

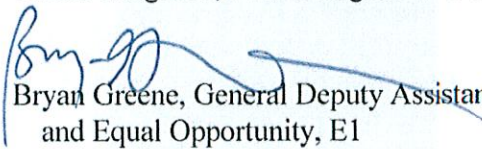


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-2000

OFFICE OF FAIR HOUSING  
AND EQUAL OPPORTUNITY

NOV 24 2014

MEMORANDUM FOR: Carlos Osegueda, FHEO Region IV Director, 4AEH

FROM:   
Bryan Greene, General Deputy Assistant Secretary for Fair Housing  
and Equal Opportunity, E1

SUBJECT: Addendum to the Memorandum of Understanding for the  
City of Orlando Office of Human Relations

Attached is a copy of the 2014 Addendum to the Memorandum of Understanding (2014 Addendum) between the Department of Housing and Urban Development and the City of Orlando Office of Human Relations (OHR). The 2014 Addendum renews and extends OHR's original Memorandum of Understanding (MOU) with the U. S. Department of Housing and Urban Development (HUD) for purposes of continued certification as a participant in the Fair Housing Assistance Program.

The 2014 Addendum is being provided to Patricia Newton, Assistant to Director/Human Relations Official for review and signature. Ms. Newton will then forward the 2014 Addendum to you for signature. Please also insert the names of specific staff from your region in Section V of the 2014 Addendum. These individuals will serve as principal and alternate contacts at the Department for the Agency. Once signed by all appropriate signatories, the 2014 Addendum will renew the agency's certification and extend it for another five years.

**After you and the agency official have signed the original Addendum, please send the original executed document to Joseph A. Pelletier, Director, Fair Housing Assistance Program.** The original Addendum will be filed at Headquarters, and copies will be dispatched to your office and the agency.

Also, as you know, comprehensive monitoring by HUD of OHR must continue during the period of continued certification.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to call Shirley O. Williams at 202-402-3324.

Attachment

**2014 ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
AND  
CITY OF ORLANDO OFFICE OF HUMAN RELATIONS**

**I. PURPOSES**

The purpose of this 2014 Addendum to the Memorandum of Understanding (hereinafter "2014 Addendum") is to renew and extend the original Memorandum of Understanding (MOU) between the Department of Housing and Urban Development and the City of Orlando Office of Human Relations (OHR). The 2014 ADDENDUM also provides updates to certain provisions of the MOU as specified at section IV herein.

**II. AUTHORITY**

The federal Fair Housing Act, at Section 810(f)(5), requires that "not less frequently than every five years, the Secretary shall determine whether each agency certified under this subsection continues to qualify for certification." The implementing regulation, at 24 C.F.R. Section 115.208(a), states "if the Assistant Secretary affirmatively concludes that the agency's law and performance have complied with the requirements of this part in each of the five years of certification, the Assistant Secretary may renew the certification of the agency."

On July 24, 2013, the agency certified that the Chapter 57 of the Orlando, Florida Ordinance on Discrimination in Housing and Public Accommodation, both "on its face" and "in operation" continues to provide substantive rights, procedures, remedies and judicial review procedures for alleged discriminatory housing practices that are substantially equivalent to those provided in the federal Fair Housing Act. During the five years of certification, the Department's regional office has conducted performance assessments of the agency.

In accordance with 24 C.F.R. Section 115.208, a determination of continued certification is based on the performance assessments and the agency certification.

**III. RENEWAL AND EXTENSION OF CERTIFICATION**

The MOU between the Department and OHR expired on January 8, 2000. A 2008 Addendum between OHR and the Department was executed on August 22, 2008, and extended certification until August 22, 2013. The 2014 Addendum renews and extends the MOU for five years from the date it is signed by all appropriate signatories.



#### IV. UPDATES

The MOU is updated as follows:

Any and all references in the MOU to 24 C.F.R. 115.207 are changed to 24 C.F.R. 115.203.

Any and all references in the MOU to 24 CFR 103.40(b) are changed to 24 C.F.R. 103.25 and 103.30.

Any and all references to 24 C.F.R. 115.4 are changed to 24 C.F.R. 115.206.

Section IV(A)(1) in the MOU now reads:

Complaints first received by HUD. When a complaint is filed with HUD and alleges a discriminatory housing practice that is within the jurisdiction of the Agency, the Field Office will *refer the complaint by TEAPOTS to the Agency*. The Department will take no action with respect to the complaint, except for reactivation as set forth in Section V of this MOU.

Additionally, a referral does not prohibit the Department from taking appropriate action to review or investigate matters in the complaint that raise issues cognizable under other civil rights authorities applicable to HUD programs. If possible, the Department will include in the transmittal of the complaint, information as to whether other civil rights authorities are applicable. If the Department cannot make a determination that other civil rights authorities apply within three days of the receipt of the complaint, the Department will forward the complaint and provide such additional information as soon as it is determined.

