

Facsimile Transmittal

**U. S. Department of Housing
and Urban Development**

OMB Number: 2525-0118
Expiration Date: 06/30/2011

Office of Department Grants
Management and Oversight

1290284545-7652

Name of Document Transmitting: None

1. Applicant Information:

Legal Name: Southwestern Pennsylvania Legal Services, Inc.

Address:

Street1: 10 West Cherry Ave.

Street2:

City: Washington

County:

State: PA: Pennsylvania

Zip Code: 15301-6808

Country: USA: UNITED STATES

2. Catalog of Federal Domestic Assistance Number:

Organizational DUNS: 0721754820000

CFDA No.: 14.416

Title: Educaaction and Outreach Initiatives

Program Component:

General

3. Facsimile Contact Information:

Department:

Division:

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

Prefix: Mr.

First Name: Robert

Middle Name: Marc

Last Name: Brenner

Suffix:

Phone Number: 724-225-6170

Fax Number: 724-250-1078

5. Email: rmb@splas.org

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

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

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

1

Form HUD-96011 (10/12/2004)

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="12/21/2010"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="25-1192139"/>	* c. Organizational DUNS: <input type="text" value="0721754820000"/>
--	---

d. Address:

* Street1:	<input type="text" value="10 West Cherry Ave."/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Washington"/>
County/Parish:	<input type="text"/>
* State:	<input type="text" value="PA: Pennsylvania"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="15301-6808"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

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

Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Robert"/>
Middle Name: <input type="text" value="Marc"/>	
* Last Name: <input type="text" value="Brenner"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="724-225-6170"/>	Fax Number: <input type="text" value="724-250-1078"/>
---	---

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.416

CFDA Title:

Education and Outreach Initiatives

*** 12. Funding Opportunity Number:**

FR-5415-N-27C

* Title:

Fair Housing Initiative Program Education and Outreach Initiative (EOI)

13. Competition Identification Number:

EOI-27

Title:

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

Area Affected by Project.doc

Add Attachment

Delete Attachment

View Attachment

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

West Penn Rural Fair Housing Education and Outreach Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="125,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value=""/>

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

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Southwestern Pennsylvania Legal Services, Inc.

WASHINGTON COUNTY
10 West Cherry Avenue
Washington, PA 15301
Tel. (724) 225-6170
FAX. (724) 250-1078

GREENE COUNTY
63 S Washington St.
Waynesburg, PA 15370
Tel. (724) 627-3127
FAX. (724) 852-4189

ROBERT MARC BRENNER
EXECUTIVE DIRECTOR

FAYETTE COUNTY
45 East Main Street
Suite 200
Uniontown, PA 15401
Tel. (724) 439-3591
FAX. (724) 439-6491

SOMERSET COUNTY
218 W. Kimberly Avenue
Suite 101
Somerset 15501-1461
TEL. (814) 443-4615
FAX. (724) 444-0331

AREAS AFFECTED BY THE PROJECT

The following counties will be affected by this project: Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Crawford, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland.

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Dept. of Housing and Urban Development"/>	7. * Federal Program Name/Description: <input type="text" value="Education and Outreach Initiatives"/> CFDA Number, if applicable: <input type="text" value="14.416"/>
---	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1: Street 2:

* City: State: Zip:

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1: Street 2:

* City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name

* Last Name Suffix

Title: Telephone No.: Date:

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2510-0011
Expiration Date: 10/31/2012

Applicant/Recipient Information

* Duns Number: 0721754820000

* Report Type: INITIAL

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

* Applicant Name:

Southwestern Pennsylvania Legal Services, Inc.

* Street1: 10 West Cherry Ave.

Street2:

* City: Washington

County:

* State: PA: Pennsylvania

* Zip Code: 15301-6808

* Country: USA: UNITED STATES

* Phone: 724-225-6170

2. Social Security Number or Employer ID Number: 25-1192139

* 3. HUD Program Name:

Education and Outreach Initiatives

* 4. Amount of HUD Assistance Requested/Received: \$ 125,000.00

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

* Project Name: West Penn Rural Fair Housing Education & Outreach Initiative

* Street1: 10 West Cherry Ave.

Street2:

* City: Washington

County: Washington

* State: PA: Pennsylvania

* Zip Code: 15301

* Country: USA: UNITED STATES

Part I Threshold Determinations

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

Yes No

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

Yes No

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

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

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

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

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Part III Interested Parties. You must decide.

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

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

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

(Note: Use Additional pages if necessary.)

Certification

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

I certify that this information is true and complete.

* Signature:

* Date: (mm/dd/yyyy)

**Grant Applications
Detailed Budget**

**U.S. Department of Housing
and Urban Development**

OMB Number: 2501-0017
Expiration Date: 03/31/2011

Organization Name:

Project/Activity Name:

Functional Categories									
Year 1: <input checked="" type="checkbox"/> Year 2: <input type="checkbox"/> Year 3: <input type="checkbox"/> All Years: <input type="checkbox"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	41,195.00		0.00	0.00	0.00	0.00	0.00	0.00	
b. Fringe Benefits	14,615.00		0.00	0.00	0.00	0.00	0.00	0.00	
c. Travel	13,100.00		0.00	0.00	0.00	0.00	0.00	0.00	
d. Equipment (only items > \$5,000 depreciated value)	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Supplies (only items < \$5,000 depreciated value)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f. Contractual	23,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
g. Construction									
1. Administration and Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Land, Structures, Rights-of-Way, Appraisals, etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Relocation Expenses and Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Architectural and Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Other Architectural and Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Project Inspection Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Site Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Demolition and Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Equipment									
11. Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h. Other Direct Costs	8,942.00	0.00	0.00	0.00	0.00	0.00		0.00	
i. Subtotal of Direct Costs	101,452.00		0.00	0.00	0.00	0.00		0.00	
j. Indirect Costs (% Approved Indirect Cost Rate: 40.77%)									
Grand Total (Year 1):									
Grand Total (All Years):									

Race and Ethnic Data Reporting Form

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

OMB Number: 2535-0113
Expiration Date: 06/30/2013

Program Title:

Education and Outreach Initiatives

Component Name:

General

Grantee/Recipient Name:

Prefix: Mr.
 First Name: Robert
 Middle Name: Marc
 Last Name: Brenner
 Suffix:

Grantee Reporting Organization:

Southwestern Pennsylvania Legal Services, Inc.

Reporting Period From (mm/dd/yyyy): 04/20/2010 To (mm/dd/yyyy): 10/19/2010

Racial Categories	Total Number of Race Responses		Total Number of Hispanic or Latino Responses
American Indian or Alaska Native	0		0
Asian	3		0
Black or African American	55		0
Native Hawaiian or Other Pacific Islander	0		0
White	509		2
American Indian or Alaska Native and White	0		0
Asian and White	0		0
Black or African American and White	1		0
American Indian or Alaska Native and Black or African American	0		0
** Other multiple race combinations greater than one percent: [Per the form instructions, write in a description using the lines below]			
Description	Total Other Racial Comb.	% Other Racial Comb.	Total Hispanic or Latino Responses
Balance of individuals reporting more than one race			
Total:	568		2
** If the aggregate count of any reported multiple race combination that is not listed above exceeds 1% of the total population being reported, you should separately indicate the combination. See detailed instructions under "Other multiple race combinations."			

ATTACHMENTS FORM

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

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

1) Please attach Attachment 1	Fair Housing 2010 EOI Narrati	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Copy of HUD 424 CBW Grant App	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Fair Housing 2010 EOI Affirm	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Fair Housing 2010 EOI Affirma	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Fair Housing 2010 EOI Abstrac	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	HUD Community Initiative Form	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Final 6-30-2010 Audit Report	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Cert of Consistency with RCEZ	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	IRSStatusLetter.pdf	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Cert of Consistency with the	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	FHAP Letter EOI.pdf	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Legal Aid Programs Partner Le	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	Rights Advocate Partner Lett	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	Copy of HUD 96010 Fair Housin	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	EOI Leverage letters.pdf	Add Attachment	Delete Attachment	View Attachment

Survey on Ensuring Equal Opportunity For Applicants

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

Purpose:

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

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

Instructions for Submitting the Survey

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

Applicant's (Organization) Name:	Southwestern Pennsylvania Legal Services, Inc.
Applicant's DUNS Name:	0721754820000
Federal Program:	Fair Housing Initiative Program Education and Outreach Initiative (EOI)
CFDA Number:	14.416

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

4. Does the applicant have 501(c)(3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer 15-50

4-5 51-100

6-14 over 100

7. What is the size of the applicant's annual budget? (Check only one box.)

Less Than \$150,000

\$150,000 - \$299,999

\$300,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 - \$4,999,999

\$5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicants

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

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

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

Paperwork Burden Statement

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

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

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

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

"West Penn Rural Fair Housing Education and Outreach Initiative"

Rating Factor 1 – Capacity of Applicant and Relevant Organizational Experience

For 43 years, Southwestern Pennsylvania Legal Services, Inc. (SPLAS) has provided a broad ensemble of legal and supportive services, including a comprehensive array of housing counseling services, to its clients. SPLAS is a HUD-Certified Housing Counseling agency, and is Certified by the Pennsylvania Housing Finance Agency (PHFA).

Over the last four years, SPLAS has developed a multi-faceted Fair Housing initiative throughout Western Pennsylvania – the first of its kind in the region – directed at providing Fair Housing-related services, including education and outreach, complaint intake, investigation, testing and litigation. In 2008, following receipt of a FY 2007 EOI grant, SPLAS partnered with a number of legal services programs that serve the region (Neighborhood Legal Services Association [NLSA], Laurel Legal Services [LLS], Northwestern Legal Services [NWLS] and MidPenn Legal Services [MidPenn]) to successfully provide education and outreach through the "West Penn Rural Fair Housing Education and Outreach Initiative" (West Penn EOI). West Penn EOI was a recipient of an "Excellent" evaluation from HUD, attaining the ambitious objective of providing the first comprehensive educational outreach throughout a very large 24-county area of the Commonwealth.

In 2010, SPLAS, its four legal services partners, and six new rights advocate partners (Tri-County Patriots for Independent Living [TRIPIL], Voices for Independence [VFI], Disability Options Network [DON], Center for Independent Living of South Central Pennsylvania [CILSCPA], Center for Independent Living of Central Pennsylvania [CILCPA], and the Beaver County Fair Housing Office), continued comprehensive education and outreach services through a FY 2009 Fair Housing EOI grant. Building upon the continuing success seen through the first eight months of funding, SPLAS seeks EOI-General funding in FY 2010 to continue the West Penn EOI.

a. Number and expertise of staff

1. SPLAS Staffing

SPLAS personnel will develop and manage the West Penn EOI. All involved SPLAS staff are full-time employees, and have provided services under the West Penn EOI since April, 2010.

████████████████████ in the SPLAS Fayette County office, a resident of Washington County, will continue as Program Manager for the West Penn EOI, devoting 1,560 hours (75% FTE of a 40 hour week, [85% FTE of a 35 hour week]) to day-to-day management and administration of the project. Additionally, she will oversee staff development and training, maintain development of SPLAS' "Fair Housing network," and plan and implement 125 educational symposia and other community informational events.

████████████████████ has ten years of housing-related legal expertise, including four years of Fair Housing experience (education and outreach, complaint intake, investigation, tester training and testing, and litigation at both state and federal level), and has been a Certified HECM counselor and a member of SPLAS' Emergency Shelter Grant (ESG) and HUD Housing Counseling and Rural Housing and Economic Development grant staffs.

████████████████████ SPLAS' principal coordinator for community education projects, will continue to assist ██████████ in management of the West Penn EOI, committing 700 hours (38% FTE of a 35 hour week) to the project. ██████████ an experienced paralegal located in the SPLAS Fayette County office and a resident of Washington County, has a distinguished record of 11 years of achievement in public organizational work, with four years experience in Fair Housing program development and presentation.

████████████████████ in the SPLAS Washington County office, will provide general administrative oversight, committing 109 hours (6% FTE of a 35 hour week) to the project. He has 31 years housing experience, with four years Fair Housing experience, including involvement as co-counsel on the Fair Housing litigation matters described on p. 7. He is HECM Certified, has overseen SPLAS' ESG, HUD Housing Counseling, Rural Housing and Economic Development, and Fair Housing EOI grants, and has participated in the development of several SPLAS collaborations with community providers, including the presentation of housing educational materials in numerous community forums.

[REDACTED], Staff Attorney and Technology Specialist in the SPLAS Washington County office has eight years of housing-related experience with four years of Fair Housing experience. She is knowledgeable in the program languages of HTML and PHP, fluent in Spanish, and will manage web-related work, committing 91 hours (5% FTE of a 35 hour/week) to the project.

2. Legal Services Partner Program Staffing

Legal Services Partner EOI Team Members, as listed below, all of whom have substantial experience in housing-related and/or disability-related services, will assist with education and outreach activities in their respective areas and identify Fair Housing complaints arising in their local areas for referral to SPLAS.

[REDACTED] (22 hours, 1.0% FTE) is an LLS Westmoreland County Staff Attorney with eight years housing experience, and will manage the West Penn EOI in Westmoreland County.

[REDACTED] (21 hours, 1.0% FTE) is an LLS Staff Attorney for Armstrong County, with 20 years housing experience, and will manage the West Penn EOI in Armstrong County.

[REDACTED] (21 hours, 1.0% FTE) is LLS Managing Attorney for Cambria County with seven years housing experience, and will manage the West Penn EOI in Cambria County.

[REDACTED] (32 hours, 1.75% FTE) is NLSA Managing Attorney for Butler, Beaver, and Lawrence Counties, and will manage the West Penn EOI in Lawrence County. Previously, she was Executive Director of MidPenn for 10 years, and has 33 years housing experience.

[REDACTED] (32 hours, 1.75% FTE), NLSA Senior Attorney for Housing in Butler County, will manage the West Penn EOI in Butler County. She has ten years housing experience.

[REDACTED] (32 hours, 1.75% FTE) is NWLS Managing Attorney for Mercer and Venango Counties, and will manage the West Penn EOI in Mercer County. She has six years housing.

[REDACTED] (32 hours, 1.75% FTE) is NWLS Staff Attorney for Venango County with six years housing experience; he will manage the West Penn EOI in Venango County.

[REDACTED] (27 hours 1.5% FTE) is a MidPenn Regional Manager in the State College office and will manage the West Penn EOI in Bedford, Centre, Clearfield, Fulton, Huntingdon, and Blair Counties. He has seven years of housing experience.

[REDACTED] (27 hours, 1.5% FTE) is a MidPenn Staff Attorney in the State College office (who will provide Fair Housing assistance in Bedford, Centre, Clearfield, Fulton and Huntingdon Counties) with 11 years housing experience.

[REDACTED] (10 hours, 0.5% FTE) is a MidPenn Staff Attorney for Blair County, with four years housing experience.

3. Rights Advocate Partners

The Rights Advocate Partners will collaborate with SPLAS in implementing the West Penn EOI in their respective locales, contributing three essential component services in their communities: 1) providing the plan's educational outreach program; 2) facilitating referral of individuals to SPLAS with potential Fair Housing claims; 3) working in partnership with SPLAS to conduct Fair Housing testing. All currently are collaborating with SPLAS in implementing the FY 2009 West Penn EOI.

[REDACTED] (36 hours, 2.0% FTE) is Executive Director for Voices for Independence, serving Clarion, Crawford, Erie, Forest, Venango and Warren Counties. She has ten years experience and will manage the West Penn EOI in Crawford, Erie, Forest and Warren Counties.

[REDACTED] (36 hours, 2.0% FTE) is Executive Director for the Disability Options Network, serving Beaver, Butler, Lawrence and Mercer Counties. He has seven years of experience as an advocate for individuals with disabilities and will conduct education and outreach in Butler, Lawrence and Mercer Counties.

[REDACTED] (36 hours, 2.0% FTE) is Regional Housing Coordinator for the Center for Independent Living of Central Pennsylvania, serving Bedford, Blair, Cambria, Huntingdon, and Somerset Counties. He has four years of experience as a Regional Coordinator who advocated for people with

disabilities by locating and maintaining affordable housing and he will conduct education and outreach in Bedford, Huntingdon and Somerset Counties.

██████████ (36 hours, 2.0% FTE) is Interim Director of the Center for Independent Living of South Central Pennsylvania serving Bedford, Blair, Cambria, Huntingdon, Indiana and Somerset Counties. She has 17 years of experience in assisting people with disabilities in locating and maintaining affordable housing and will conduct education and outreach in Blair, Cambria and Indiana, Counties.

██████████ (36 hours, 2.0% FTE) is Civil Rights Specialist at Tri-County Patriots for Independent Living, serving Fayette, Greene and Washington Counties. He has 14 years of experience assisting disabled individuals with overcoming obstacles to affordable housing. He will assist with education and outreach events in Greene, Fayette and Washington Counties.

██████████ (36 hours, 2.0% FTE) is Enforcement Officer for Beaver County Fair Housing Office, with three years experience, and will manage the West Penn EOI in Beaver County.

b. Organizational experience

For 43 years, SPLAS has guaranteed effective access to justice and delivery of qualitative counseling, advocacy, and legal representation. SPLAS is uniquely qualified to provide these services, with a well-developed, tightly administered, highly competent degree of successful legal, management, training, technological skills and capabilities to ensure good stewardship of limited resources in order to optimize outcomes for thousands of clients served each year.

Housing issues are a primary component of SPLAS' services; of the 6,128 cases handled in 2009, 2,499 were housing related. To meet this demand for assistance, SPLAS, a HUD-certified Housing Counseling Program since 2005, has successfully developed and implemented a number of projects similar in scope and complexity to the West Penn EOI, including 1) a state Emergency Shelter Grant, providing Homeless Prevention services to homeless individuals and families, and those threatened with homelessness, the grant awarded in 2005, renewed annually through 2009, and continued in 2010-11; 2) HUD funded Housing Counseling services each year since 2005, permitting the program to provide a

wide range of assistance to the community; and 3) a three-year state HPRP grant in 2009-12, assisting those facing the threat of homelessness through eviction. Similarly, SPLAS has successfully implemented several non-housing projects similar in scope and complexity to the West Penn EOI, including 1) the Comprehensive Assistance/Action Project, a preventive-law initiative, directed at helping low-income families transition from minimal subsistence to self-sufficiency); 2) the Department of Justice-funded “Protection and Empowerment Initiative,” a comprehensive program for victims of domestic violence and sexual assault, in concert with six regional partner victim advocate agencies; 3) Pennsylvania I-CAN!TM E-File, a statewide program, in conjunction with legal services programs, and private and public partners, to increase the receipt of earned income tax credit benefits by low-income workers, which in 2010 returned \$6.6 million. In implementing many of these initiatives, SPLAS has relied upon the support and cooperation of a wide network of partners, including members of the bar, human service agencies, grassroots and faith-based institutions, advocates, client groups and others (e.g., at the state level – PHFA, Pennsylvania Regional Housing Legal Services; in the region - the Southwestern Pennsylvania Regional Continuum of Care; in local areas –Tableland; Community Action Southwest, Fayette County Community Action Agency; Somerset County Tapestry of Health, etc.). These organizations have pledged cooperation in working to further the West Penn EOI.

During the past four years, SPLAS has prioritized both human and financial resources in a very proactive, and – for the primarily rural-characterized region being targeted – groundbreaking manner, to develop an effective, innovative initiative that will ensure Fair Housing rights for citizens throughout Western Pennsylvania. Beginning in 2007, under the direction of West Penn PEI Program Manager Kristie Horrell, SPLAS recruited and trained testers and conducted numerous paired rental tests in the region; by mid-2009, the program accelerated the effort, conducting 76 paired rental tests in seven counties in a six-month period.

The FY 2007 West Penn EOI, the initial regional initiative project launched by the program directed at the entire 24 county region, centered on the need for providing educational outreach regarding

the rights and remedies afforded by Fair Housing law, conducting 109 community outreach events to an audience of 1,396, and drafting and distributing informational brochures and Fair Housing Claim Kits throughout the region.

Effective protection/enforcement began during 2008 and 2009, with the program commencing representation of claimants in state and federal Fair Housing litigation, achieving substantial objectives in two important federal cases: 1) In *Milan, et al. v. Pyros, et al.*, C.A. No. 08-320, SPLAS represented a disabled individual with quadriplegia, threatened with eviction in mid-winter, related to having need for a service animal. The case was one of first impression in the Federal Court, Western District of Pennsylvania. Defeating the eviction action in state court, SPLAS thereafter commenced a multi-claim federal Fair Housing complaint with the participation of rights advocate partner TRIPIL, resulting in injunctive relief and thereafter a settlement providing significant monetary recompense for the harm enacted by Defendant; 2) In *Gwin v. Pyros, et al.*, C.A. No. 09-527, SPLAS again obtained injunctive relief for a disabled client, an advocate for disability rights, who had spoken out against mistreatment/discrimination of her disabled friends and had been threatened with eviction, obtaining a Preliminary Injunction, and preserving the client in her domicile.

Building upon these efforts, SPLAS and its partners continued expansion of the West Penn EOI in April, 2010, with FY 2009 EOI funding. Entering the ninth month, EOI staff have not only successfully implemented project services (delineated at p. 17), but worked with staff of SPLAS' West Penn Protection and Enforcement Initiative (West Penn PEI) to develop a joint project planning format for each outreach event, adding PEI education on testing and identification of actual discrimination claims found in the 24-county region to the EOI educational outreach. The EOI staff can utilize this knowledge of actual discrimination claims to direct educational outreach scheduling to those counties in which claims have been found, or are otherwise similar in demographic makeup, as well as target those counties in which few, if any, claims have been identified, yielding further success in both education and enforcement. Program Partners are included in this comprehensive approach, affording them a more

complete understanding of the overall objectives of the West Penn EOI, and better equipping them to recognize when their clients might be potential victims of discriminatory conduct related to housing, and where to refer the client for remedial aid. Moreover, SPLAS and partners have accelerated the efficacy of collaboration and built new relationships with other principal Fair Housing stakeholders: e.g., executing Memorandums of Understanding with the Pennsylvania Human Relations Commission, Erie Human Relations Commission, City of Altoona Fair Housing Program and the State College Community Development and Housing Division to collaborate on referral and investigation of discrimination claims.

c. Performance in past projects

At the conclusion of SPLAS' FY 2007 EOI Grant, the program received a rating of "Excellent" in its evaluation by HUD. The program exceeded the projected number of community outreach events to be conducted, and prepared and distributed proposed brochures, procedural manuals, website resource content, and Power Point presentations, many of which have been published on HUD's Informational Resource Center website.

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

1. The urgency of the identified need

The socio-economic profile of the targeted region, reflecting multi-faceted indicia of vulnerability of the targeted population, compounded by the evidence of historical neglect of the rights of Fair Housing protected groups throughout the region, would, by nature and degree, compellingly demand an effective, affirmative project to meet the broad need for Fair Housing education and outreach.

The geographic area to be served will include the Counties of Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Crawford, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington and Westmoreland, with a total population of 2,699,376. In square miles the service area comprises 41% of the Commonwealth of Pennsylvania. The West Penn EOI will serve all persons protected by the Fair Housing Act who, because of race, color, age, national origin, religion, sex, familial status or disability are subject to discrimination. A number of demographic characteristics of the region add quantitative evidence reflecting the high degree of potential for violation of the Fair Housing rights of protected classes:

Population and characteristics U.S. Census Bureau Data (2008)	Other Data
Armstrong: Total pop. 69,021 ¹ Pov. Rate 15% ² Elderly rate 19% ³ African American 784 ⁴ (1%) Hispanic : 382 Disability 21% ⁵ Single Mother Head of Household 21% ⁶	Population with less than a high school diploma or GED 14% ⁷ Pop. density persons per sq. mile 111
Beaver: Total pop. 173,150 Pov. Rate 14% Elderly rate 18%	Population with less than a high school diploma or GED 11%

¹ Total population from 2008 U.S. Census American Community Survey: B01003.

² Pennsylvania Poverty Rate is 16%. U.S. is 14% from 2008 U.S. Census American Community Survey B17002.

³ Pennsylvania Elderly Population Rate is 15%. U.S. Rate is 13% from 2008 U.S. Census American Community Survey B01001.

⁴ Center for Rural Pennsylvania.

⁵ Pennsylvania Disability Rate is 18 %. U.S. Rate is 19.4% from 2008 U.S. Census American Community Survey B18002.

⁶ Pennsylvania Single Mother Head of Household rate is 6%. U.S. rate is 10% from 2008 U.S. Census American Community Survey B11005

⁷ Pennsylvania’s population rate with less than a high school diploma or GED is 13%. U.S. rate is 12% from 2008 U.S. Census American Community Survey B15002.

African American 11,998 (6%) Hispanic : 1777 Disability 18% Single Mother Head of Household 24%	Pop. density persons per sq. mile 417
Bedford: Total pop. 49,639 Pov. Rate 21% Elderly rate 18% African American 2830 (< 1%) Hispanic : 367 Disability 20% Single Mother Head of Household 16%	Population with less than a high school diploma or GED 16% Pop. density persons per sq. mile 49
Blair: Total pop. 125,348 Pov. Rate 18% Elderly rate 17% African American 2,364 (1%) Hispanic : 930 Disability 18% Single Mother Head of Household 26%	Population with less than a high school diploma or GED 12% Pop. density persons per sq. mile 246
Butler: Total pop. 181,902 Pov. Rate 11% Elderly rate 15% African American 2319 (1%) Hispanic : 1657 Disability 14% Single Mother Head of Household 18%	Population with less than a high school diploma or GED 9% Pop. density persons per sq. mile 221
Cambria: Total pop. 145,079 Pov. Rate 18% Elderly rate 19% African American 5519 (4%) Hispanic : 1770 Disability 21% Single Mother Head of Household 28%	Population with less than a high school diploma or GED 13% Pop. density persons per sq. mile 222
Centre: Total pop. 144,105 Pov. Rate 19% Elderly rate 17% African American 4867 (3%) Hispanic : 3158 Disability 11% Single Mother Head of Household 153%	Population with less than a high school diploma or GED 7% Pop. density persons per sq. mile 123
Clarion: Total pop. 40,045 Pov. Rate 20% Elderly rate 17% African American 467 (1%) Hispanic : 203 Disability 18% Single Mother Head of Household 22%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 69
Clearfield: Total pop. 82,879 Pov. Rate 19% Elderly rate 18% African American 2530 (3%) Hispanic : 788 Disability 18% Single Mother Head of Household 24%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 73
Crawford: Total pop. 88,661 Pov. Rate 20% Elderly rate 16% African American 1998 (2%) Hispanic : 784 Disability 20% Single Mother Head of Household 22%	Population with less than a high school diploma or GED 15% Pop. density persons per sq. mile 89
Erie: Total pop. 279,370 Pov. Rate 19% Elderly rate 14% African American 20,5836 (7%) Hispanic : 8,010 Disability 18% Single Mother Head of Household 31%	Population with less than a high school diploma or GED 11% Pop. density persons per sq. mile 350
Fayette: Total pop. 144,357 Pov. Rate 26% Elderly rate 18% African American 6605 (5%) Hispanic : 716 Disability 26% Single Mother Head of Household 31%	Population with less than a high school diploma or GED 18% At-Risk economically distressed county designated by ARC Pop. density persons per sq. mile 188
Forest: Total pop. 4,946 Pov. Rate 24% Elderly rate 19%	Population with less than a high school diploma or GED 21%

African American 108 (2%) Hispanic : 306 Disability 23% Single Mother Head of Household 10.1%	Economically Distressed County designated by ARC Pop. density persons per sq. mile 12
Greene: Total pop. 39,438 Pov. Rate 28% Elderly rate 15% African American 1388 (4.5%) Hispanic : 399 Disability 22% Single Mother Head of Household* 25%	Population with less than a high school diploma or GED 16% Pop. density persons per sq. mile 71
Huntingdon: Total pop. 45,503 Pov. Rate 16% Elderly rate 16% African American 2644(1%) Hispanic : 603 Disability 19% Single Mother Head of Household 18%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 52
Indiana: Total pop. 87,614 Pov. Rate 23% Elderly rate 16% African American 1789 (2%) Hispanic : 549 Disability 16% Single Mother Head of Household 19%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 108
Jefferson: Total pop. 45,098 Pov. Rate 19% Elderly rate 17.8% African American 170(<1%) Hispanic : 261 Disability 19% Single Mother Head of Household 20%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 70
Lawrence: Total pop. 90,745 Pov. Rate 18% Elderly rate 19% African American 4429 (5%) Hispanic : 716 Disability 18% Single Mother Head of Household 20%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 263
Mercer: Total pop. 117,016 Pov. Rate 18% Elderly rate 18% African American 6936 (6%) Hispanic : 1071 Disability 21% Single Mother Head of Household 24%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 179
Somerset: Total pop. 77,827 Pov. Rate 19% Elderly rate 19% African American 2028 (3%) Hispanic : 749 Disability 19% Single Mother Head of Household 17%	Population with less than a high school diploma or GED 18% Pop. density persons per sq. mile 74
Venango: Total pop. 54,774 Pov. Rate 19% Elderly rate 17% African American 866 (2%) Hispanic : 414 Disability 21% Single Mother Head of Household 23%	Population with less than a high school diploma or GED 14% Pop. density persons per sq. mile 85
Warren: Total pop. 40,982 Pov. Rate 17% Elderly rate 17% African American 177 (<1%) Hispanic : 228 Disability 19% Single Mother Head of Household 19%	Population with less than a high school diploma or GED 12% Pop. density persons per sq. mile 50
Washington: Total pop. 205,568 Pov. Rate 13% Elderly rate 17.1% African American 8464 (4%) Hispanic : 1,968 Disability 15% Single Mother Head of Household 20%	Population with less than a high school diploma or GED 11% Pop. density persons per sq. mile 237
Westmoreland: Total pop. 366,309 Pov. Rate 13% Elderly rate 19% African American 10,306 (3%) Hispanic : 2,628 Disability 17% Single Mother Head of Household 20%	Population with less than a high school diploma or GED 9% Pop. density persons per sq. mile 362

a. Imminent adverse consequences to persons in protected classes if application not selected

Prior to inception of the West Penn EOI, the overwhelming majority of protected class members, living in primarily rural, widely dispersed population areas, remained largely vulnerable to wholesale violation of their federally and state protected Fair Housing rights and equally unable to effectively assert remedies guaranteed through the law. If the current application for renewal of educational outreach would not be accepted, that population would very quickly revert to that prior unprotected, impotent status.

b. The extent to which other organizations provide the services identified

No other organization in the 24-county region provides the range and variety of Fair Housing-related education and outreach services that are currently – and, if renewed, will remain- available through the West Penn EOI. A few entities located throughout the region provide limited assistance to their local population: 1) the State College Community Development and Housing Division (“State College CDH”) provides education and outreach, and enforcement of the State College Borough Fair Housing Ordinance, in that community; 2) the City of Altoona Fair Housing Program (Altoona Housing) provides education and outreach to residents of that city; 3) the Erie Human Relations Commission (EHRC) provides education and enforcement activities in that county; 4) the Beaver County Fair Housing Office provides education, outreach and testing to residents of that county.

In developing a region-wide approach, the West Penn EOI has acknowledged the value of each organization and commenced partnering with each to optimize the joint effort to provide increased education on Fair Housing rights. Additionally, the Pennsylvania Human Relations Commission (PHRC) provides Commonwealth-wide enforcement actions in many areas of potential discrimination, including Fair Housing violations. To again optimize the initiative, SPLAS, on behalf of the West Penn EOI, has developed a working relationship with the PHRC to provide education and outreach to groups identified by the PHRC; a Memorandum of Understanding has been executed, reflecting PHRC recognition of the

unique importance of the West Penn EOI to the 24-county region, further evidenced by its commitment of leveraged funds to the West Penn EOI.

