



Civil Rights Commission

City of Cedar Rapids
Civil Rights Commission
Outreach & Education Committee Meeting Agenda
Monday, February 1, 2016
4:30 pm – 5:30 pm

Outreach & Education Committee Members:

Emily Bowman, Chair
Leland Freie
Ashley Reynolds

Agenda:

I. Call to Order

II. Approval of Minutes

III. Old Business

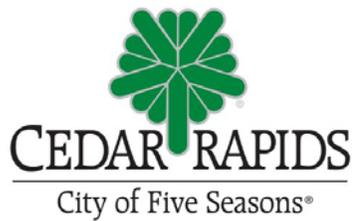
1. Outreach Report	Bernie Walther <i>CRCRC Investigator</i>	5 Minutes
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IV. New Business

1. Poster Contest	Sophie Belter <i>CRCRC Intern</i>	15 Minutes
2. Fair Housing Training	Johnny Sevier <i>CRCRC Public Allies Iowa AmeriCorp Apprentice</i>	10 Minutes
3. Internship Program	Janet Abejo <i>CRCRC Investigator</i>	5 Minutes
4. Quarterly Trainings Update	Bernie Walther <i>CRCRC Investigator</i>	15 Minutes
a. EEOC		
b. Mediation		
c. Fair Lending		
d. FY17 Training Ideas		
5. Summer Outreach Events	Bernie Walther <i>CRCRC Investigator</i>	10 Minutes

Notice:

Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.



City of Cedar Rapids
Civil Rights Commission
Outreach & Education Committee Meeting Minutes
Monday, December 14, 2015
4:30 pm – 5:30 pm

Commissioners Present: Mr. Leland Freie
Ms. Ashley Reynolds

Commissioners Absent: Dr. Emily Bowman, Chair

Staff Present: Mr. Bernie Walther, Investigator
Ms. Alicia Abernathey, Administrative Assistant

Call to Order – Leland Freie, Acting Chair, called the meeting to order at 4:32 p.m.

Approval of Minutes – Ashley Reynolds moved to approve the minutes from the November meeting. Leland Freie seconded the motion, which was unanimously approved.

Old Business -

1. Outreach Report

Bernie Walther, Investigator, presented the monthly outreach report showing events and trainings that were held in November. Mr. Walther stated trainings included Foundation 2 staff training and Leadership of Five Seasons training. Mr. Walther stated staff also attended the Police Academy Graduation Ceremony.

New Business –

1. Quarterly Trainings Update

a. EEOC

Mr. Walther stated staff is still working on the contract with the EEOC and once the contract is signed a date will be determined. Staff is planning on the training in February, March or the summer. The training will be geared toward HR professionals.

b. Mediation

Mr. Walther stated Mediation training is set for February 9th from 10:00 AM to 12:00 PM and will be conducted by Annie Tucker. The training is open to the public but staff plans to target HR professionals, large employers and landlords. The training will be held at the Cedar Rapids Police Department. Information for the training is on the Commission's Facebook page, Twitter page and website. Individuals interested in attending must register for the training.

c. Fair Lending

Mr. Walther stated staff is trying to partner with the Cedar Rapids Realtors Association and they are sharing the proposed agenda with their outreach committee in January. The contract with John Marshall Law School is currently under review and the training will be held in April.

2. Upcoming Outreach Events

a. Selma

Mr. Walther stated the date for the movie night of “Selma” will be January 17th from 2:00 – 4:00 PM at the Whipple Auditorium in the Cedar Rapids Library. Representatives from the Cedar Rapids Human Resources Department, the Linn County Human Resources Department and the Cedar Rapids Community School District will be present for a public employment job fair. There will also be information pertaining to the Fair Housing Poster Contest. Individuals interested in attending must register for the event.

b. Martin Luther King Jr. Day Proclamation

Alicia Abernathey, Administrative Assistant, stated a Proclamation will be presented at the January 12th City Council meeting making January 18th Dr. Martin Luther King Jr. Day. Five members of the public will join staff in accepting the Proclamation. The Proclamation will also be presented at the “Selma” movie night on January 17th.

c. Human Rights Month Proclamation

Ms. Abernathey stated a Human Rights Month Proclamation will be presented at the December 15th City Council meeting at 4:00 PM. Eight members of the public were invited to accept the Proclamation with staff.

d. Traveling Display

Ms. Abernathey stated the traveling display of Iowa Civil Rights history, from the African American Museum, is currently on display in City Hall. It will be displayed in the City Hall lobby until December 21st.

