



**City of Annapolis**  
**Office of Finance**  
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**Community Grant Application**  
**Deadline: January 22, 2016**

Organization name Baltimore Neighborhoods, Inc.  
 Contact Robert J. Strupp, Esq. Title Executive Director  
 Address 2530 N. Charles Street, Suite 200, Baltimore, MD 21218  
 Phone 410-243-4468 Fax 410-243-1342 Email rstrupp@bni-maryland.org  
 Federal ID # 52-0743353  
 Incorporation Date March 20, 1959 501(c)(3) Registration date July 12, 1961  
 Project title Fair Housing and Tenant Landlord Enforcement & Counseling  
 Project location Maryland Statewide

Amount requested \$ 5,000.00  
 Other funds \$ \$258,319.00  
 Total project amount \$ \$263,319.00

**Certification**

*"I certify that* I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

Signature of Chief Executive Officer

January 21, 2016

Date

Print name ROBERT J STRUPP Title Executive Director  
 Address 2530 N. Charles Street, Suite 200, Baltimore, MD 21218  
 Phone 410-243-4468 Fax 410-243-1342 Email rstrupp@bni-maryland.org

## EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

BNI will provide services through its Tenant-Landlord and Fair Housing Programs. Program services will assist in addressing the United States Department of Housing and Urban Development (HUD) goal of providing available and accessible suitable living environments for moderate to low income individuals.

Baltimore Neighborhoods, Inc. (BNI) will provide the following services to all Annapolis residents, housing industry, government entities and non profit organizations:

1. BNI's Tenant-Landlord Program will provide direct staff response (via the Tenant-Landlord Hotline) to inquiries regarding tenant-landlord issues, dissemination of resource and referral information, and education and outreach activities.
2. BNI's Fair Housing Program will also provide education and outreach presentations to Annapolis City residents, the housing industry, government entities and non profit organizations, as well as document fair housing inquiries and refer fair housing complaints.

## PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

N/A

### **RATIONALE (20 Points)**

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

BNI programs will augment City services. While BNI's Tenant-Landlord Program focuses on moderate to low income individuals, all Maryland residents are eligible to receive services. In FY2015, BNI responded to dozens of Annapolis inquires. BNI will serve as an extension of the City's Human Relations Commission by formally documenting fair housing inquires and complaints and referring valid complaints to the appropriate entities for investigation and enforcement.

By assisting low and moderate income households through our Hotline, Fair Housing enforcement and educational efforts, BNI programs complement the City's efforts to address the following City identified priorities:

-Increased need for affordable housing and supportive services resulting from economic downturn: while budget for projects are often thin in good economic conditions, the economic downturn of the past several years has exacerbated these issues and concerns.

-High cost of housing in Annapolis: Owner-occupied and rental housing in the City continues to be prohibitively expensive, due to the limited supply of inventory, land and high demand. This results in a lack of affordable home-ownership and rental opportunities and limited opportunities for new affordable unit construction.

### PROJECT DESCRIPTION (30 Points)

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

BNI's Tenant-Landlord and Fair Housing Programs will expand and increase the awareness of fair housing law as well as the rights and obligations of tenants and landlords throughout Annapolis.

The Projected outcomes for this project are:

- Respond to 100+ Tenant-Landlord Hotline inquiries from Annapolis residents, housing industry and other stakeholders.
- Disseminate 50 BNI Fair Housing and Tenant Landlord Pamphlets (Semi-annually)
- Electronically disseminate 50 mailings (fair housing news and trends) annually to Annapolis government entities, elected officials, non-profits and housing industry providers.
- Provide 5 publications of BNI's Statewide and Anne Arundel County Supplement Guides to Rent Court.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

BNI's trained Tenant-Landlord counselors offer a uniquely impartial service responding to electronic and telephone inquiries from both tenants and landlords. Our Fair Housing specialists expand and increase the awareness of fair housing law as well as the housing rights and obligations of residents and housing providers throughout Annapolis.

