



**Planning and Development Department
Housing and Community Development Division (HCDD)
December 10, 2020**

FUNDING REQUESTS

2020 – 2021 NOTICE OF FUNDING AVAILABILITY (NOFA)

- ▶ **Fair Housing**
 - Community Development Block Grant (CDBG)

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Application Summary

Fair Housing

| Applicant | Project Name | Qualification | Amount Requested | Funding Available |
|--|--|---------------|------------------|-------------------|
| Community Housing Council | Fair Housing Workshops for Housing Professionals & the Public | Qualified | 15,000 | |
| Central California Legal Services | City of Fresno CDBG Fair Housing Education, Outreach and Enforcement Program | Qualified | 36,039 | |
| Qualified | | | 51,039 | 50,000 |
| Fair Housing Council of Central California | Fair Housing Services for the City of Fresno | Not Qualified | 49,836 | |
| Not Qualified | | | 49,836 | |
| Grand Total | | | 100,875 | 50,000 |

Evaluation Process

Applications will be scored and ranked according to the below criteria.

| Category | Points |
|---|----------------------------------|
| <p>Qualified / Disqualified:</p> <ul style="list-style-type: none"> • Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020-2024 Consolidated Plan and one or more of the projects outlined in the 2020-2021 Annual Action Plan? (If no, the application is disqualified.) • Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) • Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.) • Is the applicant an established public benefit corporation in good standing with the State of California and recognized as exempt under 501(c)(3) of the internal revenue code ? (if no, the application is disqualified) • Does the applicant have established financial and management systems? (if no, the application is disqualified) • Are the proposed activities and the beneficiaries of services located within the City of Fresno? • Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2020-2021 Fair Housing NOFA Handbook? (If yes, the application is disqualified.) | <p>Qualified or Disqualified</p> |
| <p>Organizational Capacity:</p> <ul style="list-style-type: none"> • Does the organization have experience with federally funded programs? (5 points) • Does the organization have specific experience with programs funded by the Community Development Block Grant? (5 points) • Does the organization have financial resources to support six months of operating expenses? (5 points) • Does the organization demonstrate that its staff has the experience and skills to deliver the activities indicated in the application? (5 points) | <p>20</p> |

| Category | Points |
|---|--------|
| <p>Priority Need Addressed:</p> <ul style="list-style-type: none"> • How many recommended actions from the Analysis of Impediments to Fair Housing Choice are included in the application? (17 points) • For how many of the selected actions does the organization indicate it possesses at least one year of administering a similar activity? (17 points) | 34 |
| <p>Impact and Outcome:</p> <ul style="list-style-type: none"> • Does the program/activity description clearly articulate how the applicant will deliver the recommended actions from the Analysis of Impediments to Fair Housing Choice? (up to 5 points) • Does the organization describe how their prior activities have resulted in meaningful impact - i.e., successful outcomes for tenants or a change to the way a bank does business, etc. (6 points) • Does the proposal demonstrate that the activity will be completed in a timely manner? (No activities completed by June 30, 2021: 0 points; Some activities completed by June 30, 2021: up to 5 points; all activities completed by June 30, 2021: 10 points;) • Will the organization be able to sustain the project in the future without additional CDBG funding provided by the City? (5 points) | 26 |
| <p>Cost Effectiveness / Leveraging:</p> <ul style="list-style-type: none"> • Is the cost per persons served reasonable for the benefit provided? (5 points) • Will the proposed activity leverage additional funds from other sources? (5 points) | 10 |
| <p>Coordination / Collaboration</p> <ul style="list-style-type: none"> • Will the proposed activity be integrated or coordinated with other services to serve the overall needs of its clientele? (10 points.) | 10 |
| <p>Total Possible Points</p> | 100 |

Fair Housing Applications

Community Housing Council

Fair Housing Workshops for Housing Professionals and the Public

Summary & Qualification:

| | |
|------------------------------|-------------------|
| 2020-2021 Funding Request: | \$15,000 |
| Application Type: | Fair Housing |
| Qualification Determination: | Qualified |
| Action Plan Project: | 16 – Fair Housing |

CITY OF FRESNO
FY 2020 – 2021 FAIR HOUSING NOFA

NOFA Application Part A: Organizational Information

General Information

Legal Name of the Organization:

Community Housing Council of Fresno

Fictitious Name (if applicable):

DUNS Number of Organization:

610709979

Federal Tax ID Number:

11-3686123

Date of Incorporation:

March 5, 2003

Date of 501(c)(3) Determination:

September 2, 2003

Mailing Address of Organization:

2560 W. Shaw Lane #101

Organization Website Address:

www.chcfresno.org

Name of President (or Chair of the Board):

Michelle Walker

E-mail Address:

michelle.walker@alameadamortgage.com

Name of the Secretary:

Sue Mettee

E-mail Address:

sue.mettee@gmail.com

Name of Treasurer (or Chief Financial Officer):

Bob Voss

E-mail Address:

bob.voss@fairwaymc.com

Principal Contact Person :

John Shore

Principal Contact's Title:

Executive Director, CEO

Principal Contact's Physical Address (Street Address, Suite, City, State, ZIP):

2560 W. Shaw Lane #101
Fresno, CA 93711

Primary Phone #:

59-221-6919
x101

Alternative Phone #:

559-387-7129

E-mail Address:

jshore@chcfresno.org

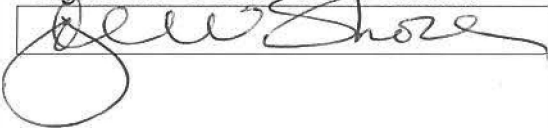
Name of Authorized Signatory :

John Shore

Title of Authorized Signatory:

Executive Director, CEO

Signature of Authorized Official:



Date of Signature:

9-4-2020

Mission Statement

Please provide the organization's mission statement within the below space:

The Community Housing Council of Fresno is committed to strengthening local, public and private partnerships to promote adequate, affordable and equitable housing opportunities with emphasis on low-to-moderate income families.

Organizational Capacity and Management

Please provide the information requested below:

| Staff Name | Title | Years of Experience |
|------------------|--|---------------------|
| 1) John Shore | Executive Director, Housing Counselor | 35 |
| 2) Yesenia Reyes | Housing Counselor | 12 |
| 3) Yolanda Fraga | Housing Counselor | 15 |
| 4) Amber Castro | Housing Counselor | 6 |
| 5) Yesenia Scott | Housing Counselor | 6 mos. |

Board of Directors

How often does your Board of Directors regularly meet?

Every month

List current Board of Directors below:

- | | |
|--------------------|-----------------------|
| 1) Michelle Walker | 6) Andrey Dimitrashuk |
| 2) Bob Flemming | 7) Darren Holden |
| 3) Sue Mettee | 8) Silvia Lin Suarly |
| 4) Bob Voss | 9) Darryl Wong |
| 5) Noe Cruz | 10) |

Board Resolution providing for the signature authority of person to sign on behalf of the entity is attached (required before a subrecipient agreement will be executed).

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

Yes No If yes, name of auditor: Kip Hudson, CPA

2) Is the agency audited every year? Yes No

3) Were any management letters issued as a result of the last audit? If yes, explain.
n/a

4) Provide the name of staff responsible for your agency's accounting system

Name: John Shore

Title: Executive Director

Phone/Email: 559-221-6919 x101/jshore@chcfresno.org

Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

➤ **Fair Housing**

| <i>Number of Applications</i> | <i>Total Dollar Amount Requested</i> |
|-------------------------------|--------------------------------------|
| 1 | \$ 15,000 |

Required Attachments to Part A

Select all attachments included.

