

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2501-0017
(expires 01/31/2008)

Close Form

Print Page

About

* Organization Name: Garland Fair Housing Office

* Project/Activity Name:

Garland Fair Housing Office Education & Outreach Initiative

	Functional Categories								Total (\$)
	Column 1 HUD Share (\$)	Column 2 Applicant Match (\$)	Column 3 Other HUD Funds (\$)	Column 4 Other Fed Share (\$)	Column 5 State Share (\$)	Column 6 Local/Tribal Share (\$)	Column 7 Other Share (\$)	Column 8 Program Income (\$)	
a. Personal (Direct Labor)	75,340.00	31,172.48	0.00	0.00	0.00	0.00	0.00	0.00	106,512.48
b. Fringe Benefits	12,045.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,045.00
c. Travel	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
d. Equipment (only items > \$5,000 depreciated value)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Supplies (only items < \$5,000 depreciated value)	50.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00
f. Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
g. Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1. Administration and Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Land Structures, Rights-of-Way Appraisals, etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Relocation Expenses and Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Architectural and Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Other Architectural and Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Project Inspection Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Site Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Demolition and Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h. Other Direct Costs	855.00	2,220.00	0.00	0.00	0.00	0.00	0.00	0.00	2,875.00
i. Subtotal of Direct Costs	95,300.00	33,522.48	0.00	0.00	0.00	0.00	0.00	0.00	128,822.48
j. Indirect Costs (% Approved Indirect Cost Rate 5.00%)									6,441.12
Grand Total (Year 1)									135,263.60
Grand Total (All Years):									135,263.60
									Next Year

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a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate [] %)									
Grand Total (Year [2])									
Grand Total (All Years)									

Previous Year Next Year

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate %)									
Grand Total (Year 3):									
Grand Total (All Years):									

Previous Year Next Year

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b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate: [] %)									
Grand Total (Year [All]):									
Grand Total (All Years):									

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	HUD-424 CBW Grant Application	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Certification of Consistency	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	2008 HUD-96010 Fair Housing	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Race Ethnic Data.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	A Project Abstract 2008 Fin	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Factor No 1 Capacity of Appl	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Factor No 2 Need Distress Ext	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Factor No 3 Soundness of App	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Factor No 3 Statement of Work	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Factor No 4 Leveraging Resour	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Factor No 5 Achieving Results	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Ltr. of Firm Commitment - HR	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	Ltr of Understanding - LULAC	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	Ltr of Understanding - NAACP	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	Ltr of Understanding - GAFHA	Add Attachment	Delete Attachment	View Attachment

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Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

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4) Please attach Attachment 4	Race Ethnic Data.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	A Project Abstract 2008 Final	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Factor No 1 Capacity of Appl	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Factor No 2 Need Distress Ext	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Factor No 3 Soundness of App	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Factor No 3 Statement of Work	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Factor No 4 Leveraging Resour	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Factor No 5 Achieving Results	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Ltr. of Firm Commitment - HR	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	Ltr of Understanding - LULAC	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	Ltr of Understanding - NAACP	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	Ltr of Understanding - GAFHA	Add Attachment	Delete Attachment	View Attachment

Survey on Ensuring Equal Opportunity For Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Purpose:

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: Garland Fair Housing Office

Applicant's DUNS Name: [REDACTED]

Federal Program: Fair Housing Initiative Program - EOI

CFDA Number: 14.408

- | | |
|--|---|
| <p>1. Has the applicant ever received a grant or contract from the Federal government?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>5. Is the applicant a local affiliate of a national organization?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
| <p>2. Is the applicant a faith-based organization?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>6. How many full-time equivalent employees does the applicant have? (Check only one box).</p> <p><input type="checkbox"/> 3 or Fewer <input type="checkbox"/> 15-50</p> <p><input checked="" type="checkbox"/> 4-5 <input type="checkbox"/> 51-100</p> <p><input type="checkbox"/> 6-14 <input type="checkbox"/> over 100</p> |
| <p>3. Is the applicant a secular organization?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>7. What is the size of the applicant's annual budget? (Check only one box.)</p> <p><input type="checkbox"/> Less Than \$150,000</p> <p><input checked="" type="checkbox"/> \$150,000 - \$299,999</p> <p><input type="checkbox"/> \$300,000 - \$499,999</p> <p><input type="checkbox"/> \$500,000 - \$999,999</p> <p><input type="checkbox"/> \$1,000,000 - \$4,999,999</p> <p><input type="checkbox"/> \$5,000,000 or more</p> |
| <p>4. Does the applicant have 501(c)(3) status?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |

Survey Instructions on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this

information collection is **1890-0014**. The time required

to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

America's Affordable Communities Initiative

U.S. Department of Housing and Urban Development

OMB approval no. 2510-0013
(exp. 03/31/2010)

* Organization Name:

Garland Fair Housing Office

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions, Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element"? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p> <p><i>(If you have attachments that are electronic files please scroll to bottom of page 5 and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</i></p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

**Part B. State Agencies and Departments or Other Applicants for Projects Located in
Unincorporated Areas or Areas Otherwise Not Covered in Part A**

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development? If yes, briefly list these changes.</p> <p><i>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</i></p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p> <p><i>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</i></p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p> <p><i>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</i></p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

Additional Information:

Add Attachment

Delete Attachment

View Attachment

Facsimile Transmittal

U. S. Department of Housing and Urban Development
Office of Department Grants Management and Oversight

OMB Approval No. 2525-0118
exp. Date (5/30/2008)

1214849671-7045

* Name of Document Transmitting: Garland Fair Housing Office-FHIP Educ. & Outreach Initiative

1. Applicant Information:

* Legal Name: Garland Fair Housing Office
* Address:
* Street1: 210 Carver Dr. Ste. 102A
Street2:
* City: Garland
County:
* State: TX: Texas
* Zip Code: 75040 * Country: USA: UNITED STATES

2. Catalog of Federal Domestic Assistance Number:

* Organizational DUNS: [REDACTED] CFDA No.: 14.408
Title: Fair Housing Initiatives Program
Program Component:
FHIP - Education and Outreach - EOI 14.408

3. Facsimile Contact Information:

Department: Human Resources Department
Division: Fair Housing Office

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: Mr. * First Name: [REDACTED]
Middle Name:
* Last Name: [REDACTED]
Suffix:
* Phone Number: [REDACTED]
Fax Number: 972-205-3304

* 5. Email: [REDACTED]

* 6. What is your Transmittal? (Check one box per fax)

a. Certification b. Document c. Match/Leverage Letter d. Other

* 7. How many pages (including cover) are being faxed? 86

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee *Name: <input type="text" value="City of Garland - Fair Housing Office"/> *Street 1: <input type="text" value="210 Carver Dr. Ste. 102A"/> Street 2: <input type="text"/> *City: <input type="text" value="Garland"/> State: <input type="text" value="TX: Texas"/> Zip: <input type="text" value="75040"/> Congressional District, if known: <input type="text" value="3 & 5"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <div style="height: 100px;"></div>		
6. * Federal Department/Agency: <input type="text" value="U.S. Department of HUD"/>	7. * Federal Program Name/Description: <input type="text" value="Fair Housing Initiatives Program"/> CFDA Number, if applicable: <input type="text" value="14.408"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text" value="100,000.00"/>	
10. a. Name and Address of Lobbying Registrant: Prefix: <input type="text"/> *First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> *Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> *Street 1: <input type="text"/> Street 2: <input type="text"/> *City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text" value="Mr."/> *First Name: <input type="text"/> Middle Name: <input type="text"/> *Last Name: <input type="text"/> Suffix: <input type="text"/> *Street 1: <input type="text"/> Street 2: <input type="text"/> *City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text"/>		
*Name: Prefix: <input type="text" value="Mr."/> *First Name: <input type="text"/> Middle Name: <input type="text"/> *Last Name: <input type="text"/> Suffix: <input type="text"/>		
Title: <input type="text"/> Telephone No: <input type="text"/> Date: <input type="text" value="07/09/2008"/>		
Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)		

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

[Redacted]

* Other (Specify)

[Redacted]

* 3. Date Received:

07/09/2008

4. Applicant Identifier:

[Redacted]

5a. Federal Entity Identifier:

[Redacted]

* 5b. Federal Award Identifier:

[Redacted]

State Use Only:

6. Date Received by State:

[Redacted]

7. State Application Identifier:

[Redacted]

8. APPLICANT INFORMATION:

* a. Legal Name:

Garland Fair Housing Office

* b. Employer/Taxpayer Identification Number (EIN/TIN):

75-6000-534-4

* c. Organizational DUNS:

[Redacted]

d. Address:

* Street1:

210 Carver Dr. Ste. 102A

Street2:

[Redacted]

* City:

Garland

County:

[Redacted]

* State:

TX: Texas

Province:

[Redacted]

* Country:

USA: UNITED STATES

* Zip / Postal Code:

75040

e. Organizational Unit:

Department Name:

Human Resources Department

Division Name:

Fair Housing Office

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

[Redacted]

* First Name:

[Redacted]

Middle Name:

[Redacted]

* Last Name:

[Redacted]

Suffix:

[Redacted]

Title:

[Redacted]

Organizational Affiliation:

City of Garland Fair Housing Office

* Telephone Number:

[Redacted]

Fax Number:

972-205-3304

* Email:

[Redacted]

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.408

CFDA Title:

Fair Housing Initiatives Program

*** 12. Funding Opportunity Number:**

FR-5200-N-11B

* Title:

Fair Housing Initiative Program - EOI

13. Competition Identification Number:

FHIP-24-EOI-B

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Garland, Texas
Dallas County, Texas

*** 15. Descriptive Title of Applicant's Project:**

Garland Fair Housing Office - Education and Outreach Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant TX-005

* b. Program/Project TX-005

Attach an additional list of Program/Project Congressional Districts if needed.

Congressional District.doc

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2008

* b. End Date: 09/30/2009

18. Estimated Funding (\$):

* a. Federal	100,000.00
* b. Applicant	33,900.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	133,900.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

 a. This application was made available to the State under the Executive Order 12372 Process for review on b. Program is subject to E.O. 12372 but has not been selected by the State for review. c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

 Yes No

Explanation

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. 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)

 ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title: Program Manager

* Telephone Number: 972-205-3316

Fax Number: 972-205-3304

* Email:

* Signature of Authorized Representative:

* Date Signed: 07/09/2008

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011
(exp. 08/31/2009)

Applicant/Recipient Information

* Duns Number

* Report Type:

INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Garland Fair Housing Office

* Street1:

210 Carver Dr. Ste. 102A

Street2:

* City:

Garland

County:

* State:

TX: Texas

* Zip Code:

75040

* Country:

USA: UNITED STATES

* Phone:

972-205-3316

2. Social Security Number or Employer ID Number:

75-6000-534-4

* 3. HUD Program Name:

Fair Housing Initiatives Program

* 4. Amount of HUD Assistance Requested/Received: \$

100,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name:

Garland Fair Housing Initiatives Program (FHIP)

* Street1:

210 Carver Dr. Ste. 102A

Street2:

* City:

Garland

County:

* State:

TX: Texas

* Zip Code:

75040

* Country:

USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

Yes

No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes

No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880 (3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

U.S. Dept. of Housing and Urban Development - FHEO Region

Government Agency Address:

* Street1: P.O. Box 2905

Street2:

* City: Fort Worth

County: Tarrant

* State: TX: Texas

* Zip Code: 76113

* Country: USA: UNITED STATES

* Type of Assistance: FHAP

* Amount Requested/Provided: \$ 100,000.00

* Expected Uses of the Funds:

FHAP funds for fair housing enforcement (investigations, etc)

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

Low Attachment

Part III Interested Parties. You must decide.

