

# Life Anew Restorative Justice (LARJ)

## PROGRAM GUIDELINES



**LIFE ANEW**  
RESTORATIVE JUSTICE  
cultivating culture in Communities Worldwide

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## **I. Purpose**

This initiative, involving Life Anew Restorative Justice, The Langford Firm, and NEERG Build And Design, aims to utilize anti-displacement funds to empower BIPOC homeowners facing potential land loss. These homeowners, many of whom have heirs' property, are at risk of involuntary displacement due to complex ownership issues. The project seeks to educate them on land ownership, estate planning, land use counsel, and financial literacy. It aims to help families protect and develop their properties, shield them from predatory practices, and explore options like building accessory dwelling units (ADU) for affordable housing. The initiative also focuses on creating legal frameworks such as trusts and collaboration agreements to safeguard their assets and resist land developers and speculators. Ultimately, the goal is to prevent the loss of legacy properties and promote community-owned, sustainable housing solutions for BIPOC populations.

By offering these services, the program aims to prevent involuntary displacement and empower landowners to make informed decisions about their properties. The Anti Displacement Program is committed to supporting individuals and families facing the potential of displacement and providing the tools and knowledge needed to secure their housing and property rights. And maintaining all required files, documents and required reports.

## **II. Funding Source**

LARJ Program is funded with Housing Trust Fund Dollars received from the City of Austin.

## **III. Program Eligibility**

To qualify for assistance under the Anti Displacement Program, applicants must meet the following criteria:

1. **Income Eligibility:** Applicants' gross annual household income should not exceed eighty percent (80%) of the Fiscal Year 2023 Area Median Family Income (AMFI) limits for the Austin-Round Rock-San Marcos, TX MSA.

2. **Residential Location:** Applicants must currently reside within one mile of the proposed Project Connect line. ([Project Connect geography](#))

3. **Decision-Making Authority:** To qualify, applicants must possess the legal capacity to determine the status of the property in question. This generally entails being the homeowner or having the requisite legal authority to act on behalf of the homeowner. Submission of relevant legal documentation is mandatory to establish and confirm these legal rights."

#### **IV. Program Services**

- a. Estate Planning Services: Applicants can access services related to estate planning, including assistance with wills, power of attorney (POA), and establishing land trusts. These services are aimed at helping landowners protect their assets and make informed decisions about their properties.
- b. Educational Workshops: Various workshops are available to program participants to help improve their knowledge base. These workshops cover topics related to property ownership, land management, and strategies for minimizing the risk of involuntary displacement.
- c. Housing Counseling: Applicants can access housing counseling services to explore alternatives to displacement, such as home retention strategies or relocation support.
- d. Strategic Builds: Community Meetings focusing on Condo Regime, with an emphasis on presenting alternative ways to utilize properties. These meetings will offer in-depth guidance on managing both long-term and short-term rentals, enabling community members to explore and adopt these property utilization strategies effectively."

#### **V. Application Process**

LARJ is responsible for requesting all required documentation as applicable:

1. Homeowner application with full name of all household members
2. Homeowner address and contact information
3. Income eligibility determination/documentation;
4. Ethnicity or race of head of household and household members (included in application)
5. Gender and age of persons in household (included in application)

The above document list is not all-inclusive. The Program has the authority to request additional information and documentation from the applicant in order to determine eligibility. The Program is under no obligation to continue to process an application should requested information or documentation not be furnished within the time specified. Should the information not be provided, the application may be considered incomplete, and the file canceled.

1. Approval - For an applicant to be approved the following requirements must be in place:
  - a. The applicant has submitted all requested information, signed documentation, and disclosures.
  - b. The applicant has been verified as income eligible.

- c. The property is located in a program-approved location within the City of Austin full purpose jurisdiction.
  - d. The Client meets all eligibility requirements
  - e. There is sufficient funding available.
2. Denial - Once an application has been reviewed and determined ineligible, the application will be retired. An application may be denied for the following reasons:
- a. Current Household Income exceeds 80% AMI limits
  - b. Unit is located outside the Austin Full Purpose City Limits
  - c. Required Eligibility documents are not submitted
  - d. Others as explained

If a previously denied applicant should wish to be considered for assistance in the future, the applicant must complete and submit a new application. The Program may retrieve or utilize previous application information if current and applicable.