Commissioner Freie moved to adjourn the meeting at 4:48 p.m. Commissioner Reynolds seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathey



DECEMBER 2015 / JANUARY 2016 Monthly Outreach and Education Report

Performance Goals:

- 50% of customers rating presentations satisfactory or better.
- 15% of increased knowledge in individuals after trainings.
- 2.5 or higher rating for overall customer service experience.

Outcomes:

- Individuals are satisfied with training programs/presentations and overall customer service.
- Individuals increase their knowledge about civil rights and the Commission.

	Prior Month's Actuals	Year to Date
Activities:		
Number training programs/presentations requested	2	17
Number training programs/ presentations conducted	2	39
Number of attendees at training programs/ presentations	4	818
Number of request for attendance at community events	1	26
Number of community events participated in	1	40
Number of Social Media fans	2281	2309
• Facebook		
• Twitter	345	356
Percent of customers rating training programs/presentations satisfactory or better	0	100%
Percent of increased knowledge or understanding of Civil Rights local ordinance	0	21%
Rating for overall customer service experience – Outreach	5/5	5/5

Training programs/presentations requested:

- General knowledge presentation to Immigrant Concerns Committee April 13, 2016
- General knowledge presentation to PFLAG March 10, 2016



Training programs/presentations conducted:

Program/Presentation	Staff	Commissioners	Date	Attendees	Rating	Knowledge Gain
• City new hire orientation	JG	None	Jan. 6, 2016	4	NA	NA
• “Selma” movie night for MLK Day & diversity public employment job fair (City, Linn Co. & CR Schools)	JA/BW/JG/JS/AA/SB	LF/RW/SI	Jan. 17, 2016	30+ for movie/ 40+ for job fair	NA	NA

Attendance at community events:

Event	Staff	Commissioners	Date	Area
• African American Museum MLK Day event	JG	NA	Jan. 18, 2016	Outreach

Attendance at boards, meetings, and others: REPRESENTING THE CRCRC

Boards/Meetings/Others	Staff	Commissioners	Date
• City Council Meeting	LY	LF	Dec. 15, 2015
• City employee ADA training	LY/JG/BW/AA/JS	NA	Dec. 16, 2015
• Staff training on Mental Health (provided by CRPD)	LY/JG/BW/JA/AA/JS/SB	NA	Dec. 18, 2015
• City employee “Teamwork & Initiatives” training	JG/BW/JA/AA/JS/SB	NA	Jan. 14, 2016
• EEOC Diverse Discrimination in Iowa City	JG/JS/SB	NA	Jan. 22, 2016
• National Fair Housing Training Academy Week 1 (Online)	JG/BW	NA	January 2016

Upcoming events and opportunities:

Event	Time	Location	Date
• Mediation	10am-12pm	CRPD Community Room	Feb. 9, 2016
• Fair housing & Lending Practices	10am-12pm	CR library	April 8, 2016

Fair Housing Poster Contest Update/Review/Inquiry

Outreach and Education Meeting 02/01/16

Thematic Scope:

- The idea of linking fair housing, our mission, and education with the community is important to maintain. Providing an educational scholarship to the winners creates an incentive for students to pursue a college education. The point of the project is to educate the community about their rights and the resources available to them.
- I propose that the only theme for the project is “What does fair housing mean to you?” The theme last year was “A Face For Fairness, Housing For All”. This year it should remain to be their task to define fair housing, through art. This makes it a priority for them to research and find out what fair housing is so that they can formulate their own definitions.

