

# Career Enhancement Training Session



SECTION 3  
of the Housing and Urban  
Development Act of 1968



September 30, 2020





## Call to Order

Lachelle Goodrich, Director, Stop Six Choice Neighborhood Initiative

## Welcome

Leslie Bradley, HUD Regional VI Deputy Regional Administrator

## What is Section 3?

Kelvin Noble, Procurement Director, Fort Worth Housing Solutions

## Section 3 Update

Nathan Roush, HUD Program Analyst

## HUD Opportunity Portal

Rebecca Nelson, HUD Management Analyst

## Fort Worth EnVision Center

Suzanne Richards, EC Coordinator

## Q&A

Carlos Borrego, HUD Program Analyst

## Closing Remarks

Lachelle Goodrich





# Welcome

Leslie Bradley, Deputy Regional Administrator  
U.S. Department of Housing and Urban Development, Region 6





# What is Section 3?

Kelvin Noble, Director of Procurement  
Fort Worth Housing Solutions



# Section 3 Act

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (as amended), requires that **economic opportunities generated by certain HUD financial assistance for housing** (including Public and Indian Housing) and community development programs **shall**, to the greatest extent feasible, **be given to low and very low-income persons**, particularly those who are recipients of government assistance for housing, and **to businesses that provide economic opportunities for these persons.**

Other **HUD programs covered** by Section 3 (to distinguish between HUD public and Indian housing programs) are **those that provide housing or community development assistance for housing rehabilitation, housing construction, or other public construction project.**



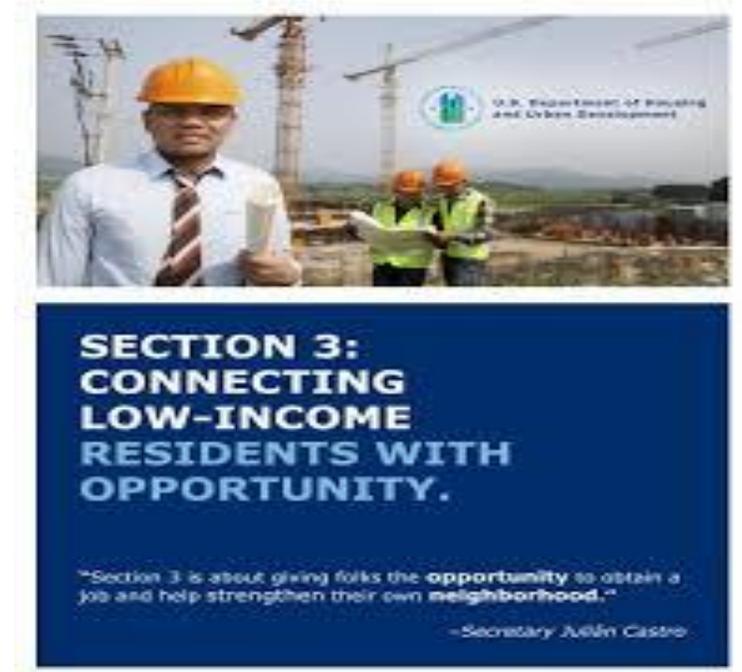
## Who Is A Section 3 Resident?

- Public housing residents, including persons with disabilities
- Low- and very low-income persons who live in the area where a HUD assisted project is located.

## What is a Section 3 Business?

A Section 3 business is one that is:

- Owned by Section 3 residents
- Employs Section 3 residents or
- Subcontracts with businesses that provide opportunities to low- and very low-income persons.





## What types of Economic Opportunities are available under Section 3?

- Jobs and Employment opportunities
- Training and Educational opportunities
- Contracts and Business opportunities

## Who will provide the Economic Opportunities?

Recipients of HUD financial assistance and their contractors and subcontractors are expected to develop a Section 3 Plan to assure that economic opportunities to the greatest extent feasible, are provided to low and very low-income persons and to qualified Section 3 businesses. All work performed under the contract is subject to the requirements of Section 3.

# Who receives Economic Opportunities under Section 3?

## For training and employment:

- Persons in public and assisted housing
- Persons in the affected project neighborhood
- Participants in HUD Youth-build programs
- Homeless persons



## For contracting:

Businesses that fit the definition of a Section 3 business.

## How can individuals and businesses find out more about Section 3?

- [www.hud.gov/section3](http://www.hud.gov/section3)
- [www.hud.gov/sec3biz](http://www.hud.gov/sec3biz)
- <https://www.fwhs.org/business-opportunities/>



# WHAT'S NEXT?

How to Respond to an Invitation for Bid (IFB) and ensure the process is in compliance with federal, state and local regulations.

## Contract Administration

- Aim High - Exceed Expectations
- Accountability
- Customer Service
- Communication

Section 3 & M/WBE  
A community & residential outreach initiative

FWHS Evaluating & Vendor Debriefing:  
Helpful tips in providing positive & informational feedback to vendors who are not selected.

