



2840 Liberty Avenue, Suite 205, Pittsburgh, PA 15222  
Office: (412) 391-2535 • Fax: (412) 391-2647 • [www.pittsburghfairhousing.org](http://www.pittsburghfairhousing.org)

The Fair Housing Partnership (FHP) of Greater Pittsburgh is a 501 (c)(3) non-profit organization. Our mission is to create, promote, and support equal housing choice and opportunity in our community.

## SCOPE OF WORK – CITY OF PITTSBURGH

The City of Pittsburgh, and the Fair Housing Partnership of Greater Pittsburgh (FHP) will enter into a contract agreement for Fair Housing Partnership to provide training and services to the City of Pittsburgh staff, the URA of Pittsburgh, Housing Authority of the City of Pittsburgh, and private housing providers. The purpose is to educate residents, city staff, housing agencies, and social service providers within the City of Pittsburgh about their respective rights and obligations under fair housing laws. The initiative will involve comprehensive training, analysis, and enforcement of fair housing services, while emphasizing education, outreach, analysis of fair housing monitoring, direct consultations for city staff on fair housing issues, direct assistance for those who are victims of housing discrimination, and a comprehensive HUD-approved system for complaint referrals and resolutions.

Education is critical to efforts to Affirmatively Further Fair Housing in Pennsylvania. A clear link exists between fair housing community outreach and education and effective fair housing enforcement. Educating the community on fair housing rights and responsibilities is crucial in promoting fair housing choice. An educational program agreement with a comprehensive training model will move the city forward toward a level of fair housing knowledge aimed at increasing access to housing choice across all protected classes.

### TRAINING

The Fair Housing Partnership of Greater Pittsburgh is planning to offer the following training programs:

- *City Planning, Mayor's Office, and City Council*  
FHP will provide comprehensive fair housing trainings to all relevant members of City of Pittsburgh's Department of City Planning and to members of the Mayor's staff.



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FHP will provide a three-hour general fair housing training to members of City Planning and the Mayor's Office. An agenda for this training will be constructed after FHP has met with the appropriate parties to ensure we are best serving their needs. This training will be HUD approved and used as a refresher to fair housing with an emphasis on Disability and familial status, the two most common violation in the City of Pittsburgh along with Criminal History and source of Income the two emerging issues.

- Continuum of Care (4)

The Fair Housing Partnership will provide comprehensive fair housing trainings to all relevant members of the Continuum of care and their staff. This training will be offered 4 times to maximize attendance. Training will include understanding general fair housing laws and obligations under the reasonable accommodations and modifications provisions.

As with all trainings, an agenda for this training will be constructed after FHP has meet with the appropriate parties to ensure we are best serving their needs. This training is HUD approved and has been used as a primer to fair housing with an emphasis on Disability, Gender Identify, and reasonable accommodation. FHP will cover FHA, 504, state and local laws as well as address relevant executive orders.

- Urban Redevelopment Authority of Pittsburgh

The Fair Housing Partnership will provide comprehensive fair housing trainings to all relevant members of the URA's Housing Staff. Training will include understanding general fair housing laws, and what are reasonable accommodations and modifications obligation are for both the URA and Subrecipients. .



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An agenda for this training will be constructed after FHP has met with the appropriate parties to ensure we are best serving their needs. This training is HUD approved and has been used as a primer to fair housing with an emphasis on general fair housing, disparate impact, and Disability

- **Pittsburgh Landlord Managers Training (1)**

FHP will provide comprehensive fair housing training open to all Landlords and individuals seeking first occupancy permits. FHP will provide a three-hour General Fair Housing. An agenda for this training will be constructed after FHP has meet with the appropriate parties to ensure any we are best serving their needs. This general training is HUD approved and has been used as a primer to fair housing with an emphasis on disability and familial status, the two most common violation in the City of Pittsburgh and national origin as an emerging issue. Further, criminal history, source of Income the two additional emerging issues will be covered.