Through the multiple cooperative arrangements delineated above, each organization will, in fact, improve its value and impact to the targeted population through joining in an integrated Fair Housing venture being established through the West Penn EOI.

2. The link between the need and proposed activities

a. How the proposed activities fill gaps, augment, or improve upon on-going Fair Housing efforts

Analysis of target area demographics reveals a crucial number of elements rendering protected classes vulnerable to housing discrimination:

Poverty: The counties targeted are situated within Appalachia, deemed to be a significant area of widespread unemployment, low per capita income, and a Federally-identified area of poverty. The West Penn EOI will target the indigent, who are particularly vulnerable to housing discrimination.

Lack of affordable housing: A 2003 study by the Pennsylvania Housing Finance Agency (PHFA) determined that almost one-third of Pennsylvania's housing units were built pre-1940, one-fourth between 1940 and 1959. [http://phfa.org/hsgresources/housing_study_2003.aspx]. HUD's Economic and Market Analysis Division analysis of the 2000 Census reveals that, in the 24 counties, 19% of the households within the service area reported living in housing that lack complete plumbing and/or kitchen facilities, with selected monthly owner/renter costs of greater than 30% of household income[<http://www.huduser.org/ast/index.htm>]. The West Penn EOI will engage in outreach to families presently living in substandard housing.

Incidence of Disability: The region's disability population exceeds the national average in nine of the 24 counties - in part, a reflection of the elderly component, in which all of the 24 counties are above the national average. Among protected classes, the disabled constitute a primary object of Fair Housing discriminatory vulnerability in the targeted region. Exacerbating further potential for discrimination

against the disabled is a lack of knowledge of Fair Housing laws - *a characteristic common to every protected class*. As the City of Johnstown's (Cambria County) 2006 Fair Housing Analysis observed: "...among the disabled, housing discrimination is exacerbated by a lack of understanding of the reasonable accommodation standards of the Fair Housing Act"⁸. The West Penn EOI, aided by its Rights Advocacy partners, will work to provide Fair Housing outreach/enforcement for the disabled.

Sex/Familial Status: In all 24 counties, the number of single parent families headed by a woman exceeds the national average; in 22 counties by more than 5%. Single female heads of households often display the reduced incomes that the disabled do, and suffer the same housing issues. The PHFA study found only 40% of female heads of household with children own housing, compared to 85% of married couples with children, noting a commonly held prejudice that "women, whose source of income includes child support and alimony, are viewed as less reliable and creditworthy than a full-time salary, putting them at higher risk of discrimination." Many single women who are renters have encountered the commencement of a wholly illegal eviction action against a victim of domestic violence on the grounds of disruption to the "quiet enjoyment" of the property caused by the abusive spouse's presence and harassing actions. In providing aid to their clients, the Partners have repeatedly encountered another form of familial status discrimination in cases where a landlord has refused to rent to an individual with more than an arbitrarily limited number of children. The West Penn EOI will target single-parent families for a thorough education program regarding their rights.

Minority Status: The African American population in the target area constitutes a relatively small proportion of total population: (6% in only three counties, less than or equal to 1% in eight counties). Similarly, the area's Hispanic population is showing significant increase even as its total numbers remain less than the African American population in the area. While the numerical magnitude of minority discrimination will be limited, the very small size of the minority population can itself be a factor

⁸ Pennsylvania Housing Status: An Update From the 2000 Census, Pennsylvania Housing Finance Agency, Gretchen Cornwell, Sue Coppella, Jennifer Shultz, September, 2006.

indirectly promoting discrimination. Most minorities are clustered in small geographical segments of wider political divisions: small minority enclaves find little to no local government awareness of Fair Housing laws, leaving minority members believing they cannot move into more attractive areas. The West Penn EOI will endeavor to identify these minority enclaves for education and outreach services and provide guidance on their federally protected/enforceable rights to housing throughout the region.

Educational level: That a substantial segment of the population evidences limited education (16 of the 24 counties with a population without a high school education/GED equivalency above the national average [12%]) represents an impediment to recognition/understanding of their rights under Fair Housing laws. The West Penn EOI educational program and materials to be provided to attendees will be customized for ease of comprehension.

Language needs: The target population does not display any significant populations in need of language services other than English. The West Penn EOI has adopted policies to assist clients with limited English proficiency (LEP), including assignment of bilingual advocates to LEP clients; interpreting by staff, in-person and telephone based interpreters, and translation services. In addition, West Penn EOI education and outreach materials will be available in Spanish.

Awareness: The cumulative impact of poverty, inadequate educational levels, *de facto* housing segregation, lack of local governmental commitment, limited/lack of community-based Fair Housing agencies has been to retard awareness of and inhibit utilization of federal and state Fair Housing rights. The West Penn EOI 's primary goal is to heighten Fair Housing rights/remedies awareness and utilization.

b. Why the requested funding is necessary

The continuing vulnerability of the targeted population to violation of their Fair Housing rights, as documented by the above demographic evidence, combined with the on-going lack of alternative Fair Housing resources, demonstrate the continuing need for HUD funding of the West Penn EOI. While various counties identify the importance of ensuring Fair Housing rights, very limited concrete action has been taken to further that objective. The West Penn EOI offers a comprehensive plan to increase

awareness and knowledge of the right to Fair Housing and to establish means to facilitate remedying violations, without which a substantial segment of the protected classes in 24 counties not yet reached by the initiative will remain virtually powerless to challenge discriminatory acts that impede their freedom to choose decent, safe housing for themselves and their family.

c. The presence of housing discrimination within the project area

Both state and local Consolidated Plans and Analysis of Impediments identify significant barriers to Fair Housing existing within the West Penn EOI service area. The Washington County 2010-2014 Strategic Plan notes that “affordable housing barriers for low and moderate income residents living in Washington County are the result of a combination of factors, including market barriers, physical barriers and a lack of services to certain areas and populations (Plan, p. 57). Identified impediments to Fair Housing include patterns of racial and ethnic segregation, disparities in median income between white and black households, a need for affordable rental housing, a need for additional accessible housing, outdated zoning ordinances, and a need for continued Fair Housing education and outreach. The Commonwealth of Pennsylvania has identified impediments to Fair Housing that mirror those identified by Washington County, including affordability, location of housing, and substandard housing (Plan, p. 12).

Rating Factor 3: Soundness of Approach

a. Support of Policy Priorities

The manner in which the activities proposed herein will support HUD policy priorities and goals is as follows:

1. Affirmatively Furthering Fair Housing

(a) analyzing and eliminating housing discrimination in your jurisdiction- the West Penn EOI will foster this objective through providing education incorporating examples of actual discrimination claims within the service area, to target educational outreach scheduling; increasing awareness that neighbors and fellow citizens, similarly situated, have successfully contested discrimination will encourage outreach attendees, now informed as to their rights and remedies, to come forward to identify and fight their discrimination.

(b) promoting Fair Housing choice for all persons- SPLAS will conduct education and outreach events throughout the 24 county region, identifying individual rights and remedies available under Fair Housing laws and providing practical advice to facilitate the ability of individuals to pursue Fair Housing complaints [projecting to present 100 events, SPLAS completing 72 in the first eight months of FY 2009 funding];

(c) fostering compliance with the nondiscrimination provisions of the Fair Housing Act- greater education of the public as to the rights and remedies available under Fair Housing laws, including exposition of actual cases, will cause potential violators to forego discrimination, thereby fostering greater compliance with the Act's nondiscrimination provisions.

(2) Capacity Building and Knowledge Sharing

(a) strengthening the capacity of state and local partners- through the West Penn EOI, SPLAS will continue to strengthen the capacity of its Partners, both governmental (Beaver County Fair Housing office) and nonprofit organizations (four legal services programs, five rights advocate organizations) as well as collaborating organizations such as the State College CDH, Altoona Housing, EHRC, and PHRC,

by educating Partner Program members on the rights and remedies available under Fair Housing laws, affording them the expertise to identify, evaluate and refer discrimination claims presented by their program's clients; with regard to capacity building among the greater population, joint planning and presentation of education outreach events will have an important impact; and participating in decision making and planning processes to ensure racially diverse communities, through coordinating the referral of clients and collaboration in the investigation of discrimination claims;

(b) support knowledge sharing and innovation- through the West Penn EOI, SPLAS will support knowledge sharing with its Partners, and other collaborating organizations as identified above, thereby leading to increased partner expertise and innovation through providing education and training on Fair Housing law, rights and remedies to Partner program staff, coordinating with its Partners on the joint provision of assistance to clients, and improving program staff ability to identify and evaluate complaints. Bi-monthly Partner Review Meetings will foster dissemination of best practices and peer-to-peer learning.

b. Proposed Statement of Work and Information Requirements

Through the West Penn EOI, SPLAS and its Partners will continue to provide affirmative informational, educational outreach projects directed to apprise affected citizens of what the law provides and how they might utilize it on their behalf, raising fundamental awareness of Fair Housing laws among the largely dispersed rural population of this region, and, in so doing, empowering citizens who are subjected to violation of their rights to pursue an effective remedy.

With this formidable structural foundation, broad knowledge and array of requisite skills, SPLAS and its Partners propose to utilize FY 2010 HUD funds, supplemented with its Pennsylvania Legal Aid Network (PLAN) and Legal Services Corporation (LSC) funding and other community and in-kind funds to continue and expand its multi-faceted West Penn EOI Initiative, which will include:

1) Education and Outreach: [REDACTED], with assistance from partner staff identified in Factor 1, will implement a comprehensive outreach schedule of 125 educational symposia and informational meetings, scheduled in a geographically dispersed manner throughout the 24 county

region, including updated presentations for certain repeat locations. Beyond delineating the scope and strictures of relevant Fair Housing laws, the programs will provide nuts-and-bolts practical advice and appropriate printed forms and materials to facilitate the ability of individuals to pursue Complaints of violations of their rights to HUD and/or the Pennsylvania Human Relations Commission (PHRC), and the availability of SPLAS and Partner programs to counsel and provide legal assistance to individuals pursuing their claim.

Targeted groups: [REDACTED] will review and update, for utilization in outreach, the three individual Fair Housing informational/educational presentations previously prepared by SPLAS to be utilized for a particular audience: 1) an informational presentation directed at members of the protected classes and public providing an overview of Fair Housing laws; 2) an education/training presentation to be employed for both a) grassroots and faith-based organizations, human service agencies, veterans groups, disabled and minority advocacy groups, adding mental health and mental retardation advocacy and support groups not targeted in the prior grant; and b) public housing authorities, "Section 8" landlords, real estate agents, and other individuals/organizations whose actions are subject to Fair Housing requirements; and 3) an education/training presentation for local attorneys – targeting young attorneys and new attorneys to the community- including their own tenant, homebuyer and landlord clientele - for relevant information and guidance.

Unique Target: Minority Locales: While the outreach plan includes housing discrimination against minorities as part of its agenda, particular attention will be directed at that minority segment of the population who reside in small pocketed communities within the region. Traditionally, governmental and agency efforts to ensure Fair Housing for minorities have been directed at areas of significant minority population concentration. *SPLAS has identified discrimination against small minority populations in rural areas who live in limited geographical zones within the community who have experienced barriers to obtaining housing outside those zones as an area of focus.* The

outreach/education methodology will provide a model for replication to address this under-examined phenomenon in other rural areas where it might be identified.

Preparation of Materials: [REDACTED] will review and update individual presentations for each targeted group in Power Point format (with a written guide for the Partner conducting the event). They will also update Fair Housing written materials customized for the relevant audience. In preparing the Power Point presentations and translation of material into Spanish, [REDACTED] will be aided by Ms. Horrell.

Scheduling of Events: [REDACTED] will work with partner staff identified in Factor 1 to arrange scheduling of 125 events geographically dispersed throughout the 24-county region. Participating and hosting agencies, faith-based institutions, legislative offices and other organizations that network with each legal services program and rights advocate program will be requested to help publicize each event, which [REDACTED] will supplement with press releases and other announcements in various media. Each event will be conducted by [REDACTED] along with partner staff identified in Factor 1. At the conclusion, relevant materials, including the Fair Housing Kit (“4” below); Litigation Kit and/or intake kit as appropriate will be offered for distribution, and the Initiative shall provide each attendee with a card identifying the Fair Housing web location (“5” below) and Fair Housing Hotline (“6” below). The attorney will be available following the event to answer additional questions and/or refer the clients to program offices.

Targeted outcomes: West Penn EOI plans to conduct 125 events, with 400 "protected class" members afforded information/education and provided customized materials to guide and pursue Complaints to HUD and/or through the Pennsylvania Human Relations Commission; 550 Information/Referral Partner members educated/trained; and 100 local attorneys provided information/education regarding Fair Housing.

2) Partner Review Meetings: [REDACTED] will conduct bi-monthly conferences with Partner staff to review provisions of services and implementation of the West Penn EOI.

3) Dissemination of Fair Housing Materials: [REDACTED] will review and update previously prepared Fair Housing materials, written in a language appropriate for comprehension by professionals and lay persons; delineating rights and protections regarding discriminatory housing practices based on race, color, national origin, religion, sex, family status, and disability; identifying remedies guaranteed by federal Fair Housing and related laws; explaining how to forward Complaints to HUD; providing guidance on Pennsylvania statutes as well as individual county regulations and rules relating to Fair Housing and discriminatory practices; and identifying locations and other contact information for HUD and PHRC offices, legal services offices, etc. The material will be disseminated at the above-mentioned outreach events and to appropriate agencies and groups for further distribution to the targeted population and general public. A mailing directory of agencies, advocate groups, faith-based organizations, etc. throughout the 24 counties will be updated by [REDACTED]. SPLAS and its Partners will print and distribute 10,000 copies of a general informational pamphlet through grant funding, with additional printing utilizing general program revenue if needed. Materials will be available in Spanish.

4) Fair Housing Claim Kit: [REDACTED] shall review and update the customized Fair Housing Claim Kit ("Claim Kit"), which simplifies and expedites the initiation and processing of Fair Housing Complaints to HUD. The Claim Kit will be made available to individuals in attendance at the outreach events above and by contacting program offices: in person, through the Hotline ("6" below), or through the web ("5" below). The Claim kit will include an overview of the Fair Housing law, notice of the availability of legal services program assistance, reference to the enclosed HUD pamphlet "Fair Housing: It's Your Right," directions on how to utilize the Complaint form to be utilized for submission to HUD, and a stamped envelope (with "West Penn Rural Fair Housing Education and Outreach Initiative," affixed to identify that it will have been generated by the project), addressed to the appropriate HUD office in Pittsburgh (Philadelphia for Centre County). SPLAS and its Partners will print 1000 updated claim kits through grant funding, with additional printing utilizing general program revenue if needed.

Claim Kits will be produced in Spanish and in a manner that will allow visually impaired clients to access the necessary information.

In addition, [REDACTED] will update the intake kit to help community based organizations target clients who may be experiencing housing discrimination. [REDACTED] will update the litigation kit to aid partner agencies in easily determining if a potential client meets the criteria to file a claim.

5) Fair Housing Web Content: In order to further disseminate housing information to affected individuals and groups and the general public - especially in view of the widely dispersed nature of population in the predominantly targeted region – [REDACTED] will review and update the dedicated section on its website - www.splas.org – as well as sites www.palawhelp.org and www.palegalservices.org, that will include the printed information delineated above as well as more detailed information on contacting each Partner office for assistance, and will maximize access to available Fair Housing information throughout Pennsylvania and help to expedite the initiation of Fair Housing Complaints throughout the Commonwealth to HUD. SPLAS' Fair Housing web component will have a direct link to HUD's www.hud.gov. and the online Fair Housing Complaint form.

6) Toll-Free Fair Housing Hotline: West Penn EOI will continue its dedicated Toll-Free Fair Housing Hotline, which contains general recorded information on the Fair Housing Act and related laws on discriminatory housing practices and provides a means of contacting the appropriate legal services program in each area for information/advice and, where appropriate, referral for aid in processing a Fair Housing Complaint and/or related counseling and representation. Each caller is given the opportunity to talk with a program attorney; the attorney will review the client's Fair Housing matter, determine if there are additional housing issues that need to be evaluated, e.g., credit matter precluding homeownership (Initiative attorneys, as noted above, are knowledgeable in a wide array of legal areas) and, if required, schedule an appointment at a Partner program office to review the matter.

7) Media: [REDACTED] will be responsible for utilizing the print and electronic media to publicize all informational/educational/training events throughout the region. In

addition, [REDACTED] will develop press kits to further inform the general public regarding Fair Housing and resources available to individuals subjected to violations, including Partner programs, HUD and the state Human Relations Commission. Also, [REDACTED] will assist Comcast in creating a five minute Fair Housing educational spot that will air approximately 50 times during Fair Housing month.

8) Fair Housing Regional Network: [REDACTED] will maintain a Fair Housing network component of 30 governmental, social agency, housing agency, community organization, and faith-based entities throughout the 24 county region, many with well-developed working relationships with partner programs on important Fair Housing related initiatives, through in-person contacts, provision of relevant materials, and routine follow-ups, that will provide an invaluable core structure in the predominantly rural, low-density populated region for expansion of outreach services. [REDACTED] will maintain in-person, telephonic and e-mail contact with the network organizations on a regular basis to coordinate services and to help identify victims of Fair Housing discrimination, for referral, investigation and the filing of complaints.

9) Fair Housing Month Activities: West Penn EOI Partners will conduct three community events during Fair Housing Month in April, 2011 in Westmoreland, Bedford, and Erie Counties; [three additional, already planned events will be conducted with FY 2009 grant funds in Centre, Beaver and Washington Counties; if FY 2010 grant funding commences in mid-April, or later, three additional events will be conducted in April, 2012 in additional counties within the targeted region]; each event will have a guest speaker, Fair Housing community education materials, and Fair Housing Claim Kits.

10) Fair Housing Complaint processing: [REDACTED] will identify, investigate, evaluate, and, where appropriate, make referral of Fair Housing complaints to HUD/PHRC or refer the matter to SPLAS Fair Housing attorneys for review regarding potential Fair Housing state or federal legal action.

11) Guaranteeing quality legal representation: SPLAS' Fair Housing attorneys will provide assistance to all West Penn EOI Partners in providing legal aid to Fair Housing claimants.

12) Logic Model adherence: [REDACTED] will ensure adherence in implementation of the West Penn EOI to the information included in the Logic Model submitted with this application.

13) Press release approval: [REDACTED] will ensure that press releases and any other product(s) intended to be disseminated to the public be submitted to the Government Technical Monitor (GTM) for approval and acceptance two weeks before release.

14) Proper utilization of HUD funds: [REDACTED] will ensure the West Penn EOI will adhere to the requirement that none of the funds provided by the grant will be utilized: a) for payment of expenses in connection with litigation against the United States; b) to investigate or prosecute under the Fair Housing Act any otherwise lawful activity engaged in by one or more persons, including the filing or maintaining of a non-frivolous legal action, that is engaged in solely for the purpose of achieving or preventing action by a government official or entity or court of competent jurisdiction.

15) Compliance with requirement regarding retaining FHIP-related funds: [REDACTED] will ensure that any amounts received by SPLAS from financial settlements, conciliations and agreements reached as a result of the use of FHIP funds shall be used as program income to further Fair Housing activities, with the written pre-approval of the assigned Government Technical Representative, or returned to the Federal Government.

16) Audit: [REDACTED] will ensure the West Penn EOI provides HUD a financial audit of funds received through the grant, conducted in accordance with 24 CFR 44 or 24 CFR 45, as appropriate.

17) Final products: [REDACTED] will ensure two copies of all final products (where feasible) be provided to the U.S. Department of Housing and Development, Office of Fair Housing and Equal Opportunity, Fair Housing Initiatives Program, 451 Seventh St. S.W., Washington, D.C. 20410.

- b. Statement of Work (attached)
- c. The Budget Form and Budget Narrative (attached)
- d. Financial Management Capacity (attached)
- e. Grant Application Detailed Budget Worksheet (attached)

Ratings Factor 4 Leveraging Resources

Numerous public and private organizations within the proposed service area have embraced the West Penn EOI proposal and have committed funding and in-kind services to assist SPLAS and its Partners in the implementation of this project.

1) The PHRC, a FHAP agency, has committed [REDACTED] for a community event to be held in the targeted service area during Fair Housing Month. The funds will be utilized for conference marketing and outreach to the community, noticing attorneys, services members, the housing industry, the insurance industry, the banking community and other related entities involved in the provision of residential housing of the event. A firm letter of commitment from the PHRC is included in this application.

2) Comcast, a leader in telecommunication services within the service area, has committed to produce advertising valued in the amount of [REDACTED]. These funds will be used to promote greater awareness and utilization of Fair Housing rights during Fair Housing Month through multiple screenings on cable systems throughout the service area of a taped interview, prepared by Comcast with the assistance of Ms. Sinclair, informing and educating the targeted service area community about the Fair Housing Act. The interview will air on approximately 50 occasions, at :25 and :55 minutes past the hour, 24 hours a day, 7 days a week (except during HLN prime-time programming), during Fair Housing month. More than 811,000 households in the target counties of Bedford, Butler, Cambria, Clarion, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington and Westmoreland Counties will view this interview. A firm letter of commitment from Comcast is included in this application.

3) SPLAS' Board of Directors has authorized a firm commitment to allocate the sum of [REDACTED] to fund the West Penn EOI. The amount committed will be allocated from existing contracts between SPLAS and two primary funding agencies: the Pennsylvania Legal Aid Network (PLAN) and the Legal Services Corporation (LSC). The funds are for a portion of the staff salaries, benefits,

education and outreach materials and mileage. A firm letter of commitment on behalf of the Board of Directors is included in this application.

Ratings Factor 5: Achieving Results and Program Evaluation

A. Logic Model

SPLAS has completed and attached HUD's Logic Model (HUD-96010), identifying activities, outcomes, outputs and methods and measures to assess progress, evaluate program effectiveness and identify program changes necessary to improve performance.

The Logic Model identifies activities corresponding to the activities delineated and described in the attached Statement of Work:

- 1) the activity "Education- develop training materials" corresponds to reviewing and updating the Initiative Procedural Manual, described below, to aid in training program staff to carry out the proposed initiative activities;
- 2) the activity "Education- development of new activities/materials" captures reviewing and updating written Fair Housing educational materials to be distributed to members of protected classes and the public, grass roots and faith-based organizations, human service agencies, disabled and minority advocacy groups, public housing authorities and Section 8 landlords, attorneys and other organizations; reviewing and updating the Fair Housing Claim Kit for members of the public; and reviewing and updating the Fair Housing informational pamphlet for distribution to the public;
- 3) the activity "Outreach- expand mailing list" corresponds to encouraging participation by grass roots and faith-based institutions and updating the mailing directory of participating organizations;
- 4) the activity "Education- design/develop computer tutorial" refers to the action of reviewing and updating Power Point presentations on Fair Housing law for the educational symposia/informational meetings to be conducted;
- 5) the activity "Workshops- community meetings/workshops" tracks the conducting of 100 educational symposia and informational meetings throughout the service area;

- 6) the activity “develop website content” captures the review and updating of written Fair Housing materials posted to SPLAS, PaLawHelp and Palegalservices websites;
- 7) the activity “Legal- referrals to Legal Aid” corresponds to maintaining a Fair Housing Hotline through which callers will receive general recorded information on Fair Housing and the opportunity to speak with a program attorney who will determine if there are additional housing or other related issues that could be evaluated, and arrange for further legal assistance as may be requested;
- 8) the activity “Outreach- identify/participate networking groups” corresponds to establishing a Fair Housing network of 30 governmental, social agency, housing agency, community organizations and faith-based institutions to develop and coordinate expanded outreach activities and expedite referrals;
- 9) the activity “Outreach- media spots” identifies the coordination and participation in Comcast Community Spot Light interview to be aired on HLN during Fair Housing Month;
- 10) the activity “Complaints- complaint intake” corresponds to the service of assisting clients in reviewing, preparing and filing Fair Housing complaints with HUD and the Pennsylvania Human Relations Commission;
- 11) the activities “Outreach- outreach to disability support organizations,” “Outreach- materials produced in non-English languages,” and “Outreach- press release” correspond to the actual service to be provided;
- 12) the activity “Outreach- Fair Housing Month town hall meetings” corresponds to the six Fair Housing Month events scheduled;
- 13) the activity “Outreach- Outreach to legal community to educate on trends in Fair Housing cases” corresponds to the community outreach events targeted to attorneys;

14) the activity “Policy Priority- AFFH- Provide information to households on discriminatory housing practices” corresponds to the provision of information on recognizing and avoiding discriminatory housing practices at the 125 community events scheduled;

15) the activity “Policy Priority- Capacity Building- Disseminate best practices to increase knowledge of successful practices that result in more open and diverse communities” corresponds to the provision of best practices at three scheduled community events.

B. Evaluation

SPLAS will monitor and evaluate the West Penn EOI from two perspectives: 1) the timing and completeness of each action required by the implementation plan - "Implementation Monitoring"; 2) the success of the program in meeting all output and outcome targets - "Impact Measurement".

While there will be overlap in evaluating these elements, the procedures utilized and responses to interim evaluative findings will be somewhat distinctive. Required HUD Quarterly Reports and the Final Report will document the findings.

1. Implementation Monitoring:

██████████ will be primarily responsible for the ongoing implementation of the West Penn EOI. The Statement of Work (SOW), activities list, and Logic Model targets will govern implementation.

During the first month of the FY 2010 grant, ██████████ will review and update the Initiative Procedural Manual, outlining for each element in the plan the required procedures, outputs, and projected outcomes. All staff will be guided by the Manual in providing educational/outreach services.

Throughout the grant period, ██████████ will monitor implementation, evaluating, on a functional basis, the degree to which the West Penn EOI is proceeding in conformity with the plan. The monitoring will involve three elements: 1) direct observation of educational symposia and information meetings by partner program staff; 2) informal talks with staff and with attendees regarding achievements/problems with events; 3) bi-monthly conferences with West Penn EOI staff to share findings regarding events, development of relations and additional feedback staff will receive from

interaction with "targeted participants" (members of protected class; agencies, institutions, advocacy groups, lawyers). Predicated on those findings, adjustments will be made to improve the functioning and quality of West Penn EOI outputs/outcomes including, e.g., refining, modification of, adding new components to educational/symposia, informational meeting materials; modifying structure/approach/number/location/timing of the symposia/meeting formats; modifying, revising other printed materials; and modification of project objectives.

2. Impact Measurement:

The effectiveness of the West Penn EOI will be quantified regarding outputs/outcomes and qualitatively evaluated as to the positive change in both recognition and utilization of Fair Housing rights and remedies. The Logic Model delineates the types of Measurement Reporting Tools to be employed to provide the data from which to effect such assessments. The tools will be designed to optimize the value of that data.

To evaluate the effectiveness of the educational symposia/information meeting component, quantitative results will be derived from a variety of instruments: number of events held in each county (tally); for the region as a whole (tally); number of individuals in attendance at each event (sign-in sheet); appropriate tools employed to measure qualitative outcome (pre- and post-survey instruments distributed among and collected from participants drafted with a scalar model to determine increase in awareness/knowledge/comprehension of Fair Housing laws resulting from event). More general surveys on attendee evaluation of quality/utility of event and materials provided (in particular, Fair Housing Claim Kit), problems identified, recommendations offered will also be utilized to measure effectiveness and modify, where appropriate, format or content.

Similar surveys will be conducted after 45 and 330 days among attorneys, agencies, grassroots and faith-based institutions, and advocate groups with whom the West Penn EOI will network to measure the impact of the discrete symposia/informational meetings and other media efforts on general community awareness.

Finally, SPLAS will periodically review each Partner program's own intake/representation records and contact the Pittsburgh and Philadelphia HUD regional offices to quantify any addition in Fair Housing related inquiries/filing of Complaints and evidence of greater awareness among the protected class regarding Fair Housing rights and remedies.

West Penn EOI projects 1,050 individuals, including 400 members of the public, 550 community service members and 100 attorneys, will benefit from the services provided at the 125 educational symposia and informational meetings produced throughout the service area. The time frame for accomplishment of proposed activities is delineated in the Logic Model and Statement of Work, and all activities will be completed within one year. The effort of SPLAS and its Partners to present program activities throughout the service area, structured on a collaborative model with grass roots and faith-based organizations throughout the area, will continue a comprehensive regional program to increase community awareness of Fair Housing rights and remedies, and increase the number of Fair Housing complaints filed from the region with HUD.

C. Proposed Statement of Work

Attached to this narrative is the West Penn EOI's proposed Statement of Work (SOW). In implementing the provisions of the SOW, West Penn EOI agrees to undertake the following activities in accordance with its application for funding under the Education and Outreach Initiative (EOI) - Regional/Local Community Based Application for a twelve month project commencing on day one of the grant, in the defined geographic area of twenty-four counties in the Commonwealth of Pennsylvania:

1. Review and update written Fair Housing educational and training materials to audiences of members of the protected classes and the public; grass roots and faith-based organizations, human service agencies, disabled and minority advocacy groups, other organizations (e.g. domestic violence and sexual assault organizations that have frequent contact with protected class

members), and public housing authorities, Section 8 landlords, real estate agents, and others subject to Fair Housing regulation; and attorneys.

2. Develop written Fair Housing educational and training material to audiences of members who are visually impaired and those whose primary language is Spanish.
3. Review and update the Fair Housing Claim Kit for attendees of the informational meetings and persons that contact the Partner programs.
4. Review and update the Fair Housing Litigation Kit and Fair Housing Intake Kit.
5. Update and produce Power Point presentations on Fair Housing for 125 educational symposia and informational meetings.
6. Train all partner intake staff on the Fair Housing Intake Kit and referral process.
7. Encourage participation by grass roots and faith-based institutions and update a mailing directory of participating organizations.
8. Conduct 125 educational symposia and informational meetings on Fair Housing, to an audience of 400 members of protected classes and the public, 550 community service providers and 100 attorneys. Schedule geographic locations and organizations and populations not visited in the EOI grant period of FY 2009, such as mental health provider groups.
9. Conduct three community events during Fair Housing Month in April, 2011 in Westmoreland, Bedford, and Erie Counties; [three additional, already planned events will be conducted with FY 2009 funds in Centre, Beaver and Washington Counties; if FY 2010 funding commences in mid-April, or later, three additional events will be conducted in April 2012 in additional counties within the targeted region]; each event to have a guest speaker, with Fair Housing community education materials and Fair Housing Claim Kits available to attendees.
10. All West Penn EOI staff will conduct specific community outreach targeting minority populations living in enclaves within the Targeted Rural Region to provide Fair Housing Education and Outreach.

11. All West Penn EOI staff involved will distribute written Fair Housing educational and training materials to audiences of members of the protected classes and the public; grass roots and faith-based organizations, human service agencies, disabled and minority advocacy groups, other organizations (e.g. domestic violence and sexual assault organizations that have frequent contact with protected class members), and public housing authorities, Section 8 landlords and others subject to Fair Housing regulation; and attorneys; distribute a Fair Housing Claim Kit to attendees of the informational meetings and persons that contact the Partner programs.
12. Update the web component to post written Fair Housing materials to SPLAS, palawhelp.org and palegalservices.org websites.
13. Maintain the Fair Housing Hotline to include general recorded information on Fair Housing and the means to contact Partner programs for assistance, obtain a Fair Housing Claim Kit and to be forwarded to an Initiative attorney for telephonic review of Fair Housing and other related matters and an office appointment, if appropriate.
14. With the assistance of Comcast, produce one media presentation on the Fair Housing Act.
15. Develop Fair Housing Press Kits to be used by radio and print media.
16. Maintain a Fair Housing Network of 30 governmental, social agencies, housing agencies, community organizations and faith-based institutions throughout the service area to develop and coordinate expanded outreach activities and expedite referrals to HUD, PHRC and/or the West Penn EOI/Partners for legal aid in identifying, investigation and enforcement through administrative and judicial fora of Fair Housing claims.
17. Assist clients in reviewing and preparing Fair Housing complaints and in referring Fair Housing complaints to HUD and the Pennsylvania Human Relations Commission.

SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES, INC.

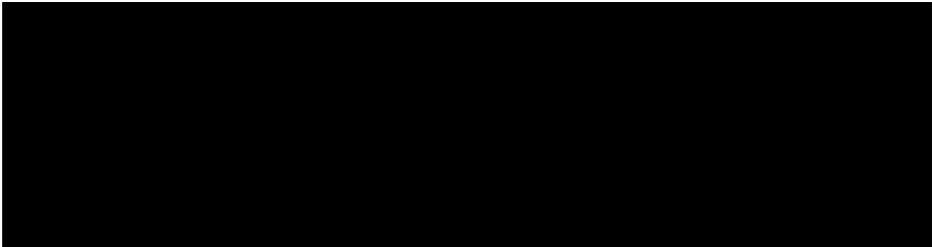
TWELVE MONTH – PROPOSED STATEMENT OF WORK-ADMINISTRATIVE TASKS

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
1. Letter notifying partner programs of Grant award.	Copy of letter.	5 days by [REDACTED], [REDACTED], SPLAS Executive Director.	GTR/GTM
2. Assignment of SPLAS project personnel: confirm with each legal services Partner program assignment of personnel identified in grant, or designate replacement personnel.	Names of persons assigned, position, and hours to be spent weekly.	30 days by [REDACTED] [REDACTED]	GTR/GTM
3. Complete HUD-27061 Racial and Ethnic Data Reporting Form.	Submit Reporting Form.	Quarterly by [REDACTED].	GTR/GTM
4. Complete SF-269A Financial Status Report and Written Quarterly Status Report on All Activities.	Submit SF-269A and copy of written report.	Quarterly by [REDACTED]	GTR/GTM
5. Complete HUD-2880 Disclosure Statement.	Submit Disclosure Statement.	Completed when changes occur by [REDACTED].	GTR/GTM
6. Submit Indirect Cost Rate Proposal request.	All documents necessary for indirect cost rate allocation backup.	40 days and, as changes occur, by [REDACTED].	GTR/GTM
7. Voucher Payment.	Submit payment request to LOCCS.	Per payment schedule by [REDACTED].	LOCCS
8. Complete Listing of Current or Pending Grants/Contracts/ Other Financial Agreements.	Submit Listing for Recipient.	45 days, and at end of grant term, by [REDACTED].	GTR/GTM

<p>9. Report on project progress through completion and submission of the HUD approved eLogic Model.</p>	<p>Submission of completed eLogic Model.</p>	<p>Quarterly by [REDACTED].</p>	<p>GTR/GTM</p>
<p>10. Prepare and Submit Draft of Final Report, including HUD 96010.</p>	<p>Submit Draft of Report. Report eLogic Model reporting short- and intermediate-term outputs and outcomes as contained in the eLogic Model submitted and approved in grant agreement. Report and eLogic Model will identify results and benefits to date of work accomplished under FHIP award. eLogic Model will include attachment that addresses management questions applicable to the SPLAS work program. Complaint and testing activities will provide data on complaints received and tests conducted by basis, issues and outcomes. This will include number of credible, legitimate complaints filed with HUD, a State or local Fair Housing Agency, Department of Justice or private litigator, and types of relief/results.</p>	<p>30 days before end of Grant term by [REDACTED].</p>	<p>GTR/GTM</p>
<p>11. Complete Final Report and Provide copies of all Final Products not previously submitted.</p>	<p>Submit copy of Final Report, including a final Logic Model with all outputs and outcomes identified and management questions responded to. Submit all Final products not previously submitted to GTR and GTM.</p>	<p>90 days after end of Grant term by [REDACTED].</p>	<p>GTR/GTM</p>

12. Submit 2 copies of Final report and all Final program products produced under the Grant (with diskette, where feasible) to HUD.	Submit detailed description of items submitted to GTR and GTM.	90 days after end of Grant term by [REDACTED].	GTR/GTM
---	--	--	---------

KEY PERSONNEL



SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES, INC.
TWELVE MONTH – PROPOSED STATEMENT OF WORK –
PROGRAM TASKS

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
13. Review and update Initiative Procedural Manual, outlining for each proposed activity required procedures, outputs and projected outcomes. Revision as necessary	Submit revisions as made, for approval.	30 days by [REDACTED].	GTR/GTM
14. Review and update Fair Housing informational program materials (including Power Point) for members of protected classes, and public, providing an overview of Fair Housing laws and materials for utilization by individuals who wish to file a complaint.	Submit copy of revisions for approval.	45 days by [REDACTED].	GTR/GTM
15. Review and update Fair Housing education/training materials (including Power Point) for grass roots and faith-based institutions, human service agencies, disabled and minority advocacy groups, other organizations (e.g. domestic violence and sexual assault organizations) that have frequent contact with protected class members, public housing authorities, Section 8 landlords and others subject to Fair Housing regulation.	Submit copy of written materials for approval.	30 days by [REDACTED].	GTR/GTM
16. Review and update Fair Housing	Submit copy of written materials	45 days, and ongoing, by	GTR/GTM

education/training materials (including Power Point) for private attorney audience.	for approval.	██████████.	
17. review and update customized materials which define Fair Housing rights and protections, identify remedies, and explain how to file a complaint.	Submit copy of materials for approval.	40 days, and ongoing, by ██████████.	GTR/GTM
18. Maintain Fair Housing Network of 30 governmental, social agencies, housing agencies, community organizations and faith-based institutions to expand outreach activities and expedite referral of complaints to HUD, PHRC and/or Fair Housing EOI Partners for legal aid in identification, investigation and enforcement of Complaints.	Submit names and addresses of organizations contacted, and agreeing to collaborate.	Ongoing by ██████████.	GTR/GTM
19. Update mailing directory of community agencies, advocate groups, grass roots and faith-based institutions.	Submit copy of directory.	45 days, and ongoing, by ██████████.	GTR/GTM
20. Print and distribute 10,000 copies of Fair Housing informational pamphlet.	Submit copy of pamphlet for approval.	45 days by ██████████.	GTR/GTM
21. Review and update Fair Housing Claim Kit to be distributed to individuals attending Fair Housing education/training events, or otherwise reporting a possible Fair Housing violation.	Submit copy of Claim Kit for approval.	50 days by ██████████.	GTR/GTM
22. Prepare translated materials as requested for non-English speaking and visually impaired	Submit copies of translated materials.	60 days by ██████████.	GTR/GTM

attendees.		(Spanish Materials)	
23. Review and update Intake Kits for Partner agencies.	Submit copies of intake kit materials for approval.	60 days, by [REDACTED].	GTR/GTM
24. Training Partner agencies on Intake Kits	Submit copies of training materials and list of training attendees.	60 days, by [REDACTED].	GTR/GTM
25. Development of Press Kits.	Submit copies of press kit materials for approval.	65 days by [REDACTED].	GTR/GTM
26. Review and update Litigation Kits	Submit copies of litigation kit for approval.	75 days by [REDACTED].	GTR/GTM
27. Review and update dedicated section on SPLAS website to include Fair Housing written materials, including Fair Housing Claim Kit, and detailed information on contacting each partner program for assistance. Replicate information to PaLawHelp and Palegalservices websites.	Submit copy of web pages.	60 days, and ongoing, by [REDACTED].	GTR/GTM
28. Maintain dedicated Fair Housing Hotline, to include general recorded information on Fair Housing law, means of contacting partner programs for assistance, and means of obtaining the Fair Housing Claim Kit. Callers will be afforded opportunity to speak with a program attorney who will determine if there are additional housing or other related issues that need to be evaluated; program will provide additional services as requested.	Submit transcript of recorded presentation.	60 days by [REDACTED].	GTR/GTM
29. Prepare list of	Submit list of	45 days by	GTR/GTM

community locations at which education and training events will be held.	community organizations.	██████████.	
30. Conduct a specific community outreach targeting minority population enclaves within the Targeted Rural Region to provide Fair Housing Education and Outreach	Submit list of persons contacted.	40 days by ██████████ and Partners program staff.	GTR/GTM
31. Conduct bi-monthly conferences with Initiative staff to review program implementation.	List of meeting dates, persons in attendance, topics of discussion.	Conducted bi-monthly by ██████████ with participation from all partner program staff.	GTR/GTM
32. Collaborate with partner programs to schedule dates and locations for 125 education/training events.	Submit list of dates and addresses for presentations as scheduled.	15 days by ██████████.	GTR/GTM
33. Publicize training events to public through existing media.	Copies of publicity materials, including press releases.	30 days before event by ██████████.	GTR/GTM
34. Conduct 125 educational/training presentations, (with at least two presentations in each county), with provision of written materials, to 400 members of the public, 550 community service providers, and 100 attorneys. Distribute written survey instrument to audience at beginning and conclusion of presentation. At conclusion, present each attendee with a card identifying the Fair	Submit attendance sheets. Submit data analysis of survey results.	Presentations conducted by ██████████ and Partner program staff.	GTR/GTM

Housing web location and Fair Housing Hotline, offer the Fair Housing Claim Kit for distribution, and answer individual questions.			
35. Observe and evaluate educational symposia and informational meetings conducted by partner program staff.	List of meeting dates, presenters, evaluation of presentations.	Monthly by Partner program staff, observed and evaluated by [REDACTED].	GTR/GTM
36. Conduct survey of private attorneys, agencies, grassroots and faith-based institutions and advocate groups to measure impact of project activities on general community awareness of Fair Housing.	Submit copy of survey instrument and tabulation of results.	45 and 330 days, by [REDACTED].	GTR/GTM
37. Coordinate six community events for Fair Housing Month to include speakers and community educational materials.	List of program dates and events to occur.	Held in April, 2011 and coordinated by [REDACTED] and Partner program staff.	GTR/GTM
38. Refer Fair Housing complaints to HUD and Pennsylvania Human Relations Commission. Assist client as requested in reviewing and preparing complaint for filing.	Report numbers of complaints referred, by county.	Ongoing by [REDACTED].	GTR/GTM
39. Report on results of specific community outreach targeting minority population enclaves within the Targeted Rural Region to provide Fair Housing Education and Outreach.	Submission of final report.	360 days by [REDACTED].	GTR/GTM
40. Develop plan for continuation of Fair	Submit copy of plan.	360 days by [REDACTED].	GTR/GTM

Housing education activities at conclusion of the Grant period.		██████.	
---	--	---------	--

BUDGET NARRATIVE WORKPLAN:

Following is the detailed budget narrative defining costs associated with the budget proposed by Southwestern Pennsylvania Legal Services pursuant to the funding request, Fair Housing Initiatives Program, Education and Outreach Initiative. Personnel costs include the salaries of SPLAS employees for time spent directly on project activities. Accurate, after-the-fact time records are submitted by SPLAS employees on a semi-monthly basis and are used to charge salaries and benefits to cost reimbursement awards. SPLAS uses a basis of 35 hours per week (1,820 hours annually) to equal one full-time equivalency (FTE), and uses a 40 hours per week (2,080 hours annually) to calculate the FTE for Program Managers.

1. **PERSONNEL (DIRECT LABOR):**

1.a. **[REDACTED], Program Manager:** Hours at 1,560 ([REDACTED] FTE of a 40 hour week, [REDACTED] FTE of a 35 hour week]) at a rate of [REDACTED] per hour: Cost projected is [REDACTED], of which \$26,650 is HUD share, [REDACTED] is an applicant match.

1.b. **[REDACTED], Program Assistant,** : Hours at 700 ([REDACTED] time allocated) at a rate of [REDACTED] per hour: Cost projected is [REDACTED] of which \$9,511 is HUD share, [REDACTED] is an applicant match.

1.c. **[REDACTED] Nestler, Program Supervisor:** Hours at 109 ([REDACTED] time allocated) at a rate of [REDACTED] per hour: Cost projected is [REDACTED] of which \$3,285 is HUD share, [REDACTED]8 is applicant match.

1.d. **[REDACTED], Technology Support:** Hours at 91 ([REDACTED] time allocated) at a rate of [REDACTED] per hour: Cost projected is [REDACTED], of which \$1,749 is HUD share, [REDACTED] is applicant match.

TOTAL PERSONNEL COST: [REDACTED], of which \$41,195 is HUD share, [REDACTED] is applicant match.

2. **FRINGE BENEFITS:**

Fringe benefits in total represent 35.5% of salary, calculated as follows:

2a. **FICA: .0765 to the base of \$ [REDACTED]**: Estimated cost is [REDACTED], of which \$3,144 is HUD share; [REDACTED] is applicant match.

2b. **Unemployment Compensation: .0052 to the base of [REDACTED]**: Estimated cost is [REDACTED] of which \$205 is HUD share; [REDACTED] is applicant match.

2c. **Health and Vision Insurance: .1874 to the of base of [REDACTED]**: Estimated cost is [REDACTED], of which \$7,856 is HUD share; \$ [REDACTED] is applicant match.

2d. **Life and Disability Insurance: .0306 to the base of [REDACTED]**: Estimated cost is [REDACTED] of which \$1,215 is HUD share; [REDACTED] is applicant match.

2e. **Retirement: .0553 to the base of [REDACTED] 4**: Estimated cost is \$ [REDACTED] of which \$2,195 is HUD share; \$ [REDACTED] is applicant match .

TOTAL FRINGE BENEFITS COST: [REDACTED], of which \$14,615 is HUD share, [REDACTED] 9 is applicant match.

3. **TRAVEL:**

Travel consists of mileage at the IRS rate of 51 cents per mile according to SPLAS' policy for the use of privately-owned vehicles for project-related travel. Travel will consist of 10,000 miles, including all mileage to and from education and outreach events conducted by SPLAS and partners.

Travel also includes the required \$8,000 allowance for required HUD-sponsored mandatory or approved training to be paid using HUD funds. Although locations for HUD-required or approved trainings are unknown at this time, Washington, D. C. per diem and other related travel costs are used in this budget as an example.

TOTAL TRAVEL COST: [REDACTED], \$13,100 is allocated to HUD cost, [REDACTED] to applicant match.

- 4. **EQUIPMENT:** NONE
- 5. **SUPPLIES AND MATERIALS:** NONE
- 5.a. **Consumable Supplies:** NONE

5.b. **Non-Consumable Supplies:** NONE

TOTAL SUPPLIES AND MATERIALS COSTS: NONE

6. **CONSULTANTS:** NONE

7. **CONTRACTS AND SUBGRANTEES:**

Contracts and Sub-grantees include SPLAS' Partners in the West Penn EOI:

7.a. **Laurel Legal Services:** Hours at 64 at a rate of [REDACTED] per hour: Cost projected is [REDACTED]0, of which \$3,200 is HUD share, [REDACTED] is an applicant match.

7.b. **Neighborhood Legal Services Association:** Hours at 64 at a rate of [REDACTED] per hour: Cost projected is [REDACTED], of which \$3,200 is HUD share, [REDACTED] is an applicant match.

7.c. **Northwestern Legal Services:** Hours at 64 at a rate of [REDACTED]0 per hour: Cost projected is [REDACTED], of which \$3,200 is HUD share, [REDACTED] is an applicant match.

7.d. **MidPenn Legal Services:** Hours at 64 at a rate of [REDACTED] per hour: Cost projected is [REDACTED], of which \$3,200 is HUD share, [REDACTED] is an applicant match.

7.e. **Beaver County Fair Housing Office:** Hours at 36 at a rate of [REDACTED] per hour: Cost projected is \$[REDACTED], of which \$1,800 is HUD share, [REDACTED] is an applicant match.

7.f. **Voices for Independence:** Hours at 36 at a rate of [REDACTED]0 per hour: Cost projected is [REDACTED], of which \$1,800 is HUD share, [REDACTED] is an applicant match.

7.g. **Disability Options Network:** Hours at 36 at a rate of [REDACTED] per hour: Cost projected is [REDACTED], of which \$1,800 is HUD share, [REDACTED] is an applicant match.

7.h. **Center for Independent Living of South Central Pennsylvania:** Hours at 36 at a rate of \$50.00 per hour: Cost projected is \$1,800, of which \$1,800 is HUD share, \$0 is an applicant match.

7.i. **Three Rivers Center for Independent Living:** Hours at 36 at a rate of [REDACTED] per hour: Cost projected is [REDACTED] of which \$1,800 is HUD share, [REDACTED] is an applicant match.

7.j. **Tri-County Patriots for Independent Living:** Hours at 36 at a rate of [REDACTED] per hour: Cost

projected is \$1,800, of which \$1,800 is HUD share, \$0 is an applicant match.

TOTAL SUBCONTRACTOR COST: \$23,600, with \$23,600 in HUD share and \$0 in applicant match.

8. CONSTRUCTION COST:

8.a. **Administrative and Legal Expenses:** NONE

8.b. **Land, etc.:** NONE

8.c. **Relocation Expenses and Payments:** NONE

8.d. **Agricultural and Engineering Fees:** NONE

8.e. **Other Agricultural and Engineering Fees:** NONE

8.f. **Project Inspection Fees:** NONE

8.g. **Site Work:** NONE

8.h. **Demolition:** NONE

8.i. **Construction:** NONE

8.j. **Equipment:** NONE

8.k. **Contingencies:** NONE

8.l. **Miscellaneous:** NONE

TOTAL CONSTRUCTION COSTS: NONE

9. OTHER DIRECT COSTS:

9.a. Tri-fold Brochures:

10,000 at \$0.24 per Brochure: \$2,400

Written Presentations:

100 at \$1.24 per Presentation: \$124

Procedure Manuals:

20 at \$5.30 per Manual: \$106

FH Claim Kits:

1,000 at \$0.75 per Claim Kit: \$750

Intake Kits

1,000 at \$0.75 per Claim Kit: \$750

Litigation Kits

524 at \$0.75 per Claim Kit: \$393

Surveys:

700 at \$0.17 per Survey: \$119

Web Design:

30 at \$30.00 per Design: \$900

Telephone Hotline:

1 at \$1,196: \$1,196

Fair Housing Month Materials:

Materials from FHAP agency \$1,500

Advertising:

Comcast interview \$4,750

Telephone:

1 at \$1,200: \$1,200

Postage

1 block at \$1,000 per block \$1,000

TOTAL OTHER DIRECT COST: \$56,942, \$8,942 is HUD share, \$48,000 is other.

TOTAL DIRECT COSTS: \$ [REDACTED], \$101,452 is HUD share, \$ [REDACTED] is applicant match, \$ [REDACTED] is other.

10. INDIRECT COSTS:

HUD PROVISIONAL RATE IS 40.77%. Based upon the sum of personnel cost and fringe benefits, the base is \$83,108. The provisional rate is applied to the sum of the personnel and fringe

benefits cost of each funding source to calculate the indirect rate attributable to each. Estimated cost is \$ [REDACTED] which is allocated as follows: \$23,548 HUD share, \$ [REDACTED] Applicant match.

TOTAL ESTIMATED PROJECT COST: \$ [REDACTED]: of which \$125,000 is HUD Share, \$ [REDACTED] Applicant Match, \$ [REDACTED] is other.

Additional Budget Information

Cost-effectiveness of the program:

From the cost perspective alone, the West Penn EOI is cost-effective, given the level of compensation provided the staff - particularly the numerous highly qualified professionals comprising the legal component - and the substantial percentage of leveraged funds from outside sources that will increase expenditures while optimizing the project's outcome. From a cost/benefit perspective, West Penn EOI's utilization of highly experienced existing program staff members working out of well-established offices strategically placed throughout the 24 counties will continue to provide effective implementation without significant expenditure of funds, and will reduce travel costs that otherwise would be expended if commenced from a more centralized, less dispersed provider structure. Salary and benefit costs are based upon the pro rata share of such costs that are attributable to the time spent on West Penn EOI activities. [REDACTED], Fayette County Staff Attorney, will continue as Program Manager on a 75% FTE of a 40 hour week, [85% FTE of a 35 hour week] (1,560 hours) basis. [REDACTED], Fayette County Paralegal, will assist [REDACTED] in management of the West Penn EOI on a 38% FTE (700 hours) basis. [REDACTED], Washington County Managing Attorney, will provide general administrative oversight on a 6% FTE (109 hours) basis. [REDACTED] Washington County, Staff Attorney, will provide technical support on a 5% FTE (91 hours) basis.

Partner program staff will provide services within their local county/counties to maximize cost-effectiveness through minimizing travel costs to community outreach sites and communication costs, while utilizing existing contacts with the grass roots and faith-based institutions within their areas to facilitate service provision, including Laurel Legal Services, 64 hours; Neighborhood Legal Services Association, 64 hours; Northwestern Legal Services, 64 hours, MidPenn Legal Services, 64 hours, Beaver County Fair Housing Office, 36 hours; Voices for Independence, 36 hours; Disability Options Network,

36 hours; Center for Independent Living of Central Pennsylvania, 36 hours; Three Rivers Center for Independent Living, 36 hours; and Tri-County Patriots for Independent Living, 36 hours.

For each project member the budget identifies total hours to be provided in service activities, an hourly rate, an estimated cost, a federal cost and an in-kind cost.

Travel time is based on an estimate as to the total travel necessary from the staff member's office to the community outreach sites at which the proposed educational symposia and informational meetings shall take place, at the federal mileage rate of \$0.51, consistent with Federal Travel regulations.

Training costs are the pre-designated cost of \$8,000 for HUD-sponsored training required of and provided to all awardees.

Materials and printing costs are a vendor-quoted price per cost of printing for the numbers of copies of materials (tri-fold brochures, 10,000 copies at \$0.30, total cost \$5200; enforcement procedure manuals, 20 copies at \$5.30, for total cost of \$106; written transcripts of the Power Point presentation (labeled "written presentation" in the Budget form), 100 copies at \$1.24 for total cost of \$124; Fair Housing Claim Kits, 1000 copies at \$0.75 for total cost of \$750; Fair Housing Intake Kits, 1000 copies at \$0.75 for total cost of \$750; Fair Housing Litigation Kits, 524 copies at \$0.75 for total cost of \$750; and surveys, 700 copies at \$0.17 for total cost of \$119) proposed in the Statement of Work and narrative of program activities. The web design cost is an estimate of the total cost necessary to develop a web component to post written Fair Housing enforcement materials to existing web sites as called for in the Statement of Work. Telephone Hotline cost is an estimate of the costs required to pay for the telephone equipment and service required to operate the Fair Housing Hotline proposed as a part of the Statement of Work.

This project utilizes a proposed indirect cost rate of 40.77%.

The budget includes no costs for equipment, consultants or subcontractors. The total cost of the project is [REDACTED], of which the federal share is \$125,000.

Financial Management Capacity

SPLAS, principal agency and administrator of the program, has a distinguished record of professional and competent financial management over the past four decades. Effective budgetary planning, stringent accounting policies and internal controls, embodied in its Financial Management Manual, updated in 2008, govern financial management/accounting. Currently, the program oversees a budget of \$2.4 million, with accounting responsibility for 23 different grants/contracts. Since 1982, SPLAS has effectively administered sub-contracts with each of the county bar associations in its service area. In administering grants, SPLAS effectively complies with funders requirements and generally accepted accounting standards, including those of OMB Circular A-133. SPLAS' Board of Directors, comprised of attorneys and client representatives from the four counties served, exercises fiduciary oversight of program financial management through its Budget and Audit Committee which reviews and approves all grant applications, budgets and revisions.

NOTE ON PREFERENCE IN APPLICATION FOR PEI AND EOI FUNDING: *Predicated on SPLAS' success in implementing both the West Penn EOI (FY 2007, FY 2009) and the West Penn PEI (FY 2009) - both of which fill crucial needs in ensuring effective awareness, access and/or utilization of Fair Housing rights and remedies – SPLAS is submitting applications for both FY 2010 EOI and FY 2010 PEI Funding. In the event both are awarded grants – given HUD's policy limiting only one type of grant to an applicant – SPLAS would place a preference on accepting the PEI grant, which permits essential testing and enforcement while allowing for a significant degree of education and outreach.*

Grant Application Detailed Budget Worksheet

(Exp. 03/31/2011)

Name and Address of Applicant:	Southwestern Pennsylvania Legal Services, Inc. 10 West Cherry Ave. Washington, PA 15301	Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.
---------------------------------------	---	--

Category Detailed Description of Budget (for full grant period)											
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual											
FH Prog. Man. Jennifer Sinclair 75% of FTE	1,560	\$25.40	\$39,624	\$26,650							
FH Prog. Sup. Joan Reed 38% of FTE	700	\$20.28	\$14,196	\$9,511							
FH Prog. Sup. G. Clayton Nestler 6% of FTE	109	\$44.98	\$4,903	\$3,285							
FH Tech Specialist Kristie Horrell 5% of FTE	91	\$28.69	\$2,611	\$1,749							
Total Direct Labor Cost			\$61,334	\$41,195		\$0	\$0	\$0	\$0	\$0	\$0
2. Fringe Benefits	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
FICA	7.65%	\$61,334	\$4,692	\$3,144							
PA Unemployment	0.52%	\$61,334	\$319	\$205							
Health Insurance	18.74%	\$61,334	\$11,494	\$7,856							
Life Insurance	3.06%	\$61,334	\$1,877	\$1,215							
Retirement	5.53%	\$61,334	\$3,392	\$2,195							
Total Fringe Benefits Cost			\$21,774	\$14,615		\$0	\$0	\$0	\$0	\$0	\$0
3. Travel	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
3a. Transportation - Local Private Vehicle											
POV	10000	\$0.510	\$5,100	\$5,100	\$0						
Subtotal - Trans - Local Private Vehicle			\$5,100	\$5,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
HUD Sponsered Training			\$8,000	\$8,000							
Subtotal - Transportation - Airfare			\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Per Diem or Subsistence			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Travel Cost			\$13,100	\$13,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4. Equipment (Only items over \$5,000 Depreciated va	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Total Equipment Cost			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Consumable Supplies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Non-Consumable Materials			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Supplies and Materials Cost			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Total Consultants Cost			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Laurel Legal Services	64	\$50.00	\$3,200	\$3,200	\$0						
Neighborhood Legal Services	64	\$50.00	\$3,200	\$3,200	\$0						
Northwestern Legal Services	64	\$50.00	\$3,200	\$3,200	\$0						
MidPenn Legal Services	64	\$50.00	\$3,200	\$3,200	\$0						
Beaver County	36	\$50.00	\$1,800	\$1,800	\$0						
Voices for Independence	36	\$50.00	\$1,800	\$1,800	\$0						
Disability Options Network	36	\$50.00	\$1,800	\$1,800	\$0						
Center for Independent Living	36	\$50.00	\$1,800	\$1,800	\$0						
Three Rivers Center for Ind. Living	36	\$50.00	\$1,800	\$1,800	\$0						
Tri-County Patriots for Ind. Living	36	\$50.00	\$1,800	\$1,800	\$0						
Total Subcontracts Cost			\$23,600	\$23,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

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

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
9. Other Direct Costs				Quantity	Unit Cost	Estimated Cost					
Item											
Tri-Fold Brochures	10,000	\$0.24	\$2,400	\$2,400	\$ -						
Written Presentations	100	\$1.24	\$124	\$124	\$ -						
Procedure Manuals	20	\$5.30	\$106	\$106	\$ -						
FH Kits	1,000	\$0.75	\$750	\$750	\$ -						
Surveys	700	\$0.17	\$119	\$119	\$ -						
Web Design	30	\$30.00	\$900	\$900	\$ -						
Telephone Hotline	1	\$1,200.00	\$1,200	\$1,200	\$ -						
Telephone	1	\$1,200.00	\$1,200	\$1,200	\$ -						
Comcast	100	\$465.00	\$46,500	\$0	\$ -					\$ 46,500.00	
Intake Kits	1,000	\$0.75	\$750	\$750	\$ -						
Postage	1	\$1,000.00	\$1,000	\$1,000	\$ -						
Litigation Kits	524	\$0.75	\$393	\$393	\$ -						
Material from FHAP	1	\$1,500.00	\$1,500	\$0	\$ -					\$ 1,500.00	
Total Other Direct Costs			\$56,942	\$8,942	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000
Subtotal of Direct Costs			\$176,750	\$101,452	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000
10. Indirect Costs				Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
Type											
HUD provisional indirect cost rate	40.77%	\$83,108.00	\$33,883	\$23,548							
Total Indirect Costs			\$33,883	\$23,548	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Estimated Costs (Subtotal Direct + Total Indirect)			\$210,633	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000

Grant Application Detailed Budget Worksheet

Detailed Description of Budget			
Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	\$ 61,334.00	29%
2	Fringe Benefits	\$ 21,774.00	10%
3	Travel	\$ 13,100.00	6%
4	Equipment	\$ -	0%
5	Supplies and Materials	\$ -	0%
6	Consultants	\$ -	0%
7	Contracts and Sub-Grantee	\$ 23,600.00	11%
8	Construction	\$ -	0%
9	Other Direct Costs	\$ 56,942.00	27%
10	Indirect Costs	\$ 33,883.00	16%
	Total:	\$ 210,633.00	100%
	HUD Share:	\$ 125,000.00	
	Match: (as percentage of HUD Share)		

form HUD-424-CBW (2/2003)

AFFIRMATIVELY FURTHERING FAIR HOUSING STATEMENT

The West Penn Rural Fair Housing Education and Outreach Initiative (“West Penn EOI”) will perform community education outreach activities designed to inform and educate individuals as to their rights under the Fair Housing Act, to prevent or eliminate practices adversely affecting the achievement of the goal of fair housing. As is more fully discussed in Factor 2 of this application, protected class members residing in the largely rural, expansive 24-county area of the proposed service area face several impairments to fulfillment of this goal, and to achievement of fair housing choice. These include the significant poverty of the area; the large size in area and lack of transportation; the greater concentrations of single-parent and disabled populations within the service area, compared to state and national averages; the absence of organizations, public or private, providing fair housing services within the service area; and the lack of knowledge by residents of the full panoply of rights guaranteed to them under state and federal fair housing laws. As is more fully described in Factors 2, 3 and 5, the West Penn EOI’s experienced staff of attorneys, independent living services advocates and fair housing enforcement officer will overcome these impediments by engaging in outreach and education activities to victims of housing discrimination, housing providers, and public officials, increasing knowledge of the rights and remedies available under the Fair Housing laws, and leading to greater enforcement. The West Penn EOI will affirmatively further Fair Housing by analyzing and eliminating housing discrimination in Western Pennsylvania, promoting Fair Housing choice for all persons, and fostering compliance with the nondiscrimination provision of the Fair Housing Act.

Affirmatively Furthering Fair Housing Plan

Southwestern Pennsylvania Legal Services, Inc. and its Partners in the West Penn Rural Fair Housing Education and Outreach Initiative (West Penn EOI) will affirmatively further Fair Housing by conducting the following activities with FY 2010 EOI funding:

(a) *analyzing and eliminating housing discrimination in the jurisdiction-* West Penn EOI staff will continue to partner with staff members of the West Penn Rural Fair Housing Protection and Enforcement Initiative (West Penn PEI) to develop educational outreach events incorporating examples of actual discrimination claims within the service area, increasing awareness that neighbors and fellow citizens, similarly situated, have successfully contested discrimination, and encouraging outreach attendees, now informed as to their rights and remedies, to come forward to identify and fight their discrimination;

(b) *promoting fair housing choice for all persons-* SPLAS and its Partners will conduct 100 education outreach events throughout the 24 county region, identifying individual rights and remedies available under fair housing laws and providing practical advice to facilitate the ability of individuals to pursue fair housing complaints;

(c) *fostering compliance with the nondiscrimination provisions of the Fair Housing Act-* the greater education of the public as to the rights and remedies available under fair housing laws, including exposition of actual cases, that will be produced through the West Penn EOI's outreach events will cause potential violators to forego discrimination, thereby fostering greater compliance with the Act's nondiscrimination provisions.

