals: Enter the number of individuals that are represented in the CoC's planning process.

Enter the number of individuals that serve each of the subpopulations listed.
Enter the number of individuals who participate in each of the roles listed.

Type of Membership: Public Sector
Click Save after selection to view grids

Number of Public Sector Organizations Represented in Planning Process

	Law Enforcement/Corrections	Local Government Agencies	Local Workforce Investment Act Boards	Public Housing Agencies	School Systems/Universities	State Government Agencies	Other
Total Number	6	5	2	3	11	8	3

Number of Public Sector Organizations Serving Each Subpopulation

	Law Enforcement/Corrections	Local Government Agencies	Local Workforce Investment Act Boards	Public Housing Agencies	School Systems/Universities	State Government Agencies	Other
Subpopulations							
Seriously mentally ill		1				1	
Substance abuse							
Veterans		1					1
HIV/AIDS							
Domestic violence							
Children (under age 18)	1				6	1	
Unaccompanied youth (ages 18 to 24)					7	1	

Number of Public Sector Organizations Participating in Each Role

	Law Enforcement/Corrections	Local Government Agencies	Local Workforce Investment Act Boards	Public Housing Agencies	School Systems/Universities	State Government Agencies	Other
Roles							
Committee/Sub-committee/Work Group	3	5	2	3	6		
Authoring agency for consolidated plan		3					
Attend consolidated plan planning meetings during past 12 months		5	2	2			
Attend consolidated plan focus groups/public forums during past 12 months	5	5	2	2	4	3	2
Lead agency for 10-year plan		2					
Attend 10-year planning meetings during past 12 months	3	5	2	2	6	3	
Primary decision making group		2	1	1	1		

1D. Continuum of Care (CoC) Member Organizations Detail

Instructions:

Enter the number of public organizations, private organizations, or individuals for each of the categories below. Each section below must have at least one field completed.

Public Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.

Enter the number of organizations that participate in each of the roles listed.

Private Sectors: Enter the number of organizations that are represented in the CoC's planning process.

Enter the number of organizations that serve each of the subpopulations listed.

Enter the number of organizations that participate in each of the roles listed.

Individuals: Enter the number of individuals that are represented in the CoC's planning process.

Enter the number of individuals that serve each of the subpopulations listed.

Enter the number of individuals who participate in each of the roles listed.

Type of Membership: Private Sector

Click Save after selection to view grids

Number of Private Sector Organizations Represented in Planning Process

	Businesses	Faith-Based Organizations	Funder Advocacy Group	Hospitals/ Med Representatives	Non-Profit Organizations	Other
Total Number	6	14	5	6	57	3

Number of Private Sector Organizations Serving Each Subpopulation

	Businesses	Faith-Based Organizations	Funder Advocacy Group	Hospitals/ Med Representatives	Non-Profit Organizations	Other
Subpopulations						
Seriously mentally ill				1	5	1
Substance abuse					3	

Veterans					3
HIV/AIDS					2
Domestic violence					4
Children (under age 18)				1	3
Unaccompanied youth (ages 18 to 24)					2

Number of Private Sector Organizations Participating in Each Role

	Businesses	Faith-Based Organizations	Funder Advocacy Group	Hospitals/ Med Representatives	Non-Profit Organizations	Other
Roles						
Committee/Sub-committee/Work Group	2	8	2	6	18	2
Authoring agency for consolidated plan						1
Attend consolidated plan planning meetings during past 12 months					14	1
Attend Consolidated Plan focus groups/ public forums during past 12 months	3	11	3	4	39	3
Lead agency for 10-year plan		3			1	1
Attend 10-year planning meetings during past 12 months	1	9	3	2	21	2
Primary decision making group		3		1	9	1

1E. Continuum of Care (CoC) Project Review and Selection Process

Instructions:

The CoC solicitation of project applications and the project application selection process should be conducted in a fair and impartial manner. For each of the following items, indicate all of the methods and processes the CoC used in the past year to assess the performance, effectiveness, and quality of all requested new and renewal project(s). Where applicable, describe how the process works.

In addition, indicate if any written complaints have been received by the CoC regarding any CoC matter in the last 12 months, and how those matters were addressed and/or resolved.

Open Solicitation Methods (select all that apply): d. Outreach to Faith-Based Groups, c. Responsive to Public Inquiries, b. Letters/Emails to CoC Membership, f. Announcements at Other Meetings, e. Announcements at CoC Meetings

Rating and Performance Assessment Measure(s) (select all that apply): m. Assess Provider Organization Capacity, g. Site Visit(s), i. Evaluate Project Readiness, p. Review Match, o. Review CoC Membership Involvement, r. Review HMIS participation status, q. Review All Leveraging Letters (to ensure that they meet HUD requirements), k. Assess Cost Effectiveness, l. Assess Provider Organization Experience, j. Assess Spending (fast or slow), b. Review CoC Monitoring Findings, a. CoC Rating & Review Committee Exists, f. Review Unexecuted Grants, e. Review HUD APR for Performance Results, d. Review Independent Audit, c. Review HUD Monitoring Findings

Describe how the CoC uses the processes selected above in rating and ranking project applications. (limit 750 characters)

The CoC Board names a Community Projects Review Committee that conducts the local CoC program priority and funding decisions. Each CoC renewal project receives a scorecard based on recommended measures by the Performance Review Committee. Scores are based on performance, monitoring, timely expenditure of funds, recapture rates, HMIS quality, and CoC Participation. The CPRC is trained on the NOFA, scorecards, and HUD objectives in public meetings to provide transparency to the process. The CPRC considers scores, community needs, and HUD objectives in its deliberations. The Chair of the CPRC provides a comprehensive report to the CoC Board on its decision for formal adoption by the board.