Incentive Scope:

- In order to keep this project fiscally responsible and to retain some money for future endeavors, I propose that we change the qualifying ages of participation from ages 5-18 and divide them by grades in the Cedar Rapids/Marion area. So, one category of eligibility will be K-5th and the other 6th-12th grades.
- I propose that we continue to offer scholarships as the reward for this contest. Students closer to college age will likely be more engaged in the concept of a scholarship as their prize. This will also allow us to reach a population of youth that we have struggled to relate to since “Donna the Dolphin” caters to a younger crowd. It will be very easy to reach out to area schools to advertise the contest. Younger winners’ scholarship money will gain interest and they will be able to add more to it, considering they are further away from using it than those winners of the older age group. (I think that makes up for the fact that their prize may not cater to their interests in 3rd grade, for example.)
- Along with a scholarship seed fund, we should contact the appropriate parties and make arrangements for their winning posters to be framed and displayed at their schools. This is an inexpensive and nice way to display what fair housing means to other students and staff/faculty, advertise our office and mission, and it allows for us to do something more for the winners than just scholarship money.

- I noticed that there were participation awards for everyone who participated in last year's contest. After referring to other cities' contests, I think we could make each participant a small gift for retention purposes. A concept that I liked was having all entries turned into a calendar and given to all the winners and participants. Again, this is a way to boost the incentive in a way that remains within the guidelines/budget and in a way that keeps fair housing a part of every day life in the community. We can avoid miscommunication and barriers related to a lack of contact information if we just send the calendars directly to their school to be appropriately distributed.
- There will be one grand prize winner from each grade group, and one runner-up. Every other entry will simply be considered a participant.
- I see the grand prize being a \$500.00 scholarship, their framed and displayed entry, and a calendar. The runners up will each receive a \$250.00 scholarship and a calendar. All participants receive a calendar and a note about why their participation is valued and important by and to their community and the commission alike. We should remain to offer a bonus amount of scholarship money (\$50.00) for any winning entries which are done in another language than English.
- The monetary prizes total \$1500.00, plus \$50.00 in the event we receive a winning entry in another language (I cannot imagine having more than a few entries which qualify, certainly not all of them will win, though we can be flexible). I am still pricing possibilities for calendars and framing. Alicia has some contacts for this purpose which I will likely use. This puts the price of the project way under the overall project budget (\$10,000) and it will end up being even less than last year's expenses of the project (\$3,000+).
- Janet and I will be meeting with Gaye Roberts (Finance) to settle the processing of prize money.

Note: I have many alternative prize ideas, and look forward to hearing your comments.

Judges:

- I propose that the commissioners judge the contest. It makes too much sense to keep it simple and internal. Nobody affiliated with our endeavors is eligible to participate, so there will be no bias. I have prepared an alternative list of possible judges; some of them are included under points of contact.

Points of Contact:

I have included, below, a list of possible contacts that will help us get things moving. If you can think of anyone else, please share their information with me!

- Jennifer Bradley—Dean of Arts/Humanities @ Kwood
- Kathryn Hagy—Dept. Chair Art @ MMercy
- Mohammad Chaichian—Dept. Chair Sociology @ MMercy
- Peter Thomsen—Dept. Chair Art @ Coe
- Lisa Barnett—Dept. Chair Sociology @ Coe
- Betsy Kigin—Field Placement Coordinator (ed dept @coe)
- Nancy Hayes—Dept Chair Education @ Coe
- CR Public Schools/Prairie/Xavier/**Especially Metro**
- CR Realtors Association
- Museums/Teams/Theatres etc
- Dawn Stephens—Director @ HD Youth Center



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Fair Housing Cedar Rapids Civil Rights Commission



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- **To complete this updated version of the Fair Housing Compliance Course you will need to:**
 - Go through the entire eLearning study; and
 - Answer all of the questions correctly.

Upon successful completion, your results will be automatically forwarded to the Civil Rights Commission.



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Sign on to the course by entering the following:

Name:

Reason for taking the course: (Settlement, Probable Cause Finding, General Public, Education and Outreach)

Email:

Phone number:

Place of Employment:

Department:



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This Compliance Training:

- Explains the role of the Cedar Rapids Civil Rights Commission.
- Outlines Fair Housing in accordance with Section 69.19 of the Cedar Rapids Civil Rights Code.
- Explores the impacts of housing discrimination.
- Explains Fair Housing advertising best practices.
- Provides resources to report discrimination and ask questions.



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Cedar Rapids Civil Rights Commission

Who Are We?

- The Commission is composed of nine members appointed by the Mayor with approval of the City Council.
- The Commission Staff carries out the day-to-day operations of the agency.