WEST PENN RURAL FAIR HOUSING EDUCATION AND OUTREACH INITIATIVE

PROJECT ABSTRACT

Southwestern Pennsylvania Legal Services, Inc. (SPLAS), a provider of comprehensive legal assistance, representation, education and outreach for forty-three years, in coordination with four legal services program Partners (Neighborhood Legal Services Association, Laurel Legal Services, Northwestern Legal Services, and Mid Penn Legal Service), five Independent living services Partners (Tri-County Patriots for Independent Living, Voices for Independence, Center for Independent Living of Central Pennsylvania, Disability Option Network, Center for Independent Living of South Central Pennsylvania), and one County Fair Housing Office Partner (Beaver County Fair Housing Office) is applying to HUD for a Fair Housing Initiatives Program, Education and Outreach Initiative, Regional/Local Community Based Application, General Component (EOI) grant which will permit SPLAS and its Partners to expand the provision of community education outreach on the rights and guarantees of the Fair Housing Act to individuals who will be made aware of illegal acts affecting themselves or others in their community, because of their race, color, religion, national origin, sex, familial status or disability, and the rights available to them.

The 24 Pennsylvania counties targeted (Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Crawford, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington and Westmoreland) are situated within Appalachia, deemed to be a significant area of widespread unemployment, low per capita income and poverty. All of the counties reflect economic data significantly below the federal median. The only other agencies or governmental organizations providing education outreach services within the targeted service area are partner Beaver County Fair Housing Office, the Erie Human Relations Commission, the State College Community Development and Housing Division, and the City of Altoona Fair Housing Program.

Through this Initiative, which commenced with HUD funding in April 2010, SPLAS and its Partners will prepare and conduct community outreach events to audiences throughout the target area, including the public, community service providers, housing providers and local attorneys; maintain a protocol for referral of complaints of discrimination; refer complaints to HUD and the Pennsylvania Human Relations Commission; and conduct six special events recognizing and publicizing Fair Housing Month and the protections provided to protected classes under the Fair Housing Act.

Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used to encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

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

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

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

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

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

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

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

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Works Cited

Part A

- Question 5: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §503-A(c).
- Question 6: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §503-A(c), (d).
- Question 7: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §503-A(c), (d).
- Question 9: Pennsylvania Uniform Construction Code, Enacted Feb. 2005.
- Question 11: The jurisdiction is in the process of completing the Comprehensive plan.
- Question 15: Pennsylvania Uniform Construction Code, Enacted Feb. 2005, §501 and §502.
- Question 16: Pennsylvania Uniform Construction Code, Enacted Feb. 2005, §502.
- Question 17: Pennsylvania Uniform Construction Code, Enacted Feb. 2005, §502 and §504.

Part B

- Question 3: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005.
- Question 5: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §301(c).
- Question 6: Commonwealth of Pennsylvania Department of Community and Economic Development and the Governor's Center for Local Government Services.
- Question 7: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §503-A(c).
- Question 8: Pennsylvanian Municipalities Planning Code Act of 1968, P.L. 805, No. 247, 18th Edition, Feb. 2005, §503-A(d).

Question 10: Pennsylvania Uniform Construction Code, Enacted Feb. 2005.

Question 13: The Comprehensive Plan in Pennsylvania, 7th ed., August 2001.
<http://www.inventpa.com/default.aspx?id=145>



COMMUNITY DEVELOPMENT PROGRAM OF BEAVER COUNTY

December 2, 2010

Board of Commissioners
Tony Amadio, Chairman
Joe Spanik
Charles A. Camp

Department of Housing and Urban Development
Fair Housing Initiative Program
451 7th Street SW
Washington, DC 20410

COMMUNITY DEVELOPMENT
PROGRAM OF
BEAVER COUNTY

To Whom It May Concern:

I am writing to you on behalf of Southwestern Pennsylvania Legal Services, Inc. (SPLAS) and Neighborhood Legal Services Association (NLSA), to acknowledge that NLSA is located in and associated with the Beaver County, PA, a jurisdiction that is successfully removing regulatory barriers to affordable housing.

1013 Eighth Avenue
Beaver Falls, PA 15010

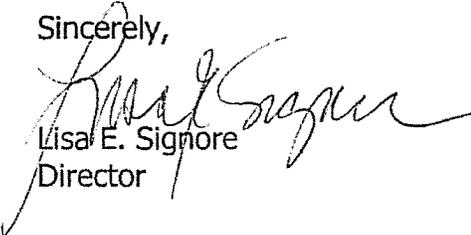
724-847-3889
800-339-0984
724-847-3861 FAX
www.cdbg.info

The Community Development Program is a department of Beaver County government that is responsible for the administration of programs funded by the US Department of Housing and Urban Development, PA Department of Public Welfare and PA Department of DCED. The Community Development Program develops Beaver County's Consolidated Plan and Annual Action Plans that set goals and processes intended to guide and direct physical, social and economic development within Beaver County.

Within the Community Development Program lies the Community Services Program that is the designated community action agency for the county.

This agency funds projects that are dedicated to servicing low-income communities and families and individuals that reside in them. An integral part of this support is the recognition of the importance of removing barriers to affordable and fair housing.

Sincerely,



Lisa E. Signore
Director



COUNTY OF ERIE
Department of Planning

Erie County Courthouse
140 West Sixth Street - Room 111
Erie, Pennsylvania 16501
Phone: (814) 451-6336
Fax: (814) 451-7000
TDD: (814) 451-7065
www.eriecountyplanning.org

Barry Grossman
County Executive

Jake S. Welsh
Director

December 10, 2010

Department of Housing and Urban Development
Fair Housing Initiative Program
451 7th Street SW
Washington, D.C. 20410

RE: Southwestern Pennsylvania Legal Services, Inc.; West Penn Fair Housing Protection and Enforcement Initiative and West Penn Fair Housing Education and Outreach Initiative; Erie County, Pennsylvania

To Whom It May Concern:

The Erie County Department of Planning has reviewed the project abstracts for two initiatives proposed by Southwestern Pennsylvania Legal Services, Inc. It is our understanding that these initiatives relate to the education, public outreach and enforcement of the Fair Housing Act, and will target 24 Pennsylvania counties, including Erie County.

Based on our review, it appears that both of these proposed initiatives are generally consistent with the Erie County Comprehensive Plan, as adopted. The Erie County Housing Plan recognizes housing as one of the most important factors influencing peoples' lives. Housing directly affects quality of life, and impacts health, safety and general welfare. The Fair Housing Act helps to ensure housing opportunities for all residents of our county.

The Erie County Department of Planning believes these initiatives have strong merit. We sincerely hope that the grant applications are approved so that Southwestern Pennsylvania Legal Services, Inc. may undertake these worthwhile projects.

Sincerely,

Jake S. Welsh, AICP
Director

Ted Kopas
Commissioner

Tom Balya
Chairman

Charles W. Anderson
Commissioner

Westmoreland County Pennsylvania

DEPARTMENT OF
PLANNING AND DEVELOPMENT
A DIVISION OF THE
WESTMORELAND DEVELOPMENT COUNCIL
FIFTH FLOOR, SUITE 520
40 NORTH PENNSYLVANIA AVENUE
GREENSBURG PA 15601



Telephone:
(724) 830-3600
FAX: (724) 830-3611
TDD: (724) 830-3802

December 2, 2010

U.S. Department of Housing and Urban Development
Fair Housing Initiative Program
451 Seventh Street, SW
Washington, DC 20410

To Whom It May Concern,

I am writing to you on behalf of Southwestern Pennsylvania Legal Services, Inc. (SPLAS) and Laurel Legal Services (LLS), to acknowledge that LLS is located in and associated with the County of Westmoreland in Pennsylvania. Westmoreland County is a jurisdiction that is successfully removing regulatory barriers to affordable housing through efforts such as the development and implementation of the Consolidated Annual Plan that addresses these issues. Much of the success Westmoreland County has had in this regard results from the fair housing initiatives implemented by the Westmoreland County Department of Planning and Development through its work with the Community Development Block Grant and HOME Investment Partnerships Programs.

The Westmoreland County Department of Planning and Development coordinates Westmoreland County's Comprehensive Plan which sets goals, policies and guidelines intended to guide and direct physical, social, and economic development within Westmoreland County. In addition, the County provides funding support for projects that prioritize low and moderate income families and complies with the U. S. Department of Housing and Urban Development's vision of removing regulatory barriers for affordable housing.

Sincerely,

A handwritten signature in black ink that reads "Bert Getto". The signature is written in a cursive, flowing style.

Bert Getto
Assistant Deputy Director



REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON

100 WEST BEAU STREET, SUITE 603, WASHINGTON, PENNSYLVANIA 15301



PHONE 724-228-6875
TOLL FREE 1-888-731-2154
FAX 724-228-6829

www.racw.net
redvelopment@racw.net

WILLIAM R. MCGOWEN
EXECUTIVE DIRECTOR

JOSEPH F. GOWERN, CHAIRMAN
ANN M. DUGAN
JOYCE D. ELLIS
ANGELO ARMENTI, JR.
JAY H. DUTTON

COUNTY COMMISSIONERS
LARRY MAGGI, CHAIRMAN
BRACKEN BURNS
DIANA L. IREY

December 14, 2010

U.S. Department of Housing and Urban Development
Fair Housing and Equal Opportunity
451 7th Street, S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing to you on behalf of Southwestern Pennsylvania Legal Services, Inc. (SPLAS), to acknowledge that SPLAS is located in and associated with Washington County, Pennsylvania, a jurisdiction that is successfully removing regulatory barriers to affordable housing through programs such as the Home Rehabilitation Program and Homebuyer Assistance Program, both intended to provide affordable housing for low- and moderate-income persons.

The Redevelopment Authority prepares Washington County's Consolidated Plan which is a comprehensive, integrated approach to planning and implementing Washington County's housing, community development, and economic development priority activities. The Redevelopment Authority supports programs that serve the low- and moderate-income persons. Further, the Redevelopment Authority works in conjunction with numerous social service agencies, including SPLAS, to prevent homelessness and improve the overall availability of affordable housing by removing regulatory barriers to affordable housing.

Sincerely,

William R. McGowen
Executive Director

WRM/vld



DEPARTMENT OF ADMINISTRATION

1301 12TH STREET, SUITE 100
ALTOONA, PA 16601-3491
(814) 949-2408

JOSEPH F. WEAKLAND
CITY MANAGER
manager@altoonapa.gov

December 2, 2010

U.S. Department of Housing and Urban Development
Fair Housing Initiative Program
451 Seventh Street, SW
Washington, DC 20410

To Whom It May Concern:

I am writing to you on behalf of Southwestern Pennsylvania Legal Services, Inc. (SPLAS) and MidPenn Legal Services (MPLS), to acknowledge that MPLS is located in and associated with the City of Altoona, a jurisdiction that is successfully removing regulatory barriers to affordable housing through efforts such as the development and implementation of the Consolidated Plan that addresses these issues. Much of the City of Altoona's success in this regard results from the work of the City's Department of Planning and Community Development.

The City of Altoona's Department of Planning and Community Development develops the Plan which sets goals, policies and guidelines intended to guide and direct physical, social and economic development within the City of Altoona. In addition, the Department provides funding support for projects that prioritize low and moderate income families and complies with the U.S. Department of Housing and Urban Development's vision of removing regulatory barriers for affordable housing.

Sincerely,

Joseph F. Weakland
City Manager





CITY OF JOHNSTOWN
Department Of Community
And Economic Development

City Hall
401 Main Street
Johnstown, PA 15901
814-533-2017
Fax: 814-539-5816

JAMES E. WHITE, DCED, Director

December 8, 2010

Department of Housing and Urban Development
Fair Housing Initiative Program
451 7th Street SW
Washington, DC 20410

To Whom It May Concern:

I am writing to you on behalf of Southwestern Pennsylvania Legal Services, Inc (SPLAS) and Laurel Legal Services to acknowledge that Laurel Legal Services has worked in cooperation with the Johnstown, PA., a jurisdiction that is successfully removing regulatory barriers to affordable housing, such as the annual development of the Consolidated Plan and Strategy for the City of Johnstown. Much of the City of Johnstown's success in this regard results from the work of the City's Department of Community and Economic Development.

The City of Johnstown's Department of Community and Economic Development develops the Annual Consolidated Plan which sets goals, policies and guidelines intended to direct physical, social and economic development within the City of Johnstown. In addition, my department funds projects that are dedicated to serve low to moderate income families and individuals that comply with the Department of Housing and Urban Development's vision of removing regulatory barriers to affordable housing.

Sincerely,

James E. White
Director

SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES

(LSC RECIPIENT NO. 339080)

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2010 AND 2009**



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
TABLE OF CONTENTS
JUNE 30, 2010 AND 2009**

INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF ACTIVITIES	4
STATEMENT OF FUNCTIONAL EXPENSES	6
STATEMENT OF CASH FLOWS	7
NOTES TO FINANCIAL STATEMENTS	8
SUPPLEMENTARY INFORMATION	
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	19
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	20
SCHEDULE OF PRIVATE ATTORNEY INVOLVEMENT EXPENDITURES RELATED TO LSC SUPPORT	21
SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS FOR LEGAL SERVICES CORPORATION GRANTS	22
SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS FOR PENNSYLVANIA LEGAL AID NETWORK	25
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	31
REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133	33
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	35



INDEPENDENT AUDITORS' REPORT

Board of Directors
Southwestern Pennsylvania Legal Services
Washington, Pennsylvania

We have audited the accompanying statement of financial position of Southwestern Pennsylvania Legal Services (a nonprofit organization) as of June 30, 2010, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The 2009 financial statements were audited by other auditors whose report dated October 26, 2009, expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with U.S. generally accepted auditing standards; Legal Services Corporation (LSC) "Audit Guide for Recipients and Auditors," as revised November 1997; LSC "Compliance Supplement for Audits of LSC Recipients" dated December 31, 1998; and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southwestern Pennsylvania Legal Services as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2010, on our consideration of Southwestern Pennsylvania Legal Services' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Board of Directors
Southwestern Pennsylvania Legal Services

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis, as required by the Office of Management and Budget Circular (OMB) A-133, Audits of States, Local Government and Non-Profit Organizations and funding source agreements, and is not a required part of the basic financial statements of Southwestern Pennsylvania Legal Services. The accompanying schedule of private attorney involvement expenditures related to Legal Services Corporation support, the schedule of support, revenue and expenses and changes in net assets for Legal Services Corporation Grants, and the schedule of support, revenue and expenses and changes in net assets for Pennsylvania Legal Aid Network are presented for purposes of additional analysis and are also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

A handwritten signature in cursive script that reads "J. Miller & Associates, LLC". The signature is written in black ink and is positioned above the printed name of the firm.

J. MILLER & ASSOCIATES, LLC
Philadelphia, Pennsylvania
October 26, 2010

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2010 AND 2009**

	<u>2010</u>	<u>2009</u>
ASSETS		
Cash		
Client Escrow Funds		
Accounts Receivable		
Legal Services Corporation		
Pennsylvania Legal Aid Network		
Other		
Prepaid Expenses		
Cash Value of Life Insurance		
Property and Equipment		
Total Assets		
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts Payable and Accrued Expenses		
Accrued Compensated Absences		
Client Trust Deposits		
Deferred Revenue		
Salary Continuation		
Total Liabilities		
NET ASSETS		
Unrestricted		
Temporarily Restricted		
Total Net Assets		
Total Liabilities and Net Assets		

See accompanying Notes to Financial Statements.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2010 AND 2009**

	2010				
	Temporarily Restricted				
	Unrestricted	Legal Services Corporation	All Other	Total	Total
SUPPORT AND REVENUE					
Grants and Contracts					
Contributions					
In-Kind					
Other					
Equitable Payments					
Interest					
Other income					
Net Assets Released from Restrictions					
Total Support and Revenue					
EXPENSE					
Program Services					
Management and General					
Fundraising					
Total Expense					
Change in Net Assets					
Net Assets - Beginning of Year					
NET ASSETS - END OF YEAR					

See accompanying Notes to Financial Statements.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2010 AND 2009**

	2009			
	Unrestricted	Temporarily Restricted		Total
		Legal Services Corporation	All Other	
SUPPORT AND REVENUE				
Grants and Contracts				
Contributions				
In-Kind				
Other				
Equitable Payments				
Interest				
Other income				
Net Assets Released from Restrictions				
Total Support and Revenue				
EXPENSE				
Program Services				
Management and General				
Fundraising				
Total Expense				
Change in Net Assets				
Net Assets - Beginning of Year				
NET ASSETS - END OF YEAR				

See accompanying Notes to Financial Statements.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
STATEMENTS OF FUNCTIONAL EXPENSE
YEARS ENDED JUNE 30, 2010 AND 2009**

	2010				2009			
	Program Services	Management and General	Fundraising	Total	Program Services	Management and General	Fundraising	Total
PERSONNEL EXPENSES								
Attorneys								
Paralegals								
Support Staff								
Law Students								
In-Kind Services								
Fringe Benefits								
Total Personnel Expenses								
OTHER EXPENSES								
Consultants and Contractors								
Travel								
Space Costs								
Consumable Supplies								
Equipment Rental and Maintenance								
Other Expenses								
Depreciation								
Total Other Expenses								
Total Expenses								

See accompanying Notes to Financial Statements.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2010 AND 2009**

2010

2009

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets

Adjustments to Reconcile Change in Net Assets to
Net Cash Provided by Operating Activities:

Depreciation

(Increase) Decrease in:

Client Escrow Funds

Accounts Receivable

Prepaid Expenses

Cash Value of Life Insurance

Increase (Decrease) in:

Accounts Payable and Accrued Expenses

Client Trust Deposits

Deferred Revenue

Accrued Compensated Absences

Salary Continuation

Net Cash Used by Operating Activities

CASH FLOWS FROM INVESTING ACTIVITIES

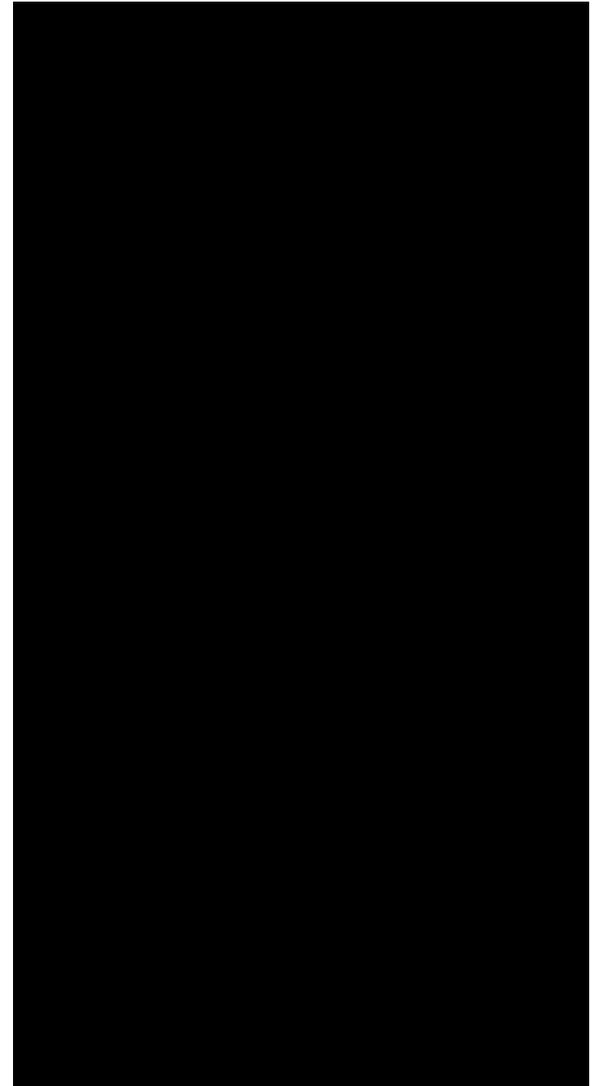
Purchase of Property and Equipment

Net Cash Used by Investing Activities

NET DECREASE IN CASH

Cash - Beginning of Year

CASH - END OF YEAR



SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

Southwestern Pennsylvania Legal Services (“SPLS”) is a nonprofit organization that provides civil legal representation for the poor and disadvantaged in Fayette, Greene, Somerset, and Washington counties. SPLS’s central office is located in Washington, Pennsylvania. SPLS is part of a statewide network of legal service providers serving all of Pennsylvania’s 67 counties. With its reliance on discretionary government funding, the philanthropic community, and the volunteer services of attorneys and others, it represents its targeted clientele in matters such as protection from abuse follow-up of governmental benefits including social security and food stamps, housing assistance, issues related to the youth and the aged, and other emerging civil matters.

SPLS is funded on a year-to-year basis through a contract with Pennsylvania Legal Aid Network (PLAN), formerly Pennsylvania Legal Services. Funding for the contract is provided by the Commonwealth of Pennsylvania with Commonwealth and Federal Title XX funds, Pennsylvania Interest on Lawyers’ Trust Account Program, and Access to Justice Act (AJA) funds. Additional funding is obtained from Legal Services Corporation (LSC), a nonprofit corporation organized by the U.S. Congress to administer a nationwide legal assistance program.

Basis of Accounting

SPLS reports on the accrual basis of accounting and accordingly has reflected all significant receivables, payables, and other liabilities. The financial statements and notes also incorporate applicable provisions of the Legal Services Corporation, *Accounting Guide for LSC Recipients*, consistent with U.S. generally accepted accounting principles.

Financial Statement Presentation

SPLS is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. SPLS has no permanently restricted net assets.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions

SPLS reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Grant Support

SLPS recognizes grant funds from LSC and certain other funders as grant related expenses are incurred. Funds remaining unexpended at the end of an accounting period are recorded in temporarily restricted net assets.

In accordance with a general LSC policy, SPLS may use unspent funds in future periods as long as expenses incurred are in compliance with the specified terms of the LSC grant, as defined. LSC may, at its discretion, request reimbursement for expenses or return of unexpended funds, or both, as a result of noncompliance by SPLS with the terms of the grant. In addition, if SPLS terminates its LSC grant activities, all unexpended funds are to be returned to LSC.

Accounts Receivable

SPLS provides an allowance for bad debts using the allowance method, which is based on management judgment considering historical information. In addition, an allowance is provided for other accounts when a significant pattern of uncollectibility has occurred. When all collection efforts have been exhausted, the accounts are written off against the related allowance. At June 30, 2010 and 2009, an allowance for doubtful accounts was not warranted.

Property and Equipment

Property, consisting of an office building, leasehold improvements, office furniture and equipment, and law library items, consisting of library books and multiple volume sets, have been recorded at cost. Expenditures and betterments that enhance property values are capitalized, while maintenance and repairs are expensed when incurred. Southwestern Pennsylvania Legal Services follows the practice of capitalizing all expenditures for property and equipment in excess of \$500. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, which range from 5 to 40 years.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment (Continued)

Property and equipment acquired with LSC funds are considered to be owned by SPLS while used in the program or in future authorized programs. However, LSC retains a reversionary interest in these assets as well as the right to determine the use of any proceeds from the sale of such assets.

Compensated Absences

Employees are permitted to carry over a pre-determined maximum number of unused vacation days from one fiscal year to the next. Employees receive payment for their unused vacation, up to that maximum, at termination SPLS has established a liability for unused vacation based on the aggregate maximum payable per employee.

Cash and Cash Equivalents

For purposes of the statement of cash flows, SPLS considers all highly liquid investments available for current use with an initial maturity of twelve months or less to be cash equivalents. The balances are insured by the Federal Deposit Insurance Corporation up to certain limits. At times, cash in bank may exceed FDIC insurable limits.

Income Taxes

SPLS is exempt from income tax as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and accordingly, no provision for income taxes is included in these financial statements. SPLS adopted the income tax standard for uncertain tax positions on July 1, 2009. The implementation of the standard had no effect on the net assets of SPLS. Should the tax-exempt status be challenged in the future, SPLS' 2007, 2008 and 2009 tax years are open for examination by the IRS.

Allocation of Expenses

In some cases, common expenses are incurred which support the work performed under more than one grant. Such expenses are allocated between SPLS and such other funding sources as agreed by these funding organizations or, in the absence of an agreement, on the basis which appears most reasonable to SPLS. The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of functional expenses. Using employee time records, certain costs have been allocated among programs, management and general, and fundraising.

SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

In-Kind Contributions

Donated in-kind contributions are recorded at fair market value at the time of receipt. These contributions are recognized as both support and expenses in the statement of activities. Only those contributed services that create or enhance nonfinancial assets, require skills, and are provided by such individuals possessing those skills, would typically need to be purchased, if not provided by donation, are so recognized in the financial statements. In-kind contributed services from pro bono legal services totaled [REDACTED], respectively, for the years ended June 30, 2010 and 2009, approximately 80.3 and 139 hours, respectively, of pro bono legal services were provided by attorneys.

SPLS runs a student clinical program with the University of Pittsburgh Law School in which law students enrolled in the “Lawyering Process III” clinical course, under the direction of the SPLS Executive Director, service legal service clients, and receive supervision and training. Under this program, students volunteered approximately 1,342 and 1,590 hours, respectively, during the years ended June 30, 2010 and 2009. The average rate used to determine the value of pro bono legal services provided by law students was \$55 per hour. For the years ended June 30, 2010 and 2009, pro bono legal services provided by law students amounted to [REDACTED], respectively.

In-kind contributed facilities totaled [REDACTED] respectively for the years ended June 30, 2010 and 2009 for the use of office space donated in Somerset County.

NOTE 2 CHANGE IN ACCOUNTING POLICY

Prior to July 1, 2008, LSC grants were accounted for as conditional contributions and not recognized as revenue until eligible grant expenses were incurred. Under this accounting, grant monies received in advance of incurring eligible expenses were recorded as refundable advance liabilities. In the year ended June 30, 2009, due to the current economic environment and the expectations of future availability of eligible expenditures, the LSC grants were accounted for as unconditional contributions and recognized as temporarily restricted grant revenues when granted. Prior to the incurrence of eligible expenditures and the release of these restrictions, unexpended LSC grants at the end of the reporting period are reflected as temporarily restricted net assets.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 2 CHANGE IN ACCOUNTING POLICY (CONTINUED)

Revenue for the year ended June 30, 2009 is recognized as follows:

Basic Field Grant for Calendar Year 2009
 Refundable Advances at June 30, 2008:
 2007 Carryover
 2008 Carryover
 July 2008 Allocation
 August 1, 2008 through December 31, 2008 Allocation

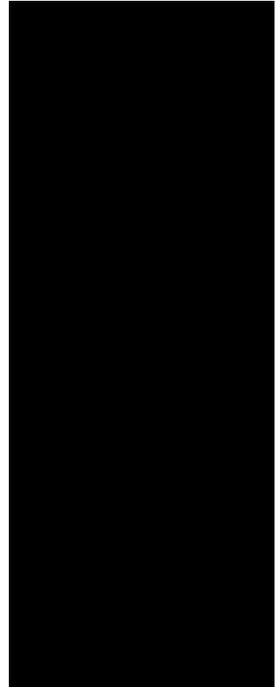
Total Revenue and Support
 Eligible Expenditures Incurred

Unexpended LSC Revenue - Temporarily Restricted

Temporarily Restricted Due to:

Purpose (Eligible Expenditures)
 Time (July 1, 2009 through December 31, 2009)

LSC - Temporarily Restricted



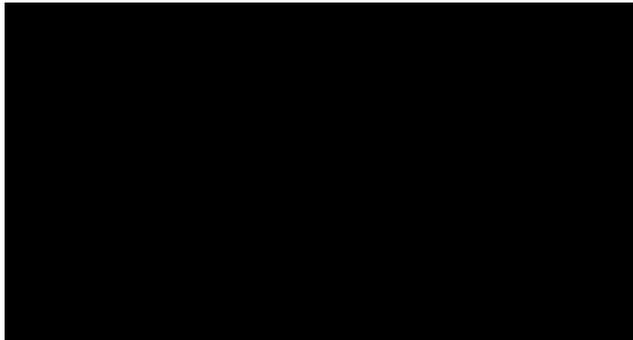
NOTE 3 CLIENT ESCROW FUNDS

Cash advances received from clients are maintained in escrow accounts and represent anticipated court costs, which are the direct responsibility of the clients.

NOTE 4 PROPERTY AND EQUIPMENT

Property and equipment as of June 30, 2010 and 2009 is as follows:

	2010	2009
Land and Building		
Furniture and Equipment		
Leasehold Improvements		
Law Library		
Total		
Less: Accumulated Depreciation		
 Total Property and Equipment		



Depreciation expense totaled [redacted] for the years ended June 30, 2010 and 2009, respectively.

SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009

NOTE 5 SALARY CONTINUATION AND SPLIT DOLLAR AGREEMENT

In December 2001, SPLS entered into a salary continuation plan agreement and an endorsement split dollar agreement (collectively the agreement) with the executive director. The agreement (amended March 2004 and December 2006) requires annual premium payments by SPLS on a split dollar life insurance policy in which the executive director was the assignee and designated the policy beneficiary.

The agreement was amended in March of 2004 and December of 2006. the amended agreement gives ownership of the policy to the executive director, who has assigned a security interest in the policy to SPLS. Plan provisions are based on the continued employment of the executive director through his expected retirement date (August 31, 2015) and will be payable to him upon retirement. The cash value of the policy totaled [REDACTED] as of June 30, 2010 and 2009, respectively. For the years ended June 30, 2010 and 2009, plan expense totaled [REDACTED] each year and is included in fringe benefits in the statement of functional expenses.

There is a liability established for the salary continuation agreement being funded by the split dollar life insurance policy. The liability is contingent on the continued employment of the executive director and has been discounted to present value based on payout dates subsequent to August 31, 2015. The rate used to discount the liability to present value is 0.82%, the blended federal rate. The salary continuation liability is valued at [REDACTED] as of June 30, 2010 and 2009, respectively. SPLS has recorded an asset for the same amount as this liability as of June 30, 2010 and 2009 for the cash value of the policy reduced to the amount of the liability since the policy is assigned to SPLS as collateral for the agreement.

NOTE 6 LINE OF CREDIT

At June 30, 2010 and 2009, SPLS had available for its use an unsecured line of credit in the amount of [REDACTED]. The line of credit bears interest at the bank's prime rate plus 1.0%. All amounts borrowed on this line of credit are payable on demand. The line of credit is renewed on an annual basis. As of June 30, 2010 and 2009, no monies had been advanced against the line of credit. There was no interest expense incurred for the years ended June 30, 2010 and 2009.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 7 NET ASSETS

Net assets as of June 30, 2010 consist of the following:

	<u>Unrestricted</u>			
Property and Equipment				
Legal Services Corporation				
Other				
Other Unrestricted				
	 <u>Temporarily Restricted</u>			
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Legal Services Corporation</u></th> <th style="width: 33%; text-align: center;"><u>All Other</u></th> <th style="width: 33%; text-align: center;"><u>Total</u></th> </tr> </thead> </table>	<u>Legal Services Corporation</u>	<u>All Other</u>	<u>Total</u>
<u>Legal Services Corporation</u>	<u>All Other</u>	<u>Total</u>		
Restricted as to Purpose:				
IOLTA				
ARRA				
Access to Justice				
Legal Services Corporation				
Total Purpose Restrictions				
Restricted as to Time:				
Legal Services Corporation				
Total Time Restrictions				
Total Temporarily Restricted				

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 7 NET ASSETS (CONTINUED)

Net assets as of June 30, 2009 consist of the following:

Property and Equipment
Legal Services Corporation
Other
Other Unrestricted



Temporarily Restricted		
Legal Services Corporation	All Other	Total

Restricted as to Purpose:
IOLTA
Access to Justice
Legal Services Corporation
Total Purpose Restrictions

Restricted as to Time:
Legal Services Corporation
Total Time Restrictions

Total Temporarily Restricted



LSC permits up to 10% of the current year fiscal year funding to be carried over to the next fiscal year. The recipient may request a written waiver to carryover up to 25% of these funds.