Did the CoC use the gaps/needs analysis to ensure that project applications meet the needs of the community? Yes

Has the CoC conducted a capacity review of each project applicant to determine its ability to properly and timely manage federal funds? Yes

Voting/Decision-Making Method(s) (select all that apply): b. Consumer Representative Has a Vote, a. Unbiased Panel/Review Committee, f. Voting Members Abstain if Conflict of Interest

Is the CoC open to proposals from entities that have not previously received funds in the CoC process? Yes

If 'Yes', specifically describe the steps the CoC uses to work with homeless service providers that express an interest in applying for HUD funds, including the review process and providing feedback (limit 1000 characters)

Prior to the NOFA, the CoC provides an annual briefing on the proposed CoC Program grant timeline and a review of the prior grant application, goals and achievements. Upon publication of the NOFA, TCHC provides a detailed briefing on the NOFA, renewal applications and the RFP process. TCHC manages a list serve of over 1,800 members, the majority of which are service providers, to disseminate CoC notices and meetings. The briefing is recorded via GoTo Training and archived for public access. TCHC conducts a proposer's conference that is also attended by the CoC Board and the Community Projects Review Committee. TCHC maintains contact through an open email list communicating all CoC grant updates. TCHC staff provides TA on the grant at any point in the process. When the final CoC grant score is received by HUD, TCHC conducts a comprehensive briefing going through the entire grant, CoC performance, and application to build the capacity of service providers in the next CoC grant cycle.

Were there any written complaints received by the CoC regarding any matter in the last 12 months? No

If 'Yes', briefly describe complaint(s), how it was resolved, and the date(s) resolved (limit 1000 characters)

1F. Continuum of Care (CoC) Housing Inventory Count - Change in Beds Available

Instructions:

For each housing type, indicate if there was a change (increase or reduction) in the total number of beds counted in the 2012 Housing Inventory Count (HIC) as compared to the 2011 HIC. If there was a change, describe the reason(s) in the space provided for each housing type. If the housing type does not exist in the CoC, select "Not Applicable" and indicate that in the text box for that housing type.

Indicate if any of the transitional housing projects in the CoC utilized the transition in place method; i.e., if participants in transitional housing units remained in the unit when exiting the program to permanent housing. If the units were transitioned, indicate how many.

Emergency Shelter: Yes

Briefly describe the reason(s) for the change in Emergency Shelter beds, if applicable (limit 750 characters)

Presbyterian Night Shelter redesigned the shelter program increasing bunks and reducing mats to improve the barracks layout resulting in a reduction of 49 year round beds for individuals and converting 25 to overflow beds. The YWCA converted one emergency assessment bed into a Transitional Housing bed.

HPRP Beds: Yes

Briefly describe the reason(s) for the change in HPRP beds or units, if applicable (limit 750 characters)

The majority of the HPRP programs ended by January 2012. There was an overall decrease of 60 beds.

Safe Haven: Yes

Briefly describe the reason(s) for the change in Safe Haven beds, if applicable (limit 750 characters)

Presbyterian Night Shelter converted one of the safe haven units to a two bedroom unit increasing capacity by one bed.

Transitional Housing: Yes

Briefly describe the reason(s) for the change in Transitional Housing beds, if applicable (limit 750 characters)

The Community Enrichment Center allocated 32 more beds for their domestic violence program and reduced Adopt a Family beds by 37. Presbyterian Night Shelter Patriot House serves 30 person, the 2011 HIC incorrectly listed 62 beds, for a net corrected inventory decrease 32 beds. The Tarrant County TBLA 114 scattered site voucher program increased by 49 beds. The Salvation Army of Arlington Family Center reduced its program by 12 beds. First Choice program reduced by 3 beds. The YWCA Supportive Living program increased by one bed.

Did any projects within the CoC utilize transition in place; i.e., participants in transitional housing units transitioned in place to permanent housing? No

If yes, how many transitional housing units in the CoC are considered "transition in place":

Permanent Housing: Yes

Briefly describe the reason(s) for the change in Permanent Housing beds, if applicable (limit 750 characters)

Catholic Charities new Master Lease program created 11 beds. City of Fort Worth increased 33 Directions Home beds. The Fort Worth Housing Authority Shelter Plus Care program decreased by 12 beds. 25 additional VASH vouchers were received. The Presbyterian Night Shelter Housing Solutions I and II programs combined with no net change. Recovery Resource Center New Start I and II programs combined with no net change. Genesis program decreased by 2 beds. Samaritan House new Grace Villages created 14 beds. The Tarrant County TBLA 17 program changed subrecipient from VOA to MHMR and decreased by 4 beds. Samaritan House TBLA 15 program decreased by 1 bed. The Salvation Army SAVE program created 14 beds.