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

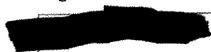
(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

* Signature:



* Date: (mm/dd/yyyy)

Garland Office of Fair Housing

**Education and Outreach Initiative -
Regional, Local and Community Based Program - General Component**

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff

The City of Garland Fair Housing Office is an established, high-performing Fair Housing Assistance Program (FHAP) deemed by HUD to be a “*substantially equivalent agency*”. The Garland Office of Fair Housing is in its eleventh year of providing full enforcement activities, including education and outreach, complaint intake, investigation, reasonable cause/no reasonable cause determinations, and conciliation services. In its nine-year history, over 450 housing discrimination complaints have been dual-filed with HUD through our office. Additionally, our agency has received FHIP funding on three previous years (FY2002, FY2003, and FY2008). The Garland Fair Housing Office received an “Excellent” rating in its most recent review by FHAP for FY2007. The *Mission* of the Garland Fair Housing Office is *to educate citizens on Fair Housing laws and eliminate housing discrimination.*

1(a) Number and Expertise of Staff

The Garland Fair Housing Office consists of a Senior Managing Director [REDACTED] [REDACTED] a Program Manager [REDACTED] a Program Coordinator/Investigator [REDACTED] an Intake Specialist (Vacant), two Education and Outreach Specialists [REDACTED] and [REDACTED] and an Office Assistant [REDACTED]. An Assistant City Attorney [REDACTED] provides legal counsel and review of case determinations. Through the FHIP EOI- General Component grant request, the Office of Fair Housing proposes to fund two *Fair Housing Education and Outreach Specialists* [REDACTED] and [REDACTED] and a Fair Housing Coordinator [REDACTED] to

carry out the tasks identified in the Statement of Work in Garland, Texas (Dallas County). The Fair Housing Education and Outreach Specialist positions will be a full-time (40-hour per week) grant funded position with the City of Garland. These positions exist to conduct outreach and education activities with particular attention to homeless persons, persons with physical and mental disabilities; underserved populations, including immigrants and other Limited English Proficiency populations; populations with concentrations of minority persons; low- and moderate-income persons; persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling. The two outreach specialists and the program coordinator have over sixteen years each in social service, ministerial and community/fair housing reach to the community. They are seasoned outreach specialists and professionals who feel comfortable speaking to an audience as small as 10 people to over 500 people. Additionally, all categories under the protected classes will receive education and outreach, including persons with disabilities. Special efforts will be made to reach the identified populations. The program will inform residents of rights and responsibilities, and actions that may be taken if a citizen feels that their housing rights have been limited or violated. The theme of Equal Treatment for Everyone will be adopted and added to Garland FHAP Logo of "Garland, Where Fair Means Fair!". The FHIP grant will also help fund the program manager's salary.

It is anticipated that approximately 27,932 residents will be directly reached through our proposed educational activities, and an additional 50,000 will be reached indirectly through mass media efforts of print visual and auditory media, in cooperation with the City's Public Information Office. We project that approximately 40 complaints

may be generated as the result of citizens becoming aware of their rights. A *complaint referral process* is currently in place, and will continue with referrals to HUD of credible, legitimate complaints for dual processing.

The Senior Managing Director of Human Resources is [REDACTED] and the Fair Housing Office is a division within the HR Department. [REDACTED] serves as the Project Director for Fair Housing, and she has extensive experience in the areas of human resources, organizational development, and human rights. Countless programs and services have been successfully managed by Managing Director [REDACTED] including employee health and insurance fund, Equal Employment Opportunity, and Human Resources. [REDACTED] will dedicate approximately 50% of her time to project direction and administration of the Fair Housing Initiatives Program grant.

The Fair Housing Manager, [REDACTED] has over 19 years of public service experience in administration and fair housing admin and planning. [REDACTED] is fluent (written and spoken) in Spanish. He earned a Bachelor's Degree in Urban Studies from Trinity University, and a Master's Degree in Public Administration from the University of Texas at Arlington. Previous grant experience includes CDBG Public Service (various grants) implementation; grant management; and Special Nutrition Program Grant for children. [REDACTED] who also conciliates complaints under the FHAP program, **will oversee the implementation of the Education and Outreach grant and will have direct supervision of the program, devoting approximately 75% of his time to the education and outreach project.**

The Fair Housing Coordinator, [REDACTED] has over 18 years experience in Customer Service, Finance/Accounting, Training and Fair Housing. [REDACTED] serves the FHAP program through coordination, conciliation services and investigations.

The two Education and Outreach Specialists [REDACTED] and [REDACTED] are each seven year veterans of fair housing activities who currently devote 100% of their time to conducting education sessions to the public as part of the FHAP Program. They work with minority groups, to effectively assist residents who desire information about Fair Housing rights and responsibilities. Both outreach specialists are bilingual in English and Spanish, and access to Vietnamese and Korean volunteer translators is also available to reach stated communities.

Funding for the two Education and Outreach Specialist and Coordinator positions is sought to enhance existing FHAP outreach efforts, in an effort to implement HUD goals and priority of affirmatively furthering fair housing. We seek to add to increase outreach activity by our agency to emerging populations in Garland, such as Hispanic/Latino, Vietnamese, Korean, African American, and disabled populations. The outreach specialists possess unique presentation skills that enable our agency to gain the trust of our audience.

The Education Outreach Specialists conduct extensive education, outreach and furnish information about fair housing rights and obligations to groups, individuals, schools, and other audiences. It is anticipated, based on historical experience, that 40 credible fair housing complaints will be generated and dual-filed with HUD as a direct result of FHAP outreach efforts.

The City Attorney [REDACTED] has been assigned to review fair housing determinations for over four years. In his capacity, he can concur or provide legal opinion of investigation outcome, and approves all conciliation agreements.

Through FHIP EOI funding, we plan to increase efforts to include all protected classes into the mainstream of government programs, opening doors to access housing regardless of any protected basis.

The composition of the Fair Housing Office reflects the community, with the Senior Managing Director and Coordinator being African American. The manager and education/outreach specialists are of Hispanic origin, and the Assistant City Attorney over Fair Housing is Caucasian.

1	Managing Director	1	Intake Specialist/Education Specialist
1	Assistant City Attorney	2	Education/Outreach Specialists
1	Program Manager	1	Coordinator
1	Part-time Assistant		
Total Current Staff: 8			

1(b) Organizational Experience

The Fair Housing Office is housed within the Garland Human Resources Department, and is uniquely poised to access training and equal opportunity resources within the City of Garland organization. Following is a list of programs and services administered by the City of Garland:

- Section 8 (Voucher); Family Self-Sufficiency Program
- HOME (First Time Homebuyer, Infill, Single Family Rehabilitation)
- Community Development Block Grant (CDBG)
- Minor emergency repair; minor volunteer repair; home loan counseling

- Fair Housing Assistance Program (FHAP)
- Fair Housing Initiatives Program (FHIP) Education and Outreach – General Component

An effective **complaint referral system** has been developed and will continue to be utilized in referring FHIP originated complaints to FHAP operations and to HUD for complaint dual-filing, intake and investigation.

The City of Garland is committed to expanding our FHIP educational and outreach efforts to the public regarding freedom of choice in selecting housing, and options for addressing disputes, including filing complaints if someone believes their housing rights have been violated. Under the FHIP EOI-Regional, Local, Community Based, the project will expand its scope to homeless persons, persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling, while maintaining focus on all Federal protected classes.

The Garland Fair Housing Office has engaged in similar activities under the FHAP contract with HUD, and in previous FHIP funded activities. The Garland Fair Housing Office is prepared to implement the objectives identified in the Statement of Work and work in concert with HUD to implement its national objectives. Funding would provide staffing of two Education & Outreach Specialists and program coordinator to expand on the agency's efforts at marketing, reaching out to special populations, providing monthly educational sessions about Fair Housing rights and responsibilities, training and

counseling on consumer awareness related for predatory lending/financing and other relevant topics. Additionally, the GFHO would coordinate quarterly homebuyer presentations/fairs, and regular outreach events and presentations in various communities. Counseling will be provided to individuals regarding lease-purchase transactions, as well as mortgage default prevention, predatory lending practices and other general housing concerns. Information will be provided regarding title, insurance and taxes, and other real estate related transactions to residents, in an attempt to better equip residents to make good decisions in these matters.

The proposal is submitted under the FHIP Education and Outreach Initiative (EOI) - Regional, Local and Community-based Program and it will emphasize outreach and education to all protected classes. The project will seek additional partnerships with the faith-based organizations, such as churches, and civil rights organizations (LULAC, NAACP, Garland Hispanic organizations, and City Departments that interface with landlords/housing providers, In partnership with the community based organizations, Spanish-language organizations, the Urban League, and with faith based organizations, the grant project will provide services to all segments of the community, and special emphasis will be placed on information about their rights as consumers of housing.

1c Performance on Past Projects

Education and outreach services will be provided by the City of Garland Fair Housing Office. Partners will be sought among the faith community and community based organizations in the delivery of the outreach/educational services. Partnerships will be made with The Dallas Urban League, Garland Association for Hispanic Affairs, League of United Latin American Citizens (LULAC), National Association for the Advancement

of Colored People (NAACP), and the National Forum for Black Public Administrators (NFBPA) in an effort to recruit partners to assist with education and outreach efforts to homeless persons, people with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, and concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling. It is anticipated that 40 credible complaints will be generated as a result of FHIP outreach activities under the grant.

The Garland City Council and City Administration govern the Garland FHAP, which have a strong commitment to diversity and cultural reflection of the community.

The City of Garland Fair Housing Office proposes to start the FHIP project on October 1, 2008, for the duration of the 12-month period, concluding on September 30, 2009. The program has been included in current budget year and for the 2009 fiscal year budget. The FHIP program will participate in training sponsored by HUD and NFHTA.

The Office of Fair Housing has served as a FHAP and FHIP agency, and engaged in activities required under the Contributions Grant Agreement. For its FY2007 review, the agency received a 97% efficiency rating from HUD. Additionally, it has received an excellent rating from HUD for its past performance, including its most recent review, scoring a 100 out of a possible 100 score.

“The Garland Office of Fair Housing has consistently received excellent performance assessments in all categories for its FHIP and FHAP programs. (Reference attachments). The FHIP program received a 100 out of 100 score. The Garland FHAP agency review received an “excellent” rating from Geneveve Banks, HUD Region 6 Grantee Technical Monitor. Comments from other reviews are as follows:

1) Engage in timely comprehensive and thorough fair housing complaint investigation, conciliation and enforcement activities – Rating: Excellent; 2)

Commence proceedings with respect to a complaint in a manner consistent with the guidance issued by HUD – Rating: Excellent; 3) Conduct compliance reviews of conciliation agreements, settlements and orders issued by or entered into to resolve discriminatory housing practices – Rating: Fair; 4) Consistently and affirmatively seek and obtain the type of relief designed to prevent recurrences of discriminatory housing practices – Rating: Excellent; 5) Consistently and affirmatively seek the elimination of all prohibited practices under its fair housing law – Rating: Good. Comments received: *“.....During the progress review period, this recipient submitted cases investigated by agency staff and related reports on a timely basis reflecting a high level of skill in implementing the performance standards of the FHAP grant as outlined by 24 CFR 115.204.... . this agency has engaged in educational and outreach projects such as presentations to groups and organizations. The Garland Fair Housing office has worked cooperatively with HUD, attended HUD sponsored training and is very receptive of technical assistance, and the provision of clarification regarding the implementation of the grant, when indicated.”* (Source: Monitoring report by Geneveve Banks, HUD GTR)

Previous partnerships have included: City of Dallas Fair Housing Office; City of Fort Worth Human Relations Commission, Oklahoma Human Rights Commission; City of Mesquite and Texas Commission on Human Rights. The Garland Fair Housing Agency is recognized nationally for its language programs, quality of presentation material, and professionalism.

The Garland Fair Housing Office is frequently lauded for its innovative, resourceful, and timely outreach mechanisms, such as production of two outreach videos (one for the general public and one for the housing industry). Both videos have been dubbed into Spanish to target the growing Hispanic population. The outreach videos will play an instrumental part in the outreach and education message to be delivered through the FHIP grant. Currently, the Garland Fair Housing Office is in its eleventh year of operations, and it has steadily increased its complaint case load and outreach capacity. It is projected that 40 cases will be filed as a direct result of FHIP educational/outreach

services. The FHIP Program will reach 27,932 people directly and 50,000 people indirectly during FY08/09.

The Garland FHAP currently engages in education and outreach activities consistent with HUD's national priorities and goals. Through FY09 FHIP EOI funding, we seek to expand outreach efforts to the previously identified protected classes. Specifically, we propose to provide four (4) home buyer or fair housing awareness seminars; fifteen (15) presentation to City of Garland employees on consumer protections and EEOC/Equal Housing Opportunities, civil rights organizations (LULAC, NAACP and Garland Assoc. for Hispanic Organizations, and City employees; one (1) regional fair housing month celebration; monthly (12) landlord orientations/meetings; monthly (12) meetings with Section 8 staff; monthly (12) presentations to Section 8 voucher recipients; monthly (12) presentations to Code Compliance landlords; 20,000 copies of existing brochures in English, Spanish, Vietnamese and Korean for distribution; and quarterly (4) newsletters distributed to 1,000 service providers. Also, we plan to continue current outreach activities, such as video showings on cable public access; ads in English, Korean, Vietnamese and Spanish in regional newspapers, and legal clinic advertisements. Other extensive outreach activities will be conducted through the FHIP grant.

