

ANNOUNCING HDLI's FAIR HOUSING TRAINING

Do your maintenance, security, public housing, Section 8, and senior executive staff *really know* their fair housing responsibilities?

NO TRAVELING: WE TRAIN AT YOUR SITE!

In times of escalating litigation and increasing HUD audits and enforcement, good staff training in the area of fair housing is not a luxury but a responsibility! As an additional add-on member benefit, HDLI is offering *customized* fair housing training to PHAs and their *entire* staff, *tailored* to address *your local laws* and the particular needs of your agency.

Through engaging *PowerPoint presentations* and thorough written materials, the interactive trainings give you the tools your staff needs to handle daily fair housing issues, including the fair housing implications related to *disabilities and accommodations, discriminatory and sexual harassment*, and fair housing *enforcement*. Each session includes opportunities for *practical Q&A* and *interactive fact scenarios* to underscore the concepts.

Basic Training includes all of the following:

- ◆ Fair housing law and policy as it affects PHAs, both under federal law and that of your local jurisdiction;
- ◆ How fair housing intersects disabilities laws and the effect on daily operations;
- ◆ Discriminatory and sexual harassment;
- ◆ Best Practices for PHA staff;
- ◆ Interactive fair housing "quiz" including realistic fact patterns demonstrating the learning material; and
- ◆ Useful training manual.

SIGN UP YOUR AGENCY TODAY!

AN EXECUTIVE DIRECTOR'S TESTIMONIAL:

"HDLI's cost-effective Fair Housing Training was just what our staff needed. Over 3 days, HDLI trained a diverse staff of three hundred (300) people, consisting of our maintenance, Section 8, Applications, Client Services, Resident Housing, senior staff (myself included) and counsel.

"HDLI tailored each presentation to the audience, and the training and materials were done in easy-to-understand language. Essential was the effective "Q and A" relating to our everyday business realities, and the interactive activities at each session. Our agency is all the better for having had this training and I highly recommend it to every PHA."

*Ann Lott, President and CEO
Dallas Housing Authority
December, 2004*

Advanced Training includes:

- ◆ Enhanced Basic Training topics *PLUS*
- ◆ Fair housing complaints and enforcement processes; and
- ◆ Common fair housing litigation issues and defenses.

SEE NEXT PAGE FOR SAMPLE AGENDAS WITH DETAILED TOPIC DESCRIPTIONS

SAMPLE AGENDAS WITH DETAILED DESCRIPTION OF FAIR HOUSING TRAINING TOPICS

SAMPLE BASIC FAIR HOUSING PROGRAM

| <u>Time</u> | <u>Topic</u> |
|---------------|---|
| 9:00 - 9:10 | Welcome |
| 9:10 - 9:30 | How Did We Get Here? An Overview of the History of Federal Fair Housing Policy <ul style="list-style-type: none">■ Discussion of why fair housing is so important;■ Overview of the Federal Government's role in Housing Policy over the decades - 1930s to present■ Overview of current fair housing discrimination statistics |
| 9:30 - 10:30 | How Fair Housing Laws Impact PHA Operations: Federal, State & Local Laws <ul style="list-style-type: none">■ Discussion of what the "affirmative duty to further fair housing" really means;■ Overview of protected classes under the federal and [YOUR STATE] fair housing laws;■ Overview of who is subject to the fair housing laws;■ Overview of types of housing covered under the fair housing laws;■ Overview of major exemptions from fair housing laws;■ Overview of types of actions prohibited by the fair housing laws;■ Overview of new building and rehabilitation construction requirements;■ Discussion of how [YOUR STATE] laws differ from the federal standards;■ Recognizing fair housing violations;■ Importance of reporting fair housing complaints to supervisors;■ Importance of documenting fair housing complaints/incidents. |
| 10:30 - 10:35 | MORNING BREAK |
| 10:35 - 11:35 | When Disabilities Intersect With Fair Housing Issues <ul style="list-style-type: none">■ Overview of the major federal and [YOUR STATE] disability laws (e.g., fair housing statutes, Americans With Disabilities Act, Section 504, Architectural Barriers Act)■ Understanding how you can violate the fair housing laws by failing to treat people with disabilities properly■ Who is a "covered" disabled person? Who is not? |

