

**MEMORANDUM OF UNDERSTANDING BETWEEN THE NEW YORK CITY
COMMISSION ON HUMAN RIGHTS (the “NYCCHR”) and THE LESBIAN, GAY,
BISEXUAL AND TRANSGENDER COMMUNITY CENTER (“THE CENTER”)**

This Memorandum of Understanding (“MOU”) is made this ^{29th} day of January 2016 by and between New York City Commission on Human Rights (“the Commission”) and the Lesbian, Gay, Bisexual and Transgender Center (the “Center”).

WHEREAS, on December 21, 2015 the Commission issued legal enforcement guidance concerning Discrimination on the Basis of Gender Identity or Expression: Local Law No. 3 (2002), N.Y.C. Admin. Code § 8-102(23);

WHEREAS, the Commission has developed a culturally competent training on *Working With Transgender Individuals* and the requirements under the New York City Human Rights Law (“NYCHRL”);

WHEREAS, the Commission has entered into a collaborative relationship with the Center for development of trainings on *Working with Transgender Individuals* that will be co-facilitated by staff from the Commission and the Center ;

WHEREAS, New Yorkers are in need of free public education opportunities to become familiar with the terminology and legal protections as they apply to discrimination based on gender, gender identity and gender expression, which constitute gender discrimination under the NYCHRL;

WHEREAS, this MOU is not a legally binding instrument and is only intended to set forth the understanding of the parties without creating any legally enforceable rights or obligations;

NOW THEREFORE, the Commission and the Center (hereinafter the “Parties”) set forth their mutual understanding as follows:

1. The Parties will participate in all necessary discussions to develop a curriculum on *Working with Transgender Individuals* and conduct training sessions for staff, City agencies, community based organizations and the general public;
2. The parties will jointly create palm cards, booklets, evaluations, and other informational materials to distribute at training sessions;
3. The Center will identify and propose Peer Educators to co-facilitate trainings with Commission staff;
4. Any payment made to Peer Educators is at the sole discretion and responsibility of the Center;

5. The Center will conduct trainings of Peer Educators and the Commission staff, (hereinafter “the facilitators”), at their office;
6. The Center will re-train the facilitators as necessary to ensure effective and professional performance at training sessions;
7. The Commission will ensure the provision of appropriate technical support for each training, included to a lap top computer, Wi-Fi connectivity and surface to project the presentation into;
8. The trainings will be scheduled at least two weeks prior to the training date, at a date and time mutually agreeable to the Parties;
9. The training sessions will be open to the general public at a date and time agreeable to the Parties;
10. An attendance sheet will be created at each training session and provided to the Commission within three (3) days of each training;
11. This MOU may not be modified except in writing by both parties, after notice to the following individuals:

To: The New York City Commission on Human Rights
Att: Melissa S. Woods
First Deputy Commissioner and General Counsel
100 Gold St., 4th Fl.
New York, NY 10038
Email: mwoods@cchr.nyc.gov

To: The Lesbian, Gay, Bisexual and Transgender Community Center
Attn: Rob Wheeler
Chief Operating Officer
208 West 13 St.
New York, NY 10011
Email: rob@gaycenter.org

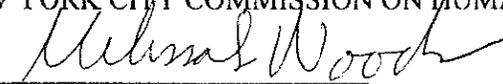
12. This MOU may be terminated upon no less than thirty (30) days written notice by either party to the following individuals;

To: The New York City Commission on Human Rights
Att: Melissa S. Woods
First Deputy Commissioner and General Counsel
100 Gold St., 4th Fl.
New York, NY 10038
Email: mwoods@cchr.nyc.gov

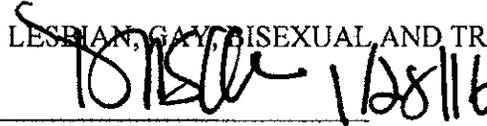
To: The Lesbian, Gay, Bisexual and Transgender Community Center
Attn: Rob Wheeler
Chief Operating Officer
208 West 13 St.
New York, NY 10011
Email: rob@gaycenter.org

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

NEW YORK CITY COMMISSION ON HUMAN RIGHTS

BY: 
Melissa S. Woods
First Deputy Commissioner and General Counsel

THE LESBIAN, GAY, BISEXUAL AND TRANSGENDER COMMUNITY CENTER

BY:  1/28/16
Rob Wheeler
Chief Operating Officer