- **Housing Authority of the City of Pittsburgh – Year 1 for Upper Management; Annually for Maintenance Staff**

The Fair Housing Partnership of Greater Pittsburgh will provide education and training to all executives and site managers. An agenda for this training will be constructed after FHP has met with the appropriate parties to ensure we are best serving their needs. This training is HUD approved and has been used as a primer to fair housing with an emphasis on Disability and familial status, the two most common violation in the City of Pittsburgh along with Criminal History and source of Income the two emerging issues. This program will only touch on AFFH, as a separate AFFH training will be provided. FHP will provide two distinct trainings one for management and one for maintenance.

- **Pittsburgh Maintenance Staff Training (1)**



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FHP will provide comprehensive fair housing training open to all Staff for housing authority, third party providers, and management companies operating within city limits.

FHP will provide a three-hour General Fair Housing. An agenda for this training will be constructed after FHP has met with the appropriate parties to ensure any we are best serving their needs. This general training is HUD approved and has been used as a primer to fair housing with an emphasis on disability and familial status, the two most common violation in the City of Pittsburgh and national origin as an emerging issue. Further, criminal history, source of income the two additional emerging issues will be covered.

## OUTREACH

- Community Meetings

FHP will conduct three community meetings aimed at informing residences of their fair housing rights, listening to their fair housing related concerns, and providing available services. Meeting Locations will be determined after consultation with key community member and FHP will provide notes, sign-ins, and other relevant commentary.

FHP will conduct a community meeting and/or training for members of Choice Neighborhood developments. This event will provide general fair housing information, provide attendees with a greater understanding of the development's AFFH obligations to residence, and cover reasonable accommodation and modification.

## FAIR HOUSING ANALYSIS:

- Continuum of Care (10)



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FHP will conduct 10 fair housing assessments of member of the continuum of care. These assessments will include 5 analyzed for Reasonable accommodations and 5 analyzed of gender identity placements. Assessment include a summary of the methodology employed, conformity with the Fair Housing Act, and recommendation for further educational action.

- Private Landlords/management companies operating within the City of Pittsburgh (15)

FHP will conduct 15 fair housing assessments of private landlords. These assessments will include 5 analyzed for adherence to the fair housing act relating to race, 5 analyzed for adherence to the fair housing act relating to Familial Status, and 5 analyzed for adherence to the fair housing act relating to disability. Assessment include a summary of the methodology employed, conformity with the Fair Housing Act, and recommendation for further educational action.

- Design and Construction (8)

FHP will conduct fair housing assessments of private landlord's new construction for adherence with the design and construction elements of the fair housing act. These assessments will include analysis for adherence to the fair housing act relating to the seven most common violation of Design and Construction. Assessment include a summary of the methodology employed, conformity with the Fair Housing Act, and recommendation for further educational action.

#### Technical Assistance in Fair Housing Law:

Since opening its doors in 1984, the Fair Housing Partnership of Greater Pittsburgh has advocated for persons based upon their fair housing rights; much of this advocacy has involved educating both State and local leaders about the Fair Housing Act and implementation of sexual orientation protections, ADA compliance, Section 504, Title 6, and various other civil rights laws. FHP staff





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currently consists of five (5) full-time professional staff and two (2) AmeriCorps volunteers, all of whom have completed the National Fair Housing Alliance's Fundamentals of Fair Housing Training. FHP staff has completed every type of HUD-approved training from the National Fair Housing Alliance, the Fair Housing First (a HUD program management certification) and has over thirty (30) years of experience in providing fair housing advocacy services in the City of Pittsburgh. FHP can serve as one of the City's resources for fair housing questions and concerns, as well as attend all relevant meetings related to fair housing concerns. An '800' number will be provided for residents, service providers, and city employees to obtain assistance.

The following table provides an illustration of the Fair Housing Partnership's schedule over the five (5) year Action plan. This scope of work is only for Year 3.