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Responsibilities of the Cedar Rapids Civil Rights Commission

- Enforce Cedar Rapids Municipal Code 69
- Investigate cases of alleged discrimination
- Provide educational outreach and training to housing providers and the general public



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Scope of Services

1. Enforcement of Civil Rights Laws:
Investigate claims of discrimination filed by persons who feel they have been discriminated against or harassed based on protected class status.

2. Educational Outreach and Training:
Educate the community about civil rights laws, how to file a complaint, and answer general civil rights questions from organizations, businesses, and the general public.



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Areas of Protection

- Credit
- Education
- Employment
- Housing
- Public Accommodation



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Jurisdiction

The incident must have occurred:

- In the City of Cedar Rapids
- Within the past **year** for Housing
- Within the past **300 days** for Employment, Education, Public Accommodation, or Credit



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Protected Classes

➤ Age (18 and older)	➤ Physical Disability
➤ Color	➤ Race
➤ Creed	➤ Religion
➤ Familial Status	➤ Sex
➤ Gender Identity	➤ Sexual Orientation
➤ Marital Status	➤ Association with a person in a protected class
➤ Mental Disability	➤ Intimidation/Retaliation
➤ National Origin	



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Important Things to Know About the CRCRC

- We are a neutral, fact-finding agency
- Our services are free of charge
- Complainants and Respondents *may* hire an attorney; however, it is not required



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Defining Fair Housing



- All persons have the right to apply and be considered for housing for which they are qualified, in the location of their choosing
- Applies to all housing transactions: rentals, sales, leases, sub-leases, advertising, loans, appraisals, insurance and zoning

 **The Ordinance** www.Cedar-Rapids.org

Based on someone's protected class or association with a person of a protected class, it is unlawful to:

- Alter the terms or conditions of a sale or rental
- Make, print, or publish any notice, statement, or advertisement that indicates any preference or limitation of prospective buyers or renters
- Represent to someone that any dwelling is not available when it actually is

 **The Ordinance continued...** www.Cedar-Rapids.org

Based on someone's protected class or association with a person of a protected class, it is unlawful to:

- Steer individuals toward or away from specific properties or neighborhoods
- Refuse reasonable accommodations for persons with disabilities
- Fail to comply with accessibility requirements for newly constructed multifamily dwellings

 **Actual Examples of Unlawful Housing Discrimination** www.Cedar-Rapids.org

- Refusing to sell/rent to a family with children
- Requiring credit/background checks only on Latino applicants
- Refusing to allow a tenant with disabilities to install a grab bar in their restroom.
- Attempting to induce a person to sell a dwelling because of prospective entry to the neighborhood of persons from a protected class

 **Familial Status** www.Cedar-Rapids.org



The presence of children under age 18, pregnant women, or persons seeking or sharing custody of children

Example of Discrimination: Keeping families with children on one floor or in one building

To Comply: Avoid Steering

 **Familial Status** www.Cedar-Rapids.org

Click here to view a video on discrimination based on Familial Status..

 **National Origin** www.Cedar-Rapids.org

Discrimination based upon the country of birth of an individual, accent or ethnicity

Example of Discrimination: Asking *some* applicants for proof of their legal status in this country

To Comply: If you ask some applicants for proof of their legal status in this country, you must ask *all* applicants for the same proof of their legal status to be in this country

 **Gender Identity** www.Cedar-Rapids.org

- A person’s actual or perceived gender related to identity, appearance, expression, behavior, or other attributes, regardless of the person’s assigned sex at birth
- External characteristics and behaviors that are socially defined as either masculine or feminine: dress, mannerisms, speech patterns and social interactions
- **Gender identity refers to a person's internal sense of being male, female, or something else**

 **Disability** www.Cedar-Rapids.org

One of the following sets of criteria must be met to qualify as a person with a disability:

Any person who

- has a physical or mental impairment that substantially limits one or more major life activities; **or**
- has a record of such an impairment; **or**
- is regarded as having such an impairment

 **Disability** www.Cedar-Rapids.org

Click here to view a video on discrimination based on **Disability**..

