

# **North Hempstead Housing Authority**

## **EQUAL HOUSING OPPORTUNITY POLICY AND POLICY TO AFFIRMATIVELY FURTHER FAIR HOUSING**

This Policy to Affirmatively Further Fair Housing covers all programs of the North Hempstead Housing Authority including but not limited to the Public Housing program and the Section 8 Voucher program along with those ancillary programs including both Family Self-Sufficiency (FSS) programs for Public Housing and Section 8. This policy is included as an addendum to both the Public Housing Occupancy Policy and The Section 8 Administrative Plan. It is the policy of the North Hempstead Housing Authority that the Executive Director and the FSS Coordinators will contact the HUD office of FHEO and appropriate NYS officials yearly for specific direction to institute procedures to correct any identified impediments to fair housing choice within the jurisdiction of the North Hempstead Housing Authority programs. Implementation of the directives and program suggestions will be a top priority of the NHHA and will be monitored for compliance and effective implementation by the authority board of commissioners. A chief purpose of this policy statement is to mandate effective procedures and policy which will (1) overcome, in the jurisdiction of NHHA, any identified impediments to fair housing choice, (2) remedy discrimination in housing, and (3) promote fair housing rights and housing choice. This policy contains specific steps to achieve these program requirements.

### **1.0 NONDISCRIMINATION**

It is the policy of the North Hempstead Housing Authority to fully comply with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may be subsequently enacted.

The Housing Authority shall not discriminate because of race, color, sex, religion, familial status (in non-elderly designated housing), disability, handicap or national origin in the leasing, rental, or other disposition of housing or related facilities, including land, included in any development or developments under its jurisdiction.

The Housing Authority shall not take any of the following actions on account of race, color, sex, religion, familial status, disability, handicap, or national origin:

- A. Deny to any family the opportunity to apply for housing, nor deny to any

eligible applicant the opportunity to lease housing suitable to its needs.

- B. Provide housing which is different than that provided others.
- C. Subject a person to segregation or disparate treatment.
- D. Restrict a person's access to any benefit enjoyed by others in connection with any program operated by the Housing Authority.
- E. Treat a person differently in determining eligibility or other requirements for admission.
- F. Deny a person access to the same level of services.
- G. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the public housing or tenant-based housing programs.

The Housing Authority shall not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g., families with children born to unmarried parents or elderly pet owners). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

The Housing Authority will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, the Housing Authority will make such physical or procedural changes as will reasonably accommodate people with disabilities.

Housing Authority records with respect to applications for admission shall indicate for each application the date of receipt; the determination of eligibility or non-eligibility; the preference rating, if any; and the date, location, identification, and circumstances of each vacancy offered and whether that vacancy was accepted or rejected.

## **2.0 AFFIRMATIVELY FURTHERING FAIR HOUSING**

As conditions may require, the Housing Authority will post notices of housing availability in particular neighborhoods or developments to encourage fuller participation. The Housing Authority may issue public announcements of availability to encourage applications for assistance. Among the marketing efforts the Housing Authority may engage in depending on the situation are the following:

- A. Send informational spots local media outlets such as radio stations, cable TV, newspapers, or other periodicals for broadcast or publication
- B. Special outreaches to minorities, persons with disabilities and very low-income families
- C. Distribute pamphlets and brochures.
- D. Post notices in places of employment, unemployment offices, welfare offices, post offices, grocery stores, churches, community halls, buses and other public transportation centers.
- E. Outreach to organizations which assist people with disabilities, the elderly, students, immigrants, homeless people and victims of domestic violence.

The Housing Authority will monitor the benefits received, as a result of the above activities, and will increase or decrease the outreach activities accordingly. Detailed record keeping of all FHEO activities, initiatives, and program impacts will be maintained by the Executive Director and maintained on file for review by The Housing Authority Board of Directors. Record keeping will cover, but is not limited to, the race, ethnicity, familial status, and disability status of program participants.

To reach minority groups, it may be necessary to canvas neighborhoods or make mass mailings to areas with a heavy concentration of minority citizens. If language is a problem, brochures may be printed in Spanish, Vietnamese, Arabic or other languages as required.

### **3.0 OPERATIONS**

In order to further the objectives of nondiscrimination the Housing Authority shall:

- A. Include in the admissions briefings for all Housing Authority programs a section on compliance with Civil Rights laws. The briefing shall carefully explain to all participants what should be done if they believe they have been discriminated against.
- B. Prominently display a Fair Housing Poster in every development office owned by the Housing Authority and in the Housing Authority's main office. Signage and staff will also inform participants about the procedures used in how to file a fair housing complaint and include the toll free number for the Housing Discrimination Hotline 1 800 669 9777.
- C. Use the Equal Housing Opportunity logo and/or statement in all advertising and in all marketing publications of the Housing Authority. The Housing

Authority shall be particularly conscious of human models used in its publications so as to avoid signaling any sense of discrimination.

- D. The Housing Authority shall maintain a TDD Machine or an acceptable alternative for the use of the hearing impaired.
- E. As many publications as feasible shall be printed in both English and Spanish or any other language commonly spoken in the locality.
- F. All program homeownership activities and housing mobility will involve recruiting landlords and service providers in areas that expand housing choice to the greatest extent as reasonable.