IOLTA and Access to Justice funding also permit a 10% carryover of current funding to the next fiscal year and require recipients to record the carryover of funds as temporarily restricted net assets. The recipient may request a written waiver to carryover up to 25% of these funds. SPLS received a waiver for its net assets in excess of the 10% carryover.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 8 COMMITMENTS AND CONTINGENCIES

Operating Leases

SPLS leases office facilities in Waynesburg, Uniontown, and Washington, Pennsylvania. The leases provide for monthly fixed rental payments, plus certain real estate expenses. Certain leases extend for a period longer than one year; however, certain leases are cancelable without penalty in the event SPLS is unable to secure sufficient funding to finance its programs. Rental payments for office space totaled \$ [REDACTED], respectively, for the years ended June 30, 2010 and 2009. The total rental payments included [REDACTED] for office space that was donated to SPLS by the County of Somerset for the years ended June 30, 2010 and 2009.

SPLS leased part of the space in the building owned by the program in its former Uniontown office to a third party under a month-to-month lease that requires monthly payments of [REDACTED]. Rental income received for the years ended June 30, 2010 and 2009 totaled [REDACTED], respectively.

As of June 30, 2010, future minimum lease payments under non-cancellable leases are as follows:

Year Ending June 30,	Amount
2011	[REDACTED]
2012	[REDACTED]
Total	[REDACTED]

Private Attorney Involvement

As a recipient of LSC funding, SPLS is required to devote an amount of LSC funds equal to at least 12.5% of the basic field award for the involvement of private attorneys in the delivery of legal assistance to eligible clients. This requirement is intended to increase private attorney participation in service delivery and lead to increased communication and cooperation with state and local bar associations. SPLS utilizes the organized pro bono method to meet the Private Attorney Involvement condition of their grant. For the year ended June 30, 2010, SPLS was able to document [REDACTED] in of expenses relating to this requirement which is [REDACTED] below the requirement. A waiver was received for the underspending. See page 18.

NOTE 9 RETIREMENT PLAN

SPLS maintains a retirement savings plan for all eligible employees. The plan provides for a contribution by SPLS of 3% of gross wages and an employer match up to 8-1/2% percent of employee contributions. Employer contributions to the plan totaled [REDACTED] for the years ended June 30, 2010 and 2009.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 10 RELATED PARTY TRANSACTIONS

For the year ended June 30, 2009, office space in Washington, Pennsylvania leased by the program was owned by one member of SPLS's Board of Directors. Approval was received from LSC officials before the agreement was executed to lease the premises. The director did not participate in the Board's discussion of, or its vote to approve this agreement, nor any subsequent renewal agreements. The total rent expense for the Washington office space for the year ended June 20, 2009 totaled [REDACTED].

For the year ended June 30, 2010, the owner of the building for the Washington office space was no longer a member of the Board of Directors.

NOTE 11 SUBGRANT AGREEMENT

SPLS entered into subgrant agreements with the bar associations of Washington, Fayette, Green, and Somerset counties. Payments for attorney and liaison services made to the four county bar associations during the years ended June 30, 2010 and 2009 were as follows:

	<u>2010</u>	<u>2009</u>
Washington	[REDACTED]	
Fayette		
Greene		
Somerset		

Expenditures under these subgrant agreements are generally for Private Attorney Involvement (PAI) expenses, and are subject to a minimum of 12.5% of LSC funding for the fiscal year. Such expenditures are directed to each county bar association for further allocation to panel members extending legal representation in conflict-of-interest situations, wherein SPLS is unable to directly offer representation. Administrative costs (liaison services) associated with such subgrants are paid directly to the county bar associations. Through the PAI program, eligible clients are effectively represented by private members of the tri-county area bar associations, who are retained by SPLS on a reduced-fee basis.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010 AND 2009**

NOTE 13 CONCENTRATION OF REVENUE

A significant amount of funding is received for continued operations of SPLS from PLAN and LSC. Grants received are subject to audit and adjustment by grantor agencies, principally LSC and PLAN. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenses which may be disallowed by the grantor cannot be determined at this time, although SPLS expects such amounts, if any, to be immaterial.

Approximately 39% and 34%, respectively, of SPLS' funding was from PLAN and another 29% and 37%, respectively of SPLS's funding was from LSC for the years ended June 30, 2010 and 2009. Total revenue and other support used in these calculations does not include in-kind contributions.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2010**

<u>Federal Grantor/ Pass-Through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>	
Federal Awards			
<u>Legal Services Corporation</u>			
Basic Field Grant	09.339080		
Technology Initiative Grant	09.339080		
Total Legal Services Corporation			
<u>U.S. Department of Health and Human Services</u>			
Pass-through Pennsylvania Legal Aid Network			
Title XX Social Services Block Grant	93.667		
TANF Cluster:			
ARRA - Emergency Contingency Fund for Temporary Assistance for Needy Families	93.714		
Temporary Assistance for Needy Families	93.558		
Total TANF Cluster			
Total U.S. Department of Health and Human Services			
<u>U. S. Congress</u>			
NeighborWorks America:			
Pass-Through West Tennessee Legal Services, Inc.			
National Foreclosure Mitigation Counseling Program	21.000		
Pass-through Pennsylvania Housing Finance Agency			
National Foreclosure Mitigation Counseling Program	21.000		
Pass-through Pennsylvania Housing Finance Agency			
Pass-through Pennsylvania Legal Aid Network			
National Foreclosure Mitigation Counseling Program	21.000		
Total U.S. Congress			
<u>U.S. Department of Housing and Urban Development</u>			
HUD Counseling	14.169		
Education and Outreach	14.108		
Pass-through Pennsylvania Department of Community and Economic Development			
Washington County			
Homelessness Prevention and Rapid Recovery Program	14.262		
Total U.S. Department of Housing and Urban Development			
Total Federal Expenditures			

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2010**

NOTE 1 GENERAL INFORMATION

The accompanying Schedule of Expenditures of Federal awards presents activities in all of the federal awards programs of Southwestern Pennsylvania Legal Services. All financial assistance received directly from federal agencies, as well as financial assistance passed through other governmental agencies or nonprofit organizations, is included in the schedule.

NOTE 2 BASIS OF ACCOUNTING, EXPENDITURES

The accompanying schedule of expenditures of federal awards is presented using the accrual basis of accounting. The amounts reported in this schedule as expenditures may differ from certain financial reports submitted to funding agencies because those reports may be submitted on either a cash or modified accrual basis of accounting.

NOTE 3 RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

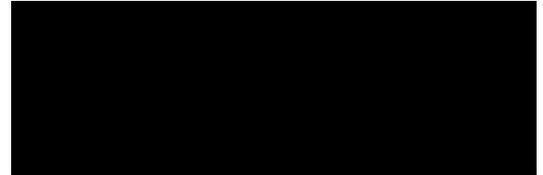
Federal award expenditures are reported on the statement of functional expenditures as program costs. The expenditures reported in the basic financial statements may differ from the expenditures reported on the schedule of expenditures of federal awards due to program expenditures exceeding grant or contract budget limitations, which are not included as federal financial assistance.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
SCHEDULE OF PRIVATE ATTORNEY INVOLVEMENT EXPENDITURES
RELATED TO LSC SUPPORT
YEAR ENDED JUNE 30, 2010**

Private Attorney Involvement Requirements

Recipient #339060

Private Attorney Involvement Requirement



Actual Private Attorney Involvement Expenses

Salaries:

Attorneys

Other Staff

Total Salaries

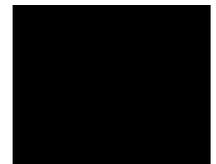
Fringe Benefits

Judicare

Other Non-Personnel Costs

Total Private Attorney Involvement Expenses

Deficit of Private Attorney Involvement Expenses Over Requirement



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
FOR LEGAL SERVICES CORPORATION GRANTS
YEAR ENDED JUNE 30, 2010**

Legal Services Corporation

	General	PAI	Property	Sub- Total	Technology Initiative Grant	Total						
SUPPORT AND REVENUE												
Grants and Contracts												
In-Kind Contributions												
Other Contributions												
Interest Income												
Other Income												
Total Support and Revenue												
SALARIES												
Attorneys												
Contributed Services												
Paralegal												
Support Staff												
Total Salaries												
FRINGE BENEFITS												
Payroll Taxes												
Unemployment Compensation												
Worker's Compensation												
Health and Dental Insurance												
Life, Accident, and Disability												
Total Fringe Benefits												
CONSULTANTS AND CONTRACTOR												
Consultants												
Auditing												
Total Consultants and Contractors												
TRAVEL												
Employee Travel - Local												
Employee Travel - Out of Town												
Travel - Training												
Total Travel												

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 FOR LEGAL SERVICES CORPORATION GRANTS
 YEAR ENDED JUNE 30, 2010**

	Legal Services Corporation					
				Technology		
	General	PAI	Property	Sub- Total	Initiative Grants	Total
SPACE COSTS						
Rent						
Utilities						
Real Estate Taxes						
Maintenance						
Total Space Costs						
CONSUMABLE SUPPLIES						
Office Supplies						
Computer Supplies						
Janitorial Supplies						
Total Consumable Supplies						
EQUIPMENT RENTAL AND MAINTENANCE						
Furniture Purchases						
Equipment Purchases						
Leased Equipment						
Maintenance Agreements						
Computer Software						
Total Equipment Rental and Maintenance						
OTHER EXPENSES						
Insurance and Bonding						
Printing						
Dues						
Tuition and Seminars						
Advertising						
Library						
Telephone/Connectivity						
Postage						
Court Costs						
All Other						
Total Other Expenses						
Depreciation and Amortization						
Total Expenses						
SUPPORT AND REVENUE (UNDER) OVER EXPENSES						
OTHER CHANGES IN NET ASSETS						
Acquisition of Property						
Net Assets, Beginning of Year						
NET ASSETS, END OF YEAR						

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 FOR LEGAL SERVICES CORPORATION GRANTS
 YEAR ENDED JUNE 30, 2010**

	Legal Services Corporation					
	General	PAI	Property	Sub- Total	Technology Initiative Grants	Total
Net Assets, Beginning of Year						
NET ASSETS, END OF YEAR						

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

Pennsylvania Legal Aid Network

Federal Title XX	Access to Justice Act	State	DAP	ARRA	IOLTA	Total
---------------------	-----------------------------	-------	-----	------	-------	-------

SUPPORT AND REVENUE

Grants and Contracts
 In-Kind Contributions
 Other Contributions
 Interest Income
 Other Income

Total Support and Revenue

SALARIES

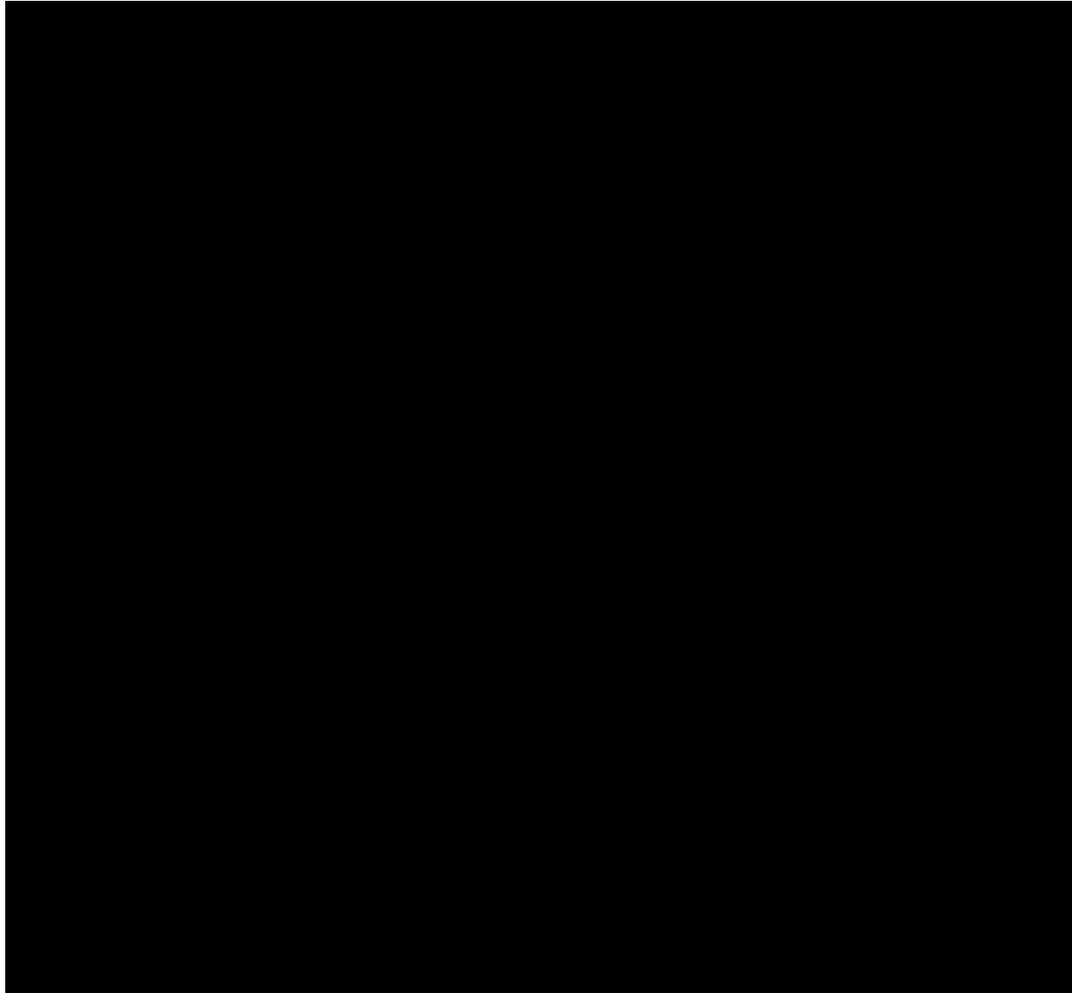
Attorneys
 Contributed Services
 Paralegal
 Support Staff
 Law Students
 Total Salaries

FRINGE BENEFITS

Payroll Taxes
 Unemployment Compensation
 Worker's Compensation
 Health and Dental Insurance
 Life, Accident, and Disability
 Retirement
 Total Fringe Benefits

CONSULTANTS AND CONTRACTORS

Consultants
 Auditing
 Judicare
 Total Consultants and Contractors



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

	Pennsylvania Legal Aid Network						
	Federal Title XX	Access to Justice Act	State	DAP	ARRA	IOLTA	Total
TRAVEL							
Employee Travel - Local							
Employee Travel - Out of Town							
Travel - Training							
Client Travel							
Total Travel							
SPACE COSTS							
Rent							
Utilities							
Real Estate Taxes							
Maintenance							
Total Space Costs							
CONSUMABLE SUPPLIES							
Office Supplies							
Computer Supplies							
Janitorial Supplies							
Total Consumable Supplies							
EQUIPMENT RENTAL AND MAINTENANCE							
Furniture Purchases							
Equipment Purchases							
Leased Equipment							
Maintenance Agreements							
Computer Software							
Total Equipment Rental and Maintenance							

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

Pennsylvania Legal Aid Network

	Access to Justice Act	State	DAP	ARRA	IOLTA	Total
--	-----------------------------	-------	-----	------	-------	-------

OTHER EXPENSES

- Insurance and Bonding
- Printing
- Dues
- Tuition and Seminars
- Advertising
- Library
- Telephone/Connectivity
- Postage
- Court Costs
- All Other
- Total Other Expenses

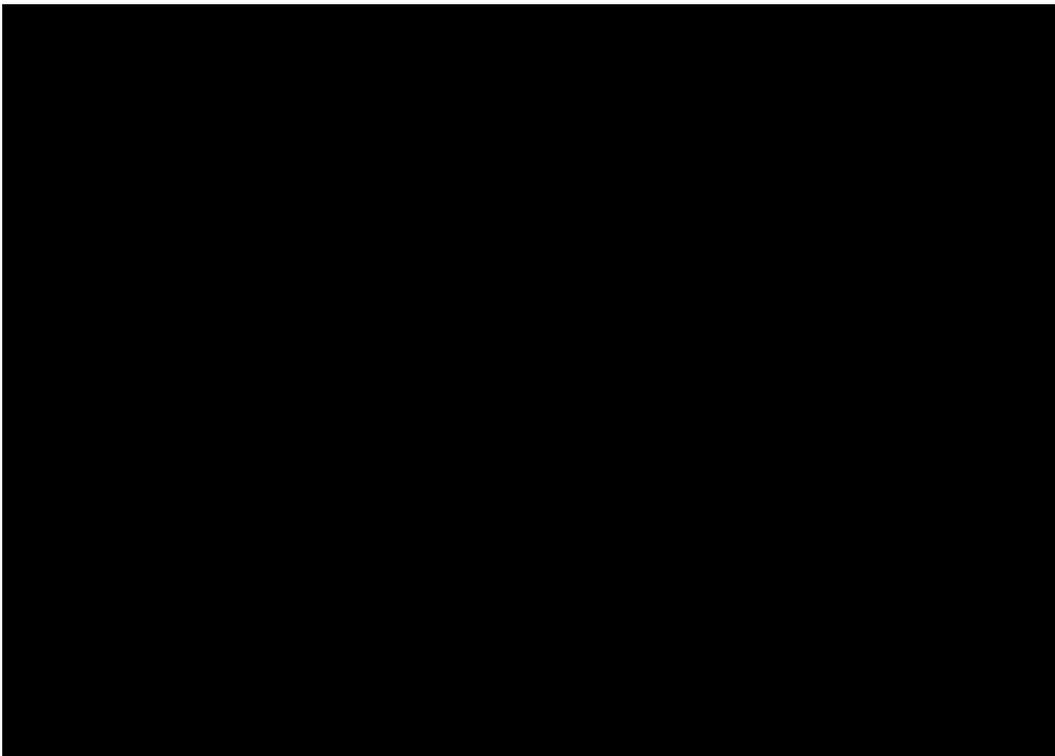
Depreciation and Amortization

Total Expenses

**SUPPORT AND REVENUE (UNDER)
 OVER EXPENSES**

Net Assets, Beginning of Year

NET ASSETS, END OF YEAR



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

Pennsylvania Housing Finance Agency	Special IOLTA Centralized Intake	Legal Services Corporation	All Other	Total
--	---	----------------------------------	--------------	-------

SUPPORT AND REVENUE

Grants and Contracts
 In-Kind Contributions
 Other Contributions
 Interest Income
 Other Income

Total Support and Revenue

SALARIES

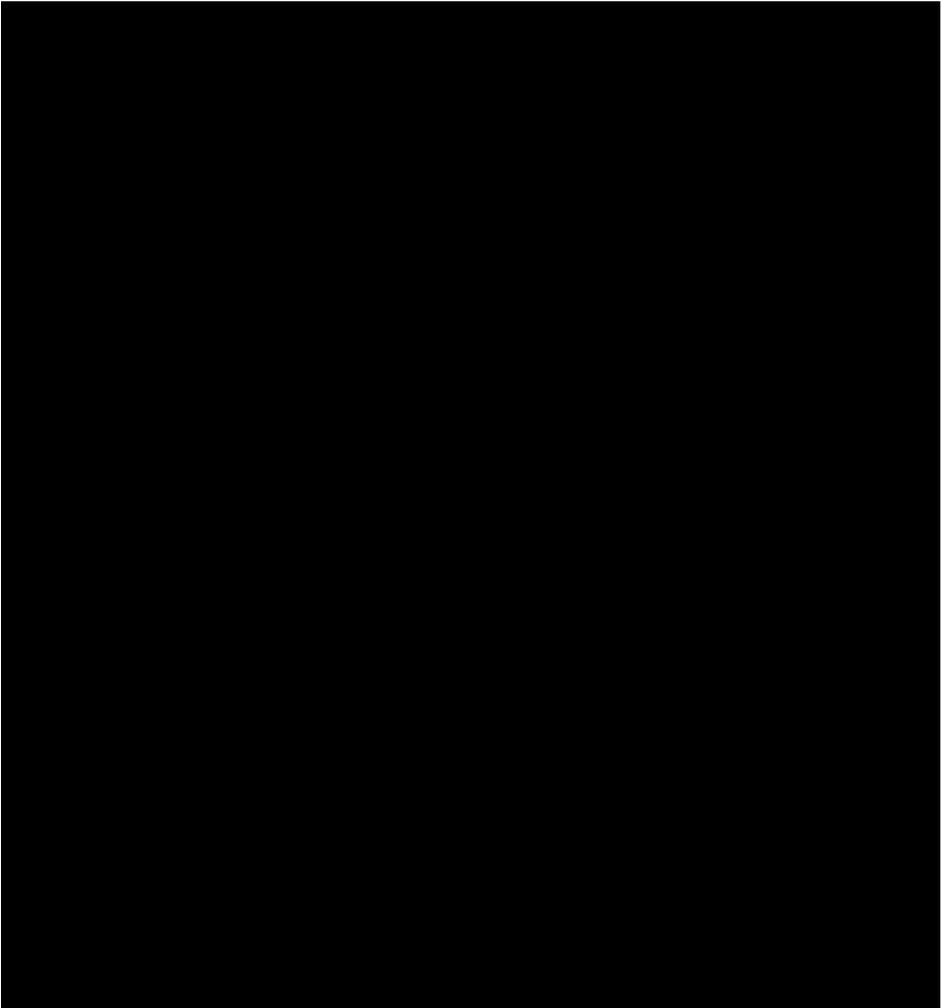
Attorneys
 Contributed Services
 Paralegal
 Support Staff
 Law Students
 Total Salaries

FRINGE BENEFITS

Payroll Taxes
 Unemployment Compensation
 Worker's Compensation
 Health and Dental Insurance
 Life, Accident, and Disability
 Retirement
 Total Fringe Benefits

CONSULTANTS AND CONTRACTORS

Consultants
 Auditing
 Judicare
 Total Consultants and Contractors



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

Pennsylvania Housing Finance Agency	Special IOLTA Centralized Intake	Legal Services Corporation	All Other	Total
--	---	----------------------------------	--------------	-------

TRAVEL

Employee Travel - Local
 Employee Travel - Out of Town
 Travel - Training
 Client Travel
 Total Travel

SPACE COSTS

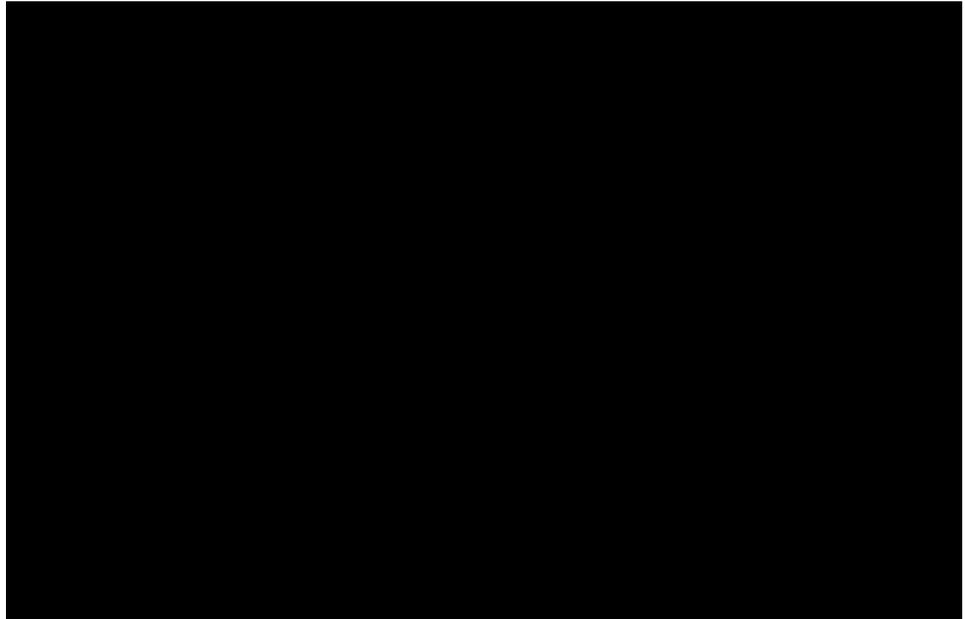
Rent
 Utilities
 Real Estate Taxes
 Maintenance
 Total Space Costs

CONSUMABLE SUPPLIES

Office Supplies
 Computer Supplies
 Janitorial Supplies
 Total Consumable Supplies

EQUIPMENT RENTAL AND MAINTENANCE

Furniture Purchases
 Equipment Purchases
 Leased Equipment
 Maintenance Agreements
 Computer Software
 Total Equipment Rental and
 Maintenance



**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
 SCHEDULE OF SUPPORT, REVENUE AND EXPENSES AND CHANGES IN NET ASSETS
 BY FUNDING SOURCE
 YEAR ENDED JUNE 30, 2010**

Pennsylvania Housing Finance Agency	Special IOLTA Centralized Intake	Legal Services Corporation	All Other	Total
--	---	----------------------------------	--------------	-------

OTHER EXPENSES

Insurance and Bonding
 Printing
 Dues
 Tuition and Seminars
 Advertising
 Library
 Telephone/Connectivity
 Postage
 Court Costs
 All Other
 Total Other Expenses

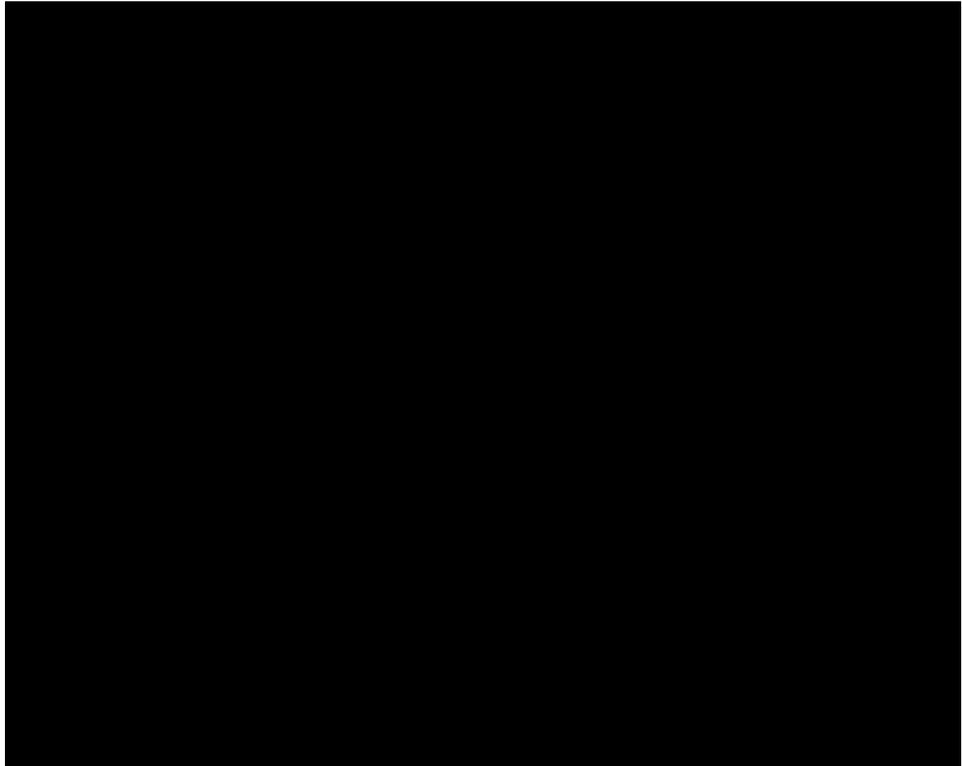
Depreciation and Amortization

Total Expenses

**SUPPORT AND REVENUE (UNDER)
 OVER EXPENSES**

Net Assets, Beginning of Year

NET ASSETS, END OF YEAR





REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Southwestern Pennsylvania Legal Services
Washington, Pennsylvania

We have audited the financial statements of Southwestern Pennsylvania Legal Services as of and for the year ended June 30, 2010, and have issued our report thereon dated October 26, 2010. We conducted our audit in accordance with U.S. generally accepted auditing standards; Legal Services Corporation (LSC) “Audit Guide for Recipients and Auditors,” as revised November 1997; LSC “Compliance Supplement for Audits of LSC Recipients” dated December 31, 1998; and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Southwestern Pennsylvania Legal Services’ internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwestern Pennsylvania Legal Services’ internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Southwestern Pennsylvania Legal Services’ internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity’s ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principals such that there is more than a remote likelihood that a misstatement of the entity’s financial statements that is more than inconsequential will not be prevented or detected by the entity’s internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity’s internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any

deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Southwestern Pennsylvania Legal Services' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

We noted certain other matters that we reported to management of Southwestern Pennsylvania Legal Services in a separate letter dated October 26, 2010.

This report is intended solely for the information and use of the management, Board of Directors, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "J. Miller & Associates, LLC". The signature is written in a cursive, flowing style.

J. MILLER & ASSOCIATES, LLC

Philadelphia, Pennsylvania
October 26, 2010



REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors
Southwestern Pennsylvania Legal Services
Washington, Pennsylvania

Compliance

We have audited the compliance of Southwestern Pennsylvania Legal Services with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to its major federal programs for the year ended June 30, 2010. Southwestern Pennsylvania Legal Services' major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Current Year Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal programs is the responsibility of Southwestern Pennsylvania Legal Services' management. Our responsibility is to express an opinion on Southwestern Pennsylvania Legal Services' compliance based on our audit.

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southwestern Pennsylvania Legal Services' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Southwestern Pennsylvania Legal Services' compliance with those requirements.

In our opinion, Southwestern Pennsylvania Legal Services complied, in all material respects, with the requirements referred to above that are applicable to its major federal programs for the year ended June 30, 2010.

Internal Control Over Compliance

The management of Southwestern Pennsylvania Legal Services is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Southwestern Pennsylvania Legal Services' internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southwestern Pennsylvania Legal Services' internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control. We did not identify any deficiencies in internal control over compliance that we consider to be material weakness.

This report is intended solely for the information and use of the management, Board of Directors, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



J. MILLER & ASSOCIATES, LLC

Philadelphia, Pennsylvania
October 26, 2010

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2010**

A. SUMMARY OF AUDITORS' RESULTS

1. The Independent Auditors' Report expresses an unqualified opinion on the financial statements of Southwestern Pennsylvania Legal Services.
2. No significant deficiencies relating to the audit of the financial statements were disclosed and reported in the Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Southwestern Pennsylvania Legal Services, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs were disclosed during the audit and reported in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133.
5. The report on compliance for the major federal award programs for Southwestern Pennsylvania Legal Services expresses an unqualified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are included in this schedule.
7. The following program was tested as a major program:

<u>Major Programs</u>	<u>Federal CFDA #</u>
Legal Services Corporation	09.339080
Title XX Social Services Block Grant	93.667
National Foreclosure Mitigation Counseling	21.000

8. The threshold for distinguishing types A and B programs was [REDACTED]
9. Southwestern Pennsylvania Legal Services was not determined to be a low-risk auditee.

**SOUTHWESTERN PENNSYLVANIA LEGAL SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2010**

B. FINDINGS – FINANCIAL STATEMENT AUDIT

None.

**C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS
AUDIT**

None.

D. PRIOR YEAR FINDINGS

None.