In summary, the City of Garland Office of Fair Housing has a dedicated, experienced, qualified fair housing staff capable of administration and implementation of a FHIP education and outreach grant to complement its array of services for the community. The agency's record of success in FHIP and FHAP activities, combined with the backing of the Garland municipality and its subpoena and enforcement powers, will reassure HUD that its resources will be maximized by funding our agency.

City of Garland - Fair Housing Office
Fair Housing Initiatives Program –
EOI - Statement of Work

The recipient, City of Garland Fair Housing Office, agrees to undertake the following activities in accordance with its 2008 application for funding under the Education and Outreach Initiative (EOI) Regional, Local and Community-based Program - General Component for a 12 month project commencing on October 1, 2008 in the geographic areas of city-wide Garland, Texas.

Provide citywide outreach, education, and information directly to 27,932 residents in the Garland and Dallas County areas, and indirectly to an additional 50,000 people, with an emphasis on persons with homeless and near homeless; persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling.

- Conduct general outreach and education to 27,932 residents regarding housing rights, responsibilities, and current local and federal laws covering Fair Housing through presentations to faith based organizations (churches), apartment communities, social service agencies, neighborhood associations, crime watch groups, and other interest groups, particularly those located in or providing services to people in immigrant or historically underserved areas.
- Distribute currently developed fair housing materials to 100 churches and 75 agencies for distribution to clients, with the goal of increasing awareness of rights and current laws.
- Conduct monthly (36) landlord/tenant forums, in conjunction with City Manager's Apartment Group Meetings, Code Compliance, Garland Housing Agency, and other housing services providers to distribute information to 150 housing providers.
- Present 40 fair housing awareness seminars for church/faith-based groups, NAACP, LULAC, and Garland Assoc. for Hispanic Affairs.
- Host monthly (12) presentations to Section 8 Voucher recipients;
- Organize and host regional annual April Fair Housing Month event
- Recruit and train 5 volunteers to assist in translations and fair housing advocacy.
- Write bi-monthly (6) articles for publication in Garland City Press.
- Develop and issue (6) press releases on upcoming seminars, training and other events.
- Publish quarterly (4) newsletter to be distributed to housing providers, community leaders, advocates, social service agencies, and landlords.
- Maintain database of client inquiries and referrals to services
- Provide 40 referrals to HUD for dual filing and enforcement.

- Assist program manager in implementing objectives of FHIP Outreach and Education Program, to provide 50,000 units of services (information, referrals, presentations).

Press releases and any other product intended to be disseminated to the public must be submitted to the Government Technical Representative (GTR) for approval and acceptance, 2 weeks prior to release. Subcontracts for work under this grant must also be approved by the (GTR) prior to execution.

No recipient of assistance under the Fair Housing Initiatives Program may use any funds provided by the Department for the payment of expenses in connection with litigation against the United States. None of the funds may be used to investigate or prosecute under the Fair Housing Act any otherwise lawful activity engaged in by one or more persons, including the filing or maintaining of a non-frivolous legal action, that is engaged in solely for the purpose of achieving or preventing action by a government official or entity, or a court of competent jurisdiction.

Recipients of funds under this program must conduct audits in accordance with 24 CFR Part 44 or 24 CFR Part 45, as appropriate.

Submit two copies of all final products (with diskette, where feasible) to the U.S. Department of Housing and Urban Development, Fair Housing and Equal Opportunity, Fair Housing Initiatives Program, 451 Seventh Street, S.W., Washington, DC 20410.

The recipient will provide the following work products on the dates specified below to the GTR and GMT. Quarterly means within 30 days of the end of every month period commencing three months after the effective date of the award.

Statement of Work - Deliverables

ADMINISTRATIVE TASKS			
ACTIVITIES	TASKS	DATE TO BE SUBMITTED	SUBMITTED TO
1) List positions on job listing; interview; hire	City of Garland Personnel functions: list position, interview; hire	30 days	GTR/GTM
2) Assignment of Projects by Program Manager	Names of persons assigned and hours to be spent on project. Resumes of persons not included in Application.	45 days	GTR/GTM
3) Planning meeting with Fair Housing staff to review dates and schedule of educational events, seminars, symposium	List of events, locations, target audience, anticipated attendance.	30 days	GTR/GTM
4) Review training dates of staff.	Review any upcoming training that may be of benefit to staff.	45 days	GTR/GTM
5) Training of language interpreters for select events.	List of events requiring language interpreters	45 days	GTR/GTM
6) Review of literature on Fair Housing; duplicate existing materials for distribution.	List of available resources, brochures, and promotional items for distribution.	45 days	GTR/GTM
7) Monthly activity report	Review of activities for current month.	Quarterly	GTR/GTM
8) Six month probationary review of staff.	Performance review	180 days	GTR/GTM
9) Nine-month review (status report) of grant goals and objectives.	Review status of education and outreach goals at mid-point of grant.	270 days	GTR/GTM
10) Complete HUD form 27061 Race & Ethnic Data Reporting Form	Submit Report form	Quarterly	
11) Complete HUD-2880 Disclosure Statements	Submit Disclosure Statement. If no changes occur, submit statement of no change with final report.	When changes occur	GTR/GTM
12) Complete SF-269A Financial Status Report and Written quarterly Status Reports on All Activities	Submit SF-269A and Copy of Written Report	Quarterly	GTR/GTM

Statement of Work, Deliverables p. 4

ACTIVITIES	TASKS	DATE TO BE SUBMITTED	SUBMITTED TO
13) Voucher for Payment	Submit payment request to LOCCS	Per Payment Schedule	GTR/GTM
14) Prepare and Submit Draft of Final Report and program summary	Submit Draft of Report. Report Summary should include objectives, accomplishments and results. Complaint and testing activities should summarize data on complaints received and tests conducted by basis and issue and outcomes including Number of credible, legitimate complaints filed with HUD, State or local Fair Housing Agency, Department of Justice or Private Litigator; and Types of Relief/Results.	One month before end of grant term	GTR/GTM
15) Complete Final Report and Provide Copies of All Final Products Not Previously Submitted	Submit a copy of the Final Report and All Final Products not previously submitted to GTR and GTM.	Within 90 days after end of grant term.	GTR/GTM
16) Submit 2 copies of Final Report and all Final Program Deliverables produced under the Grant to HUD.	Deliverables and database entry sheet(s) to HUD. Copy of HUD database entry sheet(s) or detailed description of items submitted to GTR and GTM.	Within 90 days after end of grant term.	GTR/GTM

KEY PERSONNEL

<u>Title</u>	<u>Name</u>
Senior Managing Director	[REDACTED]
Manager	[REDACTED]
Fair Housing Coordinator	[REDACTED]
Intake Specialist	[REDACTED]
Fair Housing Education/Outreach Specialist	[REDACTED]
Assistant City Attorney	[REDACTED]
Fair Housing Assistant	[REDACTED]

Statement of Work – Program Tasks

PROGRAM TASKS			
ACTIVITIES	TASKS	DATE TO BE SUBMITTED	SUBMITTED TO
1) Contact HUD and/or other information sources to obtain any appropriate materials prior to development of new materials.	List of materials requested Submit one copy of all final products to HUD	90 days	GTR/GTM.
2) Review/refine referral process to referral potential victims to HUD, DOJ, a state or local agency, or a private attorney.	Copy of Referral Process. All audit-based enforcement actions should be referred to HUD.	45 days	GTR/GTM
3) Intake and process complaints. Refer at least 70 enforcement proposals to HUD. Complete Enforcement Log which details complaints received; dates; the protected basis of these complaints; the issue, the time for case processing, including administrative or judicial proceedings; the cost of case processing; to whom the case was referred; and resolution/type of relief sought and received.	Submit copy of Enforcement Log and a Report on number of enforcement proposals referred to HUD.	Quarterly	GTR/GTM
4) Conduct education and outreach to identified communities.	Copy of outreach plan; copy of materials used; and dates and places of outreach.	90 days	GTR/GTM
5) Develop fair housing outreach materials for distribution to community groups	Copy of materials and distribution letter	90 days	GTR/GTM

PROGRAM TASKS			
ACTIVITIES	TASKS	DATE TO BE SUBMITTED	SUBMITTED TO
6) Distribute materials to at least 80 agencies	Copy of mailing list.	90 days	GTR/GTM
7) Coordinate annual regional fair housing event with other agencies.	List of participating agencies	270 days	GTR/GTM
8) Coordinate semi-monthly events to educate groups in target population.	List of events and dates	90 days	GTR/GTM
9) Coordinate and host annual Fair Housing event	List of participating agencies and dates.	180 days	GTR/GTM
10) Coordinate quarterly landlord meetings.	List of dates.	180 days	GTR/GTM
11) Maintain database of educational/outreach activities; inquiry and complaint log	List of services provided, dates, attendance; inquiries and appropriate referrals.	180 days	GTR/GTM
12) Provide effective referrals to HUD, DOJ, etc.	Effective referral to appropriate agency for enforcement action or assistance.	270 days	GTR/GTM

*Testers in testing activities funded with FHIP funds must not have any prior felony convictions or convictions of crimes involving fraud or perjury, and they must receive training or be experienced in testing procedures and techniques. Testers and the organizations conducting tests, and the employees and agents of these organizations may not:

- (1) Have an economic interest in the outcome of the test, with prejudice to the right of any person or entity to recover damages for any cognizable injury; (2) Be a relative of any party in a case;
- (3) Have had any employment or other affiliation, within one year, with the person or organization to be tested; or (4) Be a licensed competitor of the person or organization to be tested in the listing, rental, or financing of real estate.

****Not Applicable - No Testing to be Conducted Under this FHIP Grant.

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
(Exp. 01/31/2008)

Name and Address of Applicant:

Garland Fair Housing Office
210 Carver Dr. Ste. 102A
Garland, TX 75040

Category

Detailed Description of Budget (for full grant period)

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
<i>Position or Individual</i>												
Education & Outreach Specialist	2,000	\$12.97	\$25,940	\$25,940	\$0	0	0	0	0	0	0	
Education & Outreach Specialist	2,000	\$13.00	\$26,000	\$26,000	\$0	0	0	0	0	0	0	
FHIP Coordinator (50% of time)	1,040	\$22.50	\$23,400	\$23,400	\$0	\$0	0	0	0	0	0	
Manager	919	\$33.92	\$31,172	\$0	\$31,172	0	0	0	0	0	0	
Total Direct Labor Cost				\$106,512	\$75,340	\$31,172	0	0	0	0	0	
2. Fringe Benefits												
		Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Education & Outreach Specialist		23.19%	\$25,940	\$6,015	\$6,015	\$0	0	0	0	0	0	0
Education & Outreach Specialist		23.19%	\$26,000	\$6,029	\$6,029	\$0	0	0	0	0	0	0
FHIP Coordinator		0.00%	\$0	\$0	\$0	\$0	0	0	0	0	0	0
Manager		0.00%	\$0	\$0	\$0	\$0	0	0	0	0	0	0
Total Fringe Benefits Cost				\$12,045	\$12,045	\$0	0	0	0	0	0	
3. Travel												
3a. Transportation - Local Private Vehicle												
FHIP Outreach (travel to training events)		Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
		1547	\$0.585	\$905	\$905	\$0	0	0	0	0	0	0
Subtotal - Trans - Local Private Vehicle				\$905	\$905	\$0	0	0	0	0	0	0

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)												
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
Office supplies (pens, pads, paper, pencils, tape, banners, markers, tablets, name tags, flip charts, sheet protectors, outreach materials, outreach supplies)	230	\$1.00	\$230	\$50	\$180	0	0	0	0	0	0	
Subtotal - Consumable Supplies			\$230	\$50	\$180	0	0	0	0	0	0	
5b. Non-Consumable Materials												
NA												
6. Consultants (Type)												
Subtotal - Non-Consumable Materials												
Total Supplies and Materials Cost			\$230	\$50	\$180	0	0	0	0	0	0	
7. Contracts and Sub-Grantees (List Individually)												
NA												
Total Consultants Cost			\$0	\$0	\$0	0	0	0	0	0	0	
Total Subcontracts Cost			\$0	\$0	\$0	0	0	0	0	0	0	

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs												
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
			\$0	0	\$0	0	0	0	0	0	0	
Subtotal - Administrative and legal expenses			\$0	\$0	\$0	0	0	0	0	0	0	
8b. Land, structures, rights-of-way, appraisal, etc												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
Subtotal - Land, structures, rights-of-way, etc												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
8c. Relocation expenses and payments												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
Subtotal - Relocation expenses and payments												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
8d. Architectural and engineering fees												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
Subtotal - Architectural and engineering fees												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
8e. Other architectural and engineering fees												
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
NA												
Subtotal - Other architectural and engineering fees												

Grant Application Detailed Budget Worksheet

8f. Project inspection fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Project inspection fees											
8g. Site work	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Site work											
8h. Demolition and removal	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Demolition and removal											
8i. Construction	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Construction											
8j. Equipment	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Equipment											
8k. Contingencies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
NA											
Subtotal - Contingencies											
8l. Miscellaneous	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Miscellaneous											
Total Construction Costs			\$0	\$0	\$0	0	0	0	0	0	0

July 1, 2008

[REDACTED]
[REDACTED]
Garland Fair Housing Office
210 Carver St, Suite 102A
Garland, TX 75040

Dear [REDACTED]

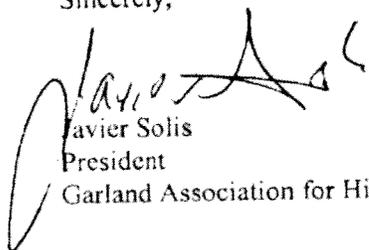
The attached Memorandum of Understanding is provided as support for the Garland Fair Housing Office in its efforts to increase education and outreach efforts to the community.