- Part A, Exhibit 1** – Organization's U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)
- Part A, Exhibit 2** – Organization's Articles of Incorporation (Required)
- Part A, Exhibit 3** – Bylaws of the Organization (Required)
- Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)
- Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)
- Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).
- Part A, Exhibit 7** – Cost Allocation Plan (Only required whenever applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)
- Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Person or Person's Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Monday, September 21, 2020)

Application: Fair Housing

1. Program/Activity Summary Information – please complete the below summary information for the project/program.

Program/Activity Name (10 words or less): Fair Housing: Workshops for Housing Professionals and the Public.

Amount Requested: \$ 15000.00

This is a:

- New Project/Program
- Existing Project/Program

Years the applicant has administered this program/activity:

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

This program will offer as many as 12 workshops both virtually and in person, for both housing industry professionals and the general public. The purpose is to educate those who attend by explaining fair housing laws and to site case studies as they relates to the rental, purchase and lending markets.

2. Organizational Capacity

- a. Describe the organization’s experience with administering programs of this nature.

As a HUD-approved agency, our housing counselors are trained to look for red flags that might indicate a fair housing and fair lending violations. All of our homebuyer and rental workshops have a section on these topics.

- b. For how many years has the organization administered activities of the type described in this application?

14

- c. Does the organization have experience with:

- Administering federally-funded programs
- Administering programs funded by the Community Development Block Grant

- d. Provide the below information for direct service staff:

| Name | Title | Brief description of services supported | Years of experience providing services described |
|---------------|---|---|--|
| John Shore | Executive Director, HUD certified counselor | curriculum writer and presenter of homebuyer and rental workshops | 30 |
| Yesenia Reyes | HUD certified housing counselor | Spanish speaking counselor and presenter | 11 |
| Yolanda Fraga | HUD certified housing counselor | Spanish speaking counselor and presenter | 24 |
| Amber Castro | HUD certified housing counselor | counselor and presenter | 5 |
| Yesenia Scott | HUD certified housing counselor | counselor and presente | .5 |

e. Financial Capacity:

- Organization has financial resources to support six months of operating expenses (financial statement attachment should clearly show current assets and operating expenses).

- f. Does the organization have the following in place (check box if 'yes')?
- Written policies and procedures for the proposed project or program (i.e. intake, eligibility)
 - Written Financial Management Policies and Procedures
 - Non-Discrimination / Equal Opportunity Policy
 - Conflict of Interest Policies and Procedures
 - Procurement Policies and Procedures

3. Program / Activity Location (s)

- a. The proposed activity will... (select all that apply):

- ...provide services to residents within the City of Fresno
- ...provide services to residents outside of the City of Fresno
- ...limit services to one or more neighborhoods

- b. Describe the service area:

Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

We anticipate these workshops will have to be done virtually and therefore open to anyone regardless of where they live. However our agency primarily serves low-to-moderate income families within Fresno County. Our goal is to reach as many families and housing industry professionals as possible.

- Service area map attached as exhibit

4. Proposed Scope of Work

- a. Indicate which actions recommended in the Analysis of Impediments to Fair Housing Choice are included in the application and the years experience administering each activity. Activity descriptions are provided in the 2020-2021 Fair Housing NOFA Handbook.

| Fair Housing Complaint and Referral Services | | Years of Experience |
|---|--|----------------------------|
| <input checked="" type="checkbox"/> | Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY. | 14 |
| <input checked="" type="checkbox"/> | Investigate complaints and refer complainants to appropriate services and organizations. | 14 |
| <input checked="" type="checkbox"/> | Provide for support in multiple languages, to include Spanish and Hmong. | 14 |
| <input checked="" type="checkbox"/> | Track number of complaints by zip code, gender, and race/ethnicity. | 14 |
| <input checked="" type="checkbox"/> | Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types. | 14 |
| <input checked="" type="checkbox"/> | Provide quarterly and annual reports of tracked metrics. | 14 |

| Public Fair Housing Education and Outreach Activities | | Years of Experience |
|--|--|----------------------------|
| <input checked="" type="checkbox"/> | Public Fair Housing Education Program | 10 |
| <input checked="" type="checkbox"/> | Create and distribute materials to promote fair housing rights to the public | 10 |
| <input checked="" type="checkbox"/> | Distribute fair housing resources through local agencies | 10 |
| <input checked="" type="checkbox"/> | Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education | 6 |
| <input type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders | |
| <input type="checkbox"/> | Increase awareness of subsidies and resources in low-income neighborhoods | |
| <input checked="" type="checkbox"/> | Annual Update to Public Fair Housing Education and Outreach Program | 10 |

| Fair Housing Education and Outreach to Housing Industry Professionals | | Years of Experience |
|--|---|----------------------------|
| <input checked="" type="checkbox"/> | Provide resources communicating stakeholder responsibilities | 10 |
| <input type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners | |
| <input checked="" type="checkbox"/> | Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color | 10 |
| <input checked="" type="checkbox"/> | Annually convene housing industry professionals to learn about fair housing rights and responsibilities | 6 |

- b. Estimate the number of unduplicated persons expected to benefit from the project:

350 unduplicated persons will receive a direct benefit from this project.

- c. Are direct services limited to specific populations? If so, please explain.

no

- d. Timeliness

- The activities described in this application will be completed by June 30, 2021
- The activities described in this application will be completed after June 30, 2021
- Some of the activities described in this application will be completed by June 30, 2021, while others will require longer (please explain below)

- e. How will the organization sustain the project after the CDBG funding terminates?

As a HUD approved housing counseling agency, HUD requires that every client we serve, either through an educational workshop or one-on-one counseling, must receive information about fair housing laws. We are also required to report any activity that we believe is in violation of either the fair housing or fair lending laws, to the appropriate authorities. Because of this requirement we have and will continue to offer educational workshops and counseling with funding from other sources, such as Banks and various fund-raising activities.

f. Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

With this funding, CHC will update our current fair housing educational curriculum for two specific groups. The first group will be the general public including those who are currently renting and those wanting to become homeowners. The emphasis will be to educate these families as to what to look for to identify fair housing issues and who and how to report those possible violations.

The second group will be the many housing industry professionals such as mortgage lenders, real estate agents and property managers. Far too many of these professionals believe they are knowledgeable and aware of fair housing laws, but the number of complaints received by HUD annually would indicate differently. Most often these complaints stem from housing industry professional, including mortgage lenders.

FAIR HOUSING WORKSHOPS

CHC will update and amend our existing fair housing curriculum. This will result in a two-hour Fair Housing Workshop. The workshops can be offered as a live presentation, when that is deemed a safe delivery method. Until then, workshops will take place as an online interactive webinar.

The workshops for the general public will offer families an in-depth presentation of the fair housing laws. Attendees will be given two booklets produced by HUD. The first is entitled, "Know the Signs of Housing Discrimination" and the other is entitled "Filing a Housing Discrimination Complaint."

Examples of real Fair Housing violations will be presented as case studies to emphasize the fact that fair housing violations do take place too often.

The workshop especially written for real estate and housing professionals will be a more in-depth class - emphasizing fair housing and fair lending laws. Case examples will also be provided.

In this workshop, attendees will receive a copy of the HUD booklet, "Fair Housing - Equal Opportunity for All." This booklet will be the workbook for this class. It covers the specific topics of:

1. The Fair Housing Act
2. What Housing is Covered?
3. What is Prohibited.
4. Additional Protection If you have a Disability.
5. Housing Protection for Families with Children.

We are also hoping that we can arrange for a speaker from the San Francisco HUD office to address the audience.

Lastly and most importantly is the fact that all participants will become more familiar with the Community Housing Council. Whether one is a housing industry professional or someone wishing to rent or buy, they will learn about the work that we do and that we are here for all as an ongoing housing resource center.