3. Cancellation - The Applicant at any time may request to cancel an application and the Program will send a cancellation letter to the Applicant within fourteen (14) working days of the request.
4. Disqualification of Applicants - Applicants may be disqualified from participating in the Program for any of the following reasons, which may include but are not limited to:
- i. Any applicant, at any stage of the Program process, who knowingly presents false or misleading information, makes false statement, or misrepresents himself or herself or their financial condition to the Program and/or staff.
5. Link to here for the [Online Application](#)

## **VI. Program Operations**

When determined necessary by the Program, services may be coordinated and combined with other non-federally funded programs. Any other Program Scope of Work is the responsibility of the other program.

## **VII. Reporting and Record Keeping**

- A. LARJ will create and maintain records for the following activities: program, project, financial, program administration, and other applicable records. All approved Program applications will be retained for a minimum of five years after completion.

By making an application to the Program it is understood, agreed, and authorized by the applicant that the Program may research, obtain, and share financial, and property related information for the purposes of determining eligibility and the need for Program assistance.

The following records will be kept:

1. Records demonstrating that each household is eligible.
2. Records supporting exceptions to the conflict of interest.
3. For homeownership projects, records may be retained for five years after the project completion date.
4. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.
5. Access to records: The participating jurisdiction must provide citizens, public agencies, and other interested parties with reasonable access to records, consistent with applicable state and local laws regarding privacy and obligations of confidentiality.

- B. File Maintenance - The Program shall ensure that all recordkeeping requirements are met. A servicing file shall be established and maintained for each Program applicant. The servicing file shall consist of all documentation required by the Program.

#### **VIII. Additional Requirements**

- A. Non-Discrimination - It is the policy of the Program and the City of Austin that no discrimination occurs based on race, color, creed, religion, sex, national origin, disability, student status, marital status, familial status, sexual orientation, gender identity, or age. The Program will operate in accordance with all applicable federal, state, and local Fair Housing and Equal Opportunity laws and regulations.

The Program is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Assistance can be obtained by calling (512) 974-3100 (voice) or Relay Texas at 711. The City has a Section 504/ADA Coordinator whose office is located at 505 Barton Springs Road, Suite 600. For questions and complaints about Section 504/ADA rights, call (512) 974-3256 (voice) or Relay Texas at 711.

- B. Program Violations - Should an applicant violate Program guidelines or the terms and conditions of an approved and executed agreement with the Program, the applicant will be notified of the violation in writing. If the applicant does not take appropriate action to rectify the violation within the time period specified, the Program may seek the legal remedies allowed in their agreement.

- C. Monitoring Plan - The Program will be in compliance with City of Austin Monitoring Plan.
- D. Provision of Information - The Program must receive all required information and authorizations to obtain information from the Applicant to determine eligibility of the Applicant, the Property and the Project. By applying for the Program it is understood, agreed, and authorized by the applicant that the Program may research and obtain financial and property ownership-related information for the purpose of determining eligibility and the need for Program assistance. The Program may make inquiries and requests for information from past and present employers, landlords, etc. for confirmation purposes in order to make a determination of eligibility.

**IX. Grievances**

Persons aggrieved by any action or inactions of the program which occurs in the implementation of these guidelines, and who wish to appeal said action or inaction, must do so by submitting an appeal in writing to the Program Manager within 30 days of the action or inaction deemed aggrieving by said person(s). The Program Manager’s contact information is:

Richard Robinson III  
Life Anew Restorative Justice  
Program Manager  
T: 512.799.1327  
Email: [rrobinson@elifeanew.com](mailto:rrobinson@elifeanew.com)

Complaints received over the phone or email must be documented by staff. The Program Manager is charged with reviewing an appeal or grievance. He/she shall submit to the Community Displacement Prevention Officer a written summary of each grievance received along with explanations of the administrative action taken or recommended, within 30 calendar days of his/her receipt of a written grievance. The Officer has 15 days from receipt of the written appeal to respond to the aggrieved person with a final decision.