Questions?

Kelvin Noble

[procurement@fwhs.org](mailto:procurement@fwhs.org)





# Section 3 Update

Nathan Roush, Program Analyst

U.S. Department of Housing and Urban Development





# The Rule

How things are changing

# Authority



1968

Section 3 is codified in the Housing and Urban Development Act



1995

FHEO published the current regulations in 24 CFR Part 135



2015

FHEO published new proposed regulations in 24 CFR Part 135, which never became final



2019

FPM published proposed regulations in 24 CFR Part 75



- ✓ **April 3, 2019:** Published proposed rule
- ✓ **June 3, 2019:** Comment period closed
- ✓ **August – February 2020:** Complete review of comments and finalize rule for OMB Clearance
- ✓ **February 2020:** Rule and associated documents sent to OMB for review
- ✓ **June 2020:** Rule forwarded to OMB for additional review
- ✓ **September 2020:** Final Rule Published

# Final Rule

The proposed rule seeks to improve effectiveness in several ways, including:



Focusing reporting on  
key outcome metrics



Aligning reporting with  
standard business practices



Promoting sustained employment  
and career development



Changing thresholds for  
Section 3-covered assistance

# Key Change

Redefining Section 3 businesses



A Section 3 business is:



51% or more owned by ~~Section 3~~  
~~residents~~  
low- or very low-income persons

OR



~~30% or more permanent, full-time~~  
~~employees are Section 3 residents~~

75% or more labor hours are performed  
by low- or very low-income persons

OR



~~25% of subcontracts are awarded to~~  
~~Section 3 businesses~~

51% or more owned by current residents of  
public housing or Section 8-assisted housing

# Key Change

Redefining Section 3 residents



A Section 3 resident is:



A ~~public housing~~ YouthBuild participant

OR



A low- or very low-income resident ~~of the metropolitan area or nonmetropolitan county where Section 3-covered assistance is spent~~

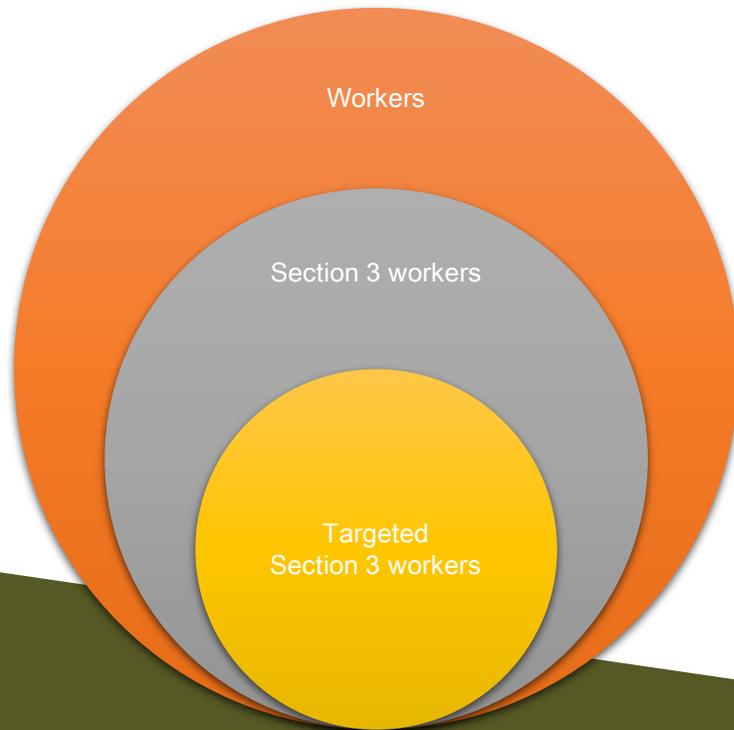
OR



Employed by a Section 3 business

# Key Change

$$\frac{\text{Section 3 labor hours}}{\text{Total labor hours}} = 25\% \text{ AND } \frac{\text{Targeted Section 3 labor hours}}{\text{Total labor hours}} = 5\%$$



A labor hour is:



A paid hour worked on a Section 3-assisted project



A targeted Section 3 worker is:



Employed by a Section 3 business

OR

A Section 3 worker living in the project's service area

OR

A current YouthBuild participant

OR

A current resident of public housing or Section 8  
(*public housing financial assistance only*)

