

To All CDBG recipients,

April is designated as Fair Housing Month and is an ideal opportunity for each community to reaffirm their commitment to Fair Housing and Equal Opportunity. Please schedule and distribute this material within the month of April.

As a recipient of current and or prior Small Cities CDBG funding each community has an ongoing obligation to support Fair Housing and Equal Opportunity. It is a DOH Program requirement that communities actively evidence its commitment and take specific actions.

The following are ways in which these requirements can be met. Utilize the attached draft materials and information to help you comply. It is suggested that the Fair Housing Officer maintain a file and copies of all information and posters provided to you after you have distributed and/or posted material.

Some of the actions/activities that you **must** take as part of Fair Housing Month in order to meet your Small Cities Program Fair Housing and Equal Opportunity contract requirements and/or support future Applications requests, are as follows:

1. Distribute Fair Housing/Equal Opportunity posters (English and Spanish) for display in prominent places, i.e., Town Hall, Library, Senior Center, Social Services Food Banks and related Municipal Offices. Poster are available at www.ctfairhousing.org and www.hud.gov/fairhousing.
2. Adopt/re-adopt the Fair Housing Resolution by the Town Council/Board of Selectman. **Please note this must be on Town letterhead and signed by the CEO.**
3. Complete the Fair Housing Policy Statement. Please make sure you **fill in** the name of the person that is **currently designated** as the Fair Housing Officer **with** their telephone number and this year's date before you sign. **Please note this must be on Town letterhead and signed by the CEO. If there is not a Fair Housing Officer, one must be appointed.**
4. The Fair Housing Brochures should be reproduced, distributed and made available to the public by placing them in public places, i.e., Town Hall, Library, Senior Services, Shelters, Food Banks, etc. All posters and brochures can be obtained by calling HUD directly at 1-800-767-7468. For the hearing, impaired, please call TTD at 800-877-8339 or e-mail at www.hud.gov/fairhousing. **Keep a copy of where it was distributed to for your Fair Housing file.**
5. Complete and sign the Title VI Equal Opportunity Statement. **Please note it must be on Town letterhead and signed by the CEO.**
6. It is suggested that you forward copies of the sample letters with attachments (Addresses/names to be filled in by you) to local real estate brokers and lenders within your community with the **Fair Housing Complaint Procedure**. Keep copies of these letters and a distribution list for your files. Any materials received as a result of these letters should be kept in your office for future DOH review. You will need to **include** with these letters, copies of material referenced and listed in items #1, #2, #3, #4 and #10, as well as copies of the attached posters from HUD.
7. Complete and sign the Affirmative Action Policy Statement. This is DOH's most recent format. **Please note, it must be on Town letterhead and signed by the CEO.**

8. Complete and sign the Municipal ADA Grievance Procedure and ADA Notice and post in a public place in your Town Hall. **Please note, these must be on Town letterhead.** Please note, that the person designated for appeal in the body of the notice in paragraph 5, must be different than the ADA Coordinator.

9. Ask your Planning/Zoning staff and local Housing Authority to provide a narrative of any actions that they may have taken to promote fair and/or affordable housing as part of your responsibilities within the last 3 years or so, i.e., Home CT application, Fair Housing trainings/workshops, specific zoning variances or actions in support of affordable housing, revisions to Planning & Zoning regulations which encourage affordable housing, etc., or ask the Housing Authority if they have developed/supported any new affordable housing initiatives i.e. applied for Section 8, partnered to create new housing etc.

10. Post the items you completed under #1, #2, #3, #4, #5, #7 & #8 on the Town website and/or provide links along with links to CHRO, CT Fair Housing and HUD on your website for the public's access to Fair Housing complaint data.

11. Post the materials received and what has been adopted as item #1, #2, #3, #4, #5, #7 & #8 as well as any other Fair Housing/Equal Opportunity information you might have available.

The prior grant agreement with DOH requires that you take affirmative efforts in Fair Housing and Equal Opportunity.

If have any questions regarding this material, please contact me at 203-808-6497 or office@aesgrpllc.com.