 **Reasonable Accommodations** www.Cedar-Rapids.org

Changes at the expense of the landlord in Rules, Policies, Practices and Services that are necessary to permit a person with a disability to use and enjoy the unit

How to handle an accommodation request:

1. The tenant, or someone acting on behalf of the tenant, must request the accommodation
2. The request must be reasonable
3. The request must not impose an undue financial or administrative burden on the housing provider

 **Examples of Reasonable Accommodations** www.Cedar-Rapids.org

- Allow changes in rules for paying rent
- Permit more “clutter” and/or allow more time to comply with notice to clean
- Allow a service or support animal even with a “No Pets” policy



 **Examples of Reasonable Accommodations:** www.Cedar-Rapids.org

- A landlord waives "guest fees" and parking fees for a home health care aide for a tenant with a disability
- If the applicant needs oral reminders to pay the rent, the landlord agrees to call or visit to remind the person before each month’s rent is due
- Tenants’ or owners’ association meeting, usually held in an inaccessible building, is moved to a building with a ramp
- A landlord permits a tenant with a mobility impairment to move from a third-floor unit to the first floor

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Pets vs. Assistance Animals

Pets	Service and Support Animals
<p>Animals living with an owner for the purposes of love, affection, and/or company</p>	<ul style="list-style-type: none"> • Service Animals Perform tasks for the benefit of an individual with a disability • Support Animals Provide a therapeutic benefit to a person with a disability <p><i>Service and support animals help alleviate the symptoms of a disability</i></p>

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Service and Support Animals Are **Not** Pets!

These animals are not subject to:

- Pet policies
- Payment of a pet deposit
- Pet rent/fees
- Prohibitions on animals based on number, size, breed, or weight

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Service and Support Animals Are **Not** Pets!

“The vital importance of assistance animals in reducing barriers, promoting independence, and improving the quality of life for people with disabilities should not be underestimated, particularly in the home.”

- John Trasviña
Previous HUD Assistant Secretary for Fair Housing and Equal Opportunity

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Reasonable Modifications (Structural Changes)

Modifications of existing premises, **at the expense of the person with a disability**, to allow the person full enjoyment of the premises.

- The housing provider may ask for assurances that the work will be done properly and according to code
- The housing provider may require the change be undone for the next tenant or require a separate deposit to cover the cost of the restoration

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Examples of Reasonable Modifications

Newly constructed dwellings should **already** be compliant with accessibility standards.

- Entrance Ramp(s)
- Grab bars in Bathroom
- Widened Doors
- Lever Doorknobs



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Examples of Reasonable Modifications

- Install a doorbell light signal for the hearing impaired
- Relocate switches and controls
- Remove cabinets under sinks
- Make adjustments to stoves and microwave ovens



 **Examples of Reasonable Modifications** www.Cedar-Rapids.org

- Installing an automatic water faucet shut-off for people who cannot remember to turn off the water
- Installing a ramp for a tenant who could not otherwise access her mobile home
- Installing pictures, color-coded signs or pathways for people whose cognitive disabilities make written signs impossible to use
- Installing carpeting or acoustic tiles to reduce noise made by a person whose disabilities cause him or her to make a lot of noise

 **How to Respond To A Modification or Accommodation Request** www.Cedar-Rapids.org

Asking "What is the disability?" is not acceptable

If the disability is not obvious, a landlord **may** ask for a statement from a professional (familiar with the person with the disability) stating that a disability exists. This includes psychiatrists, social workers, psychologists, etc.

Documentation:

1. Verifies the person has a disability
2. Describes the needed accommodation - Such as a service/support animal
3. Shows the relationship between requested accommodation and the disability. How it alleviates the symptoms of the disability, provides emotional support, etc.