Through our one-on-one housing counseling work, we find, report and refer clients to both the Central Valley Fair Housing Council and to HUD.

Detailed Narrative Description of Project/Program (Continued from previous page)

g. Collaboration

Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

| Collaborating Organization | Description of Collaboration |
|--|--|
| Fresno Association of Realtors | Offering this program to their membership at no cost. |
| Ca Association of Mortgage Professionals | Offering this program to their membership at no cost |
| CA Apartment Association | Offering this program to their membership at no cost |
| Fair Housing Council of Central Valley | Consulting with them for information regarding most common fair housing violations in our area and other pertinent information related to fair housing.. |

5. **Project/Program Budget**

a. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2020 – 2021. If the organization has received funding commitment letters, please attach as an exhibit to this application.

| Funding Source (Name of Funder) | Name of Funding Program (if applicable) | Dollar Amount | Commitment Status (Committed or Pending) | If Pending, Expected Commitment Date |
|--|--|----------------------|---|---|
| Wells Fargo Foundation | | \$15,000 | committed | |
| Bank of the West | | \$4,500 | committed | |

b. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format by sending a request to edward.chinevere@fresno.gov with a copy to HCDD@fresno.gov.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

c. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Required Attachments to Part B Application:

- EXHIBIT A – OPERATING BUDGET SUMMARY; AND
- EXHIBIT B – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED \$750,000 DURING THE ANNUAL AUDIT PERIOD); OR
- EXHIBIT – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN \$750,000

Optional Attachments to Part B Application:

- EXHIBIT C – FUNDING COMMITMENT LETTERS (IF AVAILABLE)
- EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)
- EXHIBIT – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.b)

**CITY OF FRESNO
OPERATING BUDGET SUMMARY (non-capital projects)**

| Budgeted Position (Personnel) or Category (Operations) | City of Fresno HUD Funds | | | Other Funds for Project | | | | | Project Totals (All Funds) |
|--|--------------------------|-----------------|---|--------------------------------|-------------|-----------------------|--------------------------|--------------------------|-------------------------------|
| | Salaries & Wages | Fringe Benefits | Totals (City of Fresno HUD Funds) | Other Federal Funds | State Funds | Local Govm't Funds | Private / Donor Funds | Other Funds (specify) | |
| Salaries/Wages (Specify each position; add additional rows as needed) | | | | | | | | | |
| Direct Service Personnel: | | | | | | | | | |
| Workshop Presenters | 7,500.00 | 1,125.00 | 8,625.00 | | | | Wells Fargo | 5,000.00 | 22,250.00 |
| [enter position title] | | | - | | | | Bank of the West | 2,500.00 | 2,500.00 |
| [enter position title] | | | - | | | | | | - |
| [enter position title] | | | - | | | | | | - |
| [enter position title] | | | - | | | | | | - |
| Administrative Personnel: | | | | | | | | | |
| [enter position title] | | | - | | | | | | - |
| [enter position title] | | | - | | | | | | - |
| [enter position title] | | | - | | | | | | - |
| Independent Contractors / Consultants: | | | | | | | | | |
| [enter position title] | | | - | | | | | | - |
| [enter position title] | | | - | | | | | | - |
| TOTAL PERSONNEL BUDGET | \$ 7,500.00 | \$ 1,125.00 | \$ 8,625.00 | \$ - | \$ - | \$ - | \$ - | \$ 7,500.00 | \$ 24,750.00 |
| Occupancy, Supplies, and Other Operating | | | | | | | | | |
| Office Rent | | | 6,000.00 | workshops room rental | | | | | 6,000.00 |
| Utilities | | | | | | | | | |
| Telecommunications | | | | | | | | | |
| Office Supplies | | | 200.00 | | | | | | 200.00 |
| Project Supplies (Specify) | | | 1,800.00 | workshop beverages & snacks | | | | | 1,800.00 |
| Printing | | | 1,500.00 | | | | | | 1,500.00 |
| Travel | | | 500.00 | | | | | | 500.00 |
| Training | | | | | | | | | |
| Internet | | | | | | | | | |
| Postage | | | 250.00 | | | | | | 250.00 |
| Other (Specify) | | | | | | | | | |
| TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET | | | \$ 10,250.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,250.00 |
| INDIRECT COSTS (Select 1 indirect rate Only) | | | | | | | | | |
| Approved Cost Allocation Plan Rate | | | | | | | | | |
| De minimus 10 % Rate | | | 1,857.00 | | | | | | 1,857.00 |
| TOTAL INDIRECTCOST BUDGET | | | \$ 1,857.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,857.00 |
| Program Expense Budget | | | | | | | | | |
| Grant Assistance to Beneficiaries | | | | | | | | | |
| Loans to Beneficiaries | | | | | | | | | |
| Other (Specify) | | | | | | | | | |
| TOTAL PROGRAM EXPENSE BUDGET | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL PROJECT BUDGET | \$ 7,500.00 | \$ 1,125.00 | \$ 20,732.00 | \$ - | \$ - | \$ - | \$ - | \$ 7,500.00 | \$ 36,857.00 |

* Please revise this form and annotate budget items as needed

All applicants are required to submit a copy of their organization's operating budget.

Central California Legal Services
**City of Fresno CDBG Fair Housing Education, Outreach and
Enforcement Program**

Summary & Qualification:

| | |
|------------------------------|-------------------|
| 2020-2021 Funding Request: | \$36,039 |
| Application Type: | Fair Housing |
| Qualification Determination: | Qualified |
| Action Plan Project: | 16 – Fair Housing |

**CITY OF FRESNO
FY 2020 – 2021 FAIR HOUSING NOFA**

NOFA Application Part A: Organizational Information

General Information

Legal Name of the Organization:

Central California Legal Services

Fictitious Name (if applicable):

N/A

DUNS Number of Organization:

05-274-7573

Federal Tax ID Number:

94-1631809

Date of Incorporation:

1966

Date of 501(c)(3) Determination:

1967

Mailing Address of Organization:

2115 Kern Street Suite 200 Fresno, CA 93721

Organization Website Address:

<https://www.centralcallegal.org>

Name of President (or Chair of the Board):

William McComas

E-mail Address:

williammccomas@hotmail.com

Name of the Secretary:

Maria Villaseñor

E-mail Address:

lumia.alskad@protonmail.com

Name of Treasurer (or Chief Financial Officer):

Marc Young

E-mail Address:

myoung@centralcallegal.org

*Principal Contact
Person :*

Patience Milrod

Principal Contact's Title:

Executive Director

*Principal Contact's Physical
Address (Street Address, Suite,
City, State, ZIP):*

2115 Kern Street Suite 200
Fresno, CA 93721

Primary Phone #:

559-570-1214

Alternative Phone #:

559-570-1268

E-mail Address:

pmilrod@centralcallegal.org

Name of Authorized Signatory :

Patience Milrod

Title of Authorized Signatory:

Executive Director

Signature of Authorized Official:

Patience Milrod

Date of Signature:

November 9, 2020

Mission Statement

Please provide the organization's mission statement within the below space:

Established in 1966, CCLS is the primary provider of free civil legal services to eligible low-income residents in the counties of Fresno, Tulare, Merced, Kings, Tuolumne, and Mariposa. In partnership with the statewide Health Consumer Alliance, we also serve residents in Madera, San Luis Obispo, Stanislaus, Monterey and San Benito Counties regarding specific health care access concerns.