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

**U.S. Department of Housing
and Urban Development**

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

(Type or clearly print the following information)

Applicant Name Southwestern Pennsylvania Legal Services, Inc.

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

Name of RC/EZ/EC-II Rural Round II - Fayette County

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

Name of the Official Authorized to Certify the RC/EZ/EC-II Fay-Penn Economic Development Counsel

Title Michael W. Krajovic, President

Signature 

Date (mm/dd/yyyy) 11/29/10

Internal Revenue Service
District Director

Department of the Treasury

RECEIVED

FEB 7 1980

Date: FEB 05 1980

Employer Identification Number:

25-1192130

Accounting Period Ending:

June 30

Form 990 Required: Yes No

Person to Contact:

M. Alt

Contact Telephone Number:

(301) 762-4774

Southwestern Pennsylvania Legal Aid Society
80 East Beau St.
Washington, PA 15301

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) & 170(b)(1)(A)(vi)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Teddy R Kern
Teddy R. Kern
District Director

**Certification of Consistency
with the Consolidated Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Rural Fair Housing Education and Outreach Initiative

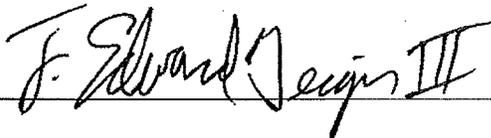
Location of the Project: Armstrong, Bedford, Blair, Butler, Cambria, Centre, Clarion,
Clearfield, Crawford, Erie, Fayette, Greene, Huntingdon, Indiana,
Jefferson, Lawrence, Mercer, Somerset, Venago, and Warren Co.

Name of the Federal
Program to which the
applicant is applying: HUD - Fair Housing Initiative Program - Education and Outreach

Name of
Certifying Jurisdiction: Commonwealth of Pennsylvania

Certifying Official
of the Jurisdiction
Name: F. Edward Gelger III

Title: Director, Center for Community Financing - DCED

Signature: 

Date: 12/15/2010

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Fair Housing Education and Outreach Initiative

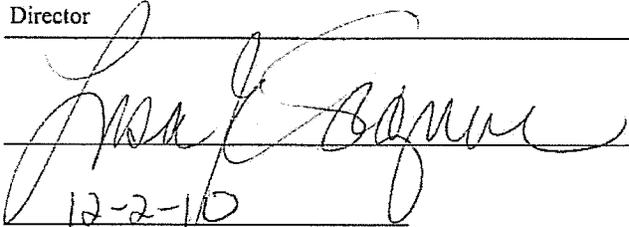
Location of the Project: Beaver County, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

Name of Certifying Jurisdiction: Beaver County, Pennsylvania

Certifying Official of the Jurisdiction Name: Lisa E. Signore

Title: Director

Signature: 

Date: 12-2-10

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Fair Housing Education and Outreach Initiative

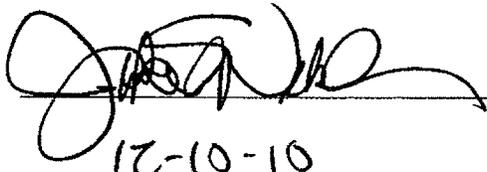
Location of the Project: Erie County, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

Name of Certifying Jurisdiction: Erie County, Pennsylvania

Certifying Official of the Jurisdiction Name: Jake S. Welsh, AICP

Title: Director, Erie County Department of Planning

Signature: 

Date: 12-10-10

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Fair Housing Education and Outreach Initiative

Location of the Project: Washington County, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

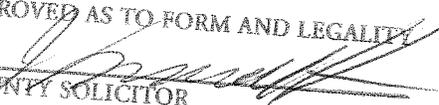
Name of Certifying Jurisdiction: Washington County, Pennsylvania

Certifying Official of the Jurisdiction Name: Larry Maggi

Title: Commissioner

Signature: 

Date: _____

APPROVED AS TO FORM AND LEGALITY

COUNTY SOLICITOR

per minute # 894
dated 12-16-10

ATTEST:
Mary E Helicke
CHIEF CLERK

**Certification of Consistency
with the Consolidated Plan****U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.Project Name: West Penn Rural Fair Housing Education and Outreach InitiativeLocation of the Project: Westmoreland County

Name of the Federal Program to which the applicant is applying: HUD - Fair Housing Initiative Program - Education and OutreachName of Certifying Jurisdiction: Westmoreland County, PennsylvaniaCertifying Official of the Jurisdiction Name: Bert GettoTitle: Assistant Deputy Director, Department of PlanningSignature: Date: 12/01/2010

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Fair Housing Education and Outreach Initiative

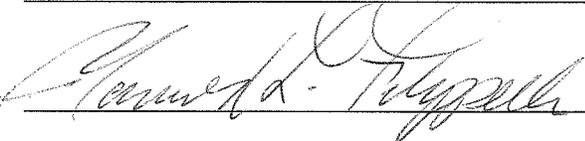
Location of the Project: Borough of State College, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

Name of Certifying Jurisdiction: Borough of State College, Pennsylvania

Certifying Official of the Jurisdiction Name: Ronald L. Filippelli

Title: State College Borough Council President

Signature: 

Date: December 10, 2010

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Fair Housing Education and Outreach Initiative

Location of the Project: City of Altoona, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

Name of Certifying Jurisdiction: City of Altoona, Pennsylvania

Certifying Official of the Jurisdiction Name: Joseph F. Weakland

Title: City Manager

Signature: 

Date: 12-2-10

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Rural Fair Housing Education and
Outreach Initiative

Location of the Project: City of Johnstown, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiative Program - Education and Outreach Initiative

Name of Certifying Jurisdiction: City of Johnstown, Pennsylvania

Certifying Official of the Jurisdiction Name: James E. White

Title: Director, Department of Community and Economic Development

Signature:  _____

Date: December 8, 2010

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Southwestern Pennsylvania Legal Services, Inc.

Project Name: West Penn Rural Fair Housing Education
Outreach Initiative

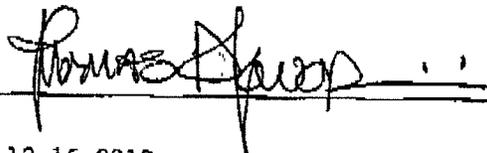
Location of the Project: City of Sharon, Pennsylvania

Name of the Federal Program to which the applicant is applying: HUD-Fair Housing Initiative Program-
Education and Outreach

Name of Certifying Jurisdiction: City of Sharon, Pennsylvania

Certifying Official of the Jurisdiction Name: Thomas D. Lavorini

Title: City Manager

Signature: 

Date: 12-16-2010

Chairperson
STEPHEN A. GLASSMAN
Vice Chairperson
RAQUEL O. YIENGST
Secretary
DANIEL D. YUN
Assistant Secretary
REV. DR. JAMES EARL GARMON, SR.
Executive Director
HOMER C. FLOYD



COMMONWEALTH OF PENNSYLVANIA
Human Relations Commission
301 Chestnut Street, Suite 300
Harrisburg, PA 17101-2702
(717) 787-4410 voice
(717) 787-4087 TTY
www.phrc.state.pa.us

Commissioners
ISMAEL ARCELAY
M. JOEL BOLSTEIN
J. WHYATT MONDESIRE
S. KWEILIN NASSAR
GERALD S. ROBINSON
SYLVIA A. WATERS
DANIEL L. WOODALL, JR.

December 20, 2010

Robert Brenner, Executive Director
Southwestern PA Legal Services, Inc.
10 West Cherry Avenue
Washington, PA 15301

RE: Pennsylvania Human Relations Commission (PHRC) Support for
Southwestern Pennsylvania Legal Services, Inc. (SPLAS) West Penn
Rural Fair Housing Education and Outreach Initiative.

Dear Mr. Brenner:

The Pennsylvania Human Relations Commission (PHRC) provides this letter of firm commitment in support of and to provide assistance for the Grant Proposal submitted to HUD by Southwestern Pennsylvania Legal Services, Inc. (SPLAS) pursuant to the 2010 SuperNofa for a 12 month Grant to commence on March 1, 2011, under the Fair Housing Initiative Program: PEI- General Component. Under its Grant Proposal, SPLAS will act to enforce the Fair Housing Act in Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clarion, Clearfield, Crawford, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland Counties. The PHRC will work in cooperation and collaboration with SPLAS to present a community education event in the targeted region during Fair Housing month that addresses Fair Housing issues, to include discriminatory housing practices in all markets directed toward members of classes protected under the Act, with an emphasis upon predatory lending practices directed against protected class members and acts directed against person with disabilities.

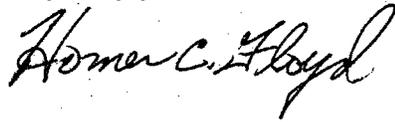
The PHRC here commits to provide SPLAS the amount of [REDACTED] (in kind) for conference marketing and outreach to the community, noticing attorneys, services members, the housing industry, the insurance industry, the banking community and other related entities involved in the provision of residential housing of the event. The obligation of funds by the PHRC is contingent upon SPLAS receiving funding under the FHIP-PEI General Component. The PHRC states that the PHRC has no affiliation with the applicant, SPLAS.

December 20, 2010

Page 2

The PHRC is excited to partner with SPLAS as well as other providers to provide Fair Housing education.

Very truly yours,

A handwritten signature in black ink that reads "Homer C. Floyd". The signature is written in a cursive style with a large, looping initial "H".

Homer C. Floyd
Executive Director



LAUREL LEGAL SERVICES, INC.

SERVING WESTMORELAND, INDIANA, ARMSTRONG, CLARION, CAMBRIA AND JEFFERSON COUNTIES

306 SOUTH PENNSYLVANIA AVENUE

GREENSBURG, PENNSYLVANIA 15601-3009

TELEPHONE 724-836-2211

FAX 724-836-3680

December 7, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Executive Director of Laurel Legal Services, Inc. to confirm the commitment of our program to work with our legal services partner, Southwestern Pennsylvania Legal Services, Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

Specifically, I am confirming that the following individuals –Kathleen Kemp, Charles Himmelreich and Mark Pietrusinski - will work with the Initiative in the form and manner set forth in the application for funding submitted to HUD.

The need for an affirmative effort to inform the protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of the Pennsylvania Legal Aid Network to provide effective access to justice for all.

Very truly yours,

Laurel Legal Services, Inc.

Cynthia A. Sheehan
Executive Director



Neighborhood Legal Services Association

928 Penn Avenue
Pittsburgh, PA 15222-3799

Toll Free: 1-866-761-6572
Phone: 412-586-6100
Fax: 412-765-3223
Web site: www.nlsa.us

December 6, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Executive Director of Neighborhood Legal Services Association to confirm the commitment of our program to work with our legal services partner, Southwestern Pennsylvania Legal Services, Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project. Specifically, I am confirming that the following individuals – Joan Tutak and Michelle DeBord -will work with the Initiative in the form and manner set forth in the application for funding submitted to HUD.

The need for an affirmative effort to inform the protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of the Pennsylvania Legal Aid Network to provide effective access to justice for all.

If you have any questions, or need anything further, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert V. Racunas". The signature is fluid and cursive, written over a white background.

Robert V. Racunas, Esq.
Executive Director

NORTHWESTERN LEGAL SERVICES

Renaissance Centre

1001 State Street, Suite 700

Erie, Pennsylvania 16501-1833

(814) 452-6949, Ext. 123
Toll Free (800) 753-5704

www.nwls.org
Fax (814) 452-3734

Robert A. Oakley, Executive Director

Matthew W. McCullough, Board President

December 16, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Executive Director of Northwestern Legal Services to confirm the commitment of our program to work with our legal services partner, Southwestern Pennsylvania Legal Services, Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

Specifically, I am confirming that the following individuals –Dionis Blauser, David Hull and John Gandrud - will work with the Initiative in the form and manner set forth in the application for funding submitted to HUD.

The need for an affirmative effort to inform the protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of the Pennsylvania Legal Aid Network to provide effective access to justice for all.

Very truly yours,



Robert A. Oakley, Esq.
Executive Director



MidPenn Legal Services

Administration

213-A North Front Street, Harrisburg, PA 17101

Phone 717-234-0492 FAX 717-234-0496

www.midpenn.org

December 13, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Executive Director of MidPenn Legal Services to confirm the commitment of our program to work with our legal services partner, Southwestern Pennsylvania Legal Services, Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

Specifically, I am confirming that the following individuals – Brent Frank, Rebecca Ardoline and Evangeline Wright- will work with the Initiative in the form and manner set forth in the application for funding submitted to HUD.

The need for an affirmative effort to inform the protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of the Pennsylvania Legal Aid Network to provide effective access to justice for all.

Very truly yours,

Rhodia Thomas
Executive Director

Beaver County Fair Housing

Norah M. Miller
2411 James Street
Aliquippa, PA 15001
724.203.0114

December 8, 2010

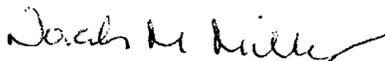
Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing as my capacity as Enforcement Officer of the Beaver County Fair Housing Office to confirm the commitment of our program to work with our program partner, Southwestern Pennsylvania Legal Services Inc. (SPLAS), in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

I believe that our continuing partnership with SPLAS to educate those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation will increase compliance with the Fair Housing Act in our region.

Very truly yours,



Norah M. Miller
Enforcement Officer



Your local resource for
LIVING WELL
WITH A DISABILITY™
One Call. Countless Resources. Endless Opportunities.
1-877-TO-LIV-WELL
www.LivingWellWithADisability.org

1107 Payne Avenue • Erie, PA 16503 • www.vficil.org

December 13, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

On behalf of Voices for Independence, I am writing to confirm the commitment of our program to work with our program partner, Southwestern Pennsylvania Legal Services Inc. (SPLAS), in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

We believe that successful implementation of this proposal will expand the knowledge and understanding of protected class members, those charged with compliance with fair housing laws and the general public as to fair housing rights, and remedies for their violation.

Very truly yours,

Shona Eakin
Executive Director

Voice/TTY: 814.874.0064 • Fax: 814.874.3497 • Toll Free PA: 1.866.407.0064



December 13, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Interim Director for the Center for Independent Living of South Central Pennsylvania to confirm the commitment of our program to work with our program partner, Southwestern Pennsylvania Legal Services Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

The need for an affirmative effort to inform the protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to our declared joint mission.

Very truly yours,

Linda M. Passonetti
Interim Director

CENTER FOR INDEPENDENT LIVING OF SOUTH CENTRAL PA

1019 Logan Blvd. • Altoona, PA 16602 • (814) 949-1905 • (800) 237-9009 (Voice/TDD) • (814) 949-1909 (Fax)

E-mail: cilscpa@cilscpa.org • Web: www.cilscpa.org

A member of the Pennsylvania Council on Independent Living, a consumer controlled, state association of centers for independent living.



DISABILITY OPTIONS NETWORK
Beaver, Butler, Lawrence & Mercer Counties
101 South Mercer Street, Suite 102
New Castle PA 16101
Phone: 724-652-5144; Fax: 724-652-5158
www.disabilityoptionsnetwork.org

December 13, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

As the Executive Director of Disability Options Network, I am writing to confirm the commitment of our program to work with our program partner, Southwestern Pennsylvania Legal Services Inc. (SPLAS), in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

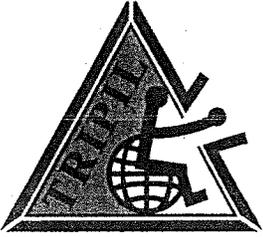
Our programs agree that the need for an affirmative effort to inform protected class members, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of the West Penn Rural Fair Housing Initiative-Education and Outreach Project and we look forward to joining in these endeavors.

Very truly yours,

A handwritten signature in black ink, appearing to read "Chris Lloyd".

Chris Lloyd
Executive Director

***Empowering People With Disabilities To Live As
Independently As They Choose.***



Tri-County Patriots for Independent Living

Serving Fayette/Greene/Washington County

Reply To:

Reply Telephone:

December 8, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street S.W.
Washington, D.C. 20410

To Whom It May Concern:

I am writing in my capacity as Executive Director of Tri-County Patriots for Independent Living to confirm the commitment of our program to work with our program partner, Southwestern Pennsylvania Legal Services Inc., in implementation of the proposed West Penn Rural Fair Housing Initiative – Education and Outreach Project.

The need for an affirmative effort to educate members of protected classes, those charged with compliance with fair housing laws, and the general public regarding fair housing rights and remedies for their violation is crucial to the declared joint mission of our programs in creating this Initiative.

Very truly yours,

Catherine Holland
Executive Director

Advocacy Leads to Change

IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING. DO NOT MODIFY THE ELOGIC MODEL® TEMPLATE. DO NOT CUT AND PASTE INTO THE ELOGIC MODEL® TEMPLATE.

When opening the eLogic Model®, you will be asked if you want to enable "Macros"; click Yes. The eLogic Model® uses a Microsoft Excel®

platform. "Macros" are a form of programming used in Excel® to enable additional functionality. You will need to "enable" the "Macros" to use all functions on your eLogic Model®. To enable the macros to function, you will have to adjust the security settings on your computer.

Testing to See If the Macros are Working.

If you do not see this dialog box when you first open your eLogic Model®, then check to see if the Macros are working by opening the eLogic Model®, and going to the Tab labeled Year 1. Click on the gray area of the column labeled, "Needs." If the column expands, your Macro settings are working. To expand and return the cell to its original size, click once. Do not double click.

Depending on your version of Excel®, there are several steps you must take in order to use all the functions in your eLogic Model®. The description below provides information for the four most common versions of Excel® in use today, one of which is probably installed on your computer. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support.

SECURITY AND THE USE OF MACROS

You will need to "enable" the Macros to use all functions on your eLogic Model®. After creating and saving your eLogic Model®, you may reset your security levels to their original settings.

Excel® 2007 - You can change macro security settings in the Trust Center, unless a system administrator in your organization has prevented you from changing the settings.

On the Developer tab, in the Code group:

▲ Click Macro Security.

Tip: If the Developer tab is not displayed, click the Microsoft Office Button (top left of your Excel®), click Excel® Options, and then in the Popular category under Top options for working with Excel®, click Show Developer tab in the Ribbon.

In the Macro Settings category, under Macro Settings, click the option that you want. **Note:** Any changes that you make in the Macro Settings category in Excel® apply only to Excel® and do not affect any other Microsoft Office program.

Tip: You can also access the Trust Center in the Excel® Options dialog box.

▲ Click the Microsoft Office Button, and then click Excel® Options in the Trust Center category.

▲ Click Trust Center Settings, and then click the Macro Settings category.

▲ If your settings are set to "Disable all macros with notification", when you open your Excel®, you will see a Security Warning stating "Macros have been disabled" and Options button to the left (this button is located under the toolbars).

If you do not change the Macro security settings, you will have to enable the Macros each time you open the Excel®.

Excel® 2003 - There are four levels of security regarding the use of Macros: Very High, High, Medium, and Low. If upon opening the eLogic Model® the dialog box states that you must change your Security setting to enable Macros, your security settings are either set to Very High or High and you must take the following steps:

▲ Go to the toolbar at the top of the screen and click on "Tools."

▲ Then click "Options" and then click the tab labeled "Security" located on the top right of the window.

▲ At the bottom right of the window, click the button that says "Macro Security" and select Medium as your setting.

▲ Click "OK" and then click "OK" in the Options window.

▲ Close your eLogic Model®. Re-open your eLogic Model®. You will now receive a dialog box with the message "Security Warning."

▲ Click on the button at the bottom that says "Enable Macros." Your eLogic Model® will open and be fully functional.

If upon opening the eLogic Model® the dialog box gives you an option to enable "Macros" at that moment, it means that Security is set to Medium. All you need to do is to click the button at the bottom of the dialog box that says, "Enable Macros." Your eLogic Model® will open and be fully functional.

If upon opening the eLogic Model® there is no dialog box, your Security setting is set on "Low" and your Macros are already enabled. No additional step is needed.

Excel® 2000 - There are three levels of security regarding the use of Macros: High, Medium, and Low. The High security setting automatically disables most Macros and does not alert you to the action. If when entering Services/Activities in Column 3, or Outcomes in Column 5, you select "other", the word "other" appears and remains in the cell, the Macro is not functioning. Save and close changes you have made thus far.

▲ From the menu, select "Tools," "Macro", "Security". A dialog box will open.

▲ Click on the "Security" TAB and select "Medium,"

▲ Click "OK." Reopen your eLogic Model®. A dialog box will open. Select "Enable Macros." Your eLogic Model® will open and be fully functional.

If your copy of Excel® is already set to "Medium" security, the enable Macros dialog box will appear and you can proceed as above.

The low security setting automatically enables all Macros and you will not receive any message. The eLogic Model® will open and be fully functional.

Excel® 1997 - If you are using this version of Excel® and need assistance, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929 week days during their operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

Additional Support

If after trying the instructions for your version of Excel® and need additional assistance, please contact the NOFA Information Center at (800) HUD-8929.

Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

Check that You Have the Correct eLogic Model® for your Program.

The eLogic Model® is found in the Instructions Download for the application package posted to the Grants.gov website. Before you begin completing your eLogic Model®, check the name of the program and the fiscal year that is populated on the eLogic Model®. If it contains a program name different from the program application, or does not have 2010 in the Fiscal Year data field, you have opened the wrong eLogic Model®. To correct, go back to the website and look for the program you want to apply for and download the proper eLogic Model®. **New**

Features in the 2010 eLogic Model®

The 2010 eLogic Model® has new features and functions compared to the 2009 eLogic Model that are described below:

Coversheet

A **Coversheet** Tab has been added to collect additional data regarding the applicant and place of performance. This additional data allows HUD to better match the eLogic Model® that is submitted with the application and with the eLogic Model® that has been negotiated, and reports that are submitted as required over the performance period for the award. The **Coversheet** now provides for a Logic Model Amendment Number. Program eLogic Models® are initially created for a three year period since it is difficult to project outputs and outcomes going beyond three years. The use of a Logic Model Amendment Number allows HUD to issue an amended eLogic Model® for programs longer than three years duration.

This Logic Model Amendment Number field will also allow HUD to review and approve amendments to the eLogic Models® where **due to circumstances in the community**, the original projects need to be modified. The modifications are not to be granted simply because an agency is not meeting its proposed goals, but rather to take into account extraordinary circumstances in a community that requires **HUD** to consider an amendment to the original **eLogic Model®** to accommodate changing needs. The amendment will also allow **HUD** to amend the eLogic Model to cover an additional one year where a 12 month extension has been granted on an award.

CCR Doing Business As (DBA) Field

When entering the applicant organization profile in the **Central Contractor Registration (CCR)**, organizations may have a **legal name** and a

"Doing Business As" (DBA) Name. Sometimes the **Legal Name** in the CCR represents that part of a large organization which is responsible for paying the federal taxes for all divisions or organizations within its structure. This may be the case with large universities or state or local governments. This may happen because the Doing Business As Name can be used to distinguish sub-organizations of the entity at different locations, e.g. Departments of a State or local government or university campuses. To ensure that we accurately reflect the organization or sub-organization of the legal entity that will be receiving the **HUD** funds, a field has been added to capture the CCR Doing Business As Name and **DUNS** Number.

Mandatory Fields

There are seven **"mandatory"** fields in your eLogic Model®: **"Applicant Legal Name"**, **"DUNS Number"**, and **"Project Name"**, **"Grantee Contact Name"**, **"Grantee Contact email"**, **"Logic Model Contact Name"**, **"Logic Model Contact email"**. You must enter the required data in these fields as they are recorded in the CCR for the **eLogic Model®** to be complete. Before closing and saving your **eLogic Model®**, click the button at the top left of the worksheet (Tab Coversheet) that says **"Check Errors"**. If you did not complete any of the **"mandatory"** fields, a message box will appear telling you what field(s) was not completed and the field will be highlighted in yellow. If you attempt to close your **eLogic Model®** without completing the **"Applicant Legal Name"** and/or the **DUNS** Number, you will receive a dialog box that reminds you that the required data has not been entered. Click **"OK"** and the cursor will go to the required field and allow you to enter the required data. The final dialog box will ask you if you want to save your data. If you want to save the data, click **"Yes"** as you would do with any Microsoft Excel® workbook. **If you click "No", the file will close and your data will not be saved.** Please remember when saving your **eLogic Model®** that **file names** must not contain any special characters or spaces which could be **"read"** as viruses. File names must be no more than fifty characters including any path information in the file name. See the **FY2010 General Section** for complete details.

The eLogic Model® Workbook

The eLogic Model® workbook has 12 separate worksheets and each worksheet is identified by a Tab at the bottom of the page. If you cannot see all the Tabs, be sure to maximize your workbook by clicking the middle button in the top right corner of the workbook to expand your window or move your bottom scroll bar so all the Tabs appear.

The 12 Worksheets/Tabs are:

- ▲ Instructions
- ▲ Coversheet
- ▲ Year1
- ▲ Year2
- ▲ Year3
- ▲ Total
- ▲ GoalsPriorities
- ▲ Needs
- ▲ Services
- ▲ Outcomes
- ▲ Tools
- ▲ Reporting

Instructions for Completing the Cover Sheet

NOTE: The "Fiscal Year" does not appear on the Cover Sheet but in the Tabs for each year of the project, See description under,

"INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model®"

Program Information

"HUD Program Name" and "Program CFDA #" located on Rows 11 and 12 respectively are pre-populated.

"Program Component" is located on Row 13 to 19. If the program under which you are applying has components, e.g., EOI or PEI under the Fair Housing Initiatives Program click on the component field. A drop down menu will appear. Select as many component that you are applying under. If you are permitted by the NOFA to apply for funding under more than one program component, using the drop down select as many as needed in the fields provided. If there are no components in the funding opportunity for which you are seeking funding, skip this field. Once you have entered your "Program Component" in the "Cover Sheet", worksheets Year1, Year2, Year3, and Total will automatically populate the same information.

Grantee Information

"Applicant Legal Name" is located on Row 21 and is a **mandatory field**. Enter the legal name as entered in the Central Contractor Registration and which matches the applicant Legal Name entered in Box 8a in the SF-424 in your application. Once you have entered your "Applicant Legal Name" in the "Coversheet", worksheets, Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"CCR Doing Business As Name" is located on Row 22, is new for 2010. . Only complete this field if your Central Contractor Registration includes an entry in Doing Business As (DBA). Enter the name as it appears in CCR. Once you have entered your "CCR Doing Business As Name" in the "Cover Sheet", worksheets, Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"DUNS Number" is located on Row 23 and is a **mandatory field**. Enter the DUNS # exactly as it appears in box 8c of the SF-424 and as registered with the Central Contractor Registration. The DUNS number entered must be for the organization that is entered in box 8a of the SF-424, Application for Federal Assistance. Your DUNS number is a nine digit number or a nine digit plus four digit number. Some applicants will use a nine digit plus four digit DUNS number. If you do, then insert the four digits in the field provided. If you do not use a DUNS plus four #, leave the four digit field blank. Make sure you enter the DUNS number accurately. Once you have entered your "DUNS Number" in the "Cover Sheet", worksheets Year1, Year2, Year3, and Total worksheets will automatically populate the same information

"City" is located on Row 24. Enter the City where your organization is located. This information must match the applicant address data in your application SF424. .

"State" is located on Row 25 Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application.

"Zip Code" is located on Row 26. Enter the same nine-digit zip code used for the applicant address in your SF424.

"Grantee Contact Name" and "Grantee Contact email" are located on Rows 27 and 28 respectively. Enter the Grantee Contact Name and email address in the fields provided.

"Logic Model Contact Name" and "Logic Model Contact email" are located on Rows 28 and 29 respectively. Enter the name of the person that completed the eLogic Model® and their email address in the field provided or the name and email of a person to contact who can address questions concerning the eLogic Model submitted with the application and, if you are selected for an award, eLogic Model reporting®.

Project Information

"Project Name" is located on Row 32 and is a **mandatory field**. Enter the name of your project in the field provided. Use exactly the same name as you did on box 15 of the form SF424. If you did not provide a project name on the SF424, please make sure that you provide a project name in your eLogic Model®. The project name is helpful in distinguishing logic models submitting by the same grantee over multiple years and for differing projects.

If you are submitting multiple funding requests for the 2010 fiscal year funding under the same applicant name for the same HUD program, you must include a **project name** that can distinguish between the two applications and logic models submitted. The **project name** may be based upon the location of the project, the address at which it is located, anything that would distinguish one project from another for the same applicant. If you are not sure what to name your project, using your applicant name or acronym and then adding a 1 or 2, or 3 , etc., to distinguish the projects would be sufficient to distinguish the two logic models being processed.

Once you have entered your "Project Name" in the "Cover Sheet", worksheets", Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"Project Location City/County/Parish" is located on Row 33. Applicants, except Indian Tribes, will enter the city or township or County/Parish where the project will be located. If there are multiple locations, enter the location where the majority of the work will be done. Indian Tribes, including multi-state tribes, should enter the city or county associated with their business address location.

"Project Location State" is located on Row 34. Use the dropdown menu to select the location of your project. The data field label, "Project Location State" includes all fifty states and American Samoa, District of Columbia, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands. In the case of multi-state or regional entities, enter the State location where the majority of activities are to occur. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

"Zip Code" is located on Row 35 and is to be entered for the "Project Location State". Please enter the nine digit zip code.

"Project Type" is located on Row 36." Project Type describes the type of project you are doing, Please see the program NOFA for specific instructions. If no instructions are provided, provide a project type that would categorize the nature of the program e.g. housing counseling; family self-sufficiency program; research; regional development, community development, fair housing; technical assistance; etc. "Construction Type" is located on Row 37 and describes the type of Construction you are doing, e.g., new construction, rehabilitation, acquisition, mixed use development, etc. A logic model may provide specific drop down selections for this field based upon program NOFA. If you are not involved with a construction program, leave the field blank.

Additional Information- Leave Blank At the Time of Application

"Grants.gov Application Number", "HUD Award Number", and "Logic Model Amendment Number" are located on Rows 39, 40 and 41 respectively. THESE ARE FIELDS THAT ARE TO BE COMPLETED ONLY IF YOU ARE SELECTED AS A GRANTEE AND ARE SUBMITTING YOUR REPORTS TO HUD.

INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model®

The "Fiscal Year" represents the fiscal year of the Notice of Funding Availability (NOFA) under which the award will be made. This field is pre-populated and located in Tabs Year1, Year2, Year3, and Total in cell [O6] below the HUD logo.

The "Year1" Tab is the first sheet of the eLogic Model® workbook to be used to enter your data for columns labeled:

- ▲ HUD Goals
- ▲ Policy Priority
- ▲ Needs
- ▲ Services/Activities
- ▲ Measures
- ▲ Outcomes
- ▲ Measures
- ▲ Evaluation Tools

If you have a multi-year award, you will enter data in the Year2, Year3, and Total worksheets. These worksheets are identical in format as Year1.

Applicants applying for a multiple year award must complete a worksheet for each year of performance showing what is to be accomplished per year. The "Total" worksheet should be used to show the *sum of cumulative* accomplishments achieved for all Services/Activities and Outcomes for all years covered by the award. For example, a two-year award would include worksheets showing Services/Activities and Outcomes covering Year1. The Year2 worksheet would show Services/Activities covering Year2. The "Total" worksheet would show the *cumulative* totals for all Services/Activities and Outcomes for both Year1 and Year2. A three-year award would include the worksheets showing all Services/Activities and Outcomes for Year1, Year2, Year3, and the "Total" worksheet would show the *cumulative* totals for all Services/Activities and Outcomes for Year1, Year2, and Year3.

A one-year award would include ONLY Year1. A Total Worksheet is not required for a one year award

Note: Some cells of the worksheet are "lock protected" so you can only make entries in cells that are for input as directed by these instructions.