CoC certifies that all beds for homeless persons were included in the Housing Inventory Count (HIC) as reported on the Homelessness Data Exchange (HDX), regardless of HMIS participation and HUD funding: Yes

1G. Continuum of Care (CoC) Housing Inventory Count - Data Sources and Methods

Instructions:

Complete the following items based on data collection methods and reporting for the Housing Inventory Count (HIC), including Unmet need determination. The information should be based on a survey conducted in a 24 hour period during the last ten days of January 2012. CoCs were expected to report HIC data on the Homelessness Data Exchange (HDX).

Did the CoC submit the HIC data in HDX by April 30, 2012? Yes

If 'No', briefly explain why the HIC data was not submitted by April 30, 2012 (limit 750 characters)

Indicate the type of data sources or methods used to complete the housing inventory count (select all that apply): HMIS plus housing inventory survey

Indicate the steps taken to ensure the accuracy of the data collected and included in the housing inventory count (select all that apply): Follow-up, Updated prior housing inventory information, Training, Instructions, HMIS, Confirmation

Must specify other:

Indicate the type of data or method(s) used to determine unmet need (select all that apply): Provider opinion through discussion or survey forms, Unsheltered count, HMIS data, Housing inventory, HUD unmet need formula

Specify "other" data types:

If more than one method was selected, describe how these methods were used together (limit 750 characters)

The CoC produces the HMIS and unsheltered official PIT and HIC for every entity. Once confirmed, the detailed and completed HDX generated HIC is sent out to each agency with a survey requesting any noted trends in client need, accessibility of housing and asked to calculate the rates of each household category the type of housing needed to gain housing stability. Options are consistent with the HUD unmet need formula excel spreadsheet tool. Totals are aggregated and applied using the unmet need tool to calculate the overall unmet need calculations.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

All CoCs are expected to have a functioning Homeless Management Information System (HMIS). An HMIS is a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless services and stores that data in an electronic format. CoCs should complete this section in conjunction with the lead agency responsible for the HMIS. All information should reflect the status of HMIS implementation as of the date of application submission.

Select the HMIS implementation coverage area: Single CoC

Select the CoC(s) covered by the HMIS (select all that apply): TX-601 - Fort Worth/Arlington/Tarrant County CoC

Is there a governance agreement in place with the CoC? Yes

If yes, does the governance agreement include the most current HMIS requirements? Yes

If the CoC does not have a governance agreement with the HMIS Lead Agency, please explain why and what steps are being taken towards creating a written agreement (limit 1000 characters)

Does the HMIS Lead Agency have the following plans in place? Data Quality Plan, Privacy Plan, Security Plan

Has the CoC selected an HMIS software product? Yes

If 'No', select reason:

If 'Yes', list the name of the product: ETO

What is the name of the HMIS software company? Social Solutions

Does the CoC plan to change HMIS software within the next 18 months? No

Indicate the date on which HMIS data entry started (or will start): (format mm/dd/yyyy) 11/01/2011

Indicate the challenges and barriers impacting the HMIS implementation (select all the apply): Inability to integrate data from providers with legacy data systems

If CoC indicated that there are no challenges or barriers impacting HMIS implementation, briefly describe either why CoC has no challenges or how all barriers have been overcome (limit 1000 characters)

If CoC identified one or more challenges or barriers impacting HMIS implementation, briefly describe how the CoC plans to overcome them (limit 1000 characters)

The CoC changed HMIS providers in 2011. During this process, the legacy data from the former ClientTrack.net system was not in a usable HUD required csv or xml format. The legacy data was not able to be imported into the new ETO software delay in the goal to have the integration complete by October 1, 2011. However, go-live did not occur until November 1, 2011. Agencies spent the first quarter under the new system reenrolling clients and updating records with new assessments. The legacy data system is retained by a contracted vendor for purposes of conducting queries to document homelessness for chronicity. The data most impacted within the Fort Worth Housing Authority. Null values have been systematically cleaned up. Because of the change, the CoC was not able to participate in the 2010/2011 AHAR but is participating in the 2011/2012 cycle. The decision to switch HMIS was essential for the CoC to produce usable data on homelessness and conduct performance evaluation in real time.

Does the CoC lead agency coordinate with the HMIS lead agency to ensure that HUD data standards are captured? Yes

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

In the chart below, enter the total budget for the CoC's HMIS project for the current operating year and identify the funding amount for each source:

Operating Start Month/Year	June	2012
Operating End Month/Year	May	2013

Funding Type: Federal - HUD

Funding Source	Funding Amount
SHP	\$276,849
ESG	
CDGB	
HOPWA	
HPRP	\$3,810
Federal - HUD - Total Amount	\$280,659

Funding Type: Other Federal

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

Funding Type: State and Local

Funding Source	Funding Amount
City	\$2,845
County	
State	
State and Local - Total Amount	\$2,845