CCLS seeks to advance justice and empower people by providing high quality civil legal services, improving the wellbeing of our communities through systems-changing advocacy, as well as through civil legal work that meets individual clients' immediate needs, fighting social injustice and protecting the rights of individuals, groups, and communities. The firm provides both legal representation and legal education to marginalized communities, addressing legal needs ranging from ensuring access to basic life necessities such as healthcare and housing, to protecting families and seniors from domestic violence or consumer fraud, to helping veterans overcome barriers to employment. We also work closely with agencies and community organizations that share our commitment to support low-income individuals, families, and communities in being their own agents of change.

To access services, individuals may call our Legal Advice and Referral Line (LAL), or visit one of our three offices located in the cities of Merced, Visalia, and Fresno (though all offices are currently closed due to COVID-19 precautions). An online intake portal, compatible with mobile phones, gives 80% of our client population an additional means to contact us for assistance.

CCLS staff of almost 90 reflects the Central Valley's diversity, with capacity to serve clients in numerous languages including Spanish, Khmer, Lao, Mixteco, Punjabi, and Hmong. CCLS is effective in reaching area residents in collaboration with community and faith-based organizations, area schools, colleges and universities, courts, and others.

Staff provides legal education, advice, referrals, and representation, including wider-impact representation in affirmative cases in civil matters. CCLS partners with community groups to present legal education sessions on tenants' rights and protections, utility concerns, health care, protective orders, consumer and senior protections. Pro bono attorneys support in representing clients and assist in our many clinics.

Organizational Capacity and Management

Please provide the information requested below:

| Staff Name | Title | Years of Experience |
|-----------------------|-----------------------------------|---------------------|
| 1) Alfred A. Gallegos | Legal Director | 30 plus |
| 2) Patience Milrod | Executive Director | 40 plus |
| 3) Jesse Avila | Director of Litigation & Advocacy | 40 plus |
| 4) Paul Carter Mullen | Deputy Dir. Development | 20 |
| 5) | | |

Board of Directors

How often does your Board of Directors regularly meet?

Every 2 months starting in January of each year

List current Board of Directors below: **See attachment Part A, Exhibit 5**

- 1) 6)
- 2) 7)
- 3) 8)
- 4) 9)
- 5) 10)

Board Resolution providing for the signature authority of person to sign on behalf of the entity is attached (required before a subrecipient agreement will be executed).

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

Yes No If yes, name of auditor: Moore Grider & Company

2) Is the agency audited every year? Yes No

3) Were any management letters issued as a result of the last audit? If yes, explain.

Not applicable, there were no management letters issued

4) Provide the name of staff responsible for your agency's accounting system

Name: Marc Young

Title: Fiscal Director
Phone/Email: 559-570-1228 myoung@centralcallegal.org

Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

➤ **Fair Housing**

| <i>Number of Applications</i> | <i>Total Dollar Amount Requested</i> |
|-------------------------------|--------------------------------------|
| N/A | \$ 36,039.00 |

Required Attachments to Part A

Select all attachments included.

- Part A, Exhibit 1** – Organization’s U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)
- Part A, Exhibit 2** – Organization’s Articles of Incorporation (Required)
- Part A, Exhibit 3** – Bylaws of the Organization (Required)
- Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only) **Not applicable**
- Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)
- Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).
- Part A, Exhibit 7** – Cost Allocation Plan approved by cognizant agency (Only required whenever applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs) **Not applicable**
- Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Person or Persons Authorized to Sign the Application (Required before a sub-recipient agreement may be executed)

The required resolution will be submitted later this month. Our Board meets on November 19, 2020.

Application: Fair Housing

1. Program/Activity Summary Information – please complete the below summary information for the project/program.

Program/Activity Name (10 words or less): City of Fresno CDBG Fair Housing Education, Outreach and Enforcement Program

Amount Requested: \$ 36,039.00

This is a:

New Project/Program

Existing Project/Program

Years the applicant has administered this program/activity:

See organizational capacity, this is a new distinct project for CCLS.

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

Central California Legal Services will support the City of Fresno in its effort to dismantle barriers to fair housing choice within the City through the Community Development Block Grant (CDBG) Program. CCLS will join the City's overall efforts to create a comprehensive City-wide fair housing education, outreach and enforcement program.

2. Organizational Capacity

- a. Describe the organization's experience with administering programs of this nature.

CCLS has a demonstrated track record and capacity to administer a program of this nature. As a grantee of the federal Legal Services Corporation, the State Bar of California Legal Services Trust Fund Program, and other federal/state funders, CCLS's highly professional fiscal and development staff, using a sophisticated case management system, have extensive experience ensuring our full compliance with grant conditions, as well as timely and accurate grant performance reporting.

Given CCLS's substantial subject-matter expertise, our robust outreach, community education, and referral infrastructure, and our well-established relationships with CBOs also serving the target populations, we believe CCLS can be a truly valuable participant in an effective City-wide fair housing enforcement effort.

- b. For how many years has the organization administered activities of the type described in this application?

For well over 50 years, CCLS has excelled at providing no-cost legal services to help secure safe, decent housing to low-income Fresno families. Our work has included a wide range of housing-related casework, from fair housing litigation, to housing element enforcement, to conventional landlord-tenant disputes such as evictions, habitability, and retaliation.

Housing rights education is an essential part of CCLS's service to our communities, and includes extensive, frequent outreach to potential clients through a variety of means, including in-house coordination between CCLS teams, and partnerships with community-based organizations and institutions. Since the onset of the pandemic, CCLS has been providing virtual clinics and "Know Your Rights" workshops online through Zoom and Facebook Live. CCLS outreach materials and our web site content are available in languages other than English and accommodate the deaf and hard-of-hearing.

- c. Does the organization have experience with:

Administering federally-funded programs

Administering programs funded by the Community Development Block Grant

- d. Provide the below information for direct service staff:

| Name | Title | Brief description of services supported | Years of experience providing services described |
|------------------------------------|------------------------------|---|--|
| Staff Attorney | Attorney | Fair Housing project coordination, community education, research & materials. | 3-5 |
| Staff Paralegal / Community Worker | Paralegal / Community Worker | Conduct community fair housing education & outreach. | 2-4 |
| | | | |
| | | | |
| | | | |

e. Financial Capacity:

Organization has financial resources to support six months of operating expenses (financial statement attachment should clearly show current assets and operating expenses).

f. Does the organization have the following in place (check box if 'yes')?

Written policies and procedures for the proposed project or program (i.e. intake, eligibility)

Written Financial Management Policies and Procedures

Non-Discrimination / Equal Opportunity Policy

Conflict of Interest Policies and Procedures

Procurement Policies and Procedures

3. Program / Activity Location (s)

a. The proposed activity will... (select all that apply):

- ...provide services to residents within the City of Fresno
- ...provide services to residents outside of the City of Fresno
- ...limit services to one or more neighborhoods

b. Describe the service area:

Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

The project's focus will be to reach out to low-income neighborhoods within the City of Fresno that include the following populations and zip codes.

Targeted populations: Immigrants, refugees, Limited English Proficient, low-income tenants eligible for Housing Choice Vouchers, families with children.

