

# Proposal and Statement of Work for 2020 Fair Housing Trainings

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# I. Summary

The Fort Worth Human Relations Commission (HRC) was created in 1967 to champion anti-discrimination efforts in Fort Worth and facilitate harmonious relationships among Fort Worth's diverse communities. Working under the direction of the HRC, the city's Diversity and Inclusion Department enforces the local, state and federal anti-discrimination laws and works to create a welcoming community for all people by providing resources and outreach efforts that promote basic human and civil rights.

As part of those efforts, the City's Diversity and Inclusion Department is proposing a series of fair housing training workshops targeting housing providers, tenants and community agencies. The trainings, which will be held sometime in between June through October 2020, will provide timely and relevant information about Fair Housing topics and issues impacting the Fort Worth community. Program content will be diverse and timely, with subject matter experts with regional and/or national credentials with several topics addressing Fair Housing.

Proposed Fair Housing workshops include:

## Housing Providers:

- What does Fair Housing mean? Overview of Federal, State and Local laws.
- Assisting tenants with disabilities: An overview of Reasonable Accommodations and Modifications, emotional support animals and federal guidance.
- Rules for tenants with children: An overview of Familial Status discrimination.
- Housing protections for victims of domestic violence.

## Community Members:

- Know your Fair Housing Rights.
- How to request a reasonable accommodation/modification.
- Understanding the difference between landlord/tenant laws and fair housing law.
- National Origin discrimination – What does this mean and how does it impact me?
- How to file a fair housing complaint.

## Outside Social Service Agencies:

- What is Fair Housing and How Does It Impact the Work I Do?
- Assisting clients with Fair Housing issues.
- How to file a fair housing complaint.

## II. Introduction

Since its creation in 1967 by the passage of City Ordinance #5802, the Human Relations Commission has been tasked with three specific duties:

- Advise and consult with the City Council and City Manager on matters of discrimination
- Recommend to the City Council and City Manager measures to eliminate prejudice and discrimination
- Promote and encourage communication and cooperation between groups interested in bettering community relations.

To accomplish this work, the Commission holds monthly public meetings and monitors complaints of discrimination and trends. Members of the Commission also serve as the eyes and ears of the City. They bring relevant issues impacting the community before the entire Commission for discussion.

The Commission also hears and renders decisions in complaints of housing discrimination that have been filed with and investigated by the Human Relation Unit.

In recent years, the HRC has turned its focus to providing more opportunities for education and community outreach as funding, grants and community partnership opportunities become available.

The proposed training workshops, which would be funded with HUD partnership funds, provides an opportunity for the HRC to engage, educate and provide resources and information to housing providers so that they understand their obligations under the Fair Housing Act; information for individuals so that they may understand their Fair Housing rights and how to exercise those rights; and, information and training for outside social service agencies that serve vulnerable populations so that they can better serve their clients.

## III. Needs/Problems

The City of Fort Worth's Diversity and Inclusion Department, newly formed in FY2020, consists of staff that enforce civil rights laws, staff that works to increase and ensure business diversity, and staff that is working to ensure in equity and inclusion in the delivery of City services as well promoting diversity and inclusion in criminal justice, economic development, education, health, housing, governance and transportation. Diversity and Inclusion staff, with input from the Fort Worth Human Relations Commission, the Mayor's Committee on Persons with Disabilities and other community stakeholders has identified a need to provide on-going information and resource opportunities to housing providers, the Fort Worth community and other social service agencies with similar and/or symbiotic relationships. Some of the issues taken into consideration include:

- Selecting programming that addresses needs/concerns/interest of conference target audience.
- Marketing the programming to bring in diverse audiences.

- Planning and providing accessibility services as requested by conference registrants.
- Choosing a venue that is accessible.

**CONTIGENCY PLANS:**

In the event that the current Coronavirus epidemic continues into the summer months, the agency will offer the programming/training through a series of webinars.

## IV. Goals/Objectives

- Provide relevant programming for 100 to 300 housing providers, community members, and social service agencies about Fair Housing obligations, rights, and responsibilities under the law.
- Program contents will be diverse and timely, with subject matter experts with regional and/or national credentials with several topics covering Fair Housing.

## V. Procedures/Scope of Work

- Engage the City of Fort Worth Human Relations Commission, City of Fort Worth’s Mayor’s Committee on Persons with Disabilities, Diversity and Inclusion staff, and community stakeholders to refine the Fair Housing topics, identify partners in training, identify venues and dates, and market the training.
- After final list topics are identified, Diversity and Inclusion staff will procure speakers, handle any service provider negotiations and manage contracts.
- Diversity and Inclusion staff will oversee all logistics including registration, venue selection, catering, etc.
- Typical HRC and Committee responsibilities will include ambassador and program roles.

## VI. Timetable

	Description of Work	Start and End Dates
Planning	Determine scope, venue options/selection and select date	April – June 2020
Programming	Research, identify, select and secure program topics and presenters	April 2020 through April 2021
Operations	Plan logistics and staffing/volunteer needs	July - August 2020

## VII. Budget

	Description of Work	Anticipated Costs
Venue	TBD	\$2,250.
Programming	Speaker fees and supplies	\$7,000.
Accessibility Services	CART (\$150/hour); Sign Interpretation (\$70/hour)	\$1,750.
Registrant Supplies	Name badges, bags, hand-outs, etc.	\$1,000.
Marketing	Print flyers, postage, Facebook ads, radio ads, cable, etc.	\$5,000.
Contingent	Webinar Platform (Go To Webinar)	\$500.
	<b>Total</b>	\$ 17,500.

## VIII. Next Steps

Once confirmation of awarded partnership funds is received, a meeting will be convened with the Fort Worth Human Relations Commission, the City of Fort Worth's Mayor's Committee on Persons with Disabilities, Diversity and Inclusion staff and community stakeholders to:

- Finalize topics
- Identify venue
- Identify dates
- Identify speakers/presenters
- Identify community partners
- Develop marketing plan for the trainings.