

**CITY OF
ROANOKE
RAPIDS**



**FAIR HOUSING
COMPLAINT
PROCEDURE**

**ROANOKE RAPIDS CDBG PROGRAM
FAIR HOUSING COMPLAINT PROCEDURE**

The City of Roanoke Rapids has received CDBG funds from the North Carolina Department of Commerce, Rural Economic Development Division, for providing educational and professional development to communities in order to increase economic opportunities for low and moderate income individuals.

One of the conditions of the city's grant agreement with the state agency is to promote fair housing opportunities. The city has adopted a Fair Housing Policy and has prepared a plan to affirmatively further fair housing efforts in the community.

Roanoke Rapids' Fair Housing Policy establishes a procedure for handling complaints concerning housing discrimination at the local level. **If any citizen experiences discrimination in housing because of race, color, sex, religion, handicap, familial status, or national origin, they may contact the Director of Planning and Development at (252) 533-2844.** Any individual wishing TDD assistance may call 911 and indicate the need for TDD assistance, and the city will then arrange such assistance. Complaints will be reviewed and forwarded to the North Carolina Human Relations Commission in Raleigh (Phone: 919/807-4420; 866/324-7474; or Relay North Carolina TT# 800/735-2962) for further review and conciliation.

Complaints concerning discriminatory housing practices can also be forwarded directly to the North Carolina Human Relations Commission, 1318 Mail Service Center, Raleigh, NC 27699-1318 (mail), or 116 W. Jones Street, Suite 2109, Raleigh, NC 27601 (physical address).

CITY OF ROANOKE RAPIDS FY2015-16 CDBG COMMERCE FELLOWS PROGRAM
Fair Housing Policy

WHEREAS, the City of Roanoke Rapids desires that the citizens of the City be afforded the opportunity to attain the national objective of a decent, safe and sound living environment; and

WHEREAS, the City of Roanoke Rapids deplores discrimination in the provision of housing on the basis of race, religion, color, creed, sex, national origin, young children in a family, or handicapping conditions; and

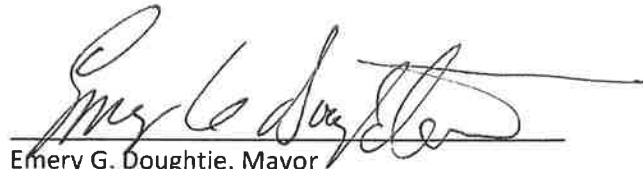
WHEREAS, the City of Roanoke Rapids desires that every citizen be afforded the opportunity to select a home of his or her choice; and

WHEREAS, the City of Roanoke Rapids wishes to ensure that programs and activities undertaken by the City relating to housing and urban development be administered in a manner to affirmatively further fair housing as required by Title VIII of the Civil Rights Act of 1968, as amended; 24 CFR 107, Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063; and the North Carolina State Fair Housing Act, NCGS, Chapter 41A;

NOW, THEREFORE, to accomplish the above, the City of Roanoke Rapids does adopt the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the City of Roanoke Rapids may do so by informing the Roanoke Rapids Director of Planning and Development at (252) 533-2844, or N.C. Human Relations Commission (919) 733-7996, TDD# (919) 733-7996 (or Relay North Carolina TT# 1-800-735-2962) of the facts and circumstances of the alleged discriminatory act or practice;
2. Upon receiving a housing discrimination complaint, the Roanoke Rapids Director of Planning and Development shall inform the North Carolina Human Relations Commission about the complaint within ten (10) calendar days. The City shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.
3. The City of Roanoke Rapids shall offer assistance to the Commission in the investigation and conciliation of all housing discrimination complaints which are based upon events occurring in the City.
4. The Roanoke Rapids Director of Planning and Development shall publicize within the City that she is the local official to contact with housing discrimination complaints.

Adopted this 2nd day of February, 2016.


Emery G. Doughtie, Mayor
City of Roanoke Rapids

ATTEST:



Lisa B. Vincent, City Clerk

Recipient's Plan to Further Fair Housing

Grantee: City of Roanoke Rapids

Recipient's Address: PO Box 38

Roanoke Rapids, NC 27870

Contact Person: Kelly Lasky

Contact Phone #: 252/533-2844

Contact Email:

TDD #: Relay North Carolina

klasky@roanokerapidsnc.com

TT#800/735-2962 or 7-1-1

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time

Past Activities

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

1. Citizens of the City of Roanoke Rapids may not be aware of current federal and state fair housing law or what constitutes an unfair housing practice.
2. Lack of coordination between housing-related groups and organizations in the public and private sector. Local housing-related businesses may not be aware of their responsibilities to comply with provisions of fair housing law; or may not be aware of opportunities to participate in agreements to affirmatively further fair housing.
3. Low-income families may not be aware of housing assistance available to them in the City of Roanoke Rapids.
4. Citizens and housing-related businesses may be unaware of Title VIII requirements included in the Fair Housing Amendments Act of 1988.
5. A significant portion of the housing stock in Roanoke Rapids is substandard.
6. Housing ownership opportunities are limited for low- and moderate-income persons. Where housing opportunities exist, extensive credit counseling and homeownership classes are required to prepare them for ownership eligibility.
7. Insufficient inventories of standard, affordable housing units to provide LMI persons, protected under Title VIII, reasonable numbers of housing choices in locations outside traditional areas of LMI and/or minority concentrations.

III. Will the above activities apply to the total municipality or county?

Yes X No _____

If no, provide an explanation.
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis. (Use attached table)

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxxx</i>	<i>\$xxxx</i>
Prepare and adopt Fair Housing Policy and Recipient's Plan to Further Fair Housing	Dec-Feb	2015-16	\$85.00	\$0.00
Post FH Policy & Complaint Procedure at City Hall; publish FH Notice (Policy & Complaint Procedure) in local newspaper	Mar-May	2016	\$150.00	\$0.00
Contact local realtors; provide posters and FH materials	Jun-Aug	2016	\$85.00	\$0.00
Restock FH materials at Roanoke Rapids City Hall and Roanoke Rapids Housing Authority office.	Sep-Nov	2016	\$85.00	\$0.00
Post FH Complaint Procedure on City website	Dec-Feb	2016-17	\$85.00	\$0.00
Contact local banks/lending institutions; provide posters and FH materials	March	2017	\$85.00	\$0.00

V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)

1. Any person or persons wishing to file a complaint of housing discrimination in the City of Roanoke Rapids may do so by informing the Director of Planning & Development at 252/533-2844, or the NC Human Relations Commission at 919/807-4420; Fax 919/807-4435; Toll-Free 1-866-324-7474 of the facts and circumstances of the alleged discriminatory act or practice.

2. Upon receiving a housing discrimination complaint, the Director of Planning & Development shall acknowledge the complaint within 10 days in writing and inform the Office of Community Assistance and the NC Human Relations Commission about the complaint. The City shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.
3. The City shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based upon events occurring in the City.
4. The Director of Planning & Development shall publicize in the local newspaper, with the TDD#, that she is the local official to contact with housing discrimination complaints.

APPROVED BY:

Emery G. Doughtie

NAME OF MAYOR



SIGNATURE OF MAYOR

Mayor

TITLE

12-15-15

DATE