

**CITY OF GREENVILLE**  
**Fair Housing Plan**

**2012**

**Community Development Department**  
**201 West 5<sup>th</sup> Street**  
**Greenville, NC 27834**

DM# 919488

Adopted by Resolution No. 1221 on June 14, 1990  
Revised by Resolution No. 1298 on January 9, 1992  
Revised by Resolution No. \_\_\_\_ on March 8, 2012

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# **CITY OF GREENVILLE FAIR HOUSING PLAN**

## **I. Purpose**

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Title VIII of 1968, as amended in 1974, established federal policy for providing fair housing throughout the United States. The intent of Title VIII is to assure equal housing opportunities for all citizens.

The City of Greenville, as a recipient of federal community development funds under Title I of the Housing and Community Development Act of 1974, is obligated to administer community development programs in compliance with Title VIII and to certify that it will affirmatively further fair housing. The City of Greenville, through the Community Development Department and the Human Relations Council, developed a Fair Housing Plan to meet its obligation. This plan outlines the City's goal, objectives, and program activities to affirmatively further fair housing.

## **II. Policy Statement**

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It shall be the policy and commitment of the City of Greenville to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the city, regardless of race, color, religion, gender, sexual orientation, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Office and development of a procedure for complaints of discrimination. This plan will incorporate the directives of State and Federal laws and Executive Orders, including, but not limited to:

- a. Title VI of the Civil Rights Act of 1964
- b. The Fair Housing Act – Title VIII of the Civil Rights Action of 1968, as amended
- c. Executive Order 11063, as amended by Executive Order 12259
- d. Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- e. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- f. Section 3 of the Housing and Community Development Act of 1968, as amended
- g. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended
- h. The Americans with Disabilities Act of 1990
- i. The Age Discrimination Act of 1975, as amended
- j. Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts
- k. Executive Order 12892, Leadership and Coordination of Fair Housing
- l. North Carolina General Statutes

The City of Greenville commits to providing and promoting racial and economic integration in any housing development or financially supported with Federal funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

### **III. Selection of Fair Housing Officer**

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In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below for the City of Greenville is the Community Relations Officer has been designated to handle fair housing complaints and activities.

*Cassandra Daniels  
Community Relations Officer  
201 West 5<sup>th</sup> Street  
Greenville, NC 27834  
(252) 329-4494*

The Community Relations Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and Federal and State Laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process(es) will be fully documented. A separate file will maintain a record of all housing discrimination complaint and follow-up actions.

### **IV. Complaint Process**

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Housing discrimination complaint forms such as Forms HUG903 and HUG903A (Spanish version) from HUD and the State of North Carolina Human Relations Commission, as well as a summary of actions which constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Community Development Department, 201 West 5<sup>th</sup> Street, Greenville, North Carolina.

Forms will also be distributed to lenders, realtors, and at other public places such as the Library periodically. The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of City phones for communication.

The individual(s) filing the complainant will then be advised of the option of filing directly with the Department of Housing and Urban Development (HUD), the North Carolina Human Relations Commission, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

## **V. Implementation and Action Steps**

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The City of Greenville has set the following goal and objectives, along with action steps for implementation.

### **Goal:**

To eliminate discrimination and unfair treatment in the provision of sale or rental housing within the City of Greenville city limits.

### **Objectives:**

#### *Short Range*

1. To provide assistance to residents in the resolution of housing complaints.
2. To assess community housing needs for the development of future housing strategies.
3. To provide educational opportunities for increasing citizen awareness of Fair Housing Laws.

#### *Long Range*

1. To promote development of a voluntary affirmative action marketing agreement by the local Board of Realtors and Home Builders Association.
2. To evaluate the need for the establishment of a local Fair Housing Ordinance and the effectiveness of the Fair Housing Plan.
3. To consider the development of a Fair Housing Ordinance.

### **Program Activities**

1. Designate the Community Relations Officer to coordinate and implement the Fair Housing Plan.
2. The Human Relations Council and Community Development Department will conduct a Community Housing Needs Assessment.
3. The Community Relations Officer will continue to coordinate the City's community-wide Fair Housing Workshop annually.
4. The Community Relations Officer will disseminate information about Greenville's fair housing activities.
  - a. Make monthly public service announcements through local media (radio, television, and newspapers) advertising fair housing mediation services.
  - b. Prepare and distribute posters to local merchants advertising fair housing workshops.

- c. Mail flyers on fair housing mediation services and fair housing mini-workshops to residents of community development target areas.
5. The Community Relations Officer will conduct presentations on fair housing to various community organizations regularly.
6. The City Council, working with the Human Relations Council, will evaluate the need for a Fair Housing Ordinance.
7. The Community Relations Officer works with realtors and homebuilders on the development of a voluntary affirmative marketing agreement.
8. The Community Relations Officer maintains detailed records of complaints and their resolution.
9. The Human Relations Council evaluates the impact of the Fair Housing Plan annually.
10. The Human Relations Council makes recommendations to City Council on improvements to affirmatively further fair housing.
11. The Community Relations Officer will refer discrimination complaints which cannot be resolved through mediation to the U.S. Department of Housing and Urban Development or the N.C. Human Relations Commission.

### **Additional Steps**

The City of Greenville will adopt annually the Fair Housing Policy Statement and Resolution as an indication of its commitment to Fair Housing Month during the month of April.

The City of Greenville shall periodically prepare, solicit and provide public service announcements for local radio and/or TV stations in order to provide knowledgeable information about Fair Housing.

The City of Greenville will display Fair Housing posters identifying the City's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the City for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, familial status, marital status, national origin, age, ancestry, or lawful source of income. All bid advertisements by City sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

## **VI. Analysis of Impediments**

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The City will implement and take action on its Analysis of Impediments and conduct a review of policies, practices and procedures that effect the location available and accessibility of housing.

## **VII. Time Table**

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The City will determine a reasonable time table to carry out action steps within three years of the adoption of this plan.

## **VIII. Amendments**

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The City Council shall amend and revise this Plan as required to keep current with State/Federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

**Revised this 8<sup>th</sup> day of March, 2012.**

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**Allen M. Thomas, Mayor**

**ATTEST:**

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**Carol L. Barwick, City Clerk**