Targeted zip codes: (within City boundaries)

93650, 93701, 93702, 93703, 93705, 93721, 93726, 93727

- Service area map attached as exhibit – **Not Applicable N/A**

4. Proposed Scope of Work

- a. Indicate which actions recommended in the Analysis of Impediments to Fair Housing Choice are included in the application and the years experience administering each activity. Activity descriptions are provided in the 2020-2021 Fair Housing NOFA Handbook.

| Fair Housing Complaint and Referral Services | | Years of Experience |
|---|--|----------------------------|
| <input type="checkbox"/> | Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY. | 20 years plus |
| <input type="checkbox"/> | Investigate complaints and refer complainants to appropriate services and organizations. | 20 years plus |
| <input type="checkbox"/> | Provide for support in multiple languages, to include Spanish and Hmong. | 30 years plus |
| <input type="checkbox"/> | Track number of complaints by zip code, gender, and race/ethnicity. | 50 years plus |
| <input type="checkbox"/> | Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types. | 20 years plus |
| <input type="checkbox"/> | Provide quarterly and annual reports of tracked metrics. | 50 years plus |

| Public Fair Housing Education and Outreach Activities | | Years of Experience |
|--|--|--|
| <input type="checkbox"/> | Public Fair Housing Education Program | 20 years plus |
| <input type="checkbox"/> | Create and distribute materials to promote fair housing rights to the public | 20 years plus |
| <input type="checkbox"/> | Distribute fair housing resources through local agencies | 20 years plus |
| <input type="checkbox"/> | Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education | 30 years plus |
| <input type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders | 30 years plus working with tenants who are voucher holders |
| <input type="checkbox"/> | Increase awareness of subsidies and resources in low-income neighborhoods | 50 years plus |
| <input type="checkbox"/> | Annual Update to Public Fair Housing Education and Outreach Program | 30 years plus |

| Fair Housing Education and Outreach to Housing Industry Professionals | | Years of Experience |
|--|---|---|
| <input type="checkbox"/> | Provide resources communicating stakeholder responsibilities | 50 years plus |
| <input type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners | 30 years plus working with landlords and managers |
| <input type="checkbox"/> | Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color | 10 years plus |
| <input type="checkbox"/> | Annually convene housing industry professionals to learn about fair housing rights and responsibilities | N/A |

- b. Estimate the number of unduplicated persons expected to benefit from the project: unduplicated persons will receive a direct benefit from this project.

As this project is an administrative activity, and a new project, we are not projecting numbers of unduplicated clients at this time. We will submit required reports which will include unduplicated clients served.

- c. Are direct services limited to specific populations? If so, please explain.

Direct services will target specific populations as listed in our project narrative, those most vulnerable to housing discrimination are targeted. We will provide educational materials to the general public.

- d. Timeliness

The activities described in this application will be completed by June 30, 2021

The activities described in this application will be completed after June 30, 2021

Some of the activities described in this application will be completed by June 30, 2021, while others will require longer (please explain below)

- e. How will the organization sustain the project after the CDBG funding terminates?

This is a pilot project in partnership with the City of Fresno, aligned with HUD rules and regulations. We will explore future funding with the City and work jointly to identify sustainable funding, should the project continue past the initial six-month period.

Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

Central California Legal Services (CCLS) is pleased to support the City of Fresno (City) in its effort to dismantle barriers to fair housing choice within the City through the Community Development Block Grant (CDBG) Program. CCLS looks forward to joining the City's overall efforts to create a comprehensive City-wide fair housing education, outreach and enforcement program. CCLS proposes an initial 6-month pilot project, beginning January 1, 2021 and running through June 30, 2021, with a focus on advocacy and outreach concerning Housing Choice Vouchers (HCV).

1) Public Fair Housing Education and Outreach: Drawing on resources including the National Housing Law Project, the National Fair Housing Alliance, California's Department of Fair Employment and Housing (DFEH) and the Fair Housing Council of Central California (FHCCC), CCLS will develop, update, and/or refine basic community education materials regarding families' rights to fair treatment in the purchase, rental, and occupancy of housing, particularly with respect to new state requirements outlawing discrimination against Housing Choice Voucher (HCV) holders. CCLS will incorporate fair housing Know Your Rights presentations and materials into CCLS's existing networks and community education efforts. Materials to be developed will include both print and digital communications, and will be made available at the CCLS website, through social media posts, and via email distributions. The City will provide translation of public education materials into languages other than English, and will bear the cost of printing public education materials for dissemination.

2) Fair Housing Complaint and Referral Services: A necessary component of this program is to provide a means for tenants to report cases of housing discrimination, and to obtain advice regarding their fair housing rights. CCLS will ensure our client communities are aware of their housing options including the HCV and the new state non-discrimination HCV requirements. To the extent that CCLS is unable to assist a tenant in this regard (e.g., ineligible for CCLS program services), appropriate referrals will be provided through a "warm hand-off" process. CCLS staff will work closely with the Fresno Housing Authority to raise awareness among those eligible and the general public.

Community partnerships are critical to CCLS' effectiveness in serving our diverse populations; these partnerships keep CCLS apprised of broader community issues impacting our clients. As part of our ongoing work, we target community-based organizations who provide an array of supportive services serving immigrants, refugees and other Limited English Proficiency populations, and low-income families with children. CCLS will bring this fair housing program into our existing partnerships with The Fresno Center, FIRM,

Centro La Familia Family Advocacy Services, Faith in the Valley, Fresno-Madera Continuum of Care, Root and Rebound, Barrios Unidos, the Jakara Movement, and many more. These partners work with populations who are particularly susceptible to housing discrimination and have offices located within city boundaries. CCLS commits to participation with the City's Immigrant Affairs Committee to further this project's reach with these communities. CCLS will work with City staff to provide a summary of activities based on our six-month pilot project, and to forward recommendations for improving access to fair housing services in the City of Fresno.

3) Fair Housing Education and Outreach to Housing Industry Professionals: Staff will work with the Fresno Housing Authority's Landlord Outreach team to update or refine landlord education materials, especially regarding HCV discrimination. Together, we will also work with the California Apartment Association, as well as smaller independent rental property owners to create a systematic landlord-education initiative, particularly with respect to new state requirements for HCV holders. The City will provide translation of public education materials into languages other than English, and will bear the cost of printing public education materials for dissemination.

4) Fair Housing Enforcement in the City of Fresno: CCLS will work with the DFEH and the FHCCC to identify what enforcement mechanisms (especially for HCV discrimination) exist at this time, and as needed, create an appropriate cross referral system, including reinstating or ramping up a quick-response fair housing testing program in the not-too-distant future.

5) Collaboration toward next steps: CCLS will work with the City of Fresno and others to develop a scope of work for a comprehensive fair housing education, outreach, and enforcement program that will build on this initial effort, and that can begin to address effectively the *de facto* housing segregation Fresno continues to experience.

f. Collaboration

Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

| Collaborating Organization | Description of Collaboration |
|-------------------------------------|---|
| FIRM | Provide educational materials, conduct info sessions for both staff and clients |
| Faith in the Valley | Work with constituents to distribute materials and provide info sessions |
| Centro La Familia Advocacy Services | Provide educational materials, conduct info sessions for both staff and clients |
| The Jakara Movement | Provide educational materials, conduct info sessions for both staff and clients |
| The Fresno Center | Provide educational materials, conduct info sessions for both staff and clients |
| FMCoC | Present info workshop to members |
| Mexican Consulate | Work with constituents to distribute materials and provide info sessions |

5. Project/Program Budget

a. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2020 – 2021. If the organization has received funding commitment letters, please attach as an exhibit to this application. **-Not Applicable**

| Funding Source (Name of Funder) | Name of Funding Program (if applicable) | Dollar Amount | Commitment Status (Committed or Pending) | If Pending, Expected Commitment Date |
|---------------------------------|---|---------------|--|--------------------------------------|
|---------------------------------|---|---------------|--|--------------------------------------|

b. Activity Budget Summary

Please complete Exhibit A – Operating Budget Summary.

