

**Prairie State Legal Services
City of Naperville – Fair Housing Education and Training Project
FINAL REPORT**

Project Summary: The City of Naperville contracted with Prairie State Legal Services' (PSLS) Fair Housing Project (FHP) to provide fair housing education to the City's municipal officers, staff and commissioners through in-person training sessions. PSLS tailored a training presentation for City attendees that would:

1. develop basic understanding of fair housing laws and ordinances that impact municipal staff and officials;
2. understand and promote best practices and techniques to affirmatively further fair housing; and
3. improve the enforcement of fair housing laws and ordinances and to implement best practices in all areas.

Project Activities: The FHP met with City staff in July of 2018 to finalize the scope of work for the project and to sign a contract. After securing a Purchase Order in August of 2018, the FHP began work to prepare the training session materials. City staff organized all necessary meetings and the FHP completed the following tasks (in accordance with the Scope of Services):

Activity	Dates
Reviewed City of Naperville's Analysis of Impediments to Fair Housing Choice	August, 2018
Met with City Staff via telephone to discuss training topics and the local fair housing landscape	August 24, 2018
Prepared an agenda to meet with the City's Housing Advisory Committee (HAC)	September 6, 2018
Met with HAC members in Naperville to discuss training needs and important local fair housing issues	September 10, 2018
Completed research related to local concerns, spoke to other fair housing commissions, prepared PowerPoint training, and finalized pre and post-training assessments.	September 12 to October 18, 2018
Revised training materials with City staff input	October 18-22, 2018
Trained City staff, municipal officials, and HAC members at two training sessions in Naperville	October 22, 2018
Analyzed feedback from training attendees and prepared follow-up materials for distribution	October 23-26, 2018

**Prairie State Legal Services
City of Naperville – Fair Housing Education and Training Project
FINAL REPORT**

Debriefed with City Staff	November 9, 2018
Prepared training certificates for attendees	November 28, 2018
Wrote final report with recommendations for further training topics	November 20-28, 2018

Training Summary: On October 22, 2018, the FHP trained 18 people at an afternoon session. Attendees included City staff, city council members, police department employees, planning and zoning commissioners, and HAC members. The FHP trained an additional 5 people at an evening session primarily for HAC members.

The FHP designed the training presentation with feedback from City staff and HAC members. Topics included:

- PSLS' services for Naperville residents
- a brief history of fair housing
- protected classes and prohibited actions under fair housing laws
- disparate impact liability
- description of the fair housing complaint process with federal and state agencies
- an in-depth look at Naperville's source of income protections
- case investigation and analysis basics
- source of income discrimination case study
- best practices for fair housing commissions
- criminal background bans and impact on protected classes
- affirmatively furthering fair housing obligations
- additional protections for people with disabilities
- summary of forums and remedies for victims of discrimination

Attendee Feedback: The FHP evaluated the effectiveness of the training by administering a basic fair housing quiz before and after the presentation. FHP also solicited feedback from attendees. Seven attendees completed the pre-training assessment and 12 people completed the post-training assessment. Attendees rated their fair housing knowledge, on a scale of 1 to 10, both before and after the training. On average, attendees rated their knowledge as a "6" before the training and a "7.8" after the training. Attendees rated the training itself as an "8.1".

Attendees provided some narrative feedback as well. For future training topics, attendees recommended more training on Naperville-specific issues, training for new HAC members, an investigations training for HAC members, and a continuous review of fair housing policies.

**Prairie State Legal Services
City of Naperville – Fair Housing Education and Training Project
FINAL REPORT**

Recommendations: PSLS’ trainings in October covered many topics but time did not allow for a thorough coverage of every topic. Based upon conversations with training session attendees and their written feedback, the FHP recommends future trainings that focus on specific topics based upon functions within the City. For example, HAC members serve as factfinders in fair housing investigations so they would certainly benefit from a training similar to those offered to fair housing investigators in administrative agencies. The National Fair Housing Alliance (NFHA) offers trainings from time to time. The City might also consider hiring a trainer from NFHA or another entity that regularly trains investigators. HUD runs a National Fair Housing Training Academy but the program is currently closed. HUD’s office of Fair Housing and Equal Opportunity (FHEO) may have other recommendations for training investigators. Alternatively, or in the interim, the City could assemble training materials from HUD and the Illinois Department of Human Rights (IDHR) to create a topical training agenda on investigations (i.e. witness interviews, file maintenance, investigation tools, report writing, etc.).

For city council members and City staff, an in-depth training on affirmatively furthering fair housing (AFFH) best practices would be relevant to their positions with the City.

HAC members also expressed an interest in setting up trainings for property owners that manage units in Naperville. Hiring consultants for such an effort might be cost-prohibitive if the goal is to reach a large number of landlords (usually attendance is quite low at such sessions). Hiring a trainer could work well if there is a gathering for landlords/property owners at some point in a year and the City offers a fair housing session within the gathering. To reduce costs, the City might consider training its staff or HAC members on how to administer basic fair housing trainings and then offer quarterly or annual opportunities for landlords/property owners. The City could contract with a fair housing organization like PSLS or HOPE Fair Housing Center to “train the trainers”.

Project Budget: The City issued a purchase order not to exceed \$4,000 for the fair housing training and education project. The FHP will invoice the City for \$2,300 in accordance with the Scope of Services.

Description of Work	Charge
Task 1: meetings with City Staff and HAC	\$650.00
Task 2: reviewing City’s Analysis of Impediments and research for presentation	\$500.00
Task 3: draft presentation and other materials	\$600.00

**Prairie State Legal Services
City of Naperville – Fair Housing Education and Training Project
FINAL REPORT**

Task 4: administer two training presentations	\$1,200.00
Task 5: collect and review feedback and debrief	\$200.00
Task 6: send out certificates and follow-up materials	\$100.00
Task 7: create Final Report	\$200.00
Subtotal	\$3,450
33.3% Discount	\$1,150
TOTAL	\$2,300