As the largest Hispanic education and advocacy organization in Garland with a 19 year history, the Garland Association for Hispanic Affairs (GAFHA) is committed to serving the public through education, advocacy, scholarships and many other projects.

The Garland Association for Hispanic Affairs supports the Garland Fair Housing Office efforts to provide education and outreach to the community through the proposed 2008/2009 FHIP program. As an extension of our agency's services, GAFHA agrees to assist the Garland Fair Housing Office by providing opportunities for education and outreach to our citizens in an effort to increase awareness and knowledge about Fair Housing rights and responsibilities. Through our collaborative efforts, we can empower citizens who believe that their housing rights have been violated to step forward and file their complaint. I understand that the Garland Fair Housing Office FHAP has the responsibility to investigate and take further steps if necessary.

If my agency can be of further assistance in this process, I may be reached at .

Sincerely,


Javier Solis
President
Garland Association for Hispanic Affairs

MEMORANDUM OF UNDERSTANDING

The **Garland Fair Housing Office** and **Garland Association for Hispanic Affairs** are cooperating in the submission of the **Fair Housing Initiatives Program - Education and Outreach Initiative - Regional, Local and Community-based Program - General Component** grant submission. The Garland proposal is identified as the Garland Education and Outreach Initiative.

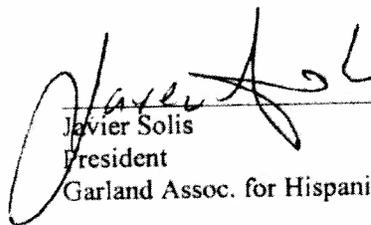
The purpose of this agreement is to define the responsibilities of **GAFHA** in assisting the **Garland Education and Outreach Initiative** in meeting its objectives.

The responsibility of the **GAFHA** as a partner in the fight against housing discrimination, is to allow the Garland Fair Housing Office to make 6 presentations and/or display informational materials for the benefit of our membership and visitors, for a period of 12 months to begin after October 1, 2008. The agency further agrees to display brochures and distribute flyers on fair housing services and events.

The **GAFHA** understands that no funding is available for the agency's participation, and that this agreement is voluntary.



Garland Fair Housing Office


Javier Solis
President
Garland Assoc. for Hispanic Affairs

7-8-08
Date

7-8-08
Date

City of Garland
P. O. Box 469002
Garland, Texas
75046-9002
972-205-2000

July 1, 2008

[REDACTED]
Garland Fair Housing Office
210 Carver St, Suite 102A
Garland, TX 75040

Ref: Letter of Support/ Firm Commitment of Leveraging

Dear [REDACTED]

The attached Memorandum of Understanding is provided as support for the Garland Fair Housing Office's efforts to increase education and outreach to the community regarding fair housing rights and responsibilities.

The City of Garland Human Resources Department manages the Human Resources function, as well as the Risk Services, Fleet, Training and Fair Housing functions. The City of Garland supports the Fair Housing Office efforts of increasing education and awareness of fair housing laws, rights and responsibilities in Dallas County and Garland, Texas.

The City of Garland recognizes the need for expanded training and outreach to provide its citizenry with information for making sound decisions regarding mortgages, the home buying process, prohibited discriminatory acts, predatory lending practices, and protected classes under the Fair Housing Act and Garland Fair Housing Ordinance. The Garland Human Resources Office is in full partnership with the Fair Housing Office in its Fair Housing Initiatives Program EOI efforts.

If I may be of further assistance in this process, I may be reached at [REDACTED]

Sincerely,
[REDACTED]
[REDACTED]



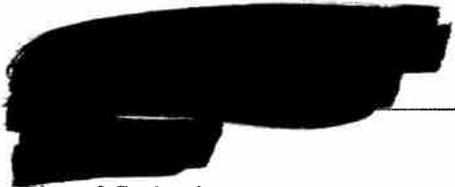
MEMORANDUM OF AGREEMENT

The Garland Fair Housing Office and the City of Garland Human Resources Department are cooperating in the submission of the Fair Housing Initiatives Program - Education and Outreach Initiative - Regional, Local and Community-based Program - General Component grant submission. The Garland proposal is identified as the Garland Education and Outreach Initiative.

The purpose of this agreement is to define the responsibilities of the Human Resources Department in assisting the City of Garland Fair Housing Education and Outreach Initiative in meeting its objectives.

The responsibility of the City of Garland Human Resources Dept. as a partner in the fight against housing discrimination is to allow the Garland Fair Housing Office to make 12 presentations monthly to our new workplace orientation and other training, for a period of 12 months to begin after October 1, 2008. The Human Resources Dept. further agrees to allow access to other fair housing training opportunities to City employees and community organizations, regarding fair housing rights.

Finally, the Human Resources Department hereby provides a firm commitment of leveraging of HUD resources by funding \$31,150 from previous FHAP reserves and \$2,750 in in-kind match for operational expenses for FHIP operations, for a total local match of \$33,900.



City of Garland
Fair Housing Office

July 1, 2008
Date



City of Garland
Human Resources

July 1, 2008
Date

**Race and Ethnic Data
Reporting Form**

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

OMB Approval No. 2535-0113
(exp. 10/31/2009)

Program Title:
Fair Housing Initiatives Program - EOI

Grantee Reporting Organization:
Garland Fair Housing Office

Reporting Period From (mm/dd/yyyy): 10/01/2006 To (mm/dd/yyyy): 09/30/2007

Racial Categories	Total Number of Race Responses	Total Number of Hispanic or Latino Responses
American Indian or Alaska Native	15	5
Asian	875	29
Black or African American	17,597	38
Native Hawaiian or Other Pacific Islander	61	0
White	6,920	1,011
American Indian or Alaska Native <i>and</i> White	70	0
Asian <i>and</i> White	15	0
Black or African American <i>and</i> White	350	0
American Indian or Alaska Native <i>and</i> Black or African American	0	0
* Other multiple race combinations greater than one percent: [Per the form instructions, write in a description using the box on the right]	0	0
Balance of individuals reporting more than one race	1,906	302
Total:	27,809	1,385
* If the aggregate count of any reported multiple race combination that is not listed above exceeds 1% of the total population being reported, you should separately indicate the combination. See detailed instructions under "Other multiple race combinations."		

Public reporting burden for this collection is estimated to average 1.15 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection instrument. HUD may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

July 2, 2008


Garland Fair Housing Office
210 Carver St, Suite 102A
Garland, TX 75040

Dear 

The attached Memorandum of Understanding is provided as support for the Garland Fair Housing Office in its efforts to increase education and outreach efforts to the community.

The League of United Latin American Citizens is a well established national civil rights organization that is committed to civil rights enforcement, education and advocacy. The Garland LULAC Chapter seeks to increase awareness of housing discrimination and is committed to serving the public through education, civil rights and advocacy.

The Garland Association for Hispanic Affairs supports the Garland Fair Housing Office efforts to provide education and outreach to the community through the proposed 2008/2009 FHIP program. As an extension of our agency's services, LULAC agrees to assist the Garland Fair Housing Office by providing opportunities for education and outreach to our citizens in an effort to increase awareness and knowledge about Fair Housing rights and responsibilities. Through our collaborative efforts, we can empower citizens who believe that their housing rights have been violated to step forward and file their complaint. I understand that the Garland Fair Housing Office FHAP has the responsibility to investigate and take further steps if necessary.

If my agency can be of further assistance in this process, I may be reached at KKaiwi@GarlandISD.net

Sincerely,

Koni Kaiwi-Ramos

Koni Kaiwi-Ramos
President
Garland Chapter LULAC

MEMORANDUM OF UNDERSTANDING

The **Garland Fair Housing Office** and **The League of United Latin American Citizens (LULAC) – Garland Chapter** are cooperating in the submission of the **Fair Housing Initiatives Program - Education and Outreach Initiative - Regional, Local and Community-based Program - General Component** grant submission. The Garland proposal is identified as the **Garland Education and Outreach Initiative**.

The purpose of this agreement is to define the responsibilities of **LULAC** in assisting the **Garland Education and Outreach Initiative** in meeting its objectives.

The responsibility of the **LULAC** as a partner in the fight against housing discrimination is to allow the **Garland Fair Housing Office** to make 6 presentations and/or display informational materials for the benefit of our membership and visitors, for a period of 12 months to begin after October 1, 2008. The agency further agrees to display brochures and distribute flyers on fair housing services and events.

LULAC understands that no funding is available for the agency's participation, and that this agreement is voluntary.



Fair Housing Manager
Garland Fair Housing Office

Koni Kaiwi-Ramos

Koni Kaiwi-Ramos
President
Garland LULAC

7-2-08
Date

7-2-08
Date

Project Abstract

Garland Education and Outreach Initiative (EOI)

The City of Garland Fair Housing Office (GFHO) proposal for a FHIP Education and Outreach – Regional, Local... General Component, will include concentrated education and outreach to: homeless and near homeless persons; persons with physical and mental disabilities; minority concentration populations; underserved populations, including immigrants and other Limited English Proficiency populations; persons at risk for predatory home loans; low- and moderate-income persons; prospective homebuyers, and persons in need of foreclosure prevention counseling. Additionally, City of Garland employees will receive training and education regarding fair housing and home buyer opportunities. General education and outreach will also be conducted through its regional media campaign, *Garland: Where Fair Means Fair!* to all members of the identified Federal protected classes. The geographic location of the program will be the City of Garland, Texas.

The GFHO FHIP EOI Program will work to further HUD goals and fair housing objectives and will advocate to protect the fair housing rights guaranteed to all residents, regardless of race, color, sex, religion, national origin, disability, or familial status. An intensive regional media campaign will seek to inform residents of illegal housing practices, and available recourse, including filing of a complaint. As a Fair Housing Assistance Program (FHAP) and a FHIP applicant, the GFHO is committed to promoting fair housing access and choice to all residents, regardless of their status.

A credible complaint referral process is in place for dual filing of complaints as a result of FHIP – EOI outreach and education. Referrals will be made to HUD and the Garland FHAP for full enforcement.

The GFHO mission is *to educate citizens on Fair Housing laws and eliminate housing discrimination*. In our ten year history, the Garland Fair Housing Office has established itself as one of the leading municipal fair housing agencies in the country because of its commitment to preserving residents' housing choice rights, and successful conciliation and case processing record. Over 450 fair housing complaints have been filed with Garland FHAP through our and FHAP outreach efforts since 1998.

The program goal is to reach 27,932 residents through exhaustive information and concentrated education about specific acts that may be violations of the Fair Housing Act. It is estimated that our efforts will result in approximately 40 credible complaints being dual-filed for processing with HUD during the 12-month grant period. Educational seminars, fairs, and intensive outreach efforts will be the vehicles for achieving the stated proposed outcomes.

The project seeks \$100,000 in FHIP-EOI Regional Local - General funding to implement the identified objectives. A local match of \$33,900 has been identified for the FHIP project. The FHIP program is consistent with needs documented in the Consolidated Plan and the Analysis of Impediments (AI).