# Key Changes

- **Promote sustained employment and career development:**
  - Focuses on labor hours instead of new hires creating an incentive for employers to invest in and retain their newly hired low-income workers.
- **Align Section 3 reporting with standard business practices:**
  - Consistent with business practices which already track Davis-Bacon utilization (HUD wage rates, and with the entities' payroll systems)
- **Applicability and Thresholds:**
  - Assistance used for housing rehabilitation, housing construction, and other public construction is subject to Section 3 requirements.
  - Updated the threshold, exempting projects costing less than \$200,000
  - Threshold for Lead Hazard Control and Healthy Home grants is \$100,000.
- **Reporting and Targeted Section 3 Workers:**
  - Targeted Section 3 are those within the “1 Mile Radius” of the worksite.
  - Reporting and benchmarks will focus on “Targeted Section 3 Workers” representing the highest priority groups.
  - Priority groups would be low and very-low income workers residing within the service area or neighborhood of the project.
  - Effective Date of new rule is November 30, 2020, so employers and grantees should begin following the new rule then.
  - However, compliance is not required until July 1, 2021, and this time should be used to implement the conversion to the new requirements.

# Key Changes

- **Benchmarks:**

- Set by Notice and amended periodically as necessary. HUD can alter expectations and consider tailoring the benchmarks for different geographies and/or different activities as new information becomes available.
- Link: <https://www.federalregister.gov/documents/2020/09/29/2020-19183/section-3-benchmarks-for-creating-economic-opportunities-for-low--and-very-low-income-persons-and>

- **Multiple Funding Sources:**

- For handling Section 3 for recipients that receive funds through more than one HUD program, and contractors that receive payment from funds under those programs.
- Public housing financial assistance fund requirements in subpart B while the community development financial assistance may follow the requirements in subpart B or subpart C.
- Ultimately, the same data will be collected across programs for consistency; the only difference will be how it looks when reported.

- **Integrate Section 3 into program enforcement:**

- The new framework anticipates that program staff would incorporate Section 3 compliance into regular program oversight and make Section 3 a more integral part of their daily work.

# Questions?

## Thank you!

### Links:

**New Rule:** <https://www.federalregister.gov/documents/2020/09/29/2020-19185/enhancing-and-streamlining-the-implementation-of-section-3-requirements-for-creating-economic>

**Benchmarks:** <https://www.federalregister.gov/documents/2020/09/29/2020-19183/section-3-benchmarks-for-creating-economic-opportunities-for-low--and-very-low-income-persons-and>

### Contacts:

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# HUD Opportunity Portal Overview

Rebecca Nelson, Management Analyst

U.S. Department of Housing and Urban Development, Region 6

<https://hudapps.hud.gov/OpportunityPortal/>



## Section 3 Opportunity Portal

[Home](#) [Search Jobs / Contracts](#)

[Help](#)

### Welcome to HUD's Opportunity Portal

The Opportunity Portal helps match Section 3 Residents to jobs and training opportunities and Section 3 Businesses to contracting opportunities.

#### Section 3 Residents

- [Search for jobs and training positions](#)
- [Post your resume \(sign in required\)](#)

#### Section 3 Recipients and Employers

- [Post jobs and training positions \(sign in required\)](#)
- [Search for contracts](#)
- [Post contracts \(sign in required\)](#)
- [Search job applicants \(sign in required\)](#)

[Sign in](#)



HUD Section 3 Opportunity Portal is using login.gov to allow you to sign in to your account safely and securely.

[Create an account](#)

[Sign in](#)

[Back to HUD Section 3 Opportunity Portal](#)

# Accessing the Opportunity Portal

a. Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.

b. [Enter]

<https://hudapps.hud.gov/OpportunityPortal/>

in the URL box.

c. [Click] *the **Sign in** button, Then [Create Account]*



# Accessing the Opportunity Portal

d. Enter your email address in the **Email address** field (Note: this must be a valid email address that you can access at that time), then [Click] **Submit**.

e. You can now close the tab or window you are currently working in.

f. Go to your email account and look for a new email from **no-reply@login.gov** with the Subject: Confirm your email and open it.

g. In the email, [Click] the **Confirm your email address** button. (Note: this will open in your default browser; if you wish to use a different browser, simply copy this URL and paste it into the browser you wish to use.)

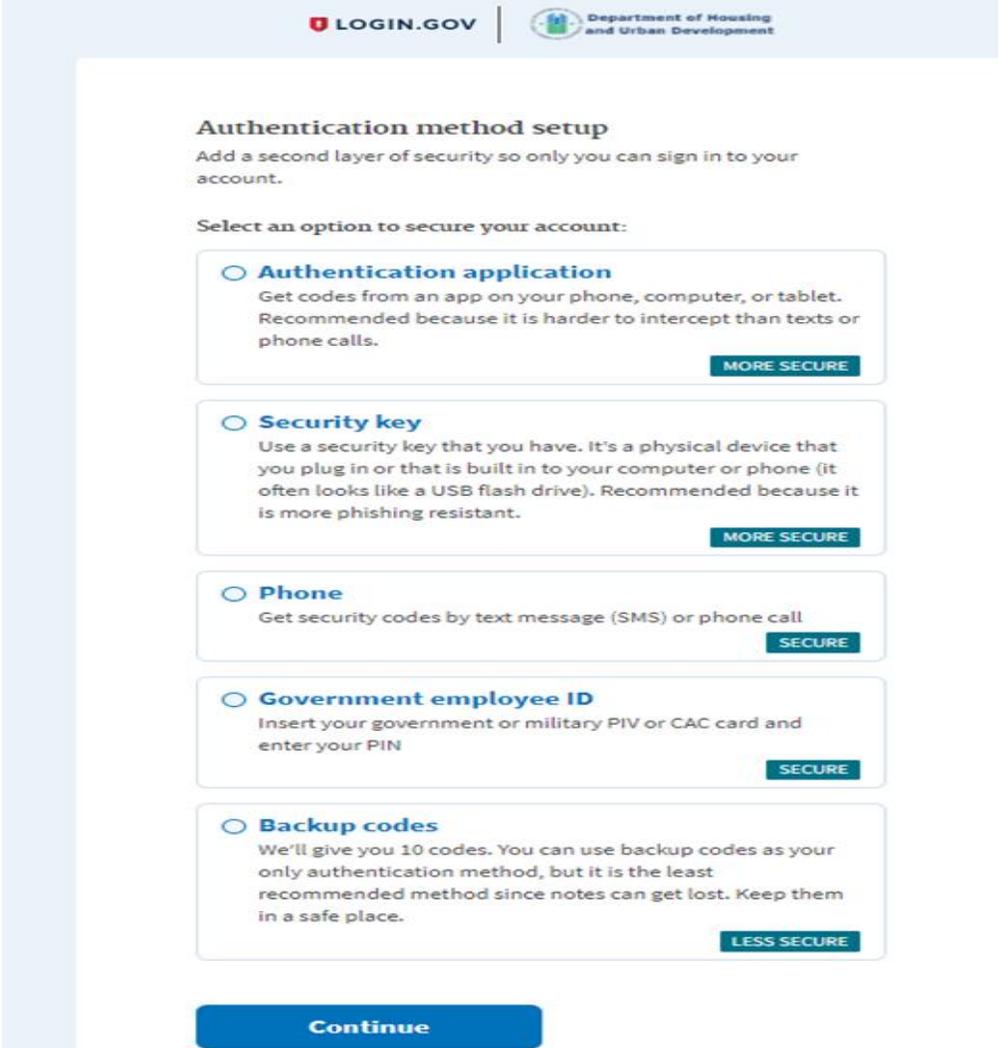
h. Create a new password. It must be at least 9 characters long and not be a commonly used password. Type the password into the Password field and [Click] **Continue**. (Note: you will not be able to move forward unless your password is “strong” enough).

The screenshot shows the LOGIN.GOV interface for email confirmation and password creation. At the top, it says "An official website of the United States government. Here's how you know" and "Department of Housing and Urban Development". The main section is titled "Enter your email address" and contains an "Email address" input field, a "Submit" button, a "Cancel" link, and links for "Security and Privacy Practices" and "Privacy Act Statement". Below this is a green confirmation message: "You have confirmed your email address". The next section is "Create a strong password" with instructions: "It must be at least 9 characters long and not be a commonly used password. That's it!". It includes a "Password" input field with a "Show password" checkbox, a password strength indicator showing "Great!", and a "Continue" button.



# Accessing the Opportunity Portal

- i. Login.gov requires “two-factor authentication,” meaning you need to provide an additional way to prove you are the owner of your account when logging in (this adds an additional layer of security to your account). Choose one of the 5 options presented (the simplest is usually Text Message/SMS if you have a cell phone; otherwise, the next simplest is to get a phone call). Then [Click] the **Continue** button.
- j. If you chose Text Message/SMS then enter your mobile phone number in the Mobile phone number field, then [Click] the **Send code button**.



The screenshot shows the 'Authentication method setup' page on the Login.gov portal. At the top, there are logos for 'LOGIN.GOV' and the 'Department of Housing and Urban Development'. The main heading is 'Authentication method setup' with the instruction: 'Add a second layer of security so only you can sign in to your account.' Below this, it says 'Select an option to secure your account:'. There are five radio button options, each with a description and a 'MORE SECURE' or 'SECURE' button:

- Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. **MORE SECURE**
- Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. **MORE SECURE**
- Phone**  
Get security codes by text message (SMS) or phone call. **SECURE**
- Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN. **SECURE**
- Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place. **LESS SECURE**

At the bottom of the page is a large blue button labeled 'Continue'.



# Accessing the Opportunity Portal

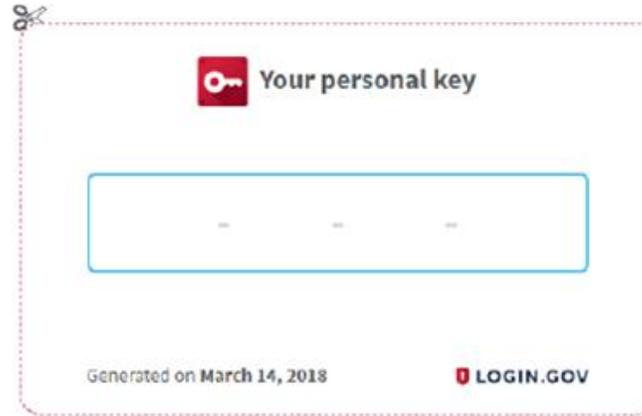
k. If you chose Text Message/SMS then enter your security code that you received via text message/SMS in the One-time security code field, then [click] **Submit**. (Note: you must do this within 10 minutes of receiving the code, or you will need to generate a new one).

l. Write down, print out, or take a screen shot of your personal key; you may need this to log in later to regain access to your account if you lose your phone, for example.

m. [Click] **Continue**.

## Store your personal key

This is the only way to regain access to your account if you lose the phone where we send your security code. **Write it down or print it out.**



[Get another key](#) [Print this page](#)

Why do I need to store my new key on paper? [+](#)

**Continue**





## Store your personal key

This is the only way to regain access to your account if you lose the phone where we send your security code. **Write it down or print it out.**

Generated on March 14, 2018

LOGIN.GOV

 Get another key

 Print this page

Why do I need to store my new key on paper? 

# Accessing the Opportunity Portal

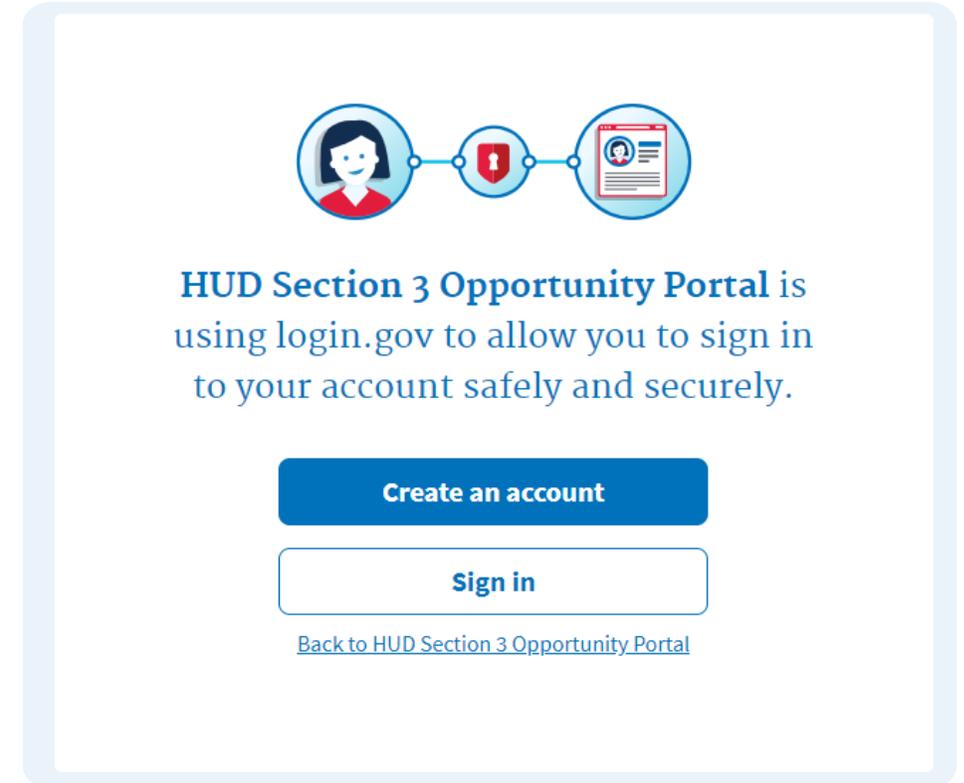
n. Type the personal key that you just saved in the field that appears. You do not need to enter dashes, just the numbers and letters from your key.

o. [Click] **Continue.**



# Logging into the Opportunity Portal

- a. Once you have an account, you can go to <https://hudapps.hud.gov/OpportunityPortal/> in your web browser, then [Click] the **Sign in** button.
- b. [Enter] your **Email Address** and **Password** that you used when signing up for Login.gov and [Click] **Next**.
- c. You will then be logged into the application and the Section 3 Opportunity Portal home page will appear.



# Logging into the Opportunity Portal

- When you log in for the first time, you will need to select a role. You can also get to this page by [Selecting] **My Account** from the upper menu and then [Selecting] **View Profile**. The Resident Profile role allows you to post information that only approved employers can search for, such as your skills, interests, preferences, employment information and resume.