Fair Housing Partnership of Greater Pittsburgh Service Schedule

| Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
|--|--|--|--|--|
| City Planning and Mayor's Office (1 every two years)                                       |  | City Planning and Mayor's Office (1 every two years)                                       |  |  |
|  | Continuum of Care Training (4 per year)  | Continuum of Care Training (4 per year)  | Continuum of Care Training (4 per year)  | Continuum of Care Training (4 per year)  |
| Urban Redevelopment Authority Staff (as needed)  |  | Urban Redevelopment Authority Staff (as needed)  |  |  |
|  | Urban Redevelopment Authority Design + Construction for Developers (1 every two years)     |  | Urban Redevelopment Authority Design + Construction for Developers (1 every two years)     |  |
|  | Landlord Training (1 per year)   | Landlord Training (1 per year)   | Landlord Training (1 per year)   | Landlord Training (1 per year)   |
| Housing Authority Upper Management and Site Staff (1 every two years)                      |  | Housing Authority Upper Management and Site Staff (1 every two years)                      |  | Housing Authority Upper Management and Site Staff (1 every two years)                      |
| Housing Authority Maintenance Staff (1 per year)   | Housing Authority Maintenance Staff (1 per year)   | Housing Authority Maintenance Staff (1 per year)   | Housing Authority Maintenance Staff (1 per year)   | Housing Authority Maintenance Staff (1 per year)   |
| Fair Housing Partnership Setup   |  |  |  |  |
|  | Fair Housing Partnership Neighborhood Meeting (3 per year)                                 | Fair Housing Partnership Neighborhood Meeting (3 per year)                                 | Fair Housing Partnership Neighborhood Meeting (3 per year)                                 | Fair Housing Partnership Neighborhood Meeting (3 per year)                                 |
|  |  | Neighborhood Choice Neighborhood Meeting / Training (as needed)                            | Neighborhood Choice Neighborhood Meeting / Training (as needed)                            | Neighborhood Choice Neighborhood Meeting / Training (as needed)                            |
|  |  | Neighborhood Choice - Design and Construction (3 per year)                                 | Neighborhood Choice - Design and Construction (3 per year)                                 | Neighborhood Choice - Design and Construction (3 per year)                                 |
|  |  |  | Neighborhood Choice - Sale + Rental (as needed)  | Neighborhood Choice - Sale + Rental (as needed)  |
| Fair Housing Partnership Training of Third Party Managing Companies and Staff (1 per year) | Fair Housing Partnership Training of Third Party Managing Companies and Staff (1 per year) | Fair Housing Partnership Training of Third Party Managing Companies and Staff (1 per year) | Fair Housing Partnership Training of Third Party Managing Companies and Staff (1 per year) | Fair Housing Partnership Training of Third Party Managing Companies and Staff (1 per year) |

# FAIR HOUSING FEE FOR SERVICE BUDGET

## Fair Housing Training Sessions

| #               | Type  | Cost             |
|-----------------|---|------------------|
| 1               | Mayors office, City Council, and Planning   | \$ 3,000         |
| 4               | Continium of Care                           | \$ 12,000        |
| 1               | Urban Redevelopment Authority of Pittsburgh | \$ 3,000         |
| 1               | General Landlord training                   | \$ 3,000         |
| 1               | Housing Authority Maintaince                | \$ 3,000         |
| 1               | Housing Authority Site Managers             | \$ 3,000         |
| <i>Subtotal</i> |   | <i>\$ 27,000</i> |

## Outreach Session

|                 |                                      |                 |
|-----------------|--------------------------------------|-----------------|
| 3               | General Outreach/Community Meetings  | \$ 1,500        |
| 1               | Choice Neighborhood Training/Meeting | \$ 500          |
| <i>Subtotal</i> |                                      | <i>\$ 2,000</i> |

## Analysis

|                 |   |                  |
|-----------------|---|------------------|
| 5               | Continium of Care/Gender Identiy          | \$ 3,500         |
| 5               | Continium of Care/Reasonable Accomodation | \$ 3,500         |
| 5               | Private Landlord/ Reasonable Accomodation | \$ 3,500         |
| 8               | Private Landlord/Familial Status          | \$ 5,600         |
| 8               | Design and Construciton                   | \$ 8,000         |
| 5               | Private Landlord/ Race                    | \$ 3,500         |
| <i>Subtotal</i> |   | <i>\$ 27,600</i> |

**Total**  
**\$ 56,600**