SAMPLE AGENDAS WITH DETAILED DESCRIPTION OF FAIR HOUSING TRAINING TOPICS

SAMPLE BASIC FAIR HOUSING PROGRAM - Continued

| <u>Time</u> | <u>Topic</u> |
|---------------|---|
| | <ul style="list-style-type: none">■ What is considered a disability? What is not a disability?■ Who is excluded from the fair housing disability laws?;■ Determining whether a person is a "direct threat"■ How to properly verify disabilities/ what you cannot do;■ How many units have to be accessible? Existing v. new construction;■ What constitutes an "accessible unit"?■ What constitutes a "reasonable accommodation or modification? What does not?■ What is a "fundamental alteration to PHA operations"?■ Common reasonable accommodations/modifications■ Dealing with resident/employee requests for accommodations/modifications■ Safety issues■ Section 504 compliance reviews■ Accessibility guidelines■ Importance of having a central "504 coordinator;"■ BEST PRACTICES for avoiding fair housing liability;■ WORST PRACTICES - what "not" to do; |
| 11:35 - 12:25 | Test: What Do You Know? - Interactive Fair Housing Case Studies This is an interactive component. All trainees work on real-life case studies and openly discuss appropriate action. Focuses on audience participation. |
| 12:25 - 12:30 | Closing |

[SAMPLE ADVANCED FAIR HOUSING PROGRAM ON NEXT PAGE]

SAMPLE AGENDAS WITH DETAILED DESCRIPTION OF FAIR HOUSING TRAINING TOPICS

SAMPLE ADVANCED FAIR HOUSING PROGRAM

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| 9:00 - 9:10 | Welcome |
| 9:10 - 9:30 | How Did We Get Here? An Overview of the History of Federal Fair Housing Policy <ul style="list-style-type: none">■ Discussion of why fair housing is so important;■ Overview of the Federal Government's role in Housing Policy over the decades - 1930s to present■ Overview of current fair housing discrimination statistics |
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| 10:35 - 11:35 | When Disabilities Intersect With Fair Housing Issues <ul style="list-style-type: none">■ Overview of the major federal and [YOUR STATE] disability laws (e.g., fair housing statutes, Americans With Disabilities Act, Section 504, Architectural Barriers Act)■ Understanding how you can violate the fair housing laws by failing to treat people with disabilities properly■ Who is a "covered" disabled person? Who is not? |

SAMPLE AGENDAS WITH DETAILED DESCRIPTION OF FAIR HOUSING TRAINING TOPICS

SAMPLE ADVANCED FAIR HOUSING PROGRAM - Continued

| <u>Time</u> | <u>Topic</u> |
|-------------|---|
| | <ul style="list-style-type: none">■ What is considered a disability? What is not a disability?■ Who is excluded from the fair housing disability laws?;■ Determining whether a person is a "direct threat"■ How to properly verify disabilities/ what you cannot do;■ How many units have to be accessible? Existing v. new construction;■ What constitutes an "accessible unit"?■ What constitutes a "reasonable accommodation or modification? What does not?■ What is a "fundamental alteration to PHA operations"?■ Common reasonable accommodations/modifications■ Dealing with resident/employee requests for accommodations/modifications■ Safety issues■ Section 504 compliance reviews■ Accessibility guidelines■ Importance of having a central "504 coordinator;"■ BEST PRACTICES for avoiding fair housing liability;■ WORST PRACTICES - what "not" to do; |

[OPTIONAL LUNCH BREAK HERE (Extends overall training time)]

| | |
|---------------|---|
| 11:35 - 12:35 | The Enforcement Process & Common Litigation Issues and Defenses |
| | <ul style="list-style-type: none">■ Discussion of the various enforcement avenues available to resolve fair housing claims (HUD, Justice Dept., courts)■ Walking a claim through the process■ Discussion of important court cases and standards■ Discussion of possible PHA defenses to various types of claims" |
| 12:35 - 1:25 | Test: What Do You Know? - Interactive Fair Housing Case Studies This is an interactive component. All trainees work on real-life case studies and openly discuss appropriate action. Focuses on audience participation. |
| 1:25 - 1:30 | Closing |

HDLI's FAIR HOUSING TRAINING INITIAL REQUEST FORM

AGENCY INFORMATION

Contact person _____
AGENCY _____
Street Address _____
State _____
ZIP _____
Phone _____
E-MAIL _____

Fax or mail this form to
HDLI at:

HDLI
630 Eye St., N.W.
Washington, DC 20001
phone (202) 289-3400
fax (202) 289-3401

**HDLI can provide both basic and advanced training for your staff.
Please select one or more trainings:**

BASIC TRAINING includes approximately a half day of:

- ◆ Fair housing law and policy as it affects PHAs, both under federal law and that of your local jurisdiction;
- ◆ How fair housing intersects disabilities laws and the effect on daily operations;
- ◆ Discriminatory and sexual harassment;
- ◆ Best Practices for PHA staff;
- ◆ Interactive fair housing "quiz" including realistic fact patterns illustrating the learning material; and
- ◆ Useful training manual.

ADVANCED TRAINING includes approximately a half day of:

- ◆ Enhanced Basic Training topics
PLUS
- ◆ Fair housing complaints and enforcement processes; and
- ◆ Common fair housing litigation issues and defenses

*Each training is customized based upon the needs of your agency.
HDLI will contact you within 24 hours to discuss those needs
and obtain additional information.