In summary, the Garland FHIP-EOI initiative proposes to conduct outreach and educational training, and increase fair housing awareness among individuals who believe they have been subjected to discriminatory housing practices. The project will encourage residents to step forward and file a complaint for investigation, while educating the housing, mortgage lending and rental industry about fair housing rights, responsibilities, violations, and consequences. The program will strive to maximize funding resources in meeting HUD's national objectives.



National Association for the Advancement of Colored People
P. O. Box 460944
Garland, Texas 75046
(972) 381-5044/FAX (972) 733-7637
Website: www.garlandtxnaacp.org
Email: www.garlandtxnaacp@garlandtxnaacp.org

June 17, 2008

[REDACTED]
Garland Fair Housing Office
210 Carver St, Suite 102A
Garland, TX 75040

Dear [REDACTED]

The attached Memorandum of Understanding is provided as support for the Garland Fair Housing Office in its efforts to increase education and outreach efforts to the community.

As the oldest civil rights organization in the country, the Garland National Association for the Advancement of Colored People (NAACP), the Garland Branch is committed to serving the public through civil rights enforcement and education services.

The NAACP - Garland Branch supports the Garland Fair Housing Office efforts to provide education and outreach to the community through the proposed 2008/2009 FHHP program. As an extension of agency's services, the NAACP - Garland Branch agrees to assist the Garland Fair Housing Office by providing opportunities for education and outreach to our citizens in an effort to increase awareness and knowledge about Fair Housing rights and responsibilities. Through our collaborative efforts, we can empower citizens who believe that their housing rights have been violated to step forward and file their complaint. I understand that the Garland Fair Housing Office FHHP has the responsibility to investigate and take further steps if necessary.

If my agency can be of further assistance in this process, I may be reached at 972-381-5044.

Sincerely,

B. J. Williams

B. J. Williams
President, NAACP - Garland Branch

Cc: Ferri Dunn, Chairperson - NAACP Garland Branch Housing Committee

Rating Factor 3: Soundness of Approach

(1) Support of Policy Priorities/HUD Goals

The proposed FHIP Education and Outreach Program will strive to uphold HUD's enforcement action goals through effective, credible referrals to HUD. Complaints are currently being dual-filed, and will continue throughout the length of the grant period. It is projected that 40 credible fair housing complaints will be generated for dual-filing with HUD and Garland FHAP dual enforcement. We anticipate reaching approximately 27,932 residents through grant efforts, and significantly increase awareness and knowledge of fair housing laws among 50,000 target audiences in Garland, Texas. Outreach efforts will be city-wide through a well-integrated, comprehensive approach utilizing contacts with grassroots organizations, such as the Urban League of Greater Dallas and Dallas County Home Loan Counseling Center and Consumer Credit Counseling Services, among other agencies. Homeless persons, persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling will receive special focus in our outreach efforts because of their ever-expanding numbers. The reasons for this attention are due to their limited language skills, cultural knowledge, fear or mistrust of governmental agencies, and previous lack of participation in federally and/or locally sponsored programs. The FHIP EOI project expects to make a meaningful impact on the lives of citizens who were previously unaware of federal programs and laws that protect individuals from civil rights abuses.

Secretarial Policy Priorities – FHIP Program Objectives

Opportunities for Low- and Moderate Income persons, persons with disabilities, the elderly, minorities and persons with limited English proficiency. As cited in previous sections, the proposal

will forge alliances with previous partners, such as the City of Dallas Fair Housing Office, NAACP, Urban League of Greater Dallas, NFBPA, and Garland Association for Hispanic Affairs, Dallas County Home Loan Counseling Center, Consumer Credit Counseling Services of North Texas, Asian/Pacific Islander organizations and other Hispanic organizations. The FHIP – EOI project proposes to provide information to a minimum of 200 groups and church congregations, and to provide information on the Internet, Public Library, and other places of congregation. We propose to work with existing partners, such as faith based partners in the Summer Lunch Program, in reaching congregation members. We will uphold HUD’s priorities and goals of increasing homeownership and rental opportunities for low- and moderate income persons, persons with disabilities, the elderly, minorities and persons with limited English proficiency. Additionally, HUD’s policy priorities will be furthered through Garland’s FHIP EOI strategies, as outlined below. Our FHIP program will strive to *Improve our Nation’s Communities* through working with the Garland and Dallas Chambers of Commerce to stress the urgency of fair and equal access to housing choice, increase the earnings potential of residents and support efforts to expand business and higher wages for workers. The City of Garland will work with its Building Inspections and Planning Departments, as well as other governmental entities to encourage Accessible Design and remove regulatory barriers that prohibit disabled persons from accessing housing and remove regulatory barriers that make affordable housing difficult to construct in our community. The Fair Housing Office will *encourage accessible design features* and facilitate the process of educating architects and builders to maximize accessibility and comply with the various laws governing accessibility. The City of Garland will place a major emphasis in *providing full and equal access to grassroots Faith-Based and other community organizations* and work in concert with stated groups to combat predatory lending practices, promote decent affordable housing, and ensure Equal Opportunity in housing by resolving discrimination complaints, promoting public awareness of fair

housing laws, and improve housing accessibility for persons with disabilities. This will be accomplished by our partnership between two such entities and our agency in implementing FHIP education objectives in Dallas County and Garland, Texas. The FHIP EOI Program will strive to increase homeownership and rental opportunities of safe and decent affordable housing, in partnership with the City of Garland Neighborhood Services program, Habitat for Humanity and other programs that share this common goal. The Garland FHIP-EOI will work toward removing the barriers that make the dream of homeownership an impossibility for many non-English speaking, minority or disadvantaged families, and will work to educate households about foreclosure/default prevention. The Garland FHIP EOI program will also work to ending chronic homelessness through its educational and service coordination efforts among the many social service agencies serving the homeless in Dallas County and Garland, Texas.

The Garland Fair Housing FHIP-EOI Program will collectively provide 40 educational presentations over a twelve month period, with a target of reaching 27,932 citizens in minority concentrated areas, CDBG (low/moderate income) Target Areas, disabled persons, potential new home buyers, religion and national origin protections, and historically underserved areas. These informative sessions will be conducted by two Education and Outreach Specialists and by the Fair Housing Coordinator. The Fair Housing Manager will dedicate 75% of his time to the FHIP project, and the Senior Managing Director will oversee the project through 50% of her time from non-fair housing source funding. Target audiences will include neighborhood associations, apartment groups, realtors, social service agencies, churches, City boards and commissions, and any other interested groups. Activities will be implemented in partnership with our Faith-Based Grassroots Partner and our Community-Based partner.

Improving our Nation's communities.

Conduct general outreach and education to 50,000 residents regarding housing rights and responsibilities, and current local and federal laws covering Fair Housing. Mass media efforts will be coordinated to target special populations citywide. Efforts will consist of flyers, newsletters, citywide newspaper, local newspaper, and local television station.

Organize and host regional annual April Fair Housing Month event, featuring activities for families and children. We will expand on annual Fair Housing Events to reach individuals and families in a fun, family oriented, educational event open to all persons. Mayoral proclamations will be issued declaring April as Fair Housing Month.

Develop and publish Fair Housing Newsletter for distribution at Fair Housing events. Our Newsletter ECHO (Equal Chance Housing Opportunity) will be published for distribution at meetings and special events. This will give us an opportunity to change up and place a different twist in the news presentation. Additionally, we will work with the business community in educating them about the importance of furthering fair and equal access and the importance of increased wages in the economic system that makes home ownership a real possibility among lower-earning workers.

Encouraging accessible design features, including Visitability in new construction and substantial rehabilitation; Use of universal design.

Maintain database of client inquiries and referrals to services. This is an essential tool for assessing the impact of our education efforts. We will continue to track the nature of all phone calls and disposition through referrals, complaint intake, or other actions. We anticipate that the complaint referral process will lead to a greater number of complaints filed with HUD and the City of Garland because of the established intake and referral process that has been established. Currently, when a citizen phones, an inquiry log is completed in an attempt to obtain basic information, such as name, telephone number, address, nature incident, jurisdiction (where it took

place) for an appropriate level. Based on a cursory review, the resident is counseled as to whether his concern is a fair housing matter or a landlord and tenant issue. Appropriate counseling and referrals are provided to other tenants who are searching for housing. Indeed, in FY2007, the Garland FHIP provided over 455 non-fair housing referrals.

Providing full and equal access to grassroots faith-based and other community-based organizations in HUD program implementation

Coordinate regional fair housing event with area Fair Housing Assistance Programs (FHAP) or FHIPs. This educational event for professionals and interested persons will be sponsored in conjunction with an area FHAP or FHIP, and will allow for networking and sharing of new investigative techniques, review of recent court cases, and sharing of recent findings/investigations. Include faith based and community based groups to take ownership in the education and outreach to residents.

Recruit and train 5 volunteers to assist in translations and fair housing advocacy. In order to effectively reach impacted groups of people, we will have to solicit volunteers of that native language to assist in our outreach/education efforts. This is necessary to keep our language translator costs to a minimum, and for the impacted community to become empowered through fair housing laws.

Ending Chronic Homelessness

Conduct quarterly landlord/tenant forum, to distribute information to 75 housing providers. We will implement existing forums, such as the Apartment Manager's meetings to educate service providers about our local ordinance. The Garland FHIP-EOI goal is that by emphasizing the illegal nature of housing discrimination, these incidents will be held to a minimum. Garland has a zero tolerance for violators who knowingly break the law. The subject of homelessness will be

discussed with housing providers and the Garland Housing Agency in an effort to address the Secretary's Policy priority.

Removing regulatory barriers to affordable housing

Distribute currently developed fair housing materials to 100 churches and 75 agencies for distribution to clients, with the goal of increasing awareness of rights and current laws. Our community provider's network will be called upon to jointly provide educational materials to residents. The faith community has strongly supported City of Garland programs, and will serve a vital role in the FHIP education and outreach program, particularly in the area of removing barriers to affordable housing. The City of Garland will be approached to ensure the streamlined permitting process, and affordable housing initiatives remain in place.

Organize an annual Fair Housing event for service providers on fair housing relevant topics

These educational events will be tied to homeownership events, such as Habitat for Humanity's family registration. Relevant topics and speakers will be featured. Tentative topics include:

- "What is fair housing?"
- "Predatory Lending: Is it the root cause of the Foreclosure crisis?"
- "How do I know if I'm being discriminated against?"
- "Pre and Post-purchase counseling"

Write bi-monthly articles for publication in Garland City Press and other media outlets.

The City of Garland has a bi-monthly City Press newspaper, which goes to over 65,000 households in Garland. This is a great medium for upcoming events and informational columns that will be tapped. We plan to reach over 50,000 residents through mass media efforts.

Enforcement Proposals

It is anticipated that as a result of increased awareness of housing rights, the Garland Fair Housing Office FHIP will receive approximately 40 formal complaints over a twelve-month period. As indicated on the Statement of Work, we propose to conduct activities as follows:

The program will also defend the right to fair housing regardless of religion or national origin. There is an increasing presence of persons of Middle-Eastern and Asian origins in the city of Garland, as it is progressively becoming a multiethnic city. As mentioned earlier, the Asian population grew by 97.3% from 1990 to 2000. A total of 15,945 persons of Asian descent reside in the city. In addition, we hope to provide information to places of worship for residents of all religions, including mosques, synagogues, and temples.

Performance Objectives and Measures

Provide 40 referrals to HUD for dual filing and enforcement. We anticipate that a large volume of complaints may be generated through our outreach efforts. Approximately 3.5 complaints a month are expected throughout the duration of the twelve-month grant.

Assist program manager in implementing objectives of FHIP Outreach and Education Program, to meet goal of 50,000 units of service provided. The Garland FHIP commitment is to reach as many homeless persons, persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling, and others who are at risk of being discriminated against in housing related services and transactions.

The Garland FHIP will keep accurate records concerning referrals to the Fair Housing Office and HUD. Fair Housing claims will be taken in an expeditious manner, and in accordance with Federal and local ordinance guidelines. We anticipate an increase in credible, legitimate complaints being filed with our agency based on the complaint referral process and intake procedures we have in place. We anticipate dual filing of complaints with HUD, for re-assignment back to the Garland Office of Fair Housing for processing. Cases assigned to Garland will be

investigated within a 100 days. **Currently the Garland Fair Housing Office is in full compliance with HUD’s 53% efficiency requirement.**

All outreach presentations, workshops; brochures distributed and phone calls will be logged so that we may assess effectiveness. The Outreach Specialists and Coordinator will report this information to the manager, who will summarize in monthly report and quarterly report format, for further submission to HUD. Data will be analyzed, using percentages and year to date, as well as comparison to previous year’s performance.

Proposed Statement of Work and Financial Management

The FHIP Education/Outreach - general component grant will target approximately 70% of its resources to reaching prospective homebuyers, disabled residents, and national origin and religion inquiries, and historically underserved populations in Garland, Texas. The remaining 30% will consist of general outreach/education to the other protected classes in the general, at-large population.

Total Project budget in dollars:	<u>\$133,900</u> (over 12 month period)
Total HUD FHIP Amount	<u>\$100,000</u>
Total Local Match or In-kind	<u>\$33,900</u>
Total Project Cost	<u>\$133,900</u>

The City of Garland Office of Fair Housing will coordinate its budget and finances with the City’s Budget Department, and Finance Departments, respectively. Specifically, the Budget Department will review balances, available funds, and spent amounts, while the Accounting Department will process payments. All transactions are subject to auditing as part of the Internal Audit process, as well as the Single Audit by the external auditors. Financial reports will be generated and filed for future reference. The Senior Managing Director will devote 50% of her time to FHIP project management, while the Manager will dedicate 75% of his time to FHIP project implementation.

The program manager [REDACTED] has over 19 years in management, including financial management, fair housing enforcement, and social service management.

Statement of Work – See attached

As previously cited the City of Garland remains committed to HUD's goals of Fair Housing enforcement and identification of potential barriers to housing choice. To this end, the Garland Fair Housing Office will make special efforts to coordinate its efforts with HUD, the Texas Commission on Human Rights, Dallas County, the City of Mesquite, Dallas Fair Housing Office, Ft. Worth Human Rights Commission, and other local identified service providers, including churches, and individuals interested in the fair housing advocacy. Volunteer advocates will be solicited to assist in the implementation of our educational campaign to stamp out illegal housing discrimination among the identified protected classes.

It is anticipated that this partnership with the faith community, community based organization, and with HUD, along with identified service providers, will initiate a strong association for the mutual benefit of all agencies involved, and for the improvement of the quality of life. The proposed program will address the rights of individuals with dignity and respect, within the confines of existing Fair Housing laws.

Existing educational material will be duplicated and distributed to housing service providers, social service agencies, non-profit groups, civil rights groups, faith community (churches), governmental entities, and regional fair housing offices, as previously identified above. Wherever possible, these agencies will be solicited for assistance with fair housing seminars and housing fairs. Translations to major languages spoken in Garland will be included (such English, Spanish, Vietnamese, Korean, Chinese, and Arabic.).

Statistics, newspaper articles, and anecdotal information on incidents of housing discriminatory patterns will be maintained and shared with HUD at its request. The Garland Fair

Housing Office supports HUD Secretary's goals of increased enforcement actions and education to new immigrants and underserved populations.

Budget and Budget Information

The attached Budget and Budget Narrative were carefully developed based on historical program expenses and current market expenses for salaries. Additionally, benefits are based on the City of Garland's organizational benefits entitled to all full-time employees.

We believe this proposed budget to be cost-effective and necessary to implement the objectives of the grant. Of particular note is the fact that the City of Garland will provide funding in the amount of \$31,150 from previous FHAP reserves to affirmatively further fair housing; and \$2,750 in in-kind match for office space rent. Our total budget is \$133,900, of which 25.31% will come from non-FHIP sources. The in-kind match in the amount of \$33,900 has been budgeted by the City's general fund. The Garland FHIP believes the budget to be a cost-effective budget based on sound budgeting principles. The non-construction budget also summarizes program costs.

Garland, Texas in Dallas County, Texas is located in U. S. Congressional District #005 and #003.

Rating Factor 4: Leveraging Resources

Evidence of Firm Commitment of Leveraging – The City of Garland’s Human Resources Department will oversee the FHIP Education and Outreach Initiative project. Specifically, the Senior Managing Director has agreed to leverage the FHIP grant by allocating \$31,150 in unencumbered residual Fair Housing funds (from unspent FHAP funds), which may be used for activities that “affirmatively further fair housing,” according to fair housing regulations. This amount includes salary and benefits for 75% of the Manager’s time to manage the FHIP – EOI grant. The manager will provide day-to-day management and supervision of staff in the FHIP – EOI program. It is anticipated that the Managing Director’s “hands on” management style will serve to enhance program delivery as she allocates 50% of the position’s general funded position to FHIP grant management.

The City of Garland Human Resources Office will also allocate an in-kind match of \$2,750 toward program operations. Additionally, the Garland Human Resources Dept. has committed to funding residual funds from the FHAP program, in the amount of \$33,900, toward total project cost of \$133,900. Therefore, 25.3% of FHIP project expenses will be matched by the City of Garland through other sources of funding, including FHAP and General Fund, in an effort to affirmatively further fair housing and implement the FHIP EOI grant.

The community at large has embraced the proposal and committed to aiding us in implementation of strategies. Partnerships have been created with NAACP, LULAC, Garland Assoc. for Hispanic Affairs, Garland Housing Agency, Garland Code Compliance, and other faith based organizations, all community based programs that

provide education and advocacy. Additionally, the Urban League will partner with the City of Garland in the implementation of the FHIP – EOI program. The Fair Housing Office anticipates formal partnership agreements to be in place at the time of funding of the FHIP – EOI initiative. All identified agencies will grant access to FHIP staff to make presentation to their client groups and audiences, including monthly landlord forums, new client orientation meetings, outreach meetings, budget training meetings, homebuyer events, and social service meetings. As part of the education and outreach FY07 FHAP program, Fair Housing staff conducted monthly presentations and quarterly landlord presentations to the Garland Housing Agency, resulting in over 600 residents learning directly about the fair housing assistance programs.

The Fair Housing program attempted to solicit donations and funding for the program. However, in soliciting assistance, agencies reported lack of funds and the current economic downturn as the primary reason for being unable to donate monetary assistance.

The City of Garland will provide matching management and support for the implementation of the Fair Housing Initiatives Education and Outreach program in Garland, as reflected in the Budget Narrative Work plan and budget. Specifically, the Program Manager will provide direction and supervision in the implementation of this grant, equivalent to 75% of his time. The manager is funded by FHAP Federal funds. However, since the funding identified to match this grant is from residual funds (prior year fund balances), the match was included in the FHIP – EOI grant budget as an allowable cost from another Federal source. Additionally, the Managing Director, [REDACTED] [REDACTED] will devote approximately 50% of her time to the administration of the

project. However, the dollar value of her contribution was not quantified for grant budget purposes.

In the past, the Garland Fair Housing Office has received various letters of support and memoranda of understanding to increase education and outreach to the community regarding Fair Housing, which are on file and will be extended to this program. Letters of support have previously been received from organizations as follows:

- *Garland Branch NAACP* – Letter of support/Memorandum of Agreement
- *Garland Association for Hispanic Affairs* – Letter of Support, Memorandum of Agreement
- *Garland Grants Management Division* – Letter of Support, Memorandum of Agreement
- *Garland Code Compliance* – Letter of Support/Memorandum of Agreement
- *Garland Housing Agency* – Letter of Support, Memorandum of Agreement
- *League of United Latin American Citizens (LULAC)* – Letter of Support, Memorandum of Agreement

When these agencies were contacted about partnering with the City of Garland to increase outreach and educational efforts to special populations, all were enthusiastic in their commitment to help. This commitment also comes from our long-standing relationship with the Garland service providers. The City of Garland has collaborated on numerous projects with these and other agencies. These partnerships have contributed to the quality of life in Dallas County and Garland, Texas and the HUD objective of “Improving Our Nation’s Communities”.

The Garland Fair Housing Office will immediately solicit the assistance offered by these agencies in providing education and outreach about fair housing rights and responsibilities. It is anticipated that these agencies will provide valuable venues to reaching clientele whose housing rights may have been violated. For example, the

Garland Housing Agency's new client orientation will be the forum for over 12 presentations during the year to new recipients of vouchers under the program. Additionally, the Neighborhood Service's Affordable Housing program will provide an avenue to reach first-time homebuyers, and other persons who may be in the process of seeking affordable homes for purchase or renovation. Informational meetings with clients are likely to result in dual-filed referrals to HUD for enforcement activities.

The Garland FHIP EOI initiative will operate a cost effective program, given that 50,000 citizens will be indirectly assisted and 27,932 residents will be directly assisted through FHIP efforts. Additionally, 275 inquiries and 40 complaints will be filed as a result of outreach and advocacy to residents of Dallas County and Garland, Texas. Outreach topics will include mortgage default prevention (foreclosure prevention), predatory lending education, protected classes and discriminatory actions, contract for deed awareness, landlord forums, fair housing symposia, and many other topics. As identified in Factor 2, there is a quantifiable need for outreach and awareness among Hispanics, African American, Asians, disabled persons, and all other protected classes.

As previously identified, the principal collaboration will be with the Garland Fair Housing Assistance Program (FHAP), which will also provide direction and management of the FHIP program, under the leadership of [REDACTED] Senior Managing Director of the Human Resources and Fair Housing Departments. Previous FHIP awards (FY02, FY03 and FY07) resulted in a successful relationship between the FHAP enforcement office and the FHIP Education and Outreach Initiative. Additionally, cases were filed with HUD that were outside the jurisdiction of the Garland FHAP. We expect the same arrangement to continue whereby non-jurisdictional complaints will be taken

and referred to HUD for filing or dual-filing. Dallas County complaints, while non-jurisdictional in Garland, would be referred to the City of Dallas Fair Housing Office, HUD and/or the Texas Commission on Human Rights/Texas Workforce Commission.

The FHIP grant funding (\$100,000), in addition to local match (\$31,150 and \$2,750) will be utilized directly in project implementation. The majority of costs will be for personnel costs associated with the two outreach specialists and program coordinator. Other costs will go to postage, printing, paper, training and development, outreach events, and other related costs.

In summary, the Garland Fair Housing Initiatives Program – Education and Outreach program will leverage its HUD FHIP funding through local resources to maximize HUD’s investment in education and outreach to make our nation’s communities strong and ensure fair housing opportunities for all. As one of the highest performing municipal FHAP agencies in the country, the Garland Fair Housing Office is committed to education and outreach and welcomes the opportunity to expand its already established training and outreach to reach an even greater audience regarding fair housing in Garland, Texas, located in Dallas County. Multi-media efforts, including PowerPoint, video and personal presentations will be utilized to ensure a greater awareness of fair housing laws.

Development
008 Pending
Component Name:

Evaluation Tools

7

Accountability

A. Tools for Measurement

Enforcement log

Intake log

Interviews

Phone log

Survey

B. Where Data Maintained

Agency database

Centralized database

Individual case records

Public database

Training center

C. Source of Data

Code violation reports

Counseling reports

Lease agreements

Legal documents

Referrals

D. Frequency of Collection

Monthly

Quarterly

Annually

E. Processing of Data

Computer spreadsheets

Rating Factor 5: Achieving Results and Program Evaluation

The Garland Human Resources Department and the Planning Department's Neighborhood Development Division are the City's recipient administrators of FHAP, FHIP and CDBG/HOME funds. Each department and division is actively involved in the development of the Consolidated Plan. The Garland City Council recently adopted a new Consolidated Plan by the public and it was submitted to HUD, and HUD approved it. This document serves as a blueprint for community development and social service planning in the community. Additionally, the Analysis of Impediments Plan submitted to HUD contains identified impediments, which include the need for increased awareness of existing laws to address fair housing (Reference Attachment).

Coordination

FHIP project activities in this proposal are consistent with the City's Consolidated Plan and the Analysis of Impediments (AI). Additionally, activities outlined for completion were previously included in the City's Education and Outreach Plan, a document completed during the writing of the AI, which outlines specific steps to ensure accessibility to fair housing choice in Garland, Texas.

The Analysis of Impediments to Fair Housing Choice examined existing or potential barriers to housing choice, and was developed after extensive review of existing housing programs, governmental policies, and services that could potentially prohibit someone from freely accessing housing of their choice. The AI also included a list of strategies for implementation to overcome or remove these barriers. The AI is the Office of Fair Housing master plan for addressing impediments to people freely accessing housing of their choice. The

AI document was developed in conjunction with a housing consultant with extensive experience in the provision of housing services, and with great knowledge about Fair Housing laws.

Through the AI and Consolidated Plan publications, the City has identified a host of programs necessary to eliminate barriers to housing choice in the community, and increase awareness of local, state and federal laws protecting individuals from housing discrimination. The FHIP grant submission is the result of identified need for educational activities to address housing rights and responsibilities, particularly to under-served and emerging immigrant populations.