The above referenced Budget worksheet is available in Excel format by sending a request to edward.chinevere@fresno.gov with a copy to HCDD@fresno.gov.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

c. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

Required Attachments to Part B Application:

- EXHIBIT A – OPERATING BUDGET SUMMARY; AND
- EXHIBIT A-6 – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED \$750,000 DURING THE ANNUAL AUDIT PERIOD); OR
- EXHIBIT N/A – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN \$750,000

Optional Attachments to Part B Application:

- EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)
- EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)
- EXHIBIT – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.b)

**CITY OF FRESNO
OPERATING BUDGET SUMMARY (non-capital projects)**

| Budgeted Position (Personnel) or Category (Operations) | City of Fresno HUD Funds | | | Other Funds for Project | | | | | Project Totals (All Funds) |
|--|--------------------------|--------------------|---|-------------------------|-------------|-----------------------|--------------------------|--------------------------|-------------------------------|
| | Salaries & Wages | Fringe Benefits | Totals (City of Fresno HUD Funds) | Other Federal Funds | State Funds | Local Govm't Funds | Private / Donor Funds | Other Funds (specify) | |
| Salaries/Wages (Specify each position; add additional rows as needed) | | | | | | | | | |
| Direct Service Personnel: | | | | | | | | | |
| Attorney | 9,303.00 | 1,861.00 | 11,164.00 | | | | | | 11,164.00 |
| Paralegal/ Community Worker | 20,729.00 | 4,146.00 | 24,875.00 | | | | | | 24,875.00 |
| [enter position title] | | | - | | | | | | |
| [enter position title] | | | - | | | | | | |
| [enter position title] | | | - | | | | | | |
| Administrative Personnel: | | | | | | | | | |
| [enter position title] | | | - | | | | | | |
| [enter position title] | | | - | | | | | | |
| [enter position title] | | | - | | | | | | |
| Independent Contractors / Consultants: | | | | | | | | | |
| [enter position title] | | | - | | | | | | |
| [enter position title] | | | - | | | | | | |
| TOTAL PERSONNEL BUDGET | \$ 30,032.00 | \$ 6,007.00 | \$ 36,039.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,039.00 |
| Occupancy, Supplies, and Other Operating | | | | | | | | | |
| Office Rent | | | | | | | | | |
| Utilities | | | | | | | | | |
| Telecommunications | | | | | | | | | |
| Office Supplies | | | | | | | | | |
| Project Supplies (Specify) | | | | | | | | | |
| Printing | | | | | | | | | |
| Travel | | | | | | | | | |
| Training | | | | | | | | | |
| Internet | | | | | | | | | |
| Postage | | | | | | | | | |
| Other (Specify) | | | | | | | | | |
| TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| INDIRECT COSTS (Select 1 indirect rate Only) | | | | | | | | | |
| Approved Cost Allocation Plan Rate | | | | | | | | | |
| De minimus 10 % Rate | | | | | | | | | |
| TOTAL INDIRECTCOST BUDGET | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Expense Budget | | | | | | | | | |
| Grant Assistance to Beneficiaries | | | | | | | | | |
| Loans to Beneficiaries | | | | | | | | | |
| Other (Specify) | | | | | | | | | |
| TOTAL PROGRAM EXPENSE BUDGET | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL PROJECT BUDGET | \$ 30,032.00 | \$ 6,007.00 | \$ 36,039.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,039.00 |

* Please revise this form and annotate budget items as needed
All applicants are required to submit a copy of their organization's operating budget.

Fair Housing Council of Central California

Fair Housing Services for the City of Fresno

Summary & Qualification:

| | |
|------------------------------|-------------------|
| 2020-2021 Funding Request: | \$49,836 |
| Application Type: | Fair Housing |
| Qualification Determination: | Not Qualified |
| Action Plan Project: | 16 – Fair Housing |

**CITY OF FRESNO
FY 2020 – 2021 FAIR HOUSING NOFA**

NOFA Application Part A: Organizational Information

General Information

Legal Name of the Organization:

Fair Housing Council of Central California

DUNS Number of Organization:

147553767

Date of Incorporation:

08/05/1994

Mailing Address of Organization:

333 W. Shaw Avenue, Suite 14

Name of President (or Chair of the Board):

Mari Henson

Name of the Secretary:

Paul Herrera

Name of Treasurer (or Chief Financial Officer):

Steven Bolm

*Principal Contact
Person :*

MJ Borelli

Principal Contact's Title:

ED/CEO

Primary Phone #:

559 244-2950

Alternative Phone #:

N/A

Fictitious Name (if applicable):

N/A

Federal Tax ID Number:

77-0402985

Date of 501(c)(3) Determination:

12/12/1995

Organization Website Address:

www.fhc-cc.org

E-mail Address:

mhenson@fresno.courts.ca.gov

E-mail Address:

paulh001@att.net

E-mail Address:

dbolm@comcast.net

*Principal Contact's Physical
Address (Street Address, Suite,
City, State, ZIP):*

333 W. Shaw Suite 14 Fresno,
CA 93704


E-mail Address:

mjbhccc@gmail.com

Name of Authorized Signatory :

MJ Borelli

Signature of Authorized Official:



Title of Authorized Signatory:

ED/CEO

Date of Signature:

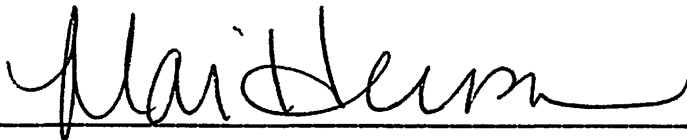
9/3/2020

FAIR HOUSING COUNCIL

of Central California

◆ 333 W. Shaw Ave., #14 ◆ Fresno, California 93704
Executive Director · MJ Borelli

I hereby authorize Marilyn J. Borelli, Executive Director/Authorized Designee, to sign contracts and certify claims and other related documents under provisions of FY 2019 through FY-2021 Community Development Block Grant Agreement(s) between the City of Fresno and the Fair Housing Council of Central California, Inc. for services provided for the abovementioned fiscal period.



DATE 9/8/19

Signature, Board President
Mari Henson

Phone: 559/244-2950 ◆ Fax: 559/244-2956 ◆ Toll-Free: 888/498-FAIR (3247)

The Fair Housing Council of Central California is a HUD Qualified Fair Housing Organization and an Operating Member of the

Mission Statement

Please provide the organization's mission statement within the below space:

The Fair Housing Council of Central California is a professional, non-profit, civil rights Organization dedicated to the elimination of housing discrimination and the expansion of housing opportunities for all persons.

Organizational Capacity and Management

Please provide the information requested below:

| Staff Name | Title | Years of Experience |
|----------------------|-------------------------|---------------------|
| 1) MJ Borelli | ED/CEO | 35 |
| 2) Diane Edwards | Enforcement Coordinator | 21 |
| 3) Gloria Valdes | Fair Housing Specialist | 3 |
| 4) Eleanor Contreras | Fair Housing Specialist | 3 |
| 5) Cameron Islas | Program Specialist | 2 |

Board of Directors

How often does your Board of Directors regularly meet?

Monthly

List current Board of Directors below:

- | | |
|-----------------------|-----|
| 1) Mari Henson | 6) |
| 2) Dorthyea Williams | 7) |
| 3) Paul Herrera | 8) |
| 4) Domitilla Guerrero | 9) |
| 5) Steven Bolm | 10) |

Board Resolution providing for the signature authority of person to sign on behalf of the entity is attached (required before a subrecipient agreement will be executed).

Financial Management

1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?