- a. On the Role page, [Select] **“I want to participate as a Section 3 resident by posting a resume with my employment history/experience, skills, and training for approved employers/contractors to review for possible employment.”**, [Click] **“I certify that I meet HUD’s Section 3 eligibility requirements”**, then [Click] **Save**.

## Edit Public User Roles

### User Roles

#### Section 3 Resident

I want to participate as a Section 3 resident by posting a resume with my employment history/experience, skills, and training for approved employers/contractors to review for possible employment.

I certify that I meet HUD's Section 3 eligibility requirements as follows: I am a resident of public housing; or my family income does not exceed [HUD low income limits](#).



# Logging into the Opportunity Portal

b. [Scroll] down to the **Contact** section and [Click] the **Edit** button.

c. [Enter] data. You must enter data in all of the *Required* fields. [Click] **Save**.

## Edit Contact Details

### Contact Details

Email Address

lucasthompson@gmail.com

[Manage Login.Gov Account](#)

Title

Ms.

First Name

*Required*

Sandra

Middle Name

Last Name

*Required*

Jimenez



# Logging into the Opportunity Portal

d. [Scroll] down to the **Profile Details** section and [Click] the **Edit** button.

e. [Enter] data into all of the relevant fields. [Click] **Save**.

## Edit Profile Details

### Profile Details

Summary

*Required*

I am seeking work as a carpenter. I also have experience with electrical and drywall.

Type of Work

*Required*

Permanent

Work Status

*Required*

Full-time

Availability

*Required*

Within 1 month

Compensation Requirements

15



# Logging into the Opportunity Portal

f. [Scroll] down to the **Employment History** section and [Click] the **Add Employment History** button.

g. [Enter] data into all of the fields. [Click] **Save**.

## Add Employment History

### Employment Details

Job Title *Required*

Carpenter Supervisor

Company Name *Required*

Acme Construction

Location *Required*

San Juan, PR

From (Month / Year) *Required*

November

2012

To (Month / Year) *Required*

I currently work here



# Logging into the Opportunity Portal

h. If you have an attachment to add, [Scroll] down to the **Documents** section and [Click] the **Add Document** button.

i. [Click] **Browse...** and choose a file to upload (PDF or .docx), then [Enter] data into all of the relevant fields. [Click] **Upload**.

j. NOTE: Each file upload is limited to 2MB in size, but unlimited in the number of files that may be uploaded.

## Upload Resident Document

### Document Details

Upload your file Required

sandra-resume.docx

Description

Sandra's current resume

Type Required

Resume

You can upload documents in MS Word or PDF format.  
Do not include any of the following information in documents:

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.



# Logging into the Opportunity Portal

- Edit Resident Profile
- Following are the steps to edit a Resident profile.



a. [Scroll] to the **Contact** section and [Click] the **Edit** button.



b. [Update] data in the relevant fields. [Click] **Save**.

## Search

Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).

Job Search **Contract Search**

### Contract Search

Enter keywords to search for a Section 3 contract opportunity.

Location:

**Contract Search Options** -

#### Contract Type

- Sealed-bid
- Unit Price
- Cost Plus
- Firm Fixed Price
- Time and Materials
- Other

**Search**

# Logging into the Opportunity Portal: Profile Details

- [Scroll] down to the Profile Details section and [Click] the Edit button.
- [Update] data fields you want to change. [Click] Save.
- [Scroll] down to the Employment History section and [Click] the Edit button next to one of your entries.
- [Update] data in the fields you want to change. [Click] Save.
- [Scroll] down to the Documents section and [Click] the Edit button next to one of your documents.

## Edit Profile Details

### Profile Details

Summary Required

I am seeking work as a carpenter. I also have experience with electrical and drywall.

Type of Work Required

Permanent

Work Status Required

Full-time

Availability Required

Within 1 month

Compensation Requirements

15



# Logging into the Opportunity Portal: Profile Details

f. [Update] data in the fields you want to change. [Click] Save.

g. To delete an Employment History entry, [Scroll] to the Employment History section and [Click] the Delete button next to one of your entries.

h. When prompted, [Click] OK to confirm.

i. To delete a Document, [Scroll] down to the Documents section and [Click] the Delete button next to one of your documents.

j. When prompted, [Click] OK to confirm.

## Edit Profile Details

### Profile Details

Summary

Required

I am seeking work as a carpenter. I also have experience with electrical and drywall.