The City of Garland is committed to sharing any information with HUD on patterns of discrimination uncovered during the 12-month grant period. This proposal does not include plans to conduct testing. However, extensive training and informational workshops will be planned to end the cycle of housing discrimination in the community. Specifically, the Garland Fair Housing Office proposes to host educational symposia, landlord forums, Fair Housing Month activities, and educational presentations targeting landlords, home buyers and tenants of identified target populations. Additionally, education and outreach will be conducted to reach persons with persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, homeless persons, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling.

Funds obligated for this project will be carefully expensed in accordance to FHIP regulations. The Office of Fair Housing will coordinate with the Garland Community Service Providers Network, the City's Planning and Neighborhood Development Departments, as well as the faith community and partners identified in previous sections.

Brochures on services currently provided by the City of Garland Housing and Neighborhood Services Department will be duplicated and made available at all fair housing educational presentations, with the goal of increasing overall awareness and interest in housing opportunities, which will lead to greater housing choice for everyone. We seek to maximize FHIP federal funds with unencumbered FHAP funds from previous fiscal years, for activities that affirmatively further fair housing, as permitted by FHAP regulations.

As previously cited, the budget and finances will be coordinated through the City of Garland Financial Services and Budget Departments.

Self-Sufficiency

The project seeks to provide extensive outreach to immigrant, non-English speaking, historically under-served populations, persons with disabilities and all protected classes by advising them of their rights under the Fair Housing Act administered by HUD and by the Garland Fair Housing Ordinance. It is anticipated that recipients of education and outreach activities will be better empowered to make choices that may affect them and their families for the rest of their lives.

As part of the client referral process, residents in emergency housing situations and homeless persons will receive a written referral to one of the social service agencies with which the City of Garland has a strong working relationship. Citizens will be referred to local and area housing authorities for application to the voucher program. Additionally, information will be sought from the Family Self Sufficiency, First Time Homebuyers, HOME new construction and other community programs to share with residents at outreach events.

As previously cited, the City of Garland receives other federal funds to carry out its myriad activities, such as housing rehabilitation/new construction, housing assistance, continuum of care, and social services, among many programs. It is our goal to increase awareness of all

federally funded opportunities through the Fair Housing Initiatives Outreach and Education Grant. However, the primary purpose and theme of our educational efforts will be fair housing rights and procedures for individuals to follow in stepping forward to file a legitimate, credible complaint.

The City of Garland will coordinate marketing and educational efforts on a regional level with other Fair Housing Assistance Programs (FHAPs), including the City of Dallas Fair Housing Office, the Fort Worth Office of Human Relations, and the Texas Commission on Human Rights, Dallas County Home Loan Counseling Center, and the U.S. Department of HUD (Region 6). Specifically, efforts will be made to emphasize a regional cooperative plan to address fair housing issues. In today's rapidly mobile society, it is important that citizens be educated about state and federal laws that address fair housing beyond the local level.

The activities proposed in this grant submittal are consistent with the City of Garland One Year Action Plan and with the Analysis of Impediments to Fair Housing Choice (AI) document. Specifically, the condition that was identified as having a need for improvement was in the Communication/Public Awareness of existing Fair Housing Office and Laws. Specific strategies identified to overcome this barrier are as follows:

Educational programs for homebuyers, business and local government workers and members of housing related industries (e.g. real estate agents, mortgages, homeowners, insurance companies) regarding non-discrimination fair housing rights and responsibilities. As previously indicated, staff will coordinate with the City Planning Department to identify the demographic make-up of the City, by census tract, to ensure that targeted populations receive fair housing information.

Any activity that promotes an awareness of housing choice barriers and identifies steps remove barriers, will be shared with the public in our training and educational materials.

Sustainability

A major program goal is to reduce dependence on HUD funding and access other funding alternatives at the local level. The Garland Fair Housing Office has actively sought additional funding from other sources. One success story is a grant request submitted to the Garland Housing Finance Corporation (GHFC) for \$75,000 in FY03 and FY04 for enforcement of the Fair Housing Ordinance. The agency was funded, and we plan to submit another funding request to this group, financial subsidiary of the City of Garland. Additionally, other funding resources from private or foundations will be sought during the next twelve months. We anticipate less dependence on FHIP funding in future years as our productivity increases in future years

As cited above in I(b), the City of Garland has extensive management experience in implementation of community programs. The FHIP-EOI proposal seeks to coordinate existing housing programs offered through the Human Resources and Planning Departments, in an effort to consolidate education, outreach, and awareness of fair housing laws and programs that may benefit historically underserved groups of the citizenry. Among the programs that will be integrated in the FHIP – EOI grant are: Fair Housing Assistance Program (FHAP), Fair Housing Initiatives Program (FHIP), Community Development Block Grant Administration, HOME Program, CASA, First Time Homebuyer's Financial Bridge, Section 8 Certificate and Voucher Programs, Housing Rehabilitation Forgivable Loan Program, Summer Nutrition Program for children, and Welfare to Work Initiatives. Each program was implemented with specific program measurements in place. In every case, the City of Garland met or exceeded performance standards. The City of Garland is in full compliance and has not defaulted on any grant.

The City of Garland proposes to implement HUD customer satisfaction standards in the processing of those complaints that are generated as a result of our education and outreach efforts. Specifically, we propose to:

- A. Make sure that complainants, aggrieved parties, witnesses and respondents are treated with respect when they come into contact with our agency and throughout the complaint process;
- B. Maintain regular contact with the parties to a complaint, and not allow more than 30 days to pass without some form of personal contact with the parties to update them on the status their complaint;
- C. Provide parties to complaints sufficient information to allow them to be able to understand, and if necessary, provide additional information in rebuttal.
- D. Return phone calls and acknowledge correspondence appropriately; ensure that phone inquiries are promptly dealt with;
- E. Provide complainants with information about all of their rights under Federal law and local ordinance and ask if they understand the information that was provided.

Additionally, special efforts will be made to reach previously persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, homeless persons, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling, as outlined in the Statement of Work below. It is anticipated that approximately 70% of FHIP Education and Outreach grant resources will be devoted to these identified groups.

The grant project will strive to implement HUD's Strategic Goals and Policy Priorities, particularly Goal A (Increasing homeownership opportunities); B (Promote decent affordable housing); C (Strengthen communities); D (Ensure equal opportunity in housing); E (Embrace

high standards of ethics, management and accountability); and F (Promote participation of faith-based and other community organizations.

This will be accomplished through Policy Priorities #1 (Providing increased homeownership and rental opportunities for Low and Moderate income persons, persons with disabilities, the elderly, minorities and families with limited English proficiency. Additionally, policy priority #2 (improving the quality of life in our nation's communities; #3 Encouraging accessible design features; and #4 Providing full and equal access to grass-roots faith based and other community-based organizations in HUD Program Implementation; and #6 Ending chronic homelessness; and #7 Removing regulatory barriers to affordable housing.

As previously cited, this proposal will work with various partners and community based organization in implementing the objectives in the Statement of Work. The project will create linkages through its partnerships with the Faith-Based and Community-based partnerships, in addition to the Garland Community Service providers. Credible fair housing complaint referrals will also be provided to other FHIPS, such as Consumer Credit Counseling Service, Austin Tenants Council, and other FHAP agencies, such as Texas Commission on Human Rights, Ft. Worth Commission on Human Rights, and the Dallas Fair Housing Office. Certainly, referrals will be provided to HUD.

Outcomes

The project seeks to meet the HUD identified strategic goals and policy priorities, as identified above. Outcomes will be measured utilizing performance indicators, accomplishments, and various measurement tools.

Indicators

Indicators to be tracked will include:

# of presentations	Attendance at presentations	Average audience size
Brochures/newsletters distributed	Phone/in-person inquiries	Referrals to agencies
Complaints referred to FHAPs and/or HUD	Mass media audience projections	# of home buyer seminars
# of presentations to Section 8 recipients	# of presentations to landlords	# of counseling sessions regarding mortgage default/foreclosure prevention.

Accomplishments

Accomplishments will be measured as cited above to gain insight into effectiveness of outreach/education objectives. Specifically, we will present real numbers on number of presentations, attendance at presentations, average audience size, brochures/newsletters distributed, phone and in-person inquiries received in response to presentations, mass media audience projections, and other categories.

Measurement Tools

We plan utilize actual to projected figures to ascertain actual progress in meeting our objectives. Specifically, by comparing actual raw numbers and percentages to projected figures, we will obtain a more realistic statistic, which will enable us to modify or re-scale the program objectives for future years.

We plan to *measure program effectiveness* through intake assessment of complaints and follow-up surveys.

In summary, the City of Garland Fair Housing Initiatives Program (FHIP) – Education and Outreach Initiative – General Component, proposes to meet HUD established priorities and program objectives through a comprehensive program to reach homeless persons, persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling, and other protected classes, in the provision of information about fair housing laws. The City of Garland is committed to affirmatively further fair housing, and this program will enable us to reach a segments of the population that for various reasons have been outside the mainstream of information for consumption purposes. The objectives contained in this grant proposal are achievable and measurable. The project will provide quantifiable numbers and will be based on real service units provided within the scope of the grant. HUD's FHIP funding will be leveraged from City of Garland resources to maximize the return on investment. At the same time, strategies are currently being developed to prevent the Fair Housing Office from becoming dependent on HUD FHIP funding. This strategy includes identification of all potential funding resources, including housing finance corporations, CDBG funding, General Fund, and other potential sources.

**Certification of
Consistency with
the RC/EZ/EC-IIs
Strategic Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in this application are consistent with the strategic plan of a federally-designated empowerment zone (EZ), designated by HUD or by the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community (RC) designated by HUD, or the strategic plan for an enterprise community (EC-II) designation in round II by USDA.

(Type or clearly print the following information)

Applicant Name Garland Fair Housing Office

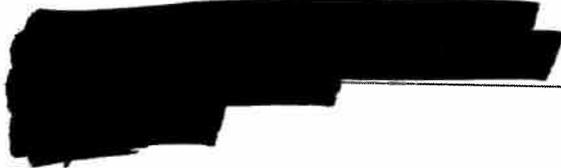
Name of the Federal Program to which the applicant is applying Fair Housing Initiative Program - EOI

Name of RC/EZ/EC-II N/A

I further certify that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents of the designated area. (2 points)

Name of the Official Authorized to Certify the RC/EZ/EC-II 

Title 

Signature 

Date (mm/dd/yyyy) 07/08/2008

Rating Factor 2: Need/Distress/Extent of the Problem

II (1) Documentation of Need

The City of Garland is a large urban community with a population of approximately 215,768 citizens, based on 2000 U.S. Census. The community consists of a sizable minority population, comprising approximately 45.8% of the City's population. The following data is based on 2000 Census, the last year for which there are racial composition statistics available.

Table 1 Racial Composition – City-wide

White	140,835	65.3%
Black	25,609	11.9%
American Indian	1,284	0.6%
Asian	15,947	7.4%
Other	25,862	12.0%
Two or more races	6,231	2.9%
*Total	215,768	100.0%
Hispanic	55,194	25.6%

Source: U.S. Census, 2000

There is a significant immigrant, limited English proficiency population, as evident in minority businesses serving these populations, and the need for bilingual education within the local school district. Garland has affordable, attractive single and multi-family housing and handicap-accessible housing, with many resources and amenities, and a good quality of life. Additionally, Dallas County has a population of over 1.6 million residents.

While Garland is generally viewed as an open, welcoming and fair city in which to live and work, there is a growing concern regarding a lack of information about fair housing rights, employment rights and civil rights. There continues to be concentrations of newly arrived immigrants and minorities generally within clustered centers in the city. Additionally, there are concerns regarding exclusivity in new communities that are springing up in the North Texas area that warrant increased education about housing discrimination. In late 2005 and in 2006, approximately 1700 Louisiana residents and Houston area residents relocated to the Garland

community as a result of devastating hurricanes and destruction of their homes. The Garland community embraced its new neighbors and Garland FHIP actively worked in identifying new residents and assisting with coordinated City and FEMA relocation efforts. The Garland FHIP Program actively works with Katrina evacuees through the Housing Assistance Program, providing referrals and fair housing enforcement.