With this funding, BNI will:

- Respond to 100+ Tenant-Landlord Hotline inquiries from Annapolis residents, housing industry and other stakeholders.
- Disseminate 50 BNI Fair Housing and Tenant Landlord Pamphlets (Semi-annually)
- Electronically disseminate 50 mailings (fair housing news and trends) annually to Annapolis government entities, elected officials, non-profits and housing industry providers.
- Provide 5 publications of BNI's Statewide and Anne Arundel County Supplement Guides to Rent Court.

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

BNI's mission is to promote justice in housing for all people in the State of Maryland through its fair housing and tenant-landlord programs and public information activities. It is the only organization of its kind within the state. This program is consistent with BNI's commitment to fair and affordable housing and empowering residents through knowledge and enforcement of housing laws.

**TIMELINE (10 Points)**

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity
7/1 - 9/30/16	25 Hotline inquiries; 12 Fair Housing electronic mailings
10/1 - 12/31/16	25 Hotline inquiries; 13 Fair Housing electronic mailings; 50 Pamphlets distributed
1/1/17 - 3/31/17	25 Hotline inquiries; 12 Fair Housing electronic mailings
4/1 - 6/30/17	25 Hotline inquiries; 13 Fair Housing electronic mailings; 5 ea guides & supplements to Rent Court; 50 Pamphlets distributed

Please indicate how you have determined that the timeline is achievable.

Capacity of staff and scheduling of other activities.

Describe the organization's ability to implement the request.

BNI is unique in that it is the only organization within the state that offers impartial counseling to both tenants and landlords. In 2015, BNI was awarded a three year private enforcement initiative grant from HUD in addition to ongoing funding from Maryland Legal Service Corporation and other sources, and the organization is committed to the mission of justice in housing and the obligation to affirmatively further fair housing throughout the state.

BNI has provided excellent fiscal management as evidenced by its independent financial audits, as well as monitoring audits from government agencies for funding received. An accounting manual is utilized to set standards for procedures and financial control regarding disbursement methods, record keeping and financial reporting. Internal controls include an organizational budget, and monthly budget statements are reviewed by the Executive Director and Board Finance Committee.

**EVALUATION (20 Points)**

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes
Goals are: 100+ Hotline inquiries 100 Pamphlets distributed 50 Fair Housing electronic mailings 5 ea State guides & Anne Arundel County supplements to Rent Count	Providing education enforcement and resources to Annapolis residents and housing providers.	Sign in sheets, distributions and inquiry logs and Hotline statistics and data.

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

BNI's Tenant Landlord Hotline program will:

1. Respond to 100+ inquiries.
2. As warranted, refer callers to county based services and programs for assistance.
3. Provide assistance to approximately City housing providers.
4. Provide assistance and information to minority and protected-class residents of the County, including Language Line Services on our Hotline.

BNI's Fair Housing program increases awareness of federal, state, and local protections, reducing discrimination and increasing housing sustainability.

Distribution of guides provides the legal community with knowledge of the federal, state, and local Fair Housing laws.

### **BUDGET DOCUMENTS (20 Points)**

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

See following page.



## PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
	\$	\$ 204,349.00	Federal/Local	Requested	\$ 204,349.00
Contract Services		\$6,150.00	Federal/Local	Requested	\$6,150.00
Rent/Leasing Costs	\$5,000.00	\$17,585.00	Federal/Local	Requested	\$22,585.00
Utilities/Telephone (please specify)		\$13,735.00	Federal/Local	Requested	\$13,735.00
Equipment		\$1,998.00	Federal/Local	Requested	\$1,998.00
Insurance		\$1,800.00	Federal/Local	Requested	\$1,800.00
Office Supplies		\$1,500.00	Federal/Local	Requested	\$1,500.00
Printing/Postage		\$4,502.00	Federal/Local	Requested	\$4,502.00
Audit/Accounting		\$3,000.00	Federal/Local	Requested	\$3,000.00
Other (please describe)					
Travel		\$1,000.00	Federal/Local	Requested	\$1,000.00
Training; Literature Fees		\$2,700.00	Federal/Local	Requested	\$2,700.00
<b>Total Budget</b>	\$ 5,000.00	\$ 258,319.00			\$ 263,319.00