Type of Work

Required

Permanent

Work Status

Required

Full-time

Availability

Required

Within 1 month

Compensation Requirements

15



# Questions?

## Thank you!

For more information visit

<https://hudapps.hud.gov/OpportunityPortal/>

**For general HUD Section 3 inquiries, contact:**

Chrystn Davila-Lopez

[Chrystn.K.Davila-Lopez@hud.gov](mailto:Chrystn.K.Davila-Lopez@hud.gov)

**Portal Help**

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_op/section\\_3\\_help](https://www.hud.gov/program_offices/fair_housing_equal_op/section_3_help)





# Fort Worth EnVision Center

Suzanne Richards

EnVision Center Coordinator

Martin Luther King Community Center

City of Fort Worth



*If we ever hope to succeed in helping families, let's **ENVISION** a path forward—one that looks at the whole family and not just the roof over their heads.*

Secretary Ben Carson

# VISION AND MISSION

**VISION:** Households empowered to self-sufficiency

**MISSION:** Provide communities with centralized hubs for support in the four pillars.



## ECONOMIC OPPORTUNITY

Empower communities with opportunities to advance their economic outlook with training that leads to viable career pathways and immediate jobs.

## EDUCATIONAL ADVANCEMENT

Harness power of public and private organizations that impact educational outcomes by bringing opportunities directly to those who need them most.

## HEALTH AND WELLNESS

Bring health and wellness to front doors of people who rely on housing assistance through partnerships with telemedicine and mobile service providers, healthy living counselors and grocery chains

## CHARACTER AND LEADERSHIP

Empower communities with the vision to dream big for their families and give them the mentoring and training to make their dreams a reality

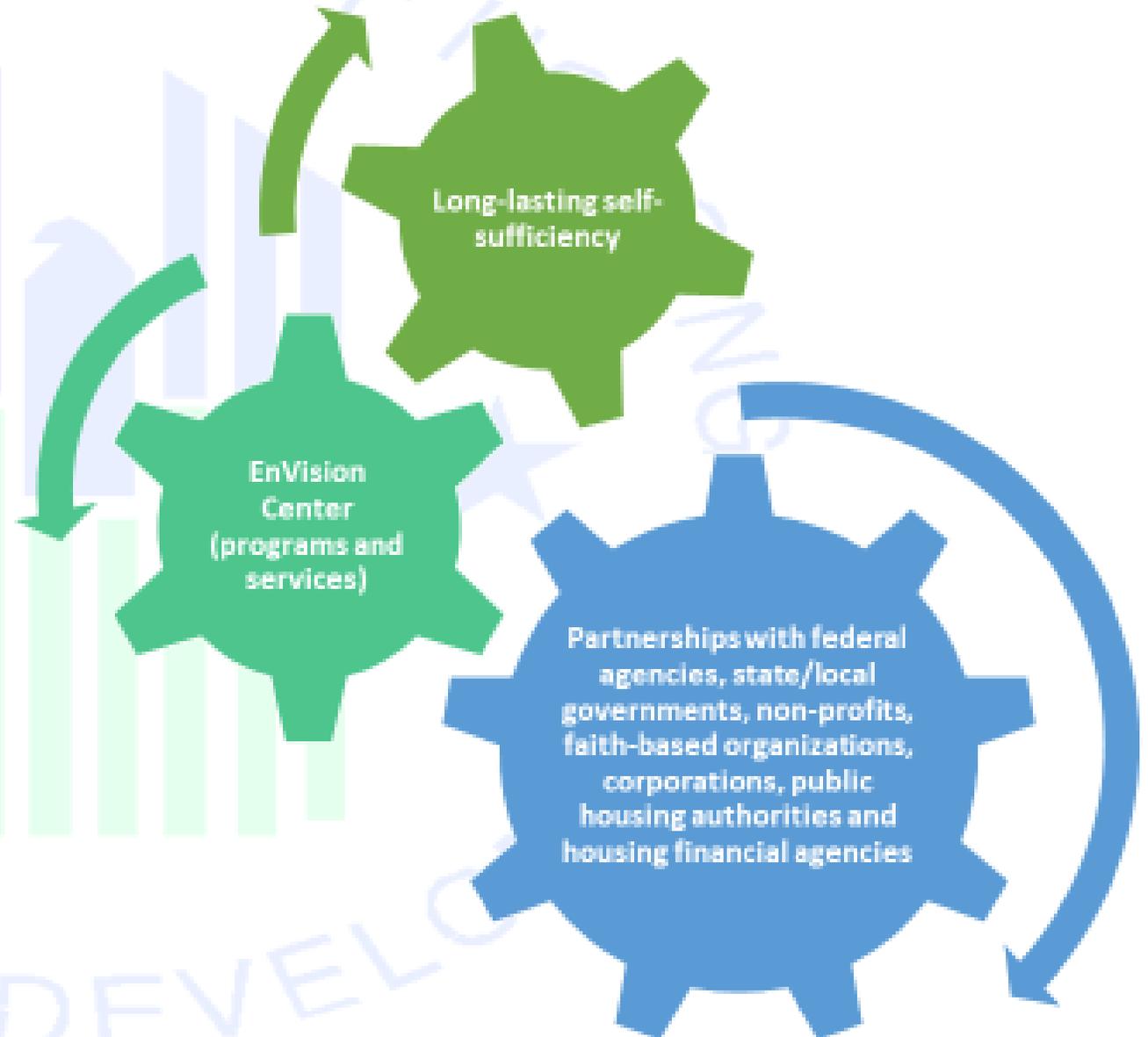
# PURPOSE OF ENVISION CENTERS



**Financial support alone is not enough to solve poverty.**

**Intentional and collective efforts across a diverse set of organizations are needed to implement a holistic approach to foster long-lasting self-sufficiency.**

**Centralized hub that serve as an incubator and provides programs and services for residents**



# What we do

- Partner with leading agencies to **create community networks** that **provide streamlined access** to social service supports.
- **Provide comprehensive services** with a goal of economic self-sufficiency for individuals, families and stronger communities.
- Support community partners through **program and network set-up, case management** and **resource referrals** to stabilize people in poverty and help them overcome barriers to achieve self sufficiency.

# Strategic Partners

- City of Fort Worth
- U.S. Department of Housing and Urban Development
- Fort Worth Independent School District
- Fort Worth Housing Solutions

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<b>Economic Empowerment</b>	<b>Educational Advancement</b>	<b>Health and Wellness</b>	<b>Character and Leadership</b>
Increase the number of students and adults who transition from unemployed to employed.	Increase the number of adults who earn a high school equivalency (GED)	Increase the number of vaccinations and immunizations	Increase the number of adults and youth participating in tutoring or mentoring
Increase the number of individuals provided employment services/ referrals.	Increase the number of 3 <sup>rd</sup> grade students who read at grade level	Increase food security through educational initiatives on healthy eating, cooking, food assistance and distribution	Strengthen, develop and promote volunteerism and civic participation among persons age 50 plus
Increase the number of residents in the Section 3 database to expand economic opportunities for residents and businesses.	Increase enrollment in workforce training & certification programs	Increase the number of preventative services and early detection programs through mobile health screenings	Voter Education and Access

# Target Populations

- Low-income residents who live in Stop Six
- Former Cavile Place residents
- People who rely on public housing
- Tarrant County residents who want expanded opportunities

# What do we offer?

- Program Orientation and Interest Assessment
- Internal Referral Process – Community Action Partners
  - Tuition Assistance Program
  - Utility Assistance
  - Case Management
- Workshops (for personal and professional enhancement)
- Job Fairs
- Youth Leadership & Civic Engagement Opportunities
- Wellness Centered Activities

# Example of Programs & Services

- Tuition Assistance
- Rental Assistance
- Utility Assistance
- Case Management
- Job Readiness & Training
- Job Fairs & Placement Referrals
- Resume & Interview Skills
- Youth Career Exploration Programs
- Youth Character & Leadership Programs
- Entrepreneurial Programs & Workshops
- Childcare Assistance Referrals
- Transportation Assistance & Referrals
- Health & Wellness Programs & Service Referrals
- Workforce Training & Certification Programs
- HSE /GED / College Information
- Financial Literacy Trainings

## How is it done?

- Attend information session
- Complete interest form
- Determine goals for success or areas of growth.
- Refer to CAP for assessment.
- Follow Up
- Inclusion in EnVision Center activities

# Upcoming Events

FREE!

Google, HUD and the Fort Worth EnVision Center present...

## Stop Six Jobs Network: HUD-funded jobs & training workshop

2-3 p.m. Thursday, Oct. 1

**Create a Resume with Google Docs**

Create a resume that will attract hiring managers' attention and set you up for an interview. In this online workshop, you will begin a resume in a digital document, list your work, volunteer, and educational experience and polish your resume with editing and formatting tips.

Use a free Google Gmail account to register at <http://bit.ly/GOOGLE1001>

2-3 p.m. Thursday, Oct. 8

**Power Your Job Search with Google Tools**

Discover new job opportunities using Google Search and enhance your job search using free Google tools. In this session, you'll learn best practices for discovering career opportunities with Google Job Search and use Google Sheets to track the progress of job applications.

Use a free Google Gmail account to register at <http://bit.ly/GOOGLE1008>

Grow with 

# Questions? Interested in Partnering?

Contact:

**Suzanne Richards**

EnVision Center Coordinator  
MLK Community Center  
5565 Truman Drive  
Fort Worth, TX 76112

[Suzanne.Richards@fortworthtexas.gov](mailto:Suzanne.Richards@fortworthtexas.gov)

Office 817-392-2591

Cell 682-760-4655



# Q&A

Carlos Borrego

Program Analyst

U.S. Department of Housing and Urban Development, Region 6





# Closing Remarks

Lachelle Goodrich

Director, Stop Six Choice Neighborhood Initiative

Fort Worth Housing Solutions

