



**AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN**

Grantee Name:	<b>Town of Woodland, NC</b>
Time Period for this Plan:	<b>March 2021- March 2026</b>

This information is available in Spanish or any other language upon request. Please contact **Donielle McDermott** at **252-587-7161** or at **123 East Main St., Woodland, NC** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **Donielle McDermott** al **252-587-7161** o en **123 East Main St., Woodland, NC** de alojamiento para esta solicitud.

**A. POLICY STATEMENT**

As a recipient of Housing and Urban Development (HUD) financial assistance, it shall be the policy and commitment of the **Town of Woodland** to ensure that all persons have fair and equal housing opportunity to be considered for rental units, purchase of property, housing loans, and property insurance regardless of race, color, national origin, religion, sex, familial status, and disability.

This shall be done through identifying the unique local needs, conducting quarterly activities during the life of the CDBG project, designating a Fair Housing Officer and developing 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:

- Title VI of the Civil Rights Act of 1964;
- The Fair Housing Act – Title VIII of the Civil Rights Action of 1968, as amended;
- Executive Order 11063, as amended by Executive Order 12259;
- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended;
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended;
- Section 3 of the Housing and Urban Development Act of 1968, as amended;
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990;
- The Age Discrimination Act of 1975, as amended;
- Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts;
- Preserving Community and Neighborhood Choice; and
- North Carolina State Fair Housing Act (NCGS Chapter 41A).



As stated in the Preserving Community Neighborhood Choice rule and stated at 24 CFR 5.150, the definition of “fair housing” cited in 42 U.S.C. 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437c-1(d)(16) means housing that, among other attributes, is affordable, safe, decent, free of unlawful discrimination, and accessible as required under civil rights laws.

As stated in the Preserving Community Neighborhood Choice rule and stated at 24 CFR 5.150, the definition of “affirmatively further” cited in 42 U.S.C. 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437c-1(d)(16) means to take any action rationally related to promoting any attribute or attributes of fair housing as defined in the preceding subsection.

The amended definition of affirmatively furthering fair housing (AFFH), as stated in the Preserving Community Neighborhood Choice and found at 24 CFR Part 5.150, is that all recipients of HUD financial assistance must take active steps, in the relevant period, to promote fair housing, such as helping eliminate housing discrimination. The amended definition, allows maximum flexibility to units of general local government (UGLG) in designing and implementing sound policies responsive unique local needs, needs, interests, and means of the local community, and respects the proper role and expertise of state and local authorities.

**B. SELECTION OF FAIR HOUSING OFFICER**

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities:

Contact Person and Title (Fair Housing Officer):	<b>Donielle McDermott, Town Clerk</b>
Grantee Mailing Address:	<b>PO Box 297, Woodland, NC 27897</b>
Grantee Physical Address (if different than mailing):	<b>123 E Main St, Woodland, NC 27897</b>
Contact Email:	<b>woodlandnc@mchsi.com</b>
Contact Phone Number:	<b>252-587-7161</b>
TDD # and/or TYY #:	<b>800-366-6888</b>

The Fair Housing Officer is responsible for the intake and processing of all housing complaints (if UGLG has its own enforcement agency) as well as implementation of the Fair Housing Plan activities and actions. If the Town does not have their own enforcement body, there should be a clear procedure for referring fair housing complaints to enforcement agencies that serve that municipality.

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 will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions. Referrals should be noted in the fair housing file.



### C. HOUSING COMPLAINT PROCESS

A summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at **Town Hall, at 123 E Main St, Woodland, NC 27897.**

In addition, individuals can file a housing discrimination using the HUD 903 Form and HUD 903-A Form (Spanish version) at the following locations:

1. HUD at [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/online-complaint#\\_Information\\_About\\_Filing](https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint#_Information_About_Filing)
2. NC Office of Administrative Hearings, Civil Rights Division at <https://www.oah.nc.gov/civil-rights-division/housing-discrimination>
3. US Department of Justice Civil Rights Division at <https://www.justice.gov/crt>

The Fair Housing Officer is in charge of receiving fair housing complaints and tracking them in a fair housing log. They are also responsible for providing referral information in a timely manner. Thus, a specific procedure for receiving fair housing complaints must be developed.

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.

### D. UNIQUE LOCAL NEEDS AND INTERESTS

Per the Preserving Community and Neighborhood Choice, 24 CFR Part 5.150(a) and applicable civil rights and fair housing statutes and regulations, **Town** must take active steps to promote one or more attributes of fair housing. Maximum flexibility is given to each unit of general local government (UGLG) in designing and implementing sound policies to responsive unique local needs, interests, and means of the local community.

Therefore, the **Town of Woodland** has identified the following as local fair housing needs and interests based on local means:

1. Training of staff and town officials on issues and resources associated with fair housing.
2. Educating residents about fair housing resources
3. Identified a need for creating affordable housing.
4. [list here the identified unique local needs and interests]
5. [list here the identified unique local needs and interests]

The above is based on:

- Analyzing ACS Census Data
- Outreach to Choanoke Area Development Association (CADA). **Document.**



The **Town of Woodland** shall maintain all fair housing and equal opportunity records consistent with 24 CFR 570.490.

#### **E. ACTION STEPS / ACTIVITIES**

The **Town of Woodland** will take specific quarterly action steps and implementation activities over the duration of their CDBG grant to plan to actively promote fair housing that, among other attributes, is affordable, safe, decent, free of unlawful discrimination, and accessible as required under civil rights laws.



**Grantee Name Quarterly Fair Housing Actions Steps / Activities**

*Fill in this table with identified quarterly action steps/activities. These activities must be tied to the identified local fair housing needs/interests and attributes based on local means. May delete this row for final plan.*

<b>Quarterly Fair Housing Action Step / Activity</b>	<b>Months</b>	<b>Year</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Publish Adopted Fair Housing Complaint Procedure in newspaper.	Apr-Jun	2020	\$400	\$407.16
Educate residents on the fair housing complaint process by updating links on the Town's website.	Jul-Sep	2020	\$25	\$25
Display Fair Housing posters and brochure in/at Town Hall	Oct-Dec	2020	\$50	\$50
Outreach to local Schools including Fair Housing information for display	Jan-Mar	2021	\$50	\$35
In celebration of National Fair Housing Month in April, the Town will issue a Proclamation supporting Regional Fair Housing Events and promote Fair Housing practices	Apr-Jun (based on availability)	2021	\$25	
Develop a mailing list of housing related industries (contractors, lenders, realtors, etc.) and disseminate fair housing brochure(s) and complaint procedure.	Jul-Sep	2021	\$200	
Town staff and officials to attend at least one virtual or in person fair housing training session annually.	Oct-Dec	2021	\$300	
Educate town residents about fair housing resources by placing an ad in the local newspaper.	Jan-Mar	2022	\$200	
Promote the Town of Woodland as a site for affordable housing development by increasing outreach, including digital media, to potential real estate developