



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

Delaware Division of Human Relations  
820 North French Street, Suite 201  
Wilmington, DE 19801

OCT 06 2015

Dear FHAP Agency Director:

**SUBJECT: Fair Housing Assistance Program (FHAP), Cooperative Agreement  
Fiscal Year 2015 Funding**

This letter transmits your FY 2015 funding following the guidance and instructions issued in the FHAP 2015 guidance. Enclosed is the conformed copy of the executed form HUD-1044, Assistance Award/Amendment for your FY 2015 Cooperative Agreement for agencies receiving Contributions Funds. The April 2015 instructions and guidance were sent electronically via email, including the FY 2015 supplemental guidance (Case Closure Review Forms) for FHAP agencies.

The total amount of your FY 2015 funding is based on the following categories of funding: Complaint Processing, Administrative Costs (AC), and Training funds.

### **Complaint Processing Funds**

For FY2015, the reimbursement rate for accepted cause, no cause, and conciliated complaints has been increased to \$2,800. Effective conciliations that provided for the complainant(s) and public interest relief were reimbursed at \$3,100. All administrative closures and withdrawals with resolutions were reimbursed at \$1,400. Additionally, FHAP agencies are eligible for a \$5,000 or \$8,000 post-cause enforcement bonus in addition to the base payment, where the agency has engaged in and documented enforcement actions to adjudicate a finding of reasonable cause. The payment will be available to agencies which, pursuant to the substantially equivalent law, either conduct an administrative hearing (\$5,000) or file a civil action upon election (\$8,000) 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 at \$3,100 for an effective conciliation agreement. This new payment will replace FHEO's previous practice of reimbursing an additional \$4,000 for a complaint investigation that resulted in a reasonable cause finding. Revisions have been made to the FY2015 Criteria for Processing and Standards for Timeliness to reflect this change. For FY 2015, FHAP cases accepted for payment will be reimbursed at their full reimbursement rate, i.e., no deductions will be made from the full reimbursement rate. However, please review the Supplemental Note for information regarding the circumstances under which FHEO may withhold payment for a case investigation.

FY2015 Case processing period: July 1, 2014 to June 30, 2015

FY 2015 Performance Period: October 1, 2014 to September 30, 2015

The enclosed Assistance Award form HUD-1044 shows you how many cases were paid by HUD under the FY 2015 funding period.

### 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 18% 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: FY2014: Total Instrument Amount = \$250,000  
18% of that amount = \$45,000  
The amount of AC funds for the Agency = \$45,000*

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 and Training 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 is further increasing the availability of training funds for FHAP agencies in FY2015. 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 training<sup>1</sup>.

FHEO is undergoing improvements in its case tracking system, TEAPOTS. FHEO will conduct training for FHAP agencies on these system improvements.

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<sup>1</sup> 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.

## **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 2015 time period, (October 1, 2014 through September 30, 2015). The GTR/GTM will be monitoring your current aged case workload. The following goals have been established for FY 2015: *Fair Housing Assistance Program agencies will close or charge 50% of fair housing complaints filed during the fiscal year within 100 days. Fair Housing Assistance Program agencies will close or charge 95% of their aged fair housing complaints carried over from the prior 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](http://www.HUDclips.org)) or a comparable form to collect and maintain the data.

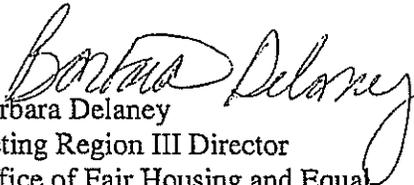
## **Fraud, Waste, and Abuse**

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,

  
Barbara Delaney  
Acting Region III Director  
Office of Fair Housing and Equal  
Opportunity

Enclosure

**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 FF203K153001	4. Amendment Number	5. Effective Date of this Action August 14, 2015	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 <sup>th</sup> Floor Philadelphia, PA 19107	
10. Recipient Project Manager: Romona Fullman		8a. Name of Administrator Barbara Delancy	8b. Telephone Number (215) 861-7637
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		9. HUD Government Technical Representative: Ronaldlyn Latham; (215) 861-7629	
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	\$99,550.00	8615/160144 (TIN) (F, 14)	FHEO-03-15-01
Total HUD Amount	\$99,550.00	Amount Previously Obligated	\$0.00
Recipient Amount	\$	Obligation by this action	\$99,550.00
Total Instrument Amount	\$99,550.00	Total Obligation	\$99,550.00

16. Description

**COOPERATIVE AGREEMENT FOR FAIR HOUSING ASSISTANCE PROGRAM (CONTRIBUTIONS) FY 2015**

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

1. Form HUD 1044 (8/90), Assistance Award
2. Schedule of Articles with Appendix and Attachments
3. Appendix A Statement of Work (See CA)
4. Attachments: Attachment A – Criteria for Processing (FY 2015)  
Attachment B – Standards for Timeliness  
Attachment C – Special Conditions (if applicable)

**CONFORMED COPY**

**COOPERATIVE AGREEMENT BREAKDOWN OF FISCAL YEAR 2015 FUNDS:**

**Complaint Processing**

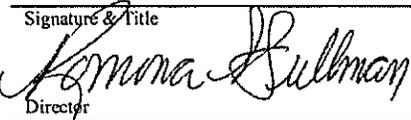
Number of completed cases = 25: Please see attached list of completed cases.

Total case processing =	\$63,800.00
Administration Cost =	\$11,000.00
Training Funds =	\$24,750.00
<b>Total Cooperative Agreement Amount =</b>	<b>\$99,550.00</b>

Performance Period: Complaint Processing: July 1, 2014 – June 30, 2015

Administrative Costs, Training: October 1, 2014 – September 30, 2015

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) 08/18/2015	Signature & Title  Region III FHEO Director Office of Fair Housing and Equal Opportunity	Date (mm/dd/yyyy) 9/11/15