

Mayor and Council Communication

DATE: 05/21/24

M&C FILE NUMBER: M&C 24-0439

LOG NAME: 08CIVIL RIGHTS CONSULTANT

SUBJECT

(ALL) Authorize Execution of Contract with Carol Johnson, J.D.,M.A., d/b/a Johnson Consulting Group to Assist with Compliance, Program Review and Training Services Relating to the City's Civil Rights Enforcement Areas, Including Fair Housing, Fair Employment, Public Accommodation, Title VI, and Americans with Disabilities Act in an Amount Not to Exceed \$150,000.00

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a contract with the Johnson Consulting Group in an amount not to exceed \$150,000.00 to assist with compliance, program review, and training services relating to the City's civil rights enforcement areas, including Fair Housing, Fair Employment, Public Accommodation, Title VI, and the Americans with Disabilities Act.

DISCUSSION:

This Mayor and Council Communication request is to approve the execution of a contract with Johnson Consulting Group.

The City will pay Johnson Consulting Group an amount not to exceed \$150,000.00 to perform the services outlined under this contract.

Vendor agrees to provide the City consultant, compliance, program review, and training services with the following:

1. Assess City civil rights enforcement activities including the Fair Housing Assistance Program (FHAP), the Fair Employment Practice Agency (FEPA) Cooperative Agreements, Americans with Disabilities Act (ADA) Transition Plan maintenance and monitoring processes, Title VI complaint processes, and the Public Accommodation Complaint processes;
2. Review and make recommendations to strengthen regulatory compliance and administration of the United States (U.S.) Department of Housing and Urban Development FHAP program cooperative agreement and the U.S. Equal Employment Opportunity Commission FEPA cooperative agreement;
3. Provide a final report analyzing current processes and recommendations for policy and or ordinance amendments, the efficiency and overall improvement in the administration of FHAP program, FEPA program, Title II ADA, Title VI and Public Accommodations programs;
4. Assist in the development and implementation of new and existing policies and procedures related to civil rights enforcement; and
5. Provide civil rights enforcement training for civil rights enforcement staff and a module template for training stakeholders.

Vendor will submit a monthly invoice that includes an update on scope of work progress including items and tasks that have been completed, items and tasks that are in progress, and items and tasks that may have barriers to completion within the agreement period. Upon receipt of invoice and scope of work progress report the City of Fort Worth shall issue monthly payments up to \$12,000.00.

Funding is budgeted in the Operating & Maintenance category in the General Fund for the Diversity & Inclusion Department and in the FY2023 Fair Housing Program project within the Grants Operating Federal Fund - Civil Rights Enforcement Grants Operating Federal Fund (30%) and General Fund (70%).

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and adoption of the attached appropriation ordinance, funds will be available in the current operating budget, as appropriated, in the General Fund and Grants Operating Federal Fund. The Diversity and Inclusion Department (and Financial Management Services) will be responsible for the collection and deposit of funds due to the City. Prior to expenditures being incurred, the Diversity and Inclusion Department has the responsibility to validate the availability of funds. This is a fee for service grant.

Submitted for City Manager's Office by: Fernando Costa 6122

Originating Business Unit Head: Christina A. Brooks 8988

Additional Information Contact:

