

## CITY OF BILLINGS – COMMUNITY DEVELOPMENT

### One Year Education & Outreach Grant

#### Statement of Work for Grant #FH400G10009

**PERIOD OF PERFORMANCE: May 1, 2011 through April 30, 2012**

<b>ADMINISTRATIVE ACTIVITIES</b>		
<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
1. Advertise and execute contract with Program Manager or assign staff duties within Division, depending on Division budget.	Submit copy of job description, successful applicant's resume, date of hire & proposal and copy of subcontract.	1 <sup>st</sup> Quarter
2. Assign staff to project.	Submit name of person(s) assigned, dates(s) of hire, resumes and job descriptions.	1 <sup>st</sup> Quarter
3. Finalize/execute subcontracts with each of the four sub-recipients.	Submit copies of subcontracts.	1 <sup>st</sup> Quarter
4. Notify fair housing partners of grant award.	Submit copy of notification letter(s).	1 <sup>st</sup> Quarter
5. Request Indirect Cost Rate.	Submit copy of request letter and documentation of acquiring an indirect cost rate.	1 <sup>st</sup> Quarter
6. Determine fair housing training needs of project staff (to include sub-recipients as appropriate).	Submit documentation of evaluation of training needs for fair housing staff and sub-recipients. Submit summary of fair housing training taken by the staff to include the training agenda, dates and locations, and name(s) of employee(s) attending. (Secure approval to attend trainings from GTR in advance of trainings).	Quarterly
7. Ensure access to program benefits and information to "limited English proficient" (LEP) individuals through translation and interpretive services in accordance with HUD's published LEP Guidance.	Submit copy of Language Assistance Plan (LAP) detailing what the organization is doing to ensure access to individuals with limited English proficiency.	1 <sup>st</sup> Quarter
8. Complete list of other current or pending federal grants / contracts, or other financial agreements.	Submit list of federal grants received by the Community Development Division and sub-recipients.	1 <sup>st</sup> and 4 <sup>th</sup> Quarters
9. Complete HUD-2880 Disclosure Statements.	Submit HUD-2880 disclosure statements with first quarterly reports; if no changes occur thereafter, submit statement of no change on disclosure statements.	Quarterly
10. Complete SF-425 Financial Status Report.	Submit completed SF-425 and actual expenditures vs. budget comparison and explain changes.	Quarterly
11. Create Quarterly Narrative Report on all activities due during the subject quarter; accompany with products due.	Submit 4 Quarterly Narrative Reports and all products required for quarters as specified in the SOW.	Quarterly
12. Create the Final Summary Report.	Submit Final Summary Report and all products required to close project within 90 days after the end of the grant. <i>Report will include summary of all grant activities, both administrative and program activities due during grant periods.</i>	4 <sup>th</sup> Quarter

13. Facilitate vouchers for payment.	Submit HUD 27053 voucher request form. Submit payment requests to LOCCS concurrent with submission of quarterly reports.	Quarterly & Final report
14. Document oversight of FHIP grant.	Submit documentation verifying grant oversight to include progress on activities and financial status from City Administrator.	Quarterly
15. Document by client self-report or visual observation (if client refuses self-report) the racial/ethnic data for the beneficiaries of grant services.	Submit HUD 27061 Form with the quarterly aggregate total of the racial/ethnic beneficiary data from all pertinent grant activities. (Race/Ethnicity data gathered for each activity and at events/workshops must be available upon request at the City of Billings and sub-recipients offices).	Quarterly & Final report will have summary from all four quarters <i>(Also applies to sub-recipients)</i>
16. Finalize E-Logic Model Report.	Submit updated Logic Model. Submit E-Logic Model quarterly if significant changes occur in planned activities.	4 <sup>th</sup> Quarter <i>(Final Report)</i>

**CITY OF BILLINGS**

**PROGRAM ACTIVITIES**

<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
1. Develop a complaint referral process that will result in referrals to HUD from the City of Billings and its four sub-recipients of fair housing complaints and/or other information regarding discriminatory housing practices.	Submit copy of complaint referral process to HUD for approval, to include a system to document such referrals for each sub-recipient.	1 <sup>st</sup> Quarter
2. Document complaint referrals that are submitted to HUD from City and sub-recipients.	Submit a copy of the complaint referral log and/or other document(s) supporting this activity from city and sub-recipients.	Quarterly
3. Convene a minimum of 1 meeting per quarter (four meetings) with all sub-recipients to review grant objectives and progress.	Submit attendance rosters of 4 meetings held to include name(s)/organization(s) and meeting minutes.	Quarterly
4. Contribute one Fair Housing article per quarter for publication and distribution in the Billings area Neighborhood Task Forces (total 4 articles, reaching 4,600 persons during the year).	Submit articles 2 weeks in advance to HUD for approval.  Submit distribution list and final newsletter version distributed quarterly.	Quarterly
5. Facilitate the redesign of the ranking system for the Affordable Housing Development Program to increase the standards for site / neighborhood development. The changes to the program will provide for more accessible housing units that meet the fair housing act guidelines, increase options outside of high minority concentration areas that will result in more fair housing choice in housing for all protected classes and will also provide more neighborhood sustainability by including visitability options in some housing.	Submit draft Affordable Housing Development Program Guidance document to HUD for approval 2 weeks prior to any presentations that will provide comment.	2 <sup>nd</sup> Quarter
6. Create list of available fair housing materials for Fair Housing Library section of the Self-Help Law Center and facilitate order of at least 10 fair housing materials.	Submit a list of materials to HUD for approval 2 weeks prior to ordering for library.  Submit catalogue of materials ordered and available for distribution.	1 <sup>st</sup> Quarter
7. Create tracking system for distribution of materials to individuals through the Self-Help Law Center to serve 450 persons during the year.	Submit number of individuals served and material(s) provided from the Fair Housing Library at the Self-help Law Center.	Quarterly
8. Create presentation on redesigned ranking system for the Affordable Housing Development program that will increase the standard for site/neighborhood development, as indicated in program activity #5 above.	Submit presentation to HUD on redesigned ranking system and site and neighborhood development in the Affordable Housing development program for approval 2 weeks in advance of public review by committees and task forces.	2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters
9. Facilitate feedback of the draft Affordable Housing Development Program with the City's Planning and Building Divisions, the Affordable Housing Task Force and the Adjacent Neighborhood Committee in order to complete the redesign of the program as indicated in program activity #5 above. (Total 4 meetings, 15 attendees receiving fair housing information).	Post presentations - submit agenda, lists of attendees and minutes documenting suggestions from 4 meetings.	2 <sup>nd</sup> - 4 <sup>th</sup> Quarters
10. Design and arrange for production of FlipPix Fair Housing brochure targeted to American Indian population.	Submit drafted brochure for approval at least 2 weeks prior to placing order.  Post printing - submit a finalized copy of brochure.	2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters

<p>11. Distribute 3,000 FlipPix Fair Housing brochures for regional impact.</p>	<p>Submit a list of organizations where brochures were distributed and the total number of brochures distributed at each site.</p>	<p>3<sup>rd</sup> &amp; 4<sup>th</sup> Quarters</p>
<p>12. Conduct 3 Fair Housing Act presentations for local elementary schools targeting grades 4 thru 6, with projected attendance of 60 participants for the year. Include art contest for 2012 fair housing promotional materials.</p>	<p>Submit curriculum, agenda, evaluation sheet and materials for approval at least 2 weeks prior to presentations.</p> <p>Submit agenda, lists of students attending and summary of the evaluations for each presentation.</p>	<p>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarters</p>
<p>13. Utilize materials garnered from school art contest to generate fair housing materials for 2012 fair housing month. (2 materials created, 100 clients receiving fair housing information).</p>	<p>Submit drafted materials to HUD for approval at least two weeks prior to distribution.</p> <p>Submit final fair housing materials created, and include distribution list number of clients receiving the materials.</p>	<p>4<sup>th</sup> Quarter</p>
<p>14. Facilitate approval of the drafted Affordable Housing Development Program with new increased standards for site and neighborhood development, (as indicated in program activity #5 above), with the City's Community Development Board for adoption. Facilitation will include the HUD approved presentation from program activity #9 above.</p>	<p>Submit agenda, lists of attendees and minutes documenting adoption action from City's Community Development Board meeting.</p>	<p>4<sup>th</sup> Quarter</p>
<p>15. Track the number of units developed (Projected 0 - 2 applications, 0 - 20 units) utilizing the approved Affordable Housing Development program which will increase the standards for site and neighborhood development and provide for more accessibility of housing units that meet the fair housing act guidelines, increase options outside of high minority concentration areas and result in more fair housing choice in housing for all protected classes and will also provide more neighborhood sustainability by including visitability options in some housing.</p>	<p>Submit number of housing units and project description for housing unit development applications and / or units developed. Provide final Affordable Housing Development program document with redesigned ranking system and increased site and neighborhood development.</p>	<p>4<sup>th</sup> Quarter</p>
<p>16. Re-design the City's fair housing webpages to include all materials developed during FHIP grant for accessibility throughout region. The website will be compliant with accessibility guidelines for persons with disabilities.</p>	<p>Submit page captures via email to HUD for approval two weeks prior to publication.</p> <p>Submit the new Fair Housing page URL post approval and publication.</p>	<p>4<sup>th</sup> Quarter</p>