 **Advertising** www.Cedar-Rapids.org



- Housing advertisements should state **no discriminatory preference or limitation** relating to any protected classes
- Advertisements containing descriptions of accessibility features are lawful (i.e. wheelchair ramp, lever doorknobs)
- Ensure that any pictures included reflect the diversity of the community

 **Advertising** www.Cedar-Rapids.org



- Includes newspaper ads, bulletin boards, shoppers, newsletters, websites, brochures, word of mouth, etc.
- Both the publisher and the advertiser can be held liable for discriminatory housing advertising
- The key is to describe the attributes of the property, not of the prospects you think would like it

 **Fair Housing Best Practices** www.Cedar-Rapids.org

- Have a written Fair Housing policy
- Publicize your commitment to Fair Housing in your office, in your advertising, to employees, to tenants and prospective tenants
- Require Fair Housing training for **all** of your employees

 **Fair Housing Best Practices** www.Cedar-Rapids.org

- Review your compliance procedures on a regular basis to respond to changes in the law or new Fair Housing issues
- Have a corrective action policy
- Provide a mechanism for feedback from prospects and tenants

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Fair Housing Best Practices

- Treat all current/prospective buyers and renters equally
- Be mindful of advertisements
- Maintain records – keep applicant records, reasons for rejection if applicable, repair requests & resolutions, complaints, accommodations/modifications requested & granted, etc. Show all housing units that fit a client's criteria and qualifications
- Report violations of Fair Housing laws
- Contact the Cedar Rapids Civil Rights Commission with questions
- Seek legal counsel **from a lawyer who knows Fair Housing Law** to review your policies and practices

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Responsibilities of Housing Providers

Selection procedures and treatment of **ALL** applicants, buyers and renters must be:

- *Legal*
- *Non-Discriminatory*
- *Consistently Applied*

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Responsibilities of Potential Buyer or Renter

- *Purchasers and renters must qualify for property*
- *Meet application requirements*
- *Pay rent when due*
- *Obey rules and policies*
- *Do not disturb other residents*
- *Do not abuse property*

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Quiz

15 True / False Questions

- Mark each statement either true or false based on the information provided in this training, then click the Submit button.
- To receive credit for completing this course, you must answer all of the questions correctly.

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Fair Housing Quiz

Q: Familial status discrimination means discrimination against unmarried people.

A: FALSE. Familial status discrimination means discrimination against families with children in the household.

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Fair Housing Quiz

Q: Residents who use a wheelchair can be charged a higher security deposit due to greater wear and tear on the unit.

A: FALSE. Setting different terms for renting (such as a higher security deposit) on a particular person or group based on being a member of a protected class is unlawful.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Where there is a clear “no pets” policy, a landlord must allow a tenant with a disability to have a service **OR** support animal.

A: TRUE. Legally, service and support animals are *not* pets. You are required to modify your “no pets” policy to allow the use of a service or support animal by an individual with a disability. A “no pets” policy may be continued, but you must make an exception to your general rule for service and support animals.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: A maintenance person’s repeated unwelcomed sexual advances towards a tenant is considered sexual harassment under fair housing laws.

A: TRUE. If it is unwelcome. Sexual harassment in housing is gender discrimination under fair housing laws which protect women and men from coercion, threats, or intimidation.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: If an applicant shares that she has a disability, the landlord should request a copy of her medical records to determine what special needs the applicant may have.

A: FALSE. If a prospective buyer/tenant specifically request reasonable accommodations or modifications, a landlord may only request a statement from a licensed professional concerning the need for the accommodation, but may not require detailed medical records.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Boys and girls are required by law to have separate bedrooms.

A: FALSE. Mandating that boys and girls have separate bedrooms is a violation of the fair housing laws. The decision concerning sleeping arrangements in a household is left to the family, not the housing provider.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Landlords may restrict residents with children to ground floor units for safety purposes and to decrease noise levels.

A: FALSE. Such policies limit the housing choices for families with children and violate the fair housing laws.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Realtors must comply with an owner’s stipulation to not sell to a person of a particular race.

A: FALSE. To comply with this type of discriminatory policy is a violation of the fair housing laws. Both the property owner and the realtor could be held liable for discriminatory practices under those policies.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Where a criminal background check reveals that a Hispanic applicant has a lengthy criminal history, a landlord must approve the application nonetheless, because rejecting the application would constitute racial discrimination.

A: FALSE. A housing provider may reject an application based on a criminal history despite the applicant being a member of a protected class (Hispanic). It's a safe practice to run a criminal history on all prospective tenants not just those in a protected class.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: An apartment building owner has the right to reject an applicant because of poor housekeeping habits.

