

Assistance Award/Amendment

**U.S. Department of Housing and Urban Development
Office of Administration**

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF203K143001	4. Amendment Number	5. Effective Date of this Action 09/11/2014	6. Control Number EIN: 51-6000279
7. Name and Address of Recipient Delaware Division of Human Relations 820 North French Street, Suite 201 Wilmington, DE 19801		8. HUD Administering Office Region III FHEO 100 Penn Square East, 10 th Floor Philadelphia, PA 19107	
		8a. Name of Administrator Barbara Delaney	8b. Telephone Number (215) 861-7637
10. Recipient Project Manager: Romona Fullman		9. HUD Government Technical Representative: Ronaldlyn Latham, Chief, Program Compliance Branch	
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office LOCCS/VRS ARTICLE 7	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$71,470.00	8614/150144 (TIN) (H, 14)	FHEO-03-14-01
Total HUD Amount	\$71,470.00	Amount Previously Obligated	\$0.00
Recipient Amount	\$	Obligation by this action	\$71,470.00
Total Instrument Amount	\$71,470.00	Total Obligation	\$71,470.00

16. Description

COOPERATIVE AGREEMENT FOR FAIR HOUSING ASSISTANCE PROGRAM (CONTRIBUTIONS) FY 2014

This Agreement consists of the following, which is incorporated herein and made a part hereof:

- Form HUD 1044 (8/90), Assistance Award
- Schedule of Articles with Appendix and Attachments
- Appendix A Statement of Work (See CA)
- Attachments: Attachment A – Criteria for Processing (FY 2014)
Attachment B – Standards for Timeliness
Attachment C – Special Conditions (if applicable)

COOPERATIVE AGREEMENT BREAKDOWN OF FISCAL YEAR 2014 FUNDS:

Complaint Processing

Number of completed cases = 18: Please see attached list of completed cases.

Total case processing =	\$42,970.00
Administration Cost =	\$6,000.00
Training Funds =	\$22,500.00
Total Cooperative Agreement Amount =	\$71,470.00

Performance Period: Complaint Processing: July 1, 2013 – June 30, 2014

Administrative Costs, Training: October 1, 2013 – September 30, 2014

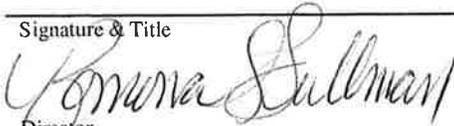
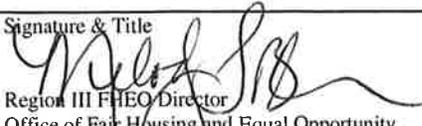
CONFIRMED COPY

RECEIVED
Delaware Division of Human Relations

OCT 06 2014

By: 

The Government Technical Monitor is Laura McAllister, Equal Opportunity Specialist, Program Compliance Branch, Philadelphia Regional Office, Philadelphia, PA. In addition to existing FHAP performance standards and requirements enumerated at 24 C.F.R. Part 115, FHEO may utilize the following two measures: 1) *FHAP agencies will close or charge 50% of fair housing complaints filed during the fiscal year within 100 days.* 2) *FHAP agencies will close or charge 95% of aged fair housing complaints carried over from the prior fiscal year.*

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Romona S. Fullman		20. HUD (By Name) Melody Taylor-Blancher	
Signature & Title  Director	Date (mm/dd/yyyy) 09/24/2014	Signature & Title  Region III FHEO Director Office of Fair Housing and Equal Opportunity	Date (mm/dd/yyyy) 9/24/14

Delaware Division of Human Rights - Completed Cases: July 1, 2013 to June 30, 2014

Case Name	HUD Case Number	FHAP Case Number	FHAP Closure Date	Cause Date	Closure Reason	FHAP Payment Decision	Age	FHAP Payments	Completed Cases
Total							111	\$42,970	18
Patz, Jonathan v. Lutheran Towers of Dover	03-13-0292-8	NC-H-1292-13	07/21/13		18 Withdrawn After Resolution	Accepted	129	\$1,170	1
Biddell, Pamela v. Pusey, Freddie, et al.	03-13-0293-8	S-H-1293-13	08/02/13		25 No Cause	Accepted	99	\$2,600	1
Nalbano v. Nichols, Affordable Home Enterprises, Inc., et al.	03-13-0364-8	K-H-1297-13	08/29/13		16 Conciliated/Settled	Accepted	49	\$2,600	1
Green, Dr. Brenda J. v. Nobles Pond Crossing, et al.	03-13-0411-8	NC-H-1301-13	06/20/14		25 No Cause	Accepted	275	\$1,776	1
Wright v. Camp & Delaware 85 Associates, et. al	03-13-0412-8	NC-H-1300-13	12/30/13		25 No Cause	Accepted	185	\$2,060	1
Williams, Harriet v. McKee Group, et al.	03-13-0419-8	NC-H-1299-13	05/20/14		25 No Cause	Accepted	307	\$2,572	1
Reutter, Esther W. v. Villa Belmont Condominiums, et al.	03-14-0001-8	NC-H-1304-13	11/27/13		18 Withdrawn After Resolution	Accepted	41	\$2,522	1
Wright, Juanita v. Rockwood Apartments, et al.	03-14-0011-8	NC-H-1298-13	10/24/13		16 Conciliated/Settled	Accepted	20	\$2,600	1
Rascoe/Walker v. New Castle Cty., DE, Dept. of Comm. Services	03-14-0069-8	NC-H-1310-14	02/25/14		16 Conciliated/Settled	Accepted	61	\$2,600	1
CLASI v. Sussex Printing Corp., et al.	03-14-0078-8	S-H-1303-13	01/10/14		16 Conciliated/Settled	Accepted	79	\$2,600	1
Harrington, Kathryn v. Harbor House Apt. et. al	03-14-0091-8	NC-H-1305-13	01/09/14		18 Withdrawn After Resolution	Accepted	52	\$2,600	1
Hill vs. Arbor Management, LLC, William Demarco, Tameka Yancy	03-14-0102-8	NC-H-1307-13	01/31/14		16 Conciliated/Settled	Accepted	65	\$2,470	1
CLASI vs. Sovereign Property Management, LLC	03-14-0137-8	K-H-1306-13	01/28/14		16 Conciliated/Settled	Accepted	88	\$2,600	1
Cosey, Al v. M & D Rentals, LLC, et al.	03-14-0160-8	K-H-1311-14	04/02/14		18 Withdrawn After Resolution	Accepted	47	\$2,600	1
CLASI vs. Red Clay et al	03-14-0220-8	NC-H-1315-14	06/17/14		16 Conciliated/Settled	Accepted	102	\$2,340	1
Centeno, Gladys v. Hunters Crossing Apt., et al.	03-14-0268-8	NC-H-1323-14	06/17/14		18 Withdrawn After Resolution	Accepted	12	\$2,600	1
Foraker, Crystal v. Coulbourne, William, et al.	03-14-0273-8	K-H-1322-14	06/24/14		16 Conciliated/Settled	Accepted	19	\$2,600	1
Gotlieb, David & Valerie v. Village of Brandywine	03-14-0279-8	NC-H-6592-13	06/06/14		25 No Cause	Accepted	172	\$2,060	1



**U.S. Department of Housing and Urban
Development**
Pennsylvania State Office
The Wanamaker Building
100 Penn Square East, 10th Floor
Philadelphia, Pennsylvania 19107-3380

SEP 3 0 2014

Dear FHAP Agency Director:

**SUBJECT: Fair Housing Assistance Program (FHAP), Cooperative Agreement
Fiscal Year 2014 Funding**

This letter transmits your FY 2014 funding following the guidance and instructions issued in the FHAP 2014 guidance. Enclosed is the conformed copy of the executed form HUD-1044, Assistance Award/Amendment for your FY 2014 Cooperative Agreement for agencies receiving Contributions Funds. The July 2014 instructions and guidance were sent electronically via email, including the FY 2014 supplemental guidance (Case Closure Review Forms) for FHAP agencies.

The total amount of your FY 2014 funding is based on the following categories of funding: Complaint Processing, Administrative Costs (AC), and Training funds.

Complaint Processing Funds

For FY2014, FHAP agencies will now be eligible for a \$4000 per case payment in addition to the base payment, where the agency has engaged in and documented enforcement actions to adjudicate a finding of reasonable cause. This payment will be available to agencies which, pursuant to the substantially equivalent law, either conduct an administrative hearing or file a civil action upon election to enforce the finding. Conciliation agreements reached after a cause finding will not qualify as an enforcement action for purposes of this additional payment, but will be reimbursed as any other case closed with a conciliation agreement. This new payment will replace FHEO's previous practice of reimbursing an additional \$1000 for a complaint investigation that resulted in a reasonable cause finding. Revisions have been made to the FY2014 Criteria for Processing and Standards for Timeliness to reflect this change.

FY2014: Cases processed between July 1, 2013 and June 30, 2014

The enclosed Assistance Award form HUD-1044 shows you how many cases were paid by HUD under the FY 2014 funding period. A list of the closed cases counted towards this funding for Contributions is also attached.

Administrative Costs (AC)

Consistent with 24 C.F.R. 115.304(c), AC funds are tied to the quantity of the Contributions agency's caseload. FHAP agencies that acceptably process 100 or more complaints during the Case Processing Period will receive 20% of the agency's total FHAP obligation for the preceding year. **For the purpose of this calculation, the total FHAP obligation does not include any Partnership funds the agency may have received.**

*Example: FY2013: Total Instrument Amount = \$250,000
20% of that amount = \$50,000
The amount of AC funds for the Agency = \$50,000*

FHAP Agency plans for the use of AC funds must include the updating and maintenance of hardware and software. This is important for the uniform and efficient use of data systems. If the Agency's plans do not include an update, the GTR should verify that the agency's systems are up-to-date and have sufficient operational capacity. If the agency's systems are sufficient, the GTR may approve use of AC funds for other purposes. As in the past, the agency must submit a spending plan detailing how it plans to use its AC funds to the GTR for approval.