**COMMUNITY HOUSING RESOURCE BOARD**

**PROGRAM ACTIVITIES**

<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
17. Facilitate 360 phone calls through a toll free Fair Housing Hotline to respond to housing discrimination inquiries and to facilitate 100 referrals to HUD.	Submit copy of phone logs documenting use of the Hotline and referrals, a phone call synopsis summarizing all referrals, and a follow-up report on referrals to HUD. Provide hotline phone number.	Quarterly
18. Conduct 7 workshops for staff and consumers of organizations at the public library (or other public / accessible venue) that serve 3 target groups: people with disabilities, minorities, and families with children. Anticipated attendees 70.  Conduct 3 additional workshops for property management organizations regarding landlord rights and responsibilities. Anticipated attendees 30.	Submit workshop agendas, curriculum, materials and evaluation sheets to HUD for approval 2 weeks prior to first workshop.  Post workshop completion - submit curriculum, agenda, sign-in sheets and evaluation summaries.	Quarterly
19. CHRHB will redesign 2 brochures (English and Spanish) reaching 1,000 clients for each brochure:  - <b>Rights / Responsibilities</b> to include FHA educational guide for landlords including topics such as acceptable questions to ask of potential renters and tenant rights / responsibilities.  - <b>Community Guide to Fair Housing</b> to include fair housing resources.	Submit drafted brochures to HUD 2 weeks prior to printing for approval.  Post printing - submit copy of new brochure, list of organizations distributed to and number of brochures distributed to each site.	1 <sup>st</sup> & 4 <sup>th</sup> Quarters  Translation to Spanish in 4 <sup>th</sup> Quarter  Quarterly distribution reporting
20. Develop and conduct a September 2011 training focusing on accessible design, accessible site development, neighborhood standards, inclusive occupancy and visit-ability. Anticipated participation 60 attendees.	Submit curriculum, agenda, evaluation sheet and materials to HUD 2 weeks prior to event for approval.  Post event - submit finalized agenda, curriculum, sign-in sheets and evaluation summaries.	2 <sup>nd</sup> Quarter
21. Advertise fair housing month 2012 and training with one PSA, one press release and 10 member organization displays.	Submit drafted PSA copy, drafted press release, and display designs to HUD for approval two weeks prior to distribution.  Post fair housing month - submit dates / number of times PSA was aired, finalized press release and distribution list and documentation of locations of finalized displays.	4 <sup>th</sup> Quarter
22. Coordinate an April 2012 fair housing workshop approved for CEUs, "Best Practices in Fair Housing". Curriculum to target realtors, lenders / brokers, housing development professionals and government officials. Anticipated attendance is 75.	Submit presentation agenda, curriculum, materials and evaluation sheet to HUD for approval 2 weeks prior to workshop.  Submit finalized curriculum, agenda, sign-in sheets and evaluation summary.	4 <sup>th</sup> Quarter