Yes No If yes, name of auditor: Diebert and Associates, CPAs

2) Is the agency audited every year? Yes No

3) Were any management letters issued as a result of the last audit? If yes, explain.
No

4) Provide the name of staff responsible for your agency's accounting system

Name: Diana Signoriello (contract employee)

Title: Accountant

Phone/Email: diana@diebertcpas.com (559) 447-4520

Summary of Attached Applications:

Provide number and total dollar amount of applications by Application Type

➤ **Fair Housing**

| <i>Number of Applications</i> | <i>Total Dollar Amount Requested</i> |
|-------------------------------|--------------------------------------|
| 1 | \$ 49,836 |

Application: Fair Housing

1. Program/Activity Summary Information – please complete the below summary information for the project/program.

Program/Activity Name (10 words or less): Fair Housing Services for the City of Fresno

Amount Requested: \$ 49,836.00

This is a:

- New Project/Program
- Existing Project/Program

Years the applicant has administered this program/activity: 24

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

The Fair Housing Council of Central California is proposing a full service project encompassing Fair Housing education, outreach, and referral for Fresno City residents and Fair Housing education, outreach and training to Fresno housing providers including landlords, owners, property management groups, real estate representatives, property developers including local housing authorities.

2. Organizational Capacity

- a. Describe the organization’s experience with administering programs of this nature.

The Fair Housing Council of Central California (FHCCC) has administered similar Fair Housing programs with Fresno and other CDBG communities for over 20 years; we have successfully implemented HUD-funded projects through the Fair Housing Initiatives Program (FHIP) that include Fair Housing Enforcement as well as Fair Housing Education & Outreach--also for over 20 years. FHCCC is the only Hud-Qualified Fair Housing Organization (QFHO) in the Central Valley.

- b. For how many years has the organization administered activities of the type described in this application?

24

- c. Does the organization have experience with:

- Administering federally-funded programs
- Administering programs funded by the Community Development Block Grant

- d. Provide the below information for direct service staff:

| Name | Title | Brief description of services supported | Years of experience providing services described |
|---------------|-------------------------|---|--|
| MJ Borelli | ED | Administer all Fair Housing activities | 21 |
| Diane Edwards | Enforcement Coordinator | Chief coordinator and investigator for Fair Housing cases and complaints | 21 |
| Cameron Islas | Program Specialist | Process intakes of housing discrimination complaints; testing and reports | 2 |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

e. Financial Capacity:

- Organization has financial resources to support six months of operating expenses (financial statement attachment should clearly show current assets and operating expenses).

f. Does the organization have the following in place (check box if 'yes')?

- Written policies and procedures for the proposed project or program (i.e. intake, eligibility)
- Written Financial Management Policies and Procedures
- Non-Discrimination / Equal Opportunity Policy
- Conflict of Interest Policies and Procedures
- Procurement Policies and Procedures

3. Program / Activity Location (s)

a. The proposed activity will... (select all that apply):

- ...provide services to residents within the City of Fresno
- ...provide services to residents outside of the City of Fresno
- ...limit services to one or more neighborhoods

b. Describe the service area:



Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

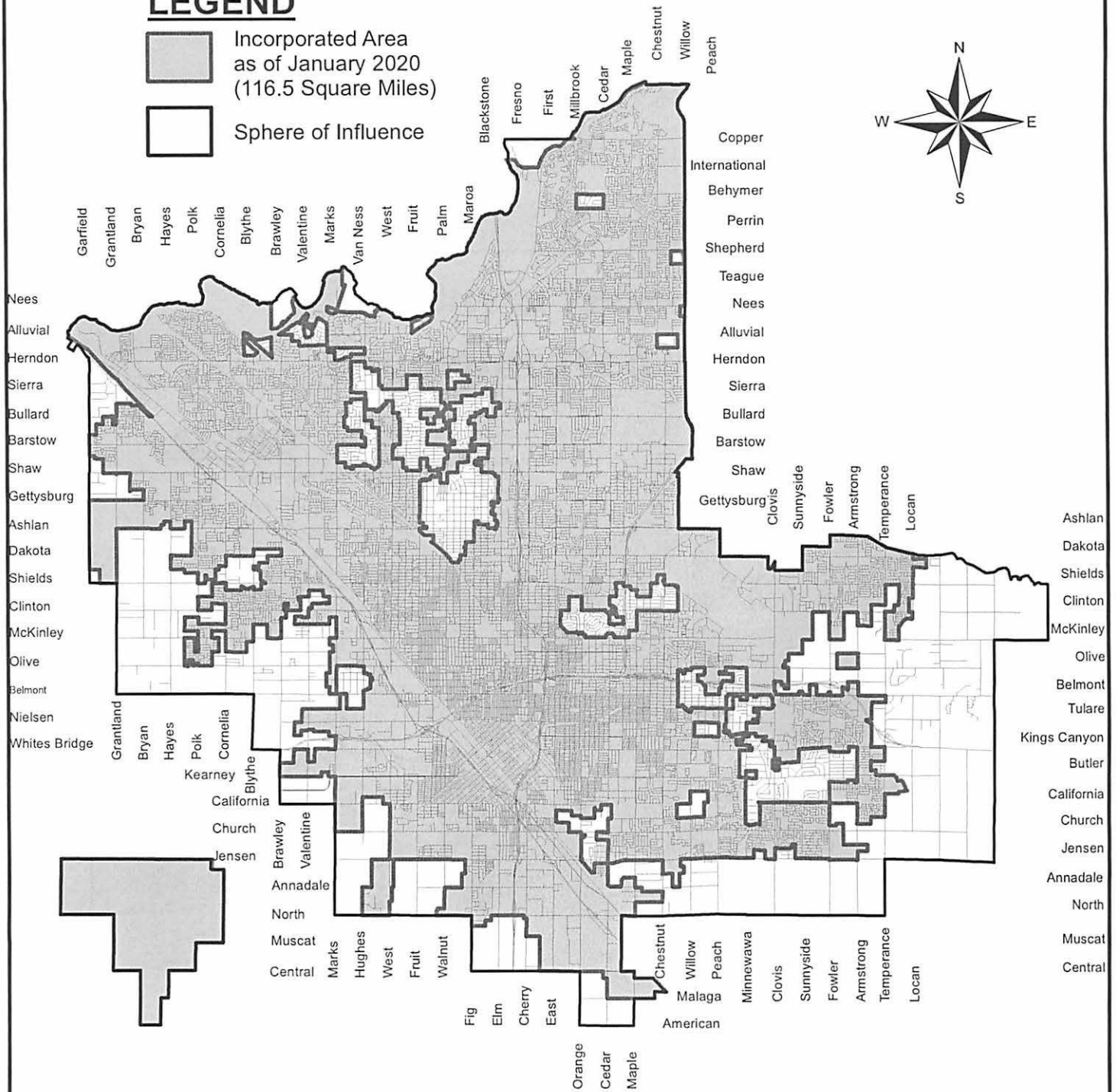
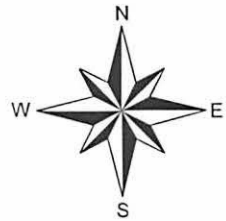
This project will address the Fair Housing rights of all Fresno City residents and the Fair Housing obligations of all housing industry representatives within the boundaries of the City of Fresno.

- Service area map attached as exhibit This is attached.