A: TRUE. As long as this standard is required of all applicants regardless of any protected class status.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Not allowing the installation of a grab bar in the bathroom of an apartment building is permissible, even if the tenant agrees to remove it at his/her own expense upon leaving.

A: FALSE. A landlord must allow disabled individuals to modify existing premises if such modifications are necessary for the tenant for the enjoyment of the amenities of the property.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: Under federal law, indicating a preference based on religion in advertising an available apartment is perfectly legal.

A: FALSE. It is illegal to show any preference to any religion (or other protected class) in any advertisement. It is better to advertise the characteristics of the property rather than characteristics of people.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: An apartment building owner may legally reject an applicant with a history of mental illness, even though the applicant is not a danger to others.

A: FALSE. It is discriminatory for a landlord to selectively or more harshly enforce rules because of a tenant's disability. A housing provider cannot deny a housing opportunity because of characteristics or behavior related solely to the person's disability.

 **Fair Housing Quiz** www.Cedar-Rapids.org

Q: It is legal to require a pet deposit or monthly fee from a person with a service or support animal.

A: FALSE. You may **NOT** charge an additional fee related to the use of service or support animals. A landlord may charge the renter with disabilities *if* the animal causes damage, so long as it is *regular practice to charge non-disabled tenants for the same types of damages*.

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Satisfaction Survey

On a scale of 1 to 5, with 1 being disagree and 5 being agree, please rate the following aspects of your contact with a member(s) of the Civil Rights Commission:

	Disagree		Neutral		Agree
• Staff was courteous and respectful.	1	2	3	4	5
• Staff was knowledgeable and helpful.	1	2	3	4	5
• The time I spent in this process was appropriate.	1	2	3	4	5
• My questions were answered to my satisfaction.	1	2	3	4	5
• My overall experience was favorable.	1	2	3	4	5
• The training was easy to understand.	1	2	3	4	5
• My understanding of the topic has increased as a result of this training.	1	2	3	4	5

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Satisfaction Survey

What suggestion do you have to improve this training?
(text box to be sent to us)

What aspect of the training was most beneficial?
(text box to be sent to us)

What additional topics would you like to see provided?
(text box to be sent to us)

If you would like to share more about your experience, please contact the Civil Rights Commission by email at civilrights@cedar-rapids.org or phone (319) 286-5036.

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Congratulations

- You have successfully completed the Cedar Rapids Civil Rights Commission Fair Housing Training.
- A notice of your completion has been sent to the Civil Rights Commission Office.
- **QUESTIONS? Please contact us at:**

CEDAR RAPIDS CIVIL RIGHTS COMMISSION
 50 2nd Avenue Bridge, 7th Floor
 Cedar Rapids, IA 52401
 (319) 286-5036
civilrights@cedar-rapids.org
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DRAFT

Tasks	Category	<u>Sophie Belter</u>	<u>Briana Gipson</u>
1. Manage Fair Housing Poster Contest	Outreach	X	
2. Compliance Review Process (NOTE: This involves looking at Settlement Agreements from cases in the last 2-3 years to make sure they followed through with the contract as written. May include visiting business and properties for compliance. Sending letters and tracking responses as well).	Investigations		X
3. Assist with Investigations (i.e. drafting interview questions, conducting interviews, conducting on-site investigations, drafting data requests, tracking receipt of information, drafting case summaries, etc.)	Investigations	X	X
4. Donna the Dolphin events.	Outreach	X	X (SB Lead)
5. Other ideas for Youth Outreach.	Outreach	X	X (SB Lead)
6. Weekly Educational Posts for Social Media.	Outreach	X	X (BG Lead)
7. History of Civil Rights - Traveling Exhibit	Outreach	X	
8. Fair Housing Bus Ads	Outreach		X
9. Civil Rights Themes PowerPoint	Outreach	X	
10. Civil Rights History PowerPoint	Outreach		X

NOTE: If there is a project that you are leading and you could use some assistance, please feel free to let me know and we can always pull each other in, depending on workload and interest. For example, there may be times that Briana you may need assistance with visiting Respondent Properties to make sure they have put up fair housing posters and/or CRCRC brochures in their leasing office. Sophie, if you find you need assistance wiht the Fair Housing Project or the Traveling Exhibit, please let us know. We are a team after all!