**INTERFAITH HOSPITALITY NETWORK**

**PROGRAM ACTIVITIES**

<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
23. Conduct 2 individual Fair Housing education/counseling sessions (in person and over the phone) for each new household during the intake process and distribute Fair Housing materials. Anticipate 5 new households, total 10 sessions.	Submit materials to be reviewed to HUD 2 weeks prior to implementation for approval.  Submit a checklist of topics signed by each household acknowledging understanding of the material covered, and copy of the distributed materials.  Track each household size for reporting purposes (logic model reporting for this activity is in number of households AND persons).	1 <sup>st</sup> Quarter and Quarterly
24. Conduct 8 family presentations to present fair housing education information to 30 attendees.	Submit presentation agenda, curriculum, materials and evaluation sheet for approval 2 weeks prior to implementation.  Post presentations - submit finalized agenda, curriculum, sign-in sheets and evaluation summaries.	Quarterly
25. In April 2012, the lead article in a volunteer newsletter will focus on fair housing and reach 2,000 persons.	Submit article to HUD 2 weeks prior to release for approval.  Post publication - submit article, newsletter and distribution list.	4 <sup>th</sup> Quarter

**RIMROCK FOUNDATION**

**PROGRAM ACTIVITIES**

<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
26. Create and distribute new Fair Housing brochure which addresses: 600 individuals in recovery from addiction as a protected class and reasonable accommodations / modification.	Submit brochure 2 weeks prior to publication for approval. Post publication - submit copy of materials and listing of distribution.	1 <sup>st</sup> Quarter and Quarterly
27. Provide 52 education services via case management to 600 clients throughout the organization's service continuum, including medical detoxification, inpatient, enhanced residential, intensive outpatient, aftercare, and programs managed at the Silver Leaf Center.	Submit list of Fair Housing material and curriculum to be covered in each session to HUD 2 weeks prior to implementing for approval. Submit attendance log and copies of the distributed materials.	Quarterly
28. Provide 600 Fair Housing education instruction sessions and information via discharge planners to 600 clients through individual educational / counseling sessions for clients in recovery from addiction, including guidance on inclusive occupancy to impact neighborhood segregation.	Submit list of Fair Housing material to be covered in each session for approval to HUD 2 weeks prior to implementing. Submit attendance log and copies of the distributed materials.	Quarterly

**YELLOWSTONE AIDS PROJECT**

**PROGRAM ACTIVITIES**

<i>Activities</i>	<i>Products</i>	<i>Due Date</i>
29. Create and distribute a new Fair Housing brochure to 200 clients which addresses: HIV / AIDS as a protected class, reasonable accommodations/modifications, and community resources for caregivers of people with disabilities.	Submit brochure to HUD 2 weeks prior to publication for approval. Submit copy of brochure and listing of distribution.	1 <sup>st</sup> Quarter and quarterly thereafter
30. Conduct 20 individual Fair Housing education/counseling sessions with each new client during the intake process and distribute Fair Housing materials.	Submit list of Fair Housing material to be covered in each session for approval 2 weeks prior to implementing. Submit sign-in sheets and copies of the distributed materials.	Quarterly
31. Include fair housing information in 3 retreats, one client action body meetings, 50 prevention presentations and 3 community events, including tribal events. Anticipated to reach 675 attendees.	Submit list of fair housing material to be included in events 2 weeks prior to implementation for approval. Submit event sign in sheets, agendas, and listing of distribution as applicable for each event.	Quarterly
32. Newsletter will contain an article on fair housing and will be sent to 150 persons.	Submit article to HUD 2 weeks prior to release for approval. Post publication - submit article, newsletter and distribution list.	2 <sup>nd</sup> Quarter
33. Conduct two support group meetings with the main topic directly addressing Fair Housing with follow-up sessions as needed to eight clients.	Submit list of Fair Housing materials and curriculum to be covered in each session to HUD 2 weeks prior to implementing for approval. Submit agenda, sign-in sheet and participant evaluation summaries.	2 <sup>nd</sup> & 4 <sup>th</sup> Quarters