"Reporting Period", "Reporting Start Date" and "Reporting End Date" are fields located in **Year1, Year2, Year3, and Total** worksheets. The **Reporting Dates remain blank at the time of application** and are completed when submitting a report to HUD. See "INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD" later in these Instructions.

COLUMNS OF THE eLogic Model® (1-7)

Column 1 – Policy

Under the "Policy" Column (1), there are actually two columns; one labeled HUD Goals, and the other labeled Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the Tab labeled, "Goals Priorities" at the bottom of the **eLogic Model®**. For each of the **eLogic Model®** worksheets used in your application, select the HUD Goals and Policy Priorities that your program will address. You do this by clicking the mouse in one of the cells in Column (1) of the worksheets labeled (**Year1, Year2, Year3, Total**). A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of letters and numbers that correspond to the HUD Goals and Policy Priorities will appear. Select one or more of the HUD Goals and Policy Priorities number/letter in the list by clicking it. If you make an error and want to remove the listing, select the cell and click the DELETE KEY on your keyboard. The item will be deleted.

To associate the HUD Goals and Policy Priorities to particular Services/Activities, select a HUD Goal and Policy Priority in Column 1 and then select related Services/Activities in Column 3, Programming. Please remember that not every Activity and Outcome is related to a HUD Policy Priority so that you can select a HUD goal without selecting a HUD policy priority. Also your activities and outcomes may be associated to more than one HUD goal and one policy priority.

If there is more than one Service/Activity to be administered related to the HUD Goal and Policy Priority, select all the related Services/Activities and associated Outcomes and skip as many rows as needed to identify the activities and outcomes associated to the HUD Strategic Goal and/or Policy Priority. Then before entering the next HUD Goal and Policy Priority, skip a row and then enter the next Strategic Goal and/or HUD Policy Priority and all the associated activities and outcomes to ensure that the association is clear.

Applicants/Grantees can make clear during each Year of their award, what Services/Activities are related to the achievement of the HUD Goal and Policy Priority selected.

Repeat this process until you have selected all HUD Goals and Policy Priorities that apply to your application.

Column 2 – Planning

Under the "Planning" Column (3), select a "Needs" statement. Do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of "Needs" statement(s) will appear. Select one or more of these Needs statements in the list by clicking it. Because the column may be too narrow to show the full Needs statement in the dropdown list, you may wish to refer to the Tab labeled "Needs" to see the full statements or you can (using your mouse) click on the shaded cell [D7] labeled "Needs" and this will expand the cell. To return the cell to its original size, click again on cell [D7] labeled "Needs."

When expanding and returning the cell to its original size, click once. Do not double click. When you select a "Needs" statement, the full statement will fill the cell. If you don't want this statement, you can simply click the dropdown arrow again and select another item; or, you can delete a statement by selecting the cell and clicking the **DELETE KEY** on your keyboard. If you want to select more than one statement, go to the next cell in the column and repeat the process selecting the appropriate statement(s). You can do this until you have selected all the statements that are appropriate to your proposed program.

The selections should reflect the Needs identified in your response to your Rating Factor narratives. There is no need to select all the Needs statements if they do not apply to what you plan to address or accomplish with the funding requested. When developing your eLogic Model®, associate the Needs statement(s) selected to the Services/Activities and Outcome(s) you select. To show relationships, you can skip rows when making your Needs statement(s) selection(s) and remember to place the associated Services/Activities and Outcome(s) in the same row.

Column 3 – Programming

Under the “Programming” Column (3), select Services/Activities. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of eligible Services/Activities appears. Select one of the Services/Activities in the list by clicking it. Identify your Year1 Services/Activities using the Year1 worksheet. Identify Year2 Services/Activities using the Year2 worksheet. Identify Year3 Services/Activities using the Year3 worksheet. Make a composite eLogic Model® of all years on the Total worksheet. *If you are only applying for a one year award, you do not need to create a composite eLogic Model® on the Total Tab.* Because the column may be too narrow to show the full Services/Activities statement in the dropdown list, you may wish to refer to the Tab labeled “Services” to see the full range of eligible Services/Activities, or you can (using your mouse) click on the shaded cell [E7] Services/Activities. This will expand the cell. To return the cell to its original size, click on shaded cell [E7] Services/Activities. When expanding and returning the cell to its original size, click once. **Do not double click.**

NOTE: If the Services/Activities that you are looking for does not appear on the dropdown list, choose “other” from the dropdown list and follow the instructions in the dialog boxes which are also described below:

▲ A dialog box will appear that says “Year1”. Click “OK” and another dialog box will appear that says, “You have selected ‘other’ and have the option to create a new Service/Activity or Outcome and a Unit of Measure. Are you prepared to do this now?”

▲ Click “Yes” if you wish to continue.

▲ You will see an input window that says, “Enter a new Activity/Service or Outcome to your dropdown list.” Enter your new Service/Activity in the field provided and click “OK.”

▲ A second window will appear that says, “Specify a Unit of Measure.” Enter the Unit of Measure in the field provided and click “OK”. The new Service/Activity will appear in the **eLogic Model®** cell and it will be added to the dropdown list.

▲ The new Service/Activity which you added will be displayed with the prefix “new”.

If this function does not occur when working with your **eLogic Model®** please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the NOFA Information Center at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES/ACTIVITIES PER ELOGIC MODEL®.

▲ In the event that you want to delete, or change your newly created Service/Activity, follow the instructions in the dialog boxes which are also described below:

▲ Click the Tab labeled Services at the bottom of your screen and then click cell [B1], “Click here to allow deletion of New Activities” at the top right of the window.

▲ A dialog box will appear that says “Do you want to delete this new Service/Activity?”, click “OK.”

▲ A dialog box will appear that says “Caution! This will delete all instances of ‘new Service/Activity in your Logic Model. Do you wish to continue?” Click “Yes.”

You can only delete new Services/Activities.

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.

Column 4 – Measure

Notice that as the Services/Activities you selected appears in Column 3, a corresponding Unit of Measure appears or populates in the Column 4, Measure. The Unit of Measure could be “persons”, “dollars”, “square feet”, “houses”, “date”, or some other Unit of Measure that relates to the selected Services/Activities. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the “Pre” column. When entering the date, use the format M/D/YYYY. When entering your projection in the “Pre” column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, “Run-time error ‘13:’.” If you see this message, click the button labeled End to continue. The “Run-time error ‘13:’” will not affect your work.

Please note that the "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes so that at the time of application, you cannot enter data in these fields.

Column 5 – Impact

Under Column 5, "Impact", select the Outcome that best corresponds to the "Needs" statement, Column 2 and Services/Activities, Column 3, which you just previously identified and selected for your eLogic Model®. This is the same procedure used for completing Column 3. When you select an Outcome from the dropdown list, a Unit of Measure automatically appears in the next column, "Measure." Since the column may be too narrow to show the full Outcome statement in the dropdown list, you may wish to refer to the Tab labeled "Outcomes" to see the full range of Outcomes, or you can (using your mouse) click on the shaded cell [J7] Outcome. This will expand the cell. To return the cell to its original size, click on shaded cell [J7] Outcome.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Outcome that you are looking for does not appear on the dropdown list, choose "other" from the dropdown list and follow the instructions in the dialog boxes which are also described below:

▲ A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says, "You have selected 'other' and have the option to create a new Service/Activity or Outcome and a Unit of Measure. Are you prepared to do this now?"

▲ Click "Yes" if you wish to continue.

▲ You will see an input window that says, "Enter a new Activity/Service or Outcome to your dropdown list." Enter your new Outcome in the field provided and click "OK."

▲ A second window will appear that says, "Specify a Unit of Measure." Enter the Unit of Measure in the field provided and click "OK". The new Outcome will appear in the eLogic Model® cell and it will be added to the dropdown list.

▲ The new Service/Activity which you added will be displayed with the prefix "new".

If this function does not occur when working with your eLogic Model® please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the **NOFA Information Center** at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER ELOGIC MODEL®.

In the event that you want to delete, or change your newly created Outcome, follow the instructions in the dialog boxes which are also described below:

▲ Click the Tab labeled Outcomes at the bottom of your screen and then click cell [B1], "Click here to allow deletion of New Outcomes" at the top right of the window.

▲ A dialog box will appear that says "Do you want to delete this Outcome?", click "OK."

▲ A dialog box will appear that says "**Caution!** This will delete all instances of 'new Outcome' in your Logic Model. Do you wish to continue?" Click "**Yes.**"

▲ You can only delete new Outcomes.

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.

Column 6 – Measure

As the Outcomes you selected appear in the cell, a corresponding Unit of Measure appears or populates in Column 6, Measure. The Unit of Measure could be "persons", "dollars", "square feet", "houses", "date", or some other Unit of Measure that relates to the selected Outcome. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the "Pre" column. When entering the date, use the format M/D/YYYY. When entering your projection in the "Pre" column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, "Run-time error '13' ". If you see this message, click the button labeled End to continue. The "Run-time error '13' ." will not affect your work.

The "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes.

Review for Using Columns 2, 3, 4, 5, and 6 of the eLogic Model®

How To Demonstrate the Relationship between a HUD Goal, Policy Priority, Services/Activities and Outcomes

In the eLogic Model®, applicants can select Services/Activities and Outcomes as appropriate to how they conduct business. There are four possible types of associations among Services/Activities and Outcomes:

One to One - A single Service/Activity can yield a single Outcome. For example, referral to an employer can yield job placement; the Service/Activity is referral and the Outcome is job placement.

One to Many - A single Service/Activity can yield more than one Outcome. For example, a Service/Activity such as referral to an employer can yield several Outcomes such as job placement, job retention lasting 30 days, and job retention lasting longer than 90 days.

Many to One - More than one Service/Activity can yield one Outcome. For example, Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in a single job placement, the Outcome.

Many to Many - More than one Service/Activity can yield more than one Outcome. For example, multiple Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in multiple Outcomes including job placement, job retention more than 30 days, job retention more than 90 days, and increased household income.

There is no predesigned way to complete your eLogic Model®. It depends on how you operate your program.

Demonstrating Relationships Between Services/Activities and Outcomes

Show the relationships between the Services/Activities and Outcomes as you create your eLogic Model® using one or more of these models described above:

▲ One to One

▲ One to Many

▲ Many to One

▲ Many to Many

Between each Service/Activity, skip a row and then start entering the next set of Services/Activities. Use the same structure to enter your associated Outcomes. There is more than enough space to do this within the eLogic Model® Template.

Repeat the process of specifying "Policy", "Needs", "Service/Activity" and "Outcome" using as many rows as is necessary to fully describe your proposal. Applicants must skip a row when selecting new HUD Goals, Policy Priorities, Needs, Activities/Services and Outcomes. The eLogic Model® form extends to six pages when printed out. You may view a preprint of your eLogic Model® at any time by selecting FILES | Print Preview from the Menu bar at the very top of the Excel® Window. It is recommended that you do this periodically to get a better view of the eLogic Model® you are creating.

Associating Services/Activities with Outcomes Over Multiple Years

You can adjust the look of your eLogic Model® by skipping rows, so that "Needs", "Services/Activities" and "Outcomes" are grouped or associated together. If you are conducting a multi-year project and the "Services/Activities" occurs in Year1 with the resulting Outcomes occurring in Year2, make sure that you show the relationship between the Services/Activities in Year1 with the Outcomes occurring in Year2 and similarly the relationships between Year2 Services/Activities with the Outcomes occurring in Year3. You can do this by leaving blank fields corresponding to the lines in which Services/Activities were identified in the previous year or years. For example, if you have enrolled someone in General Equivalency Degree (GED) classes, the results of attending the GED Classes may not result in a person obtaining a GED degree until Year 2 or Year 3.

To show the relationship over time:

▲ Enter the Services/Activities in Year 1 noting to yourself the line numbers on the Excel® worksheet that the Services/Activities appear in the Year 1 Tab of the eLogic Model®.

▲ Move to the year Tab that you are proposing the Outcomes to occur. In the Year 2 or Year 3 Tab, place the Outcomes in the Outcomes section in the same rows that you noted the Services/Activities. You will be leaving the Outcomes blank in Year 1 and the Services/Activities blank for those corresponding rows in either Year 2 or Year 3.

▲ Skip a row in both the Year 1 and the corresponding Year that you placed the Outcomes. Do this as many times as needed, remembering to maintain the same row numbers for Services/Activities and Outcomes across the span of years.

Demonstrating the Relationship To Needs Statements

Similarly, if you want to demonstrate the relationship between Services/Activities, Outcomes and a Needs statement, select the Needs statement and enter the Services/Activities and the corresponding Outcomes on the same row in the Excel® worksheet. To select another Needs statement, skip a row and identify the Services/Activities and Outcomes on the same row in the Excel® worksheet. This can occur within a single year or across years provided you remember to maintain the row alignment to the Needs statement, Services/Activities and Outcomes. You can continue adding activities and outcomes associated to the Needs statement as needed. When done, skip a row to move to another Needs statement and set of Services/Activities,

CAUTION, DO NOT CUT & PASTE ITEMS FROM ONE COLUMN TO ANOTHER. For example, do not cut and paste an item from the "Needs" Column to the "Services/Activities" Column, or the "Services/Activities" Column to the "Outcomes" Column. Doing so will produce an unstable worksheet which will behave erratically, requiring you to start over with a new blank eLogic Model® workbook.

Column 7 – Accountability

Under the "Accountability" Column (7), enter the tools and the process of collection and processing of data in your organization to support all project management, reporting, and responses to the Management Questions. This column provides the framework for structuring your data collection efforts. If the collection and processing of data is not well planned, the likelihood of its use to further the management of the program and support evaluation activity is limited. If data are collected inconsistently, or if data are missing, not retrievable, or mishandled, the validity of any conclusions is weakened.

The structure of Column 7 contains five components in the form of dropdown fields that address the Evaluation Process. You are responsible for addressing each of the five steps that address the process of managing the critical information about your project.

A. Tools for Measurement

B. Where Data Maintained

C. Source of Data

D. Frequency of Collection

E. Processing of Data

You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Services/Activities and Outcomes. Given the limited space, please identify the most frequent sources for the processes (A-E). As you proceed through the remaining components, B through E, specify those components in the same order as you selected the "Tools for Measurement" listed under item A. For example, if the first Tool is "Pre-post Test," then the first item under B "Where Data Maintained" must identify where the pre-post test data is maintained, and so on through E. The first entry should pertain to "Pre-post Test." Likewise, if the second item in A is "Satisfaction Surveys," then specify the second item in B through E as it pertains to "Satisfaction Surveys."

A. Tools for Measurement. A device is needed for collecting data; e.g., a test, survey, attendance log, or inspection report, etc. The tool "holds" the evidence of the realized Services/Activities or Outcomes specified in the eLogic Model®. At times, there could be multiple tools for a given event. A choice can be made to use several tools, or rely on one that is most reliable, or most efficient but still reliable. Whatever tool is identified, it is important to remain consistent throughout the project.

Instructions: Under Column 7, Accountability, select your choices of "Tools for Measurement" to Track Services/Activities and Outcomes. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Tools appears. Select one or more of the Tools in the list by clicking it.

B. Where Data Maintained. A record of where the data or data tool resides must be maintained. It is not required that all tools and all data are kept in one single place. You may keep attendance logs at the main office files, but keep other tools or data such as a "case record" in the case files at the service site. It is important to designate where tools and/or data are to be maintained. For example, if your program has a sophisticated computer system and all data is entered into a custom-designed database, it is necessary to designate where the original or source documents will be maintained.

Instructions: Under Column 7, Accountability, select your choices of "Where Data Maintained." You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Where Data Maintained appears. Select one or more of the Where Data Maintained in the list by clicking it.

C. Source of Data. This is the source where the data originates. Identify the source and make sure that it is appropriate.

Instructions: Under Column 7, Accountability, select your choices of "Source of Data." You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Source of Data appears. Select one or more of the Source of Data in the list by clicking it.

D. Frequency of Collection. Timing matters in data collection. In most instances, you want to get it while it occurs. Collect data at the time of the encounter; if impossible, when it is most opportune immediately thereafter. For example, collect report card data immediately upon the issuance of report cards. Do not wait until after the school year is over. Collect feedback surveys at the conclusion of the event, not a few months later when clients may be difficult to reach. Reporting can be done at anytime if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after the event, but others are attempted months later, the data are confounded by the differences in the timing. If some financial data are collected at the middle of the month and others at the end of the month, the data may be confounded by systematic timing bias.

Instructions: Under Column 7, Accountability, select your choices of "Frequency of Collection." You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Frequency of Collection appears. Select one or more of the Frequency of Collection in the list by clicking it.

E. Processing of Data. This is where you identify the mechanism that will be employed to process the data. Some possibilities are: manual tallies, computer spreadsheets, flat file database, relational database, statistical database, etc. The eLogic Model® is only a summary of the program and it cannot accommodate a full description of your management information system. There is an implicit assumption that the grantee has thought through the process to assure that the mechanism is adequate to the task(s).

Instructions: Under Column 7, Accountability, select your choices of "Processing of Data." You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

Saving Your eLogic Model®

The 2010 eLogic Model® was constructed using Excel™ 2007. The models are posted on Grants.gov as Excel® 2003. You can save your eLogic Model® as an Excel® 97-2003 Workbook or as an Excel® 2007 Workbook. If you are using Excel® 97-2003 and if you see [Compatibility Mode] at the top of your Excel® where the name of the Excel® Workbook is located, it will not affect the functionality of the eLogic Model®. You can run the eLogic Model® in either Excel® version without functionality issues.

When you have completed the eLogic Model®, or wish to stop and continue later, save the file by going to the Excel® Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your computer.

▲ Use the name of the HUD Program and your organization name to form a file name for your eLogic Model®. **For example, FHIP_DillardAffordableHousing.** Please note that there is an "underscore" between FHIP and no spaces between Dillard Affordable Housing separating the Program Name from the Project Name which is needed to identify the eLogic Model® in the database. This is the only convention allowed to separate these two terms. Do not use an underscore to separate words in your project name. The database will read "DillardAffordableHousing" as one name.

Do not use spaces or special characters such as dashes, periods, asterisks, and symbols when saving your eLogic Model®, only use letters and numbers. Only underscores are permitted. If you fail to follow these directions by using special characters or spaces, or the file name exceeds 50 characters, grants.gov will reject your submission as JAVA code treats your submission as containing a virus.

If your program has a program component, please follow the example below adding the Program Component "EOI" with an underscore:

▲ FHIP_EOI_DillardAffordableHousing

Please remember, if you are submitting multiple applications under the same applicant name for the same HUD program, you must distinguish between the two applications as is shown below:

▲ FHIP_EOI_DillardAffordableHousing1

▲ FHIP_EOI_DillardAffordableHousing2

Please be sure to review the file formats and naming requirements contained in the General Section.

Excel® automatically adds the file extension ".xls" or ".xlsx" to your file name. Make sure the file extension is not capitalized. In following these directions, if your organizational name exceeds the 50 character limit for space, you should abbreviate your organizational name by either using its initials or a recognizable acronym, e.g., South Carolina State University maybe written as SCSU, or Howard University maybe written as HOWDU.

If you attempt to close the eLogic Model® without entering the Applicant Legal Name, the DUNS Number or Project Name, you receive a message that says "You still need to enter the Applicant Legal Name, the DUNS Number or Project Name. Dialog boxes have been created as reminders. Click OK on the dialog boxes. You will then get to the default Excel® dialog box asking if you want to save changes. Clicking CANCEL will allow you to go back and enter the missing mandatory fields. Clicking YES will save your work and close the Workbook but the mandatory fields will not be completed. **Clicking NO WILL NOT SAVE your work and will close the Workbook.**"

Later, you will "Attach" this file to your application. Please remember the name of the file that you are saving. Be sure to delete any earlier version so that when you go to attach the file to your application, you select the appropriate and final file.

A single Workbook will be adequate for completing your eLogic Model®.

This ends the instructions for completing your eLogic Model® for application submission.

INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

Do not modify or change the integrity of the eLogic Model® by adding additional Tabs or worksheets. The Instructions provided here will meet your needs. When saving your eLogic Model®, save it in the Excel® format. Do not convert it into PDF.

If your project is selected for funding, the eLogic Model® will be used as a monitoring and reporting tool upon final approval from the HUD program office. Upon approval, HUD will open the reporting side of the eLogic Model® allowing you to submit the actual Services/Activities and Outcomes against the approved (projected) Services/Activities and Outcomes. Specifically, HUD will open the "Post" and "YTD" fields in both Columns 4 and 6, and will close the "Pre" fields in the same columns. HUD will also open the Reporting Tab for you to meet the reporting requirements that are discussed below. The HUD program office will send back to you or post to a website, the approved eLogic Model® to be used for reporting purposes.

Identify the Reporting Period Covered by the Report

On the Coversheet are three fields that must be completed when you submit your reports to HUD: "Grants.gov Application Number", "HUD Award Number", and "Logic Model Amendment Number" which are located on Rows 33, 34 and 35 respectively. These fields allow HUD to associate the eLogic Model® submitted with the application with the negotiated logic model, and reports submitted. On the Year1, Year2, Year3 and Total Tabs are three additional fields labeled "Reporting Period", "Reporting Start Date" and "Reporting End Date." These three fields are not to be used at time of application. At the time of reporting they are "mandatory. They are used during the reporting process to record the Start and End date of your reporting period." The required data must be entered to have a complete eLogic Model® report.

Before closing and saving your eLogic Model® report, click the worksheet Tab, "Coversheet" and at the top left, click "Check Errors." If you did not complete any of the "mandatory" fields, a message box will appear telling you what field(s) were not completed and the field(s) will be highlighted in yellow. When actually reporting performance on your approved eLogic Model®, select the "Reporting Period" using the dropdown feature for:

- ▲ Yr1 1st Quarter
- ▲ Yr1 2nd Quarter
- ▲ Yr1 3rd Quarter
- ▲ Yr1 4th Quarter
- ▲ Yr2 5th Quarter
- ▲ Yr2 6th Quarter
- ▲ Yr2 7th Quarter
- ▲ Yr2 8th Quarter
- ▲ Yr3 9th Quarter
- ▲ Yr3 10th Quarter
- ▲ Yr3 11th Quarter
- ▲ Yr3 12th Quarter
- ▲ Final Report.

Note: For those reporting on a semi-annual basis, the reporting period identified in the eLogic Model® report would be Yr1 2nd Quarter, and Yr1 4th Quarter for the first year reports and Yr2 6th Quarter and Yr2 8th Quarter, etc.. For those reporting on an annual basis, the eLogic Model® reporting period would be selected as Yr1 4th Quarter. If the award was a one year award, and the award was completed, the reporting period selected would be Final Report. If the report was multi-year, for the 2nd year report, the reporting period would be Yr2 8th Quarter.

Then enter a "Reporting Start Date" and the "Reporting End Date" that reflects the reporting period you will be submitting in accordance with required reporting time frames indicated in the HUD Program NOFA and the Award Agreement. When entering the dates, you must use this format, MM/DD/YYYY including the slashes. Using the MM/DD/YYYY format will allow HUD to enter your eLogic Model® into the database. If not, you may have to resubmit your eLogic Model® if it is not accepted by HUD.

Completing Performance Information in YEAR1, YEAR2, YEAR3, and TOTAL Tabs

Your projections approved by HUD that were entered in the "Pre" Column will be locked in and the "Post" and "YTD" will be opened for reporting purposes. When reporting enter:

- ▲ Year1 accomplishments utilizing the Year1 Tab
- ▲ Year2 accomplishments utilizing the Year2 Tab
- ▲ Year3 accomplishments utilizing the Year3 Tab

For multi-year awards, use the Total Tab to capture cumulative reporting during years 2 and 3 and for your final report. *If you have a one year award you only need to complete Year1 for your final report.* If you have a two year award, use Year1, Year2, and Total. If you have a three year award, use Year1, Year2, Year3, and Total.

In each reporting period, enter your data for the reporting period cover by the report. Do not enter cumulative data in this column. The column labeled YTD is used to capture the cumulative data for the current reporting period as well as all past reports submitted covering the first year of the award. For example, if you report quarterly.

When reporting Activities in Year1:

- ▲ Enter your first quarter accomplishments in the "Post" column and the cumulative accomplishments in the "YTD" column. For the first quarter reporting, the numbers or dates will be the same in both columns.
- ▲ For the second quarter of Year1 reporting, enter the data covering second quarter activities and outcomes which occurred in that quarter only. In the "YTD" column, you will enter the cumulative total of both the first and second quarter accomplishments.
- ▲ Follow this same process for all quarters in Year1.

When reporting Activities in Year2:

- ▲ Only enter your first quarter accomplishments of Year2 in the "Post" column. The information should only reflect activities and outcomes that occur in the 1st quarter of year 2. Cumulative accomplishment from year 1 and year 2 activities and outcomes will be recorded in the Total Worksheet.
- ▲ Enter the Year 2 Quarter 1 accomplishments in the "YTD" column. For the first quarter reporting the numbers or dates will be the same for both the Actual and the YTD columns.
- ▲ For the second quarter of Year2 reporting, you will only enter the second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year2 in the "Post" column.
- ▲ In the "YTD" column, you will enter the cumulative total of both the first and second quarter accomplishments for Year2. In the Total worksheet enter the cumulative total (the YTD from Year1 and the YTD from Year2). Follow these instructions for all quarters in Year2.

When reporting Activities in Year3, enter your first quarter accomplishments of Year3 non-cumulative in the "Post" column and the cumulative accomplishment of Year3 in the "YTD" column.

- ▲ For the first quarter reporting the numbers or dates will be the same in both columns.
- ▲ For the second quarter of Year3 reporting, you will enter the non-cumulative second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year3 in the "Post" column.
- ▲ In the "YTD" column you will enter the cumulative total of both the first and second quarter accomplishments for Year3. In the Total worksheet enter the cumulative total (the YTD from Year1, the YTD from Year2 and the YTD from Year3). Follow these instructions for all quarters in Year3.

Using the Total Worksheet

If you have a multi-year award, you will begin to use the "Total" Tab at the beginning of the second year. The "Total" Tab is designed to show cumulative totals of Year1, Year2, and Year3. The "Total" worksheet will show the cumulative progress for Year1, Year2, and Year3. In the Total worksheet, when you are reporting accomplishments for the first quarter of Year2, add the "YTD" number from Year1 and the "YTD" number for Year2. Remember, the first quarter of Year2 and the "Post" is the same number as the "YTD" number. If you are reporting accomplishments for the second quarter of Year2, add the "YTD" number from Year1 and the "YTD" number from Year2 and add them to reach a cumulative total or

"YTD" of Year1 and the first two quarters of Year2.

Follow these instructions for all quarters in Year2, and Year3. At the end of the award period, the "Total" Worksheet will contain the cumulative total for all years.

Using the Reporting Worksheet

The Reporting Tab (worksheet) serves three functions: 1) Respond to the Management Questions, 2) Describe or explain actual performance compared to what was projected, and 3) Provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model®.

Each program has different Management Questions that are applicable to that program only. The Management Questions contained in the eLogic Model® ask key questions related to all Services/Activities and Outcomes in the drop-down lists in the eLogic Model® forms for each HUD program. Grantees are required to report on the Management Questions which relate to the specific Services/Activities and Outcomes that are in their HUD approved eLogic Model®. These are determined during negotiations with HUD. HUD will use the approved eLogic Model® for monitoring program performance throughout the project. The Services/Activities and Outcomes identified in your approved eLogic Model®, and resultant data reported in your eLogic Model® over the award performance period should enable you to address most or all of the Management Questions reflective of your project. The data collected during the course of your work and captured in the eLogic Model® will also be useful to you in evaluating the effectiveness of your program.

Use the Reporting Tab to enter your responses to the Management Questions by entering the appropriate "Count/Amount" in the fields provided. The last question asks, "Describe the population you are serving in the space below." Enter a brief summary description of the demographic and socio-economic characteristics of the area and clients you are serving. Your description should be short and to the point -- a paragraph or less.

Narrative Description - Positive/Negative Deviation from Approved eLogic Model® Projections

In addition to your submission of your eLogic Model® results, if there are deviations from what you projected, then you must include a narrative indicating any positive or negative deviations from projected Services/Activities and Outcomes as contained in your approved eLogic Model® and explain the basis for the actual performance as compared to what was projected. In your narrative be sure to identify the Services/Activities and Outcomes from your approved eLogic Model® that you are describing and the reason why this deviation occurred. When doing this, create a paragraph header labeled, "Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections." By identifying the deviations and the reasons, HUD is able to obtain information on what impacts affect the timeline for program activity and outcomes, and also will be able to share and disseminate best practices to help grantees learn from each other and to also increase the effectiveness of the program.

Saving Your Report

Save the eLogic Model® file you receive from HUD. Each time you submit your report to HUD, add the fiscal year of the NOFA in which the award was made and the reporting period to the file name. For example:

This is for a 1st quarter report.

^ FHIP_EOI_DillardAffordableHousing2010qtr1

This is for a 2nd quarter or semi-annual report.

^ FHIP_EOI_DillardAffordableHousing2010qtr2

This is for a 3rd quarter report.

^ FHIP_EOI_DillardAffordableHousing2010qtr3

This is for a 4th quarter or annual report.

^ FHIP_EOI_DillardAffordableHousing2010qtr4

This is for a 5th quarter or the first reporting period in year 2 of the project.

^ FHIP_EOI_DillardAffordableHousing2010qtr5

Please remember, if you are reporting on multiple projects under the award for the same HUD program, you must distinguish between the two reports as is shown below. **Please note that an underscore was added before the fiscal year. Only add the underscore if there are multiple projects:**

^ FHIP_EOI_DillardAffordableHousing1_2010qtr1

^ FHIP_EOI_DillardAffordableHousing2_2010qtr2

For eLogic Model® Training via webcast, consult the webcast schedule found at HUD's website at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. If you have any questions regarding reporting requirements, please contact your HUD program representative.

Reporting Requirements

As part of your required reports to HUD, you must also submit an eLogic Model® report in either Excel® 2003 or 2007. (See the FY2010 General Section of the NOFA in the HUD approved electronic formats.)