There is also a strong need for Spanish and Vietnamese language accommodation as evident in requests for translation services, even within municipal government offices. The Fair Housing Office has confirmed what the Census demographic statistics have cited: there is an increased demand for language services and information in the native language of immigrants to enable all residents to fully integrate into the housing and social fabric of the community. The needs of the disabled community and recipients of predatory lending practices have also been documented. The homeless population is in desperate need for resources, assistance and referrals to allow them to function in an ever-complex and competitive society.

The Garland FHIP EOI grant proposal plans to concentrate fair housing and consumer awareness services to persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, homeless persons, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling. The rationale for selecting these populations as recipients of training and outreach is that they are typically disconnected from the government due to a lack of information or trust. For example, immigrant populations demonstrate a historic reluctance to seek out assistance from governmental agencies for fear of deportation and mistrust of government, and disabled persons may not know where to turn to address their grievances regarding housing. Regardless of their residency or disability status, the Garland Fair Housing

Office will make strong efforts to reach these populations with dignity and respect, and share information on laws protecting all residents in this country, regardless of their residency status, disability, national origin or religion, or other protected basis.

II(1a) Geographic Area to be Served:

FHIP EOI services will be offered city-wide (Garland, Texas) and partnerships will be forged with the City of Dallas for a regional fair housing awareness campaign. A significant number of households have incomes that fall below HUD's definition of Moderate Income (80% of Median); Low Income (60% of Median); Very Low Income (50% of Median); and Extremely Low (30% of Median). The median household income for the Dallas MSA, which includes Garland, is \$64,400 and the average household size is 2.84 per household, according to Garland Planning Department statistics. Based on 2000 Census data, the most recent year for available data, the number of households in poverty is 2,849 (5.8% of total households in Garland.). There are 14,062 persons living in poverty, or 7.5% of the total population. Therefore, it is appropriate that this segment of the community be selected for participation in outreach and education about Fair Housing laws. These statistics indicate that educational efforts are required to ensure fair access to information about housing opportunities, Fair Housing laws, and City services and programs.

II(1b) Populations to be Served:

The FHIP EOI project will also focus on prevention of discrimination among non-English speaking, minority, and immigrant, disabled, and potential homebuyers and homeowners on the verge of losing their homes through mortgage default. The program will also defend the right to fair housing regardless of race, religion or national origin and all other protected classes. Of note is the Asian population, which grew by 97.3% from 1990 to 2000. A total of 15,945 persons of Asian descent reside in the city.

Garland is a fairly-well integrated community, but there remain pockets of concentrations by race/ethnicities, as identified in the 2000 US Census. Of particular concern is the perception that specific racial, religious, or national origin groups or persons are only welcome in certain neighborhoods. The Garland FHIP program will work to break this image or stereotype by promoting freedom of choice as the law based on the Fair Housing Act. This message is critical for protections under national origin and religion, as well as disability, race, familial status, and the other protected classes. The Garland FHIP will work to facilitate full integration into mainstream society and becoming acculturated to their new community's culture and traditions.

Although the 2008/2009 FHIP EOI program will be offered city-wide (Garland), areas with high concentration of minorities, such as Hispanic, Asian, and African American, have been selected for concentrated efforts at outreach and education. The Education and Outreach Grant will access its Vietnamese and Spanish-speaking resources to serve as many non-English speaking residents as possible, voluntary translators will be sought in other languages.

The project will establish partnerships within these ethnic communities, with partners such as the Urban League, National Association for the Advancement of Colored People (NAACP), National Forum for Black Public Administrators (NFBPA), Asian/Pacific Islander organizations and Hispanic organizations, such as League of United Latin American Citizens (LULAC) in addition to churches. The FHIP project will continue to refine its communication with communities in need of fair housing education, with the goal of increasing awareness and accessibility to Fair Housing laws among these sectors.

The City of Garland believes there is an urgent and timely need to address the rights of all persons, especially those with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, homeless persons,

populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling, violation of existing laws by housing providers, and in light of the current nationalistic environment. Indeed, approximately 450 complaints have been filed with the Garland Fair Housing Office through FHIP education/outreach and FHAP enforcement since its inception, indicating a need for our agency's existence to investigate and seek justice. It is projected that 40 complaints will be filed and 275 inquiries will be received through direct FHIP grant funding.

II(1c) Presence of Housing Discrimination

The City of Garland's Analysis of Impediments to Fair Housing Choice (AI), a document which has been produced and outlines steps needed to increase housing choice and remove barriers to housing choice, clearly cites the need for a comprehensive education and outreach campaign, particularly one that targets persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, homeless persons, populations with concentrations of minority persons, low- and moderate-income persons, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling. The City's Consolidated Plan also calls for continued education and outreach to increase awareness of Fair Housing laws and remedies. The City will make efforts to affirmatively further fair housing as called for in our mission. The FHIP EOI will coordinate its efforts closely with the Garland Fair Housing Office (FHAP) to implement initiatives that are listed in the Analysis of Impediments conclusions. One of the strategies identified in the AI is the need for increased outreach and education. Therefore, this FHIP EOI Grant request is based on the recommendation of the AI on file with HUD.

Additionally, the Consolidated Plan priorities and Annual Performance Report and Grantee Performance Report cite that significant steps are required to emphasize more education and outreach practices. These actions are beyond what each recipient agency is doing to affirmatively further fair housing. Enhanced education for the public as well as the housing industry and housing services providers is encouraged. The fair housing and fair lending seminars other educational opportunities identified are at the urging of City senior management for a more effective, comprehensive Fair Housing Agency. Through our partnership we will provide a comprehensive approach to meeting the AI objectives.

II(2a) The Urgency of the Identified Need

The Fair Housing education and outreach initiative is consistent with the City's Consolidated Plan, and Analysis of Impediments. It is anticipated that these activities, along with those being conducted by each CDBG sub-recipient, will have the effect of affirmatively furthering fair housing and making Garland a more attractive community because of its freedom of choice of housing accommodations.

Currently, the Garland FHAP is the only fair housing agency conducting this service in the Garland area, which is a part of Dallas County, and the Dallas MSA. We do not anticipate a duplication of efforts as no other FHAP is present in the Dallas MSA and no other agency currently advocates for access to fair housing as the Fair Housing Office does. Additionally, HUD has consistently indicated the need for greater funding for education and outreach activities due to the size and prominence of Garland in the Dallas Metropolitan Statistical Area (MSA). Recent national fair housing studies have documented the presence of discriminatory practices in large urban areas, particularly among Native Americans, Hispanic and Asians. As part of the Dallas MSA, we believe incidents of discrimination abound, and should be addressed by our agency and by HUD. Although the Dallas MSA was not included in the national study, the

Austin area was listed as having high incidents of discrimination, particularly among African Americans and Latinos. Since the Dallas and Austin housing markets and demographic makeup are quite similar, we believe the conditions of discriminatory patterns also to be very similar between Austin and the Dallas MSA, of which we are a part. The current foreclosure crisis and economic downturn have created a complex housing market subject to volatile outcomes and vulnerabilities for families in economic distress. Indeed, more than ever, the need is great for increased awareness and information about housing and fair housing issues.

II(2a-c)Urgency, Potential Consequences, services, sources supporting the need.

In developing this grant request, staff planned for the cooperation of various civil rights, faith based and social service organizations in support of our educational and outreach efforts, for inclusion in the grant submittal. The following is a list of agencies that have been identified as potential partners, in addition to faith-based and community based partnerships, in addressing our outreach and educational efforts:

- Garland Independent School District (G.I.S.D.)
- Dallas I.S.D. Adult Basic Education
- Texas Dept. of Human Services – Temporary Assistance to Needy Families new client orientation and self-sufficiency classes
- New Beginning Center - battered women’s shelter and counseling groups
- Achievement Center of Texas - special needs day care for disabled persons
- Good Samaritans of Garland - homeless prevention and emergency assistance
- Positive Directions - at risk youth and substance abuse prevention
- Garland Housing Agency - new family self-sufficiency enrollments and Section 8 enrollment; landlord tenant forums
- Garland Neighborhood Development–affordable housing/new construction; HOME recipient.
- Garland Grants Management Division - Public Participation for CDBG process
- Garland Branch National Association for the Advancement of Colored People (NAACP)
- Garland Association for Hispanic Affairs, civil rights advocacy
- League of United Latin American Citizens – LULAC Civil Rights Organization
- Garland Apartment Association – Apartment Managers Association
- Garland Community Service Providers Network – Social services network.
- Dallas County Home Loan Counseling Center (Dallas County agency)

These agencies were identified as potential partners in our proposal because of their accessibility to residents or clients who may be in need of information about housing rights and responsibilities, and their interest in fair housing and civil rights. A strong information and referral system has been developed by the Garland FHIP program for effective referrals and assistance, such as utility assistance, counseling, and other social services.

A complaint referral system is currently in place and will continue to operate under the FHIP EOI program. Phone inquiry about a fair housing violation will be referred to HUD and the Garland FHAP program for full investigation and dual-filing. The FHIP program will maintain a database of inquiries and complaints, expected to be 275 and 40, respectively. Presentation and attendance logs will be maintained. Effective, credible referrals will be provided to HUD FHEO and other housing services providers to ensure timely service delivery and addressing of client needs.

The proposed initiative seeks to encourage individuals and families/households to become empowered to overcome any perceived obstacles that may have been precluding or limiting their housing choice. Specifically, citizens will be educated on fair housing violations and the difference between such complaints and landlord tenant disputes.

The Garland Fair Housing Office will expand its partnerships to include faith-based organizations, agencies that pre-qualify for homeownership preparation and prevent foreclosure, and general counseling. It is anticipated that these efforts will provide an increased awareness of the existence of local, state and Federal fair housing agencies and corresponding laws that address illegal housing practices. Specific activities will include:

- 40 presentations to churches, apartment communities, social service agencies, civil rights groups, neighborhood associations, and other interested groups, particularly those located or service immigrant and historically underserved people.

- Outreach to 27,932 residents with an emphasis on non-English speaking, minority, disabled persons, underserved, and other protected classes of people.
- Expansion of *Garland: Where Fair Means Fair!* Educational outreach campaign.
- 275 inquiries to be received; 40 complaints to be dual-filed with HUD
- Reproduction of resources/translation to Spanish, Vietnamese, and Korean.
- Housing counseling, including referrals to housing providers or area housing crisis center.
- Monthly landlord presentations; monthly Section 8 Voucher new tenant presentations, four homeowner fairs/fair housing seminars
- Fifteen presentations to City employees
- Fair Housing Month celebration event

Needs Determination

The needs were determined by the Analysis of Impediments document, the U.S. Census Tract, Consolidated Plan, and focus groups. Census tract information was analyzed in determining the need to continue outreach to homeless persons, persons with physical and mental disabilities, underserved populations, including immigrants and other Limited English Proficiency populations, persons subject to predatory lending practices, prospective homebuyers, and persons in need of foreclosure prevention counseling. Agency staff observation and expertise was also summarized in documenting needs, e.g. the frequency of contract for deed mortgages. There is a documented need for targeted outreach to such special populations. FHIP funding request is documented in the AI document, which was approved by HUD. Additionally, three focus groups held last year provided us with clear and consistent feedback that more information, education, and dialogue on fair housing issues were needed.

Analysis of Impediments to fair housing choice and affirmatively further fair housing.

In the recently revised Analysis of Impediments to Fair Housing Choice (AI), it was determined that there is a lack of public awareness of fair housing issues. Although the City of Garland is currently involved in an effort to implement its marketing plan for fair housing, the

plan needs to include an extensive education campaign in English, Spanish and major Asian languages. Billboard advertising and public service announcements will also be used to inform the public of city services. The FHIP outreach/education campaign will provide citizens a basic understanding of their fair housing rights and the process for filing complaints.

Under Served Areas

As a FHAP, the City of Garland only has jurisdiction in Garland, Texas to investigate and enforce complaints. However, FHIP education and outreach activities are proposed for Dallas County and additional FHIP funds are needed since the FHAP grant does not provide sufficient funds to implement an extensive education and outreach campaign. We anticipate that once sufficient information is provided and complaints are generated, that funds will be made available through administrative reimbursement of case processing. Funding of our proposal will augment our efforts through the FHAP grant, and will not duplicate efforts currently being made any other agency. Referrals for intake of complaints will be made to HUD and other FHAP agencies. The Garland Fair Housing Office is the most capable organization to provide training, counseling and information to citizens in need of fair housing services. We anticipate our outreach activities will be conducted in areas not served by another FHIP agency or by another FHAP agency.

In summary, a well-documented need for expanded fair housing outreach and education exists. If funded, the City of Garland FHIP will make significant advances in empowering and informing residents about fair housing rights and responsibilities.