City of Fresno Incorporated Area

LEGEND

-  Incorporated Area as of January 2020 (116.5 Square Miles)
-  Sphere of Influence



4. Proposed Scope of Work

- a. Indicate which actions recommended in the Analysis of Impediments to Fair Housing Choice are included in the application and the years experience administering each activity. Activity descriptions are provided in the 2020-2021 Fair Housing NOFA Handbook.

| Fair Housing Complaint and Referral Services | | Years of Experience |
|---|--|----------------------------|
| <input checked="" type="checkbox"/> | Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY. | 24 |
| <input checked="" type="checkbox"/> | Investigate complaints and refer complainants to appropriate services and organizations. | 24 |
| <input checked="" type="checkbox"/> | Provide for support in multiple languages, to include Spanish and Hmong. | 24 |
| <input checked="" type="checkbox"/> | Track number of complaints by zip code, gender, and race/ethnicity. | 24 |
| <input checked="" type="checkbox"/> | Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types. | 24 |
| <input checked="" type="checkbox"/> | Provide quarterly and annual reports of tracked metrics. | 24 |

| Public Fair Housing Education and Outreach Activities | | Years of Experience |
|--|--|----------------------------|
| <input checked="" type="checkbox"/> | Public Fair Housing Education Program | 24 |
| <input checked="" type="checkbox"/> | Create and distribute materials to promote fair housing rights to the public | 24 |
| <input checked="" type="checkbox"/> | Distribute fair housing resources through local agencies | 24 |
| <input checked="" type="checkbox"/> | Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education | 24 |
| <input checked="" type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders | 24 |
| <input checked="" type="checkbox"/> | Increase awareness of subsidies and resources in low-income neighborhoods | 24 |
| <input checked="" type="checkbox"/> | Annual Update to Public Fair Housing Education and Outreach Program | 24 |

| Fair Housing Education and Outreach to Housing Industry Professionals | | Years of Experience |
|--|---|---|
| <input checked="" type="checkbox"/> | Provide resources communicating stakeholder responsibilities | 24 |
| <input checked="" type="checkbox"/> | Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners | This is a California Civil Code; not within Fair Housing statutes |
| <input checked="" type="checkbox"/> | Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color | 20 |
| <input checked="" type="checkbox"/> | Annually convene housing industry professionals to learn about fair housing rights and responsibilities | 23 |

- b. Estimate the number of unduplicated persons expected to benefit from the project:

1,500 unduplicated persons will receive a direct benefit from this project.

- c. Are direct services limited to specific populations? If so, please explain.

No

- d. Timeliness

The activities described in this application will be completed by June 30, 2021

The activities described in this application will be completed after June 30, 2021

Some of the activities described in this application will be completed by June 30, 2021, while others will require longer (please explain below)

The current pandemic limits some activities in terms of education and outreach to the general public.

- e. How will the organization sustain the project after the CDBG funding terminates?

FHCCC has provided Fair Housing services to individuals, government entities, and housing and lending industry representatives since our inception. If the City of Fresno did not continue funding as part of its CDBG element obligations, FHCCC would be forced to curtail some services in Fresno.

f. Detailed Narrative Description of Project/Program

Describe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

This project will provide a comprehensive program of education and enforcement of state and federal fair housing laws. Education will encompass outreach to the general public, landlords, property managers, real estate representatives, housing-related insurance brokers and agents, and lenders. Enforcement—resulting in resolution of housing discrimination claims against housing providers and/or lenders—will be accomplished by investigation of credible claims and by assisting complainants to seek relief through HUD, the California State Department of Fair Employment and Housing, mediation, or in U.S. District Court. The project will serve 1,500 city residents with education as to their Fair Housing rights via organization outreach efforts. In addition, 200 members of the local housing industry will be served through training and information cogent to their statutory obligation to uphold the Fair Housing Act and applicable state laws within their daily housing transactions and within their advertising practices.

Tasks will include:

- Tracking of complaints by zip code within Fresno metropolitan area and by gender and/or race/ethnicity;
- Report enforcement actions, i.e., housing discrimination cases filed with HUD, DFEH, or private attorneys for administrative or injunctive relief;
- Provide yearly Fair Housing Training Conference for housing providers and/or lenders and home insurance product representatives;
- Produce and broadcast 12 radio programs (“Fair Housing: It’s the Law”) on local KFCF Fresno (88.1 FM);
- Audit testing results of 11 rental properties within the City of Fresno on the basis of race and/or national origin;
- Disseminate and disburse printed Fair Housing materials to various public locations to be arranged throughout the City of Fresno;
- Work in tandem with National Re-Investment Coalition to promote banking and other services not limited to public transportation, location of grocery stores, etc. in underserved and minority neighborhoods throughout Fresno ;
- Refer City resident victims of slumlords for legal redress to cooperating attorneys;
- Provide quarterly reports to City depicting activities and Fair Housing issues.

g. Collaboration

Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

| Collaborating Organization | Description of Collaboration |
|---|--|
| Elder and Spencer, LLC | Cooperating Attorneys : Slumlords and Habitability |
| :Brancart and Brancart, Inc | Cooperating Attorneys: Fair Housing Referrals |
| National Fair Housing Alliance | Education and outreach Materials |
| National Reinvestment Coalition | CRA Materials |
| Fresno Housing Council | Mortgage repair and First Time Homeowner Materials |
| DFEH | Housing Industry Trainings and Mediations |
| Southern California Fair Housing Consortium | Enforcement Strategies |

5. **Project/Program Budget**

a. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2020 – 2021. If the organization has received funding commitment letters, please attach as an exhibit to this application.

| Funding Source (Name of Funder) | Name of Funding Program (if applicable) | Dollar Amount | Commitment Status (Committed or Pending) | If Pending, Expected Commitment Date |
|---------------------------------|---|---------------|--|--------------------------------------|
| HUD | FHIP | 325,000 | Committed | Ongoing |

Exhibit A: Operating Project Budget Summary (or, submit via Excel)

| Budgeted Position (Personnel) or Category (Operations) | City of Fresno HUD Funds | | | Other Funds for Project | | | | | Project Totals (All Funds) |
|--|--------------------------|--------------------|---|---------------------------|----------------|--------------------------|-----------------------------|-----------------------------|----------------------------------|
| | Salaries & Wages | Fringe Benefits | Totals (City of Fresno HUD Funds) | Other Federal Funds | State Funds | Local Govm't Funds | Private / Donor Funds | Other Funds (specify) | |
| Salaries/Wages (Specify each position) | | | | | | | | | |
| Direct Service Personnel (enter position titles) | | | | | | | | | |
| ED | 18750 | 1496 | | | | | | | 20246 |
| Enf. Coord. | 11250 | 900 | | | | | | | 12150 |
| | | | | | | | | | |
| | | | | | | | | | |
| Administrative Personnel (enter position titles) | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Independent Contractors / Consultants (enter position titles) | | | | | | | | | |
| | | | | | | | | | |
| Accountant | | | | | | | | | 4800 |
| TOTAL PERSONNEL BUDGET | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$37196 |
| Occupancy, Supplies and Other Operating | | | | | | | | | |
| Office Rent | | | | | | | | | 5700 |
| Utilities | | | | | | | | | |
| Telecommunications | | | | | | | | | |
| Office Supplies | | | | | | | | | |
| Project Supplies (Specify) | | | | | | | | | |
| Printing | | | | | | | | | |
| Travel | | | | | | | | | |
| Training | | | | | | | | | |
| Internet | | | | | | | | | |
| Postage | | | | | | | | | |
| Other (Specify) | | | Insurance | | | | | | 1500 |
| TOTAL OCCUPANCY, SUPPLIES AND OTHER OPERATING BUDGET | | | \$ | \$ | \$ | \$ | \$ | \$ | \$7200 |
| INDIRECT COSTS (Select 1 indirect rate Only) | | | | | | | | | |
| Approved Cost Allocation Plan Rate | | | | | | | | | |
| De minimus 10 % Rate | | | | | | | | | 4440 |
| TOTAL INDIRECTCOST BUDGET | | | \$ | \$ | \$ | \$ | \$ | \$ | \$4440 |
| Program Expense Budget | | | | | | | | | |
| Grant Assistance to Beneficiaries | | | | | | | | | |
| Loans to Beneficiaries | | | | | | | | | |
| Other (Specify) | | | | | | | | | |
| TOTAL PROGRAM EXPENSE BUDGET | | | \$ | \$ | \$ | \$ | \$ | \$ | \$49836 |