2010 eLogic Model® Information Coversheet



Instructions

When completing this section there are "mandatory" fields that must be completed. These fields are highlighted in yellow. The required data must be entered correctly to complete an eLogic Model®. After completing all mandatory fields on the coversheet click on the "Check Errors" button at the top of this page. Applicant Legal Name must match box 8a in the SF-424 in your application. Enter the legal name by which you are incorporated and pay taxes. CCR Doing Business is new for 2010 eLogic Model®. Only complete this field if your registration at CCR includes an entry in Doing Business as: (dba). Enter the DUNS # as entered into box 8c of the SF-424 Application for Federal Assistance form. Enter the City where your organization is located, this information must match the SF-424 data in your application. Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application. This information must match the SF-424 data in your application. Enter the Grantee Contact Name and email address in the field provided. Enter the name of the person that completed the eLogic Model® and their email address in the field provided. When completing the Project Information Section, applicants except Indian Tribes must enter their Project Name, Project Location City/County/Parish, State, Project Type, and Construction Type. If there are multiple locations, enter the location where the majority of the work will be done. Indian tribes, including multi-state tribes, should enter the City or County associated with their business address location. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

Program Information

HUD Program	FHIP-EOI
Program CFDA #	14.416
Program Component	
EOI General	

Grantee Information

Applicant Legal Name	Southwestern Pennsylvania Legal Services, Inc.		
CCR Doing Business As Name			
DUNS Number	072175482	-	
City	Washington		
State	PENNSYLVANIA		
Zip Code	15301	-	6808
Grantee Contact Name	Robert M. Brenner		
Grantee Contact email	rmb@splas.org		
Logic Model Contact Name	Robert M. Brenner		
Logic Model Contact email	rmb@splas.org		

Project Information

Project Name	West Penn Rural Fair Housing Education and Outreach Initiative		
Project Location City/County/Parish	Washington		
Project Location State	PENNSYLVANIA		
Zip Code		-	
Project Type			
Construction Type			

Additional Information for Reporting (Leave Blank At the Time of Application)

Grants.gov Application Number	
HUD Award Number	
Logic Model Amendment Number	



Applicant Legal Name Southwestern Pennsylvania Legal Services, Inc.
 CCR Doing Business As Name 0
 HUD Program FHIP-EOI
 Program Component
 Project Name Penn Rural Fair Housing Education and Outreach Initiative

Reporting Period
 Reporting Start Date
 Reporting End Date

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1	2	3	4			5	6			7	
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
1B	3a	The public has a general lack of knowledge and awareness about what equal opportunity in housing means as well as the obligations of compliance.	Workshops-Community meetings/workshops Persons	Persons			Education-Clients attending classes/workshops Persons	Persons			A. Tools for Measurement
			950						950		
2A	3b		Outreach-Outreach to legal community to educate on trends in Fair Housing cases Persons	Persons			new- Education- Persons in legal community attending class/workshop Persons	Persons			Pre-post tests Program specific form(s)
			100					100			
2D	3c		Outreach-Outreach to disability support organizations Organizations	Organizations			Outreach-New disabled clients Persons	Persons			Post tests Questionnaire
			21					15			
3A	4b		Education-Design/Develop computer tutorial Computer tutorials	Computer tutorials			Education-Clients know rights and able to avoid violations Persons	Persons			B. Where Data Maintained
			27					950			
3D	4c		Education-Develop training materials Training Materials	Training Materials			Education-Clients know rights and able to avoid violations Persons	Persons			Agency database
			20					950			
4C		Education-Development of new activities/materials Materials/Activities	Materials/Activities			Education-Clients know rights and able to avoid violations Persons	Persons				
		12744					950				
4E		Outreach-Materials produced in non-English languages Materials	Materials			Education-Non-English speaking clients attending classes/workshops Persons	Persons			C. Source of Data	
		150					10				
		Outreach-Press release Press releases	Press releases			Outreach-Public Service Announcements-Radio/Television aired PSAs Aired	PSAs Aired			Audit report Financial reports	
		100					100				
		Outreach-Media spots Media spots	Media spots			Outreach-Public Service Announcements-Radio/Television aired PSAs Aired	PSAs Aired			Progress reports Referrals	
		50					50				
		Outreach-Expand mailing list Persons	Persons			Education-Educational classes Persons	Persons			Work plan reports	
		100					950			D. Frequency of Collection	
		Legal-Referrals to Legal Aid Referrals	Referrals			Counseling-Clients counseled Persons	Persons			Weekly	



Applicant Legal Name	Southwestern Pennsylvania Legal Services, Inc.		
CCR Doing Business As Name	0		
HUD Program	FHIP-EOI	Reporting Period	
Program Component		Reporting Start Date	
Project Name	Penn Rural Fair Housing Education and Outreach Initiative	Reporting End Date	

DUNS No. 072175482 - 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	Policy	2 Planning	3 Programming	4			5 Impact	6			7 Accountability
			Complaints-Complaint intake Complaints	Complaints			Complaints-Clients make complaint Persons	Persons			Monthly
				10				10			
			new- Develop and update website content Pages	Pages			Outreach-Clients received Fair Housing information Persons	Persons			E. Processing of Data
				33				950			
			Outreach-Identify/Participate networking groups Groups	Groups			new- Educated Networking groups Groups	Groups			Computer spreadsheets
				30				30			
			Outreach-Fair Housing month town Hall Meetings-Meetings Meetings	Meetings			Education-Educational classes Persons	Persons			
				6				120			
			Policy Priority-AFFH- -Provide information to households on discriminatory housing practices Households	Households			Education-Clients attending classes/workshops Persons	Persons			
				950				950			
			Policy Priority-Capacity Building-Disseminate best practices to increase knowledge of successful practices that resulted in more open and diverse communities. Meetings/Conferences	Meetings/Conferences			Education-Landlords/Housing industry representatives attend classes Persons	Persons			
				3				30			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			



Applicant Legal Name Southwestern Pennsylvania Legal Services, Inc.
CCR Doing Business As Name 0
HUD Program FHIP-EOI
Program Component Penn Rural Fair Housing Education and Outreach Initiative
Project Name Penn Rural Fair Housing Education and Outreach Initiative

Reporting Period
Reporting Start Date
Reporting End Date

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	Policy	2 Planning	3 Programming	4			5 Impact	6			7 Accountability
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!			</				



Applicant Legal Name Southwestern Pennsylvania Legal Services, Inc.
CCR Doing Business As Name 0
HUD Program FHIP-EOI
Program Component Penn Rural Fair Housing Education and Outreach Initiative
Project Name Penn Rural Fair Housing Education and Outreach Initiative

Reporting Period
Reporting Start Date
Reporting End Date

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5	6	7				Accountability	
	Policy	Planning	Programming				Impact				
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			
				#VALUE!				#VALUE!			



Applicant Legal Name	Southwestern Pennsylvania Legal Services, Inc.		
CCR Doing Business As Name	0		
HUD Program	FHIP-EOI	Reporting Period	
Program Component		Reporting Start Date	
Project Name	enn Rural Fair Housing Education and Outreach Initiative	Reporting End Date	

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5			6			7	
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
			#VALUE!							A. Tools for Measurement	
			#VALUE!								
			#VALUE!								
			#VALUE!								
			#VALUE!							B. Where Data Maintained	
			#VALUE!								
			#VALUE!								
			#VALUE!								
			#VALUE!							C. Source of Data	
			#VALUE!								
			#VALUE!								
			#VALUE!							D. Frequency of Collection	



Applicant Legal Name	Southwestern Pennsylvania Legal Services, Inc.		
CCR Doing Business As Name	0		
HUD Program	FHIP-EOI	Reporting Period	
Program Component		Reporting Start Date	
Project Name	enn Rural Fair Housing Education and Outreach Initiative		Reporting End Date

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5			6			7	
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
			#VALUE!							A. Tools for Measurement	
			#VALUE!								
			#VALUE!								
			#VALUE!								
			#VALUE!							B. Where Data Maintained	
			#VALUE!								
			#VALUE!								
			#VALUE!								
			#VALUE!							C. Source of Data	
			#VALUE!								
			#VALUE!								
			#VALUE!							D. Frequency of Collection	



Applicant Legal Name	Southwestern Pennsylvania Legal Services, Inc.		
CCR Doing Business As Name	0		
HUD Program	FHIP-EOI	Reporting Period	
Program Component		Reporting Start Date	
Project Name	enn Rural Fair Housing Education and Outreach Initiative	Reporting End Date	

DUNS No. 072175482 - 0



HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5			6			7	
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
			#VALUE!							A. Tools for Measurement	
			#VALUE!								
			#VALUE!								
			#VALUE!							B. Where Data Maintained	
			#VALUE!								
			#VALUE!								
			#VALUE!								
			#VALUE!							C. Source of Data	
			#VALUE!								
			#VALUE!								
			#VALUE!							D. Frequency of Collection	

HUD Goals		HUD Priorities	
1A	Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1A) Stem the foreclosure crisis.	1a	Job Creation/Employment (1a) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
1B	Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumer (1B) Protect and educate consumers when they buy, refinance or rent a home.	1b	Job Creation/Employment (1b) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities.
1C	Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1C) Create financially sustainable homeownership opportunities.	1c	Job Creation/Employment (1c) Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources.
1D	Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1D) Establish an accountable and sustainable housing finance system.	2a	Sustainability (2a) Promote and preserve community assets including small businesses, fresh food markets, parks, hospitals, and quality schools by incentivizing comprehensive and inclusive local economic development planning.
2A	Meet the Need for Quality Affordable Rental Homes (2A) End homelessness and substantially reduce the number of families and individuals with severe housing needs.	2b	Sustainability (2b) Give consumers more information about the true cost of living by incorporating both housing and transportation costs into measures of affordability.
2B	Meet the Need for Quality Affordable Rental Homes (2B) Expand the supply of affordable rental homes where most needed.	2c	Sustainability (2c) Improve residents' health and safety, particularly that of children and other vulnerable populations, by promoting green and healthy design, construction, rehabilitation, and maintenance of housing and communities.
2C	Meet the Need for Quality Affordable Rental Homes (2C) Preserve the affordability and improve the quality of federally assisted and private unassisted affordable rental homes.	2d	Sustainability (2d) Support and promote an energy-efficient, green, and healthy housing market by retrofitting existing housing, supporting energy-efficient new construction, improving home energy labeling, and promoting financing products that reduce the carbon footprint of non-HUD-supported residential buildings.
2D	Meet the Need for Quality Affordable Rental Homes (2D) Expand families' choices of affordable rental homes located in a broad range of communities.	2e	Sustainability (2e) Reduce energy consumption and incorporate green building practices in the design and operation of HUD-supported affordable housing.
3A	Utilize Housing as a Platform for Improving Quality of Life (3A) Utilize HUD assistance to improve educational outcomes and early learning and development.	2f	Sustainability (2f) Promote coordinated planning, integrating federal resources, and targeting technical assistance at the local, state, and regional levels for sustainable housing and communities.
3B	Utilize Housing as a Platform for Improving Quality of Life (3B) Utilize HUD assistance to improve health outcomes.	2g	Sustainability (2g) Promote the design and construction of buildings and communities that are accessible and visitable by people with disabilities.
3C	Utilize Housing as a Platform for Improving Quality of Life (3C) Utilize HUD assistance to increase economic security and self-sufficiency.	2h	Sustainability (2h) Promote the use of climate-resilient and disaster-resistant building design, construction and siting.
3D	Utilize Housing as a Platform for Improving Quality of Life (3D) Utilize HUD assistance to improve housing stability through supportive services for vulnerable populations including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless.	2i	Sustainability (2i) Encourage metropolitan and regional focus in planning and community development.
3E	Utilize Housing as a Platform for Improving Quality of Life (3E) Utilize HUD assistance to improve public safety.	3a	Affirmatively Furthering Fair Housing (3a) Regional coordination of affirmatively furthering fair housing plans, including such activities as developing regional analyses of impediments.
4A	Build Inclusive and Sustainable Communities Free from Discrimination (4A) Catalyze economic development and job creation, while enhancing and preserving community assets.	3b	Affirmatively Furthering Fair Housing (3b) Regional strategies to reduce racially segregated living patterns and other effects of formerly de jure segregated public or assisted housing in metropolitan areas with a year 2000 dissimilarity index of 70 or higher and where the minority population is at least 20,000 or 3 percent of the total population in the Core Based Statistical Area (CBSA), whichever is greater.
4B	Build Inclusive and Sustainable Communities Free from Discrimination (4B) Promote energy efficient buildings and location efficient communities that are healthy, affordable and diverse.	3c	Affirmatively Furthering Fair Housing (3c) Decreasing the concentration of poverty and racial segregation in neighborhoods and communities through strategic targeting of resources.
4C	Build Inclusive and Sustainable Communities Free from Discrimination (4C) Ensure open, diverse, and equitable communities.	3d	Affirmatively Furthering Fair Housing (3d) Promoting visitability for persons with disabilities in single-family housing.
4D	Build Inclusive and Sustainable Communities Free from Discrimination (4D) Facilitate disaster preparedness, recovery and resiliency.	4a	Capacity Building and Knowledge Sharing (4a) Develop and deliver technical assistance for increasing affordability in areas experiencing increased rental costs due to development.
4E	Build Inclusive and Sustainable Communities Free from Discrimination (4E) Build the capacity of local, state and regional public and private organizations.	4b	Capacity Building and Knowledge Sharing (4b) Strengthen the capacity of state and local partners, including governments and nonprofit organizations, to implement HUD programs, participate in decision making and planning processes, and coordinate on cross-programmatic, place-based approaches through grantmaking and technical assistance.
5A	Transform the Way HUD Does Business (5A) Build Capacity: Create a flexible and high performing learning organization with a motivated, skilled workforce.	4c	Capacity Building and Knowledge Sharing (4c) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.
5B	Transform the Way HUD Does Business (5B) Focus on Results: Create an empowered organization that is customer-centered, place based, collaborative, and responsive to employee feedback and focused on results.	5a	Using Housing as a Platform for Improving Other Outcomes (5a) Increasing access to high quality early learning programs and services through coordination with local programs.

5C	Transform the Way HUD Does Business (5C) Bureaucracy Busting: Create flexible, modern rules and systems that promote responsiveness, openness and transparency.		5b	Using Housing as a Platform for Improving Other Outcomes (5b) Providing physical space to co-locate healthcare and wellness services with housing (e.g., on-site health clinics).
5D	Transform the Way HUD Does Business (5D) Culture Change: Create a healthy, open, flexible work environment that reflects the values of HUD's mission.		5c	Using Housing as a Platform for Improving Other Outcomes (5c) Increasing access to public benefits (such as Temporary Assistance to Needy Families and Supplemental Security Income) through outreach and other means.
			5d	Using Housing as a Platform for Improving Other Outcomes (5d) Maintaining or improving the physical environment and design of HUD-assisted residences, giving attention to physical safety and crime prevention.
			5e	Using Housing as a Platform for Improving Other Outcomes (5e) Providing mobility counseling to increase access to neighborhoods of opportunity.
			6a	Expand Cross-Cutting Policy Knowledge (6a) Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.



CAMP eLogic Model®

Column 2

NEEDS

The public has a general lack of knowledge and awareness about what equal opportunity in housing means as well as the obligations of compliance.



CAMP eLogic Model®

Click here to allow deletion of 'New' Activities

Column 3

SERVICES/ACTIVITIES	UNITS
Administration-Analysis of local impediments to housing choice Analysis	Analysis
new- Develop and update website content Pages	Pages
Administration-Student intern recruitment Persons	Persons
Complaints-Complaint intake Complaints	Complaints
Complaints-Referral of Fair Housing complaints Referrals	Referrals
Counseling-Counseling for non-English speakers Persons	Persons
Education-Design/Develop computer tutorial Computer tutorials	Computer tutorials
Education-Develop training materials Training Materials	Training Materials
Education-Development of Fair Housing curricula Curriculum	Curriculum
Education-Development of new activities/materials Materials/Activities	Materials/Activities
Education-Development of technical materials on accessibility Materials	Materials
Education-Homebuyer education/training Persons	Persons
Education-Housing counseling and classes Persons	Persons
Education-Introduce Fair Housing curricula to students Persons	Persons
Education-Introduce Fair Housing curricula to teachers Persons	Persons
Legal-Referrals to Legal Aid Referrals	Referrals
Outreach-Accessibility events Events	Events
Outreach-Arabic translators/interpreters used Persons	Persons
Outreach-Asian translators/interpreters used Persons	Persons
Outreach-Community town hall meetings Meetings	Meetings
Outreach-Expand mailing list Persons	Persons
Outreach-Fact sheets Materials	Materials
Outreach-Fair Housing month town Hall Meetings-Meetings Meetings	Meetings
Outreach-Fair Housing month town Hall Meetings-Persons Persons	Persons
Outreach-Identify/Participate networking groups Groups	Groups
Outreach-Immigrant-led tenant associations Associations	Associations
Outreach-Interpretation for Fair Housing activities Sessions	Sessions
Outreach-Involve lenders Lenders	Lenders
Outreach-Materials produced in non-English languages Materials	Materials
Outreach-Media spots Media spots	Media spots
Outreach-Meetings between housing industry and housing groups Meetings	Meetings
Outreach-Newsletters Newsletters	Newsletters
Outreach-Number of cinemas showing PSAs Cinemas	Cinemas
Outreach-Number of times PSAs shown at cinema Showings	Showings
Outreach-Outreach and information Materials	Materials
Outreach-Outreach to American Indians Persons	Persons
Outreach-Outreach to Asians Persons	Persons
Outreach-Outreach to college students Persons	Persons
Outreach-Outreach to disability support organizations Organizations	Organizations

Outreach-Outreach to disabled population Persons	Persons
Outreach-Outreach to Hispanics Persons	Persons
Outreach-Outreach to legal community to educate on trends in Fair Housing cases Persons	Persons
Outreach-Outreach to non-English/Immigrant population Persons	Persons
Outreach-Outreach/education to/for local government Persons	Persons
Outreach-Press release Press releases	Press releases
Outreach-PSA in non-English language PSAs	PSAs
Outreach-Public Awareness advertisements Advertisements	Advertisements
Outreach-Public Service Announcements-Development Hours	Hours
Outreach-Public Service Announcements-Distribution Media Outlets	Media Outlets
Outreach-Renters' rights booklets Materials	Materials
Outreach-Russian translators/interpreters used Persons	Persons
Outreach-Spanish translators/interpreters used Persons	Persons
Outreach-Translation of existing Fair Housing materials Materials	Materials
Partnerships-Form partnerships with groups to create internships focused on fair housing advocacy Partnerships	Partnerships
Partnerships-Partnership with homeless activists to inform them of fair housing opportunities Partnerships	Partnerships
Policy Priority-AFFH- Analysis of housing patterns to determine discriminatory housing practices in jurisdictions AFFH Report	AFFH Report
Policy Priority-AFFH- Mortgage Rescue Scam abuse/lending discrimination training/education Persons	Persons
Policy Priority-AFFH- -Provide information to households on discriminatory housing practices Households	Households
Policy Priority-AFFH- Outreach to landlords to inform them about the need to affirmatively further fair housing Landlords	Landlords
Policy Priority-AFFH- Provide information to households on available affordable housing in jurisdictions which have open, diverse and equitable housing patterns and practices Households	Households
Policy Priority-AFFH- Promote opportunities for inclusive patterns of housing occupancy in jurisdictions served by the FHIP agency Jurisdictions	Jurisdictions
Policy Priority-AFFH- Provide developers with information on universal design and visitability standards to increase the supply of affordable housing for persons with disabilities and the elderly Developers	Developers
Policy Priority-AFFH- Outreach to jurisdictions to inform them of the obligation to Affirmatively Further Fair Housing and penalties for fair housing discrimination Jurisdictions	Jurisdictions
Policy Priority-AFFH- FHIP agency engaged with jurisdictions to develop local site and neighborhood standards which affirmatively further fair housing Jurisdictions	Jurisdictions
Policy Priority-Capacity Building-Provide training to State and local government and partners to affirmatively further fair housing in the implementation of HUD's programs Sessions	Sessions
Policy Priority-Capacity Building- training to strengthen the capacity of non profit organizations to participate in State and local planning and decision-making processes to ensure racially and economically diverse communities Sessions	Sessions

Policy Priority-Capacity Building- Training state and local officials to institute place-based strategies and grant making activities aimed at eliminating discriminatory practices Persons	Persons
Policy Priority-Capacity Building-Disseminate best practices to increase knowledge of successful practices that resulted in more open and diverse communities. Meetings/Conferences	Meetings/Conferences
Policy Priority-Capacity Building-Partnering with local universities and foundations or others to sponsor activities for creating and testing innovative approaches for the creation of diverse communities Projects/Activities	Projects/Activities
Services Provided-Fair Housing activities Hours	Hours
Training-Staff training Persons	Persons
Training-Train trainers Persons	Persons
Workshops-Community meetings/workshops Persons	Persons
Workshops-Workshops for investors Persons	Persons
Workshops-Workshops/Education for non-English speakers Persons	Persons
Other Other	



CAMP eLogic Model®

Click here to allow deletion of 'New' Outcomes

Column 5

OUTCOMES	UNITS
Complaints-Clients make complaint Persons	Persons
new- Educated Networking groups Groups	Groups
new- Education- Persons in legal community attending class/workshop Persons	Persons
Complaints-Clients resolve complaint Persons	Persons
Counseling-Clients counseled Persons	Persons
Education-Clients attending classes/workshops Persons	Persons
Education-Non-English speaking clients attending classes/workshops Persons	Persons
Education-Clients demonstrate understanding of mortgage abuse/lending discrimination Persons	Persons
Education-Clients know rights and able to avoid violations Persons	Persons
Education-Clients pass Fair Housing post-test Persons	Persons
Education-Educational classes Persons	Persons
Education-Landlords/Housing industry representatives attend classes Persons	Persons
Education-Non-English speaking clients identify housing discrimination Persons	Persons
Financial-Clients were able to reduce mortgage interest rate or improve terms of loan Persons	Persons
Housing-Foreclosures decline by 18 months Foreclosures	Foreclosures
Housing-Homeless clients who find housing Persons	Persons
Outreach-Clients received Fair Housing information Persons	Persons
Outreach-New activities/outreach resulting from analysis Persons	Persons
Outreach-New clients Persons	Persons
Outreach-New clients as a result of Fair Housing month activities Persons	Persons
Outreach-New disabled clients Persons	Persons
Outreach-New non-English speaking clients Persons	Persons
Outreach-Public Service Announcements-Radio/Television aired PSAs Aired	PSAs Aired
Partnerships- Persons participating in fair housing advocacy internship programs Persons	Persons
Policy Priority-AFFH-Jurisdictions identified in the AFFH report on discriminatory practices agree to develop plans to remove discriminatory barriers to housing choice AFFH Plan	AFFH Plan
Policy Priority-AFFH-Jurisdictions adopting or modifying site and neighborhood standards which promote fair housing choice Jurisdictions	Jurisdictions
Policy Priority-AFFH-Informing households of discriminatory practices prevented mortgage rescue scam abuse/lending discrimination Households	Households
Policy-Priority-AFFH-Identify increases in the number of low-income households living outside of neighborhoods with concentrations of poverty and/or racially concentrated areas Households	Households
Policy Priority-AFFH-Increases in the supply of affordable housing in areas that previously did not offer open, economically and racially diverse housing opportunities Units	Units

Policy Priority-Capacity Building-Number of persons from State and local governments and others attending fair housing training Persons	Persons
Policy Priority-Capacity Building-Number of trained individuals that have engaged in the local planning process Persons	Persons
Policy Priority-Capacity Building-Number of jurisdictions adopting place-based strategies and grant making policies aimed at eliminating discriminatory practices Jurisdictions	Jurisdictions
Policy Priority-Capacity Building-Number of jurisdictions that have adopted one or more of the best practices disseminated to create a more open and diverse community Jurisdictions	Jurisdictions
Policy Priority-Capacity Building- sponsored activities found to be effective in increasing housing choice are disseminated to housing partners and local jurisdictions Partners/Jurisdictions	Partners/Jurisdictions
Policy Priority-Engagement in development of local policies results in removal of barriers to fair housing Policies	Policies
Self-Sufficiency-Clients whose living situation improves Persons	Persons
Other Other	

 CAMP eLogic Model®	
A. Tools For Measurement	
Bank accounts	
Construction log	
Database	
Enforcement log	
Financial aid log	
Intake log	
Interviews	
Mgt. Info. System-automated	
Mgt. Info. System-manual	
Outcome scale(s)	
Phone log	
Plans	
Pre-post tests	
Post tests	
Program specific form(s)	
Questionnaire	
Recruitment log	
Survey	
Technical assistance log	
Time sheets	
B. Where Data Maintained	
Agency database	
Centralized database	
Individual case records	
Local precinct	
Public database	
School	
Specialized database	
Tax Assessor database	
Training center	
C. Source of Data	
Audit report	
Business licenses	
Certificate of Occupancy	
Code violation reports	
Counseling reports	
Employment records	
Engineering reports	
Environmental reports	
Escrow accounts	
Financial reports	
GED certification/diploma	
Health records	
HMIS	
Inspection results	
Lease agreements	
Legal documents	
Loan monitoring reports	
Mortgage documents	
Payment vouchers	
Permits issued	
Placements	
Progress reports	
Referrals	
Sale documents	
Site reports	
Statistics	
Tax assessments	
Testing results	
Waiting lists	
Work plan reports	
D. Frequency of Collection	
Daily	
Weekly	
Monthly	
Quarterly	
Biannually	
Annually	
Upon incident	
E. Processing of Data	
Computer spreadsheets	
Flat file database	
Manual tallies	
Relational database	
Statistical database	

Carter-Richmond Methodology

The Management Questions developed for your program are based on the Carter-Richmond Methodology.* A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

* © The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs,” Reginald Carter, ISBN Number 9780978724924

Evaluation Process

An evaluation process will be part of the on-going management of the program.

The following are standard requirements that HUD expects of every program manager as part of their project management.

- Comparisons will be made between projected and actual numbers for both outputs and outcomes.
- Deviations from projected outputs and outcomes will be documented and explained on space provided on the "Reporting" Tab.
- Analyze data to determine relationship of outputs to outcomes; what outputs produce which outcomes.

The reporting requirements are specified in the program specific NOFA and your funding award.

HUD Will Use The Following Management Questions To Evaluate Your Program:

	Response to Management Questions	Measure	Answer
1	How many persons are you actually serving (unduplicated count)?	Persons	
2	What is the estimated total population of the area served?	Population	
3	How many persons attended workshops, counseling and classes for English and non-English speakers?	Persons	
4	What is the average cost to conduct a workshop or meeting?	Dollars	
5	What is the average cost to conduct a Fair Housing training?	Dollars	
6	What is the average cost to conduct a counseling/homebuyer session?	Dollars	
7	What is the average cost of outreach activities?	Dollars	
8	What is the cost to file and resolve a complaint?	Dollars	
9	How many clients increased their disposable dollars as a result of reducing their mortgage interest rate?	Persons	
10	How many clients had their excessive rents reduced as a result of Fair Housing intervention?	Persons	
11	What was the average dollar value of the reduction in excessive rental costs as a result of Fair Housing intervention?	Dollars	
12	How many landlords and industry representatives attended Fair Housing activities?	Landlords and Industry Representatives	
13	Of those landlords and industry representatives who attended Fair Housing activities, how many agreed to provide affordable housing units for low income and minorities households?	Landlords and Industry Representatives	
14	How many barriers to affirmatively furthering fair housing were identified?	Barriers	
15	Of those barriers identified, how many barriers were removed?	Barriers	
16	How many complaints were filed?	Complaints	
17	How many complaints were resolved?	Complaints	
18	How many persons had their living or housing situation improved?	Persons	
19	How many homeless persons found housing?	Persons	
20	How many persons had lending situations improved?	Persons	
21	How many PSAs were aired?	PSAs	
22	How many internship programs were created to further fair housing advocacy?	Internship Programs	
23	How many jurisdictions were found to have discriminatory practices and or housing patterns?	Jurisdictions	
24	Of those jurisdictions found to have discriminatory practices and or housing patterns, how many agreed to develop AFFH plans?	Jurisdictions	
25	As a result of AFFH policy priority activities, how many households are now living outside of neighborhoods with concentrations of poverty and racially concentrated areas?	Households	
26	How many jurisdictions agreed to increase the supply of affordable housing in areas that previously did not offer open economically and racially diverse housing opportunities?	Jurisdictions	
27	How many jurisdictions adopted place-based strategies and grant making policies aimed at eliminating discriminatory practices?	Jurisdictions	
28	How many activities produced innovative practices to promote fair housing?	Activities	
29	Of those activities, how many were adopted by fair housing advocacy groups and /or jurisdictions?	Activities	

30	Describe the population you are serving.	Population	
If you are collecting client level data, identify the number of persons receiving services:			
31	How many persons receiving services are under the age of 6?	Persons	
32	How many persons receiving services are ages 6 -17?	Persons	
33	How many persons receiving services are ages 18 -30?	Persons	
34	How many persons receiving services are ages 31- 50?	Persons	
35	How many persons receiving services are ages 51- 61?	Persons	
36	How many persons receiving services are over 62 years of age?	Persons	

Explanation of Any Deviations From the Approved eLogic

Southwestern Pennsylvania Legal Services, Inc.

Central Office
WASHINGTON COUNTY
10 West Cherry Avenue
Washington, PA 15301
Tel. (724) 225-6170
FAX (724) 250-1078
TOLL FREE 1-800-846-0871

ROBERT MARC BRENNER
EXECUTIVE DIRECTOR

PAYETTE COUNTY
48 East Main Street
Uniontown, PA 15401
Tel. (724) 439-3591
FAX (724) 439-6491

GREENS COUNTY
63 South Washington St
Waynesburg, PA 15370
Tel. (724) 627-3127
FAX (724) 852-4189

SOMERSET COUNTY
132 East Catherine Street
Somerset, PA 15501-0341
Tel. (814) 443-4615
FAX (814) 444-0331

December 20, 2010

Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street SW
Washington, D.C. 20410

RE: Letter of Firm Commitment

Dear Sir/Madam,

By resolution dated 12/08/2010, the Board of Directors of Southwestern Pennsylvania Legal Services, Inc. (SPLAS) has authorized the commitment of \$37,633 from SPLAS general funds as leverage funds, pursuant to the requirement for consideration of its proposed application for funding to HUD's Fair Housing Initiative, to enable it to implement its "West Penn Rural Fair Housing Education and Outreach Initiative". The Board authorizes the Executive Director to execute a legally binding agreement upon award of the grant (conditioned upon HUD's environmental review and approval of property, if applicable). The Board commits the program to implementation of this initiative, if funded.

In the event that any one or more of the monetary and in-kind leveraged funds pledged by the other agencies and companies in furtherance of this application - documented through an authorizing letter from each and attached to the application -- are determined to be unacceptable, the Board commits to provide additional funding of an amount up to [REDACTED], in order to guarantee that the total amount of leveraged funding committed will be [REDACTED], and the Executive Director will be authorized to execute a legally binding agreement upon award of the grant.

Such initiative is directed at establishing a comprehensive Fair Housing Education and Outreach Initiative within the defined service area, the effect of which will be to increase community awareness as to the rights and remedies of fair housing and to increase the number of housing complaints filed.

SPLAS has allocated sufficient funds for such purpose, to be expended over the one year period of this initiative. The funds will be utilized to pay the salaries and benefits of the staff members providing services under the Statement of Work, as well as funding the other costs, such as travel and printing, necessary to accomplish the activities proposed under the Statement of Work. The program possesses the financial capability of making such commitment. Copies of

HOT LINE 1-888-855-3873



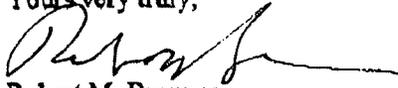
splas@pulsenet.com

SPLAS' most recent Financial Statements and Audit have been included as part of the documentation accompanying the application.

This commitment is contingent only upon receipt of FY2010 Fair Housing Initiative funds.

As Executive Director of the program, I am empowered to convey this commitment on behalf of the Board of Directors.

Yours very truly,



Robert M. Brenner
Executive Director



Comcast provides this free forum for non-profit and community organizations to present events and issues important to the Pittsburgh Region.

Comcast Newsmakers can be seen on HLN (CNN Headline News), only on Comcast Cable. Comcast Newsmakers interviews air :25 and :55 minutes past the hour 24 hours a day, 7 days a week (except during HLN prime-time programming 7pm-2am Mon-Fri)

More than 811,000 households in the Pittsburgh and Laurel Highlands Regions can see your interview on HLN.

Your interview will run for one month with your interview airing approximately 100 times, valued at an estimated [REDACTED].

Pittsburgh Region

- More than 675,000 households in the Pittsburgh Region viewing area - the Comcast serviced areas in the 10-County Pittsburgh Region
Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland Counties
- [REDACTED] media value (for non-profit guests)

Laurel Highlands Region

- More than 135,000 households in the Laurel Highlands Region viewing area - the Comcast serviced areas in the 8-county Laurel Highlands Region
Bedford, Cambria, Clarion, Clearfield, Indiana, Jefferson, Somerset and Westmoreland Counties
- [REDACTED] media value (for non-profit guests)

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Highfield".

Jennifer Highfield
Comcast
Government Affairs & Community Investment
15 Summit Park Drive, 1st Floor
Pittsburgh, PA 15275
412-747-6443 office
Jennifer_Highfield@cable.comcast.com