The following is added as Section IV (K):

**Initial Contact Date**

- (1) The Agency must use the Initial Contact Date field in TEAPOTS to record the actual date on which the complainant first contacts the Agency or FHEO to inquire about filing a housing discrimination complaint, or to report an alleged discriminatory housing practice. The Agency will be required to comply with the following procedures with respect to documenting a complainant's initial contact. For cases initially filed with the Agency, the Agency must:
  - a. Maintain records of each complainant's initial contact with the Agency, including records of all telephone, e-mail, letters, and in-person contacts;
  - b. Place the original record of a complainant's initial contact, or a copy of that record, in the case file under the complainant's evidence section of the file, consistent with the requirements of Chapter 10 of the Title VIII Manual; and
  - c. Ensure that the Initial Contact Date field in TEAPOTS reflects the earliest date of contact referenced in the case file.



- (2) For complaints initially filed with FHEO, the Agency:
- a. Must ensure that the Initial Contact Date field in TEAPOTS reflects the earliest date of contact referenced in the case file referred to the Agency by FHEO.
  - b. Must not change the date that FHEO entered in the Initial Contact Date field in TEAPOTS even if records contained in the case file received from FHEO reflect a later date of contact by the complainant. If FHEO has entered an initial date of contact in TEAPOTS that is earlier than any contact date referenced in the case file, the Agency must contact the Field Office to obtain any records of contact that may have been omitted from the case file.

The Agency's Cooperative Agreement will be modified to require compliance with these requirements, and FHEO Field Office Staff will evaluate compliance with these requirements during performance assessments of the Agency. Test calls will periodically be made to determine whether the Agency is maintaining appropriate documentation of complainants' initial telephone inquiries. Failure to comply with these requirements for accurately documenting initial contact data in TEAPOTS may result in reductions in the payments that the Agency receives for investigating complaints. Entering correct initial contact data in the TEAPOTS system is essential to FHEO's ability to monitor the timeliness of the Agency's investigations.

**IX. TRAINING** now reads:

The Agency must send staff to mandatory training sponsored by HUD, including, but not necessarily limited to, the National Fair Housing Training Academy and the National Fair Housing Policy Conference. The HUD Government Technical Representative assigned to the Agency will monitor compliance with this requirement, and assist the Agency in determining the appropriate staff and number of persons to attend training.

**XVI. EFFECTIVE DATE** now reads:

The MOU is extended for five years from the date it is signed by all appropriate signatories.

**V. STATEMENT OF INTENTION**

In order to maintain its certification, the OHR agrees to comply with all aspects of the revised 24 C.F.R. Part 115, published in the Federal Register on April 16, 2007. In addition, the OHR hereby specifically agrees to comply with the following provisions:

**§115.208(b)(2) "Procedures for renewal of certification"**

In determining whether to renew the certification of an agency, the Assistant Secretary's review may include, but is not limited to:

(2) The agency's own certification that the State or local fair housing law continues to be substantially equivalent both "on its face" and "in operation;" (*i.e.*, there have been no amendments to the State or local fair housing law, adoption of rules or procedures concerning the fair housing law, or judicial or other authoritative interpretations of the fair housing law that limit the effectiveness of the agency's fair housing law).

**§115.211(a)(1) – (3) "Changes limiting effectiveness of agency's law; Corrective actions; Suspension; Withdrawal; Consequences of repeal; changes not limiting effectiveness"**

(1) If a State or local fair housing law that HUD has previously deemed substantially equivalent to the Act is amended; or rules or procedures concerning the fair housing law are adopted; or judicial or other authoritative interpretations of the fair housing law are issued, the certified agency must inform the Assistant Secretary of such amendment, adoption, or interpretation within 60 days of its discovery.

(2) The requirements of this section shall apply equally to the amendment, adoption, or interpretation or any related law that bears on any aspect of the effectiveness of the agency's fair housing law.



(3) The Assistant Secretary may conduct a review to determine if the amendment, adoption, or interpretation limits the effectiveness of the certified agency's fair housing law.

#### **§115.310 "FHAP and the First Amendment"**

None of the funding made available under the FHAP may be used to investigate or prosecute any activity engaged in by one or more persons, including the filing or maintaining of a non-frivolous legal action, that may be protected by the First Amendment of the United States Constitution. HUD guidance is available that sets forth the procedures HUD will follow when it is asked to accept and dual-file a case that may implicate the First Amendment of the United States Constitution.

#### **VI. LIAISON**

The signatories agree to name a specific individual as well as an alternate, to serve as the principal contact person for each and all communications between them. The individuals so designated are:

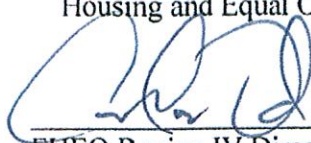
For the Department:	Liaison	Marcia Hope Goodwin, Director/Chief Service Officer Office of Community Affairs and Human Relations
	Alternate	
For the Agency:	Liaison	Patricia Newton, Assistant to Director/Human Relations Official Office of Community Affairs and Human Relations
	Alternate	

**VII. SIGNATURES**


Executed by the undersigned on the dates shown below, pursuant to the respective authorizations of the U.S. Department of Housing and Urban Development and the OHR.

  
\_\_\_\_\_  
General Deputy Assistant Secretary for Fair  
Housing and Equal Opportunity

11/24/2014  
Date

  
\_\_\_\_\_  
FHEO Region IV Director

11/30/2014  
Date

  
\_\_\_\_\_  
Assistant to Director/Human Relations Official

12/3/2014  
Date

\_\_\_\_\_  
Buddy Dyer, Mayor  
City of Orlando

\_\_\_\_\_  
Date