Training Funds

FHAP agencies must send staff to the Patricia Roberts Harris National Fair Housing Training Academy (NFHTA). In previous years FHEO used a portion of the FHAP appropriation to fund NFHTA, therefore, FHAP agency staff participated in NFHTA training courses at no additional cost. Under the FY2014 congressional appropriation language, NFHTA is no longer funded directly from FHEO's FHAP budget. For this reason, beginning July 1, 2014, FHAP agencies will be responsible for the payment of NFHTA tuition and associated training costs. FHEO will reimburse the agency for these tuition expenses, in addition to travel and per diem expenses as in previous years.

To cover this and to also fund increased training for FHAP staff, FHEO has significantly increased the availability of training funds for FHAP agencies in FY2014. The FY2014 Funds Distribution Plan incorporates a 150% increase in training funds for FHAP agencies. These funds may be used for courses at the NFHTA, attendance at the International Association of Official Human Rights Agencies Annual Conference, and other HUD-sponsored or approved training¹.

FHEO is undergoing improvements in its case tracking system, TEAPOTS. FHEO will seek to utilize FHAP agency staff to test the system prototype before roll out and will conduct training for FHAP agencies on these system improvements.

Quarterly Reports

FHAP agencies are required to send quarterly reports to the designated GTR and/or GTM on all activities performed under the Cooperative Agreement during FY 2014 time period, (October 1, 2013 through September 30, 2014). The GTR/GTM will be monitoring your current aged case workload. The Department is requiring that all FHAP agencies to continue to reduce their aged backlog by the end of fiscal year 2014. The following goals have been established for FY 2013: ***Fair Housing Assistance Program agencies will close 50 percent of fair housing complaints referred by HUD in 100 days, excluding recommended Cause and systemic***

¹ To obtain approval for non-NFHTA training, the FHAP agency must send a request to GTR/GTM at least 60 days in advance of training that includes description and cost (including travel) of training, and staff proposed to attend.

complaints. Fair Housing Assistance Program agencies will also close or charge 95 percent of their aged fair housing complaints within the fiscal year.

The quarterly reports must report on the following activities:

1. Case Processing – Aged Cases and Probable Cases – Status;
2. Training – (Who, What, When, Where – HUD approved by GTR if not HUD);
3. Education and Outreach – What activities and the number of people reached.

Changes were made to the 2000 Census to reflect the growing racial and ethnic diversity of the U.S. population due to increased immigration from an expanding number of countries and the number of interracial unions. As a result, Office of Management and Budget (OMB) revised its standards related to federal data on racial and ethnic categories. The OMB standards are applicable to HUD's partners that collect and maintain racial and ethnic data. FHAP agencies should use Form HUD-27061, Racial and Ethnic Data Reporting Form (found at www.HUDclips.org) or a comparable form to collect and maintain the data.

Fraud, Waste, and Abuse

Since the 1998 FHAP guidance, GTR/GTM staff is reminded to contact the state and local auditing offices of your FHAP agencies to receive audit reports done on the agency's FHAP expenditures and conduct a review of the audit report. This memorandum reiterates that directive and requires that, where an agency's use of FHAP funds has raised audit concerns, FHEO regional staff must consult with FHEO Headquarters to determine appropriate action.

In accordance with the FHAP regulation at 24 C.F.R. Sections 115.307 and 115.308, performance assessment reports must include a discussion of the review of the audit report as well as other finance-related requirements in the FHAP agency's performance assessment. If deficiencies are noted in an audit report, the GTR/GTM should identify the deficiencies in the performance assessment report and indicate if, when, and how the agency addressed the deficiencies.

Finally, in advance of any expenditure of the AC and Training funds please submit your spending plan to the GTR no later than **30 days from receipt of this letter**. If you have any questions, please initially contact your GTR/GTM at the number listed on form HUD-1044, Assistance Award. If you require any further assistance, you may contact Raeesa Waheed, Program Analyst at (215) 861-7636.

Sincerely,



Melody Taylor-Blancher

Region III Director

Office of Fair Housing and Equal
Opportunity

Enclosures

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
P.O. BOX 23774
WASHINGTON DC 20026

RECEIVED
Delaware Division of Human Relations

OCT 01 2014

By: *[Signature]*

DELAWARE DIVISION OF HUMAN RELATI
820 N French St Ste 201
Wilmington DE 19801-3509



U.S. Dept. of Housing and Urban Development
Line of Credit Control System (LOCCS)

re: Fair Housing Assistance Program Program (FAIR)
Grant Number : FF203K143001

Dear Grantee:

This is to advise you of the assignment of your LOCCS Voice Response project number. This number is to be used for telephone queries and requests for funds disbursement.

Your Voice Response project number for grant FF203K143001 is: 0007984800.

If you have any questions concerning this matter, please call your local HUD field officer.

Thank you for your cooperation.

ID: 004