



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Fort Worth Regional Office, Region VI  
Office of Fair Housing & Equal Opportunity  
307 W. 7<sup>th</sup> Street, Suite 1000  
Fort Worth, TX 76102  
Phone 1-888-560-8913 - Fax (817) 978-5739  
[www.hud.gov](http://www.hud.gov)

September 10, 2022

Ms. Angela Rush, Deputy Administrator  
Fort Worth Human Relations Commission  
Hazel Harvey Peace Center of Neighborhoods  
818 Missouri Avenue  
Fort Worth, TX 76104

Dear Ms. Rush:

SUBJECT: Transmittal of Amended Executed Cooperative Agreement, 2022 Funds  
FF206K226002

Enclosed is the Fort Worth Human Relations Commission fully executed Assistance/Awarded/Amendment (HUD-1044) between this Department and your Agency in the amount of \$248,380.00. The effective date of this Agreement is September 6, 2022.

Your agency has been designated the following: Case Processing, \$190,200.00; Administrative Cost, \$32,000.00; and Training Funds in the amount of \$26,180.00. A variance of \$10,000 will be provided for the FY2022 Regional FHAP Conference, if conducted.

Case Processing funds that are allocated under this Agreement are available to your Agency. However, prior to the disbursement of the AC funds, your Agency must submit a written plan detailing how you intend to use the AC funds. The plan should include the use of the AC funds for updating and maintenance of your hardware and software, as appropriate. The plan must be submitted to the Fort Worth Regional office for approval. See FY 2022 Fair Housing Assistance Program (FHAP) Funding Guidance.

The use of Training funds is governed by the FHAP regulations set forth at 24 C.F.R. § 115.306, the terms of annual Cooperative Agreements, and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UAR). The UAR is codified at 2 C.F.R. Part 200, subpart E contains "Cost principles" for determining the allowable costs incurred by non-federal entities under federal awards.

Training funds are to be used exclusively for allowable costs associated with the training of FHAP agency employees, commissioners, and employees of other agencies that support the FHAP agency's work. Factors used in determining the allowability of expenses are prescribed in 2 C.F.R. § 200.403 and 24 C.F.R. § 115.306(a). To be allowable, training costs must be necessary and reasonable for the performance of the federal award; must conform to any limitations or exclusions set forth in the UAR or in the federal award; and must be adequately documented. Finally, all training must be approved in advance by the Regional Director and/or Regional GTR. Agencies must send a written request to the Regional GTR for training to be approved and funds awarded.

With respect to documentation, HUD may review a FHAP agency's documentation at any time to ensure that costs incurred are allowable. The burden of documenting costs is on the FHAP agency. Documentation includes evidence that costs are actually incurred, such as receipts related to travel, proof of course registration, etc.

Pursuant to the 2022 Contributions Agreement, Article 6, a Narrative Report describing activities undertaken during the period of performance is required when a request for reimbursement is submitted. *See* 2022 Contributions Agreement, Article 6 for specific requirements.

All requests for reimbursement must be made utilizing the electronic Line of Control System (eLOCCS).

Thank you for your cooperation. If you have any questions, please contact Bonita Howard, Regional GTR, at 817-978-5890/202-655-1391 or [bonita.howard@hud.gov](mailto:bonita.howard@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Christina Lewis', written over a horizontal line.

Christina Lewis, Regional Director  
Fort Worth Regional Office of  
Fair Housing and Equal Opportunity  
Region VI

Enclosure

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/>	
3. Instrument Number FF206K226002		4. Amendment Number	5. Effective Date of this Action 08/19/2022
		6. Control Number EIN #75-6000528	
7. Name and Address of Recipient Fort Worth Human Relations Commission Hazel Harvey Peace Center of Neighborhoods 818 Missouri Avenue Fort Worth, TX 76104 UEI: F7RM BTZ8 D1D5		8. HUD Administering Office Region VI FHEO 307 W. 7 <sup>th</sup> Street, Suite 1000 Fort Worth, TX 76102	
		8a. Name of Administrator Christina Lewis, Regional Director/GO	8b. Telephone Number 713-718-3189
Angela Rush, Deputy Administrator/Director		9. HUD Government Technical Representative Bonita Howard, 817-978-5890	
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office Fort Worth Field Accounting P.O. Box 2905 Fort Worth, TX 76113-2905	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$ 00.00	15a. Appropriation Number 8622/230144 (C,22)	15b. Reservation number FHEO-06-22-01
HUD Amount this action	\$ 248,380.00		
Total HUD Amount	\$ 248,380.00	Amount Previously Obligated	\$ 00.00
Recipient Amount	\$ 00.00	Obligation by this action	\$ 248,380.00
Total Instrument Amount	\$ 248,380.00	Total Obligation	\$ 248,380.00

16. Description:


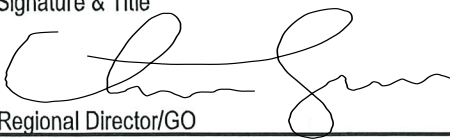
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
CPF	Case Processing (Carryover Funds)	\$ 000,000.00
CPF	Case Processing (Current Funds) (55)	\$ 161,200.00
CPF	Post-Cause Supplement (Carryover)	\$ 0.00
CPF	Post-Cause Supplement (Current Funds) (4)	\$ 29,000.00
ACF	Administrative Costs	\$ 32,000.00
TRF	Training (7)	\$ 26,180.00
PF1	Partnership	\$ 0.00
S33	Special Enforcement Effort	\$ 0.00
	<b>Total</b>	<b>\$ 248,380.00</b>

The Cooperative Agreement/Amendment is comprised of the following documents:

1. Cover Page – HUD-1044
2. 2022 Contributions Agreement
3. Appendix A: FY2022 Statement of Work
4. Attachment A: FY2022 Criteria for Processing
5. Attachment B: FY2022 Standards for Timeliness
6. Attachment C: Payment Amounts for FHAP Case Processing
7. Attachment D: eLOCCS Security Procedures

The performance period for this Agreement begins **July 1, 2021 and ends June 30, 2022**. The funds obligated by this instrument expire on **September 30, 2027**. The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2022 FHAP Guidance.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Fernando Costa		20. HUD (By Name) Christina Lewis	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
 Assistant City Manager	08/29/2022	 Regional Director/GO	09/06/2022