

FEDERAL PROGRAM RESOURCE

**SAMPLE FAIR HOUSING RESOLUTION,
FAIR HOUSING NOTICES AND
ACTION STEPS**

FAIR HOUSING RESOLUTION, NOTICES, and ACTION STEPS

As a requirement of receiving federal grant funds all grantees are required to be in compliance with the Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Act. in the following manner:

A. Entitlement Grantees

1. Fair Housing Advertisement:

Entitlement applicants must publish annually an advertisement redesignating a Fair Housing Officer within their community. (See pages 6 for sample) This advertisement must also inform residents of their rights under the fair housing law and that cases of suspected discrimination are to be reported to the Fair Housing Officer. Communities that cannot identify a person qualified to serve as a Fair Housing Officer, must publish an alternate ad (See page 7 for sample).

2. If a community designates a Fair Housing Officer, that officer will be responsible for the following:

a. Forwarding all complaints of housing discrimination to:

Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 TTY users only

Or

Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 TTY users only

Or

Harrisburg Regional Office
Riverfront Office Center, 5th Floor
1101-1125 South Front Street
Harrisburg, PA 17104-2515
(717) 787-9780
(717) 787-7279 TTY users only

And

U.S. Department of Housing and Urban Development
FHEO/Regional Office Mid-Atlantic Office
100 Penn Square East, 12th Floor
Philadelphia, PA 19107
(215) 861-7643
Fax: (215) 656-3449

Or

U.S. Department of Housing and Urban Development
PITTSBURGH FHEO FIELD OFFICE
Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 644-5449 or (412) 644-6353
Fax: (412) 644-6516 ; and

- b. Maintaining a record of all complaints filed, dates forwarded to appropriate agencies, and evidence of resolution.
3. Adoption of a Fair Housing Resolution by the Applicant/Grantee
Entitlement applicants must have a fair housing resolution adopted annually its dedication to further Fair Housing Practices within its jurisdiction. This notice identifies typical discriminatory acts, informs residents of their rights under the fair housing law and that cases of suspected discrimination are to be reported to the Fair Housing Officer. (See page 5 for sample)
4. All grantees must undertake actions to affirmatively further fair housing in accordance with the following:

FAIR HOUSING ANALYSIS and ACTION STEPS

In order to assure that grantees are Affirmatively Furthering Fair Housing, all DCED grantees receiving HUD funds must undertake the following mandatory actions annually and at least one additional activity to demonstrate that all grantees are affirmatively furthering fair housing. The additional activity is an action step of your choosing but a different step must be taken each year. All grantees receiving HUD funds must complete these mandatory steps and additional regardless of whether they are using those HUD funds for housing activities.

Mandatory

- Advertising and publicizing that the agency adheres to Equal Housing Opportunities (Using the Equal Housing Opportunity Logo and the equal housing opportunity statement).

- Identifying a Discrimination Complaint Officer for any housing-related bias or discrimination complaint.
- Referring complaints and assist in filing complaints with either PA Human Relations Commission or comparable local agency.
- Advertising the availability of housing and related assistance to population groups that are less likely to apply, both minority- and non-minority groups, through various forms of media (i.e. radio stations, posters, newspapers) and using the variety of languages spoken by eligible families within the service area.
- Developing an Affirmative Marketing Plan, including outreach to organizations and locations that have contact with protected classes. (Note: affirmative marketing procedures do not apply to rental and homebuyer projects containing 4 or fewer units assisted with federal funding.)

Additional

- Providing training / educational programs about fair housing for financial, real estate, and property-management professionals at local firms, including their obligations to follow nondiscrimination laws.
- Developing mandatory employee acknowledgement that housing and lending professionals will adhere to affirmative-marketing plans and fair-housing laws.
- Conducting meetings with advocacy groups (i.e. disability-rights groups) on the availability of housing and determine housing needs to plan future projects.
- Establishing and/or funding fair housing organizations in areas where there are no such organizations, community-housing resource board or local human relations commission.
- Conducting fair housing testing to assure that local-housing providers and/or lenders do not discriminate. Note: Fair Housing testing must be conducted by a Qualified Fair Housing Enforcement Organization which has been certified by HUD
- Assisting Housing Choice Voucher program participants to help them to find housing outside of minority and/or poverty concentrated areas.
- Conducting outreach to housing providers and housing developers to discuss housing needs in minority and poverty concentrated areas.
- Incorporating universal design as part of housing construction and/or provide accessible units at a level that is greater than that required by Section 504 or the Americans with Disabilities Act.

B. Competitive Applications

Competitive applicants are not required to address the Fair Housing requirements at the application stage. Those competitive applicants that are selected for funding will be instructed to fulfill these requirements subsequent to notification of grant award and continued throughout the contract period.

SAMPLE

FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the (Name of Municipality) that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, ancestry, sex, national origin, handicap or disability is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Act. It is the policy of the (Name of Municipality) to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, ancestry, sex, national origin, handicap or disability, or familial status (families with children). Therefore, the (Name of Municipality) does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the (Name of Municipality) will assist all persons who feel they have been discriminated against because of race, color, religion, ancestry, sex, national origin, handicap or disability, or familial status (families with children) to seek equity under federal and state laws by filing a complaint with the Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED, that the (Name of Municipality) shall publicize this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER PUBLICITY will at a minimum include, but not to be limited to: (1) the printing and publicizing of this resolution and other applicable fair housing information through local media and community contracts; (2) distribution of posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

EFFECTIVE DATE: _____

Signatures:

FAIR HOUSING NOTICE w/ Identified FH Officer

This notice will serve to advise all residents of _____ that the following actions, if based on race, color, religion, sex, national origin, familial status (families with children), or handicap, are considered discriminatory.

- Refusing to sell or rent to, deal or negotiate with any person.
- Discriminating on terms or conditions for buying or renting housing.
- Discriminating by advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, familial status, or handicap.
- Denying that housing is available for inspection, sale or rent when it really is available.
- Blockbusting-for profit, persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Denying or making different terms or conditions for home loans by financial institutions.
- Denying to anyone the use or participation in any real estate services, multiple listing services or other facilities related to the selling and renting of housing.

All residents are hereby notified, that _____ (Name of Person) _____ is designated as Fair Housing Officer for _____ (Name of Community) _____ and that any resident that believes they have been discriminated against under any of the above conditions may file a complaint with the Fair Housing Officer at the following address:

Name of Fair Housing Officer

Address

Telephone Number

FAIR HOUSING NOTICE w/ other agency identified

This notice will serve to advise all residents of _____ that the following actions, if based on race, color, religion, sex, national origin, familial status (families with children), or handicap, are considered discriminatory.

- Refusing to sell or rent to, deal or negotiate with any person.
- Discriminating on terms or conditions for buying or renting housing.
- Discriminating by advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, familial status, or handicap.
- Denying that housing is available for inspection, sale or rent when it really is available.
- Blockbusting-for profit, persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Denying or making different terms or conditions for home loans by financial institutions.
- Denying to anyone the use or participation in any real estate services, multiple listing services or other facilities related to the selling and renting of housing.

All residents are hereby notified, that any complaints regarding a discriminatory action under one of the above conditions may be filed with the:

(See Agencies List on Next Page)

Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 TTY users only

Or

Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
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Moorhead Federal Building
1000 Liberty Avenue
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(412) 644-5449 or (412) 644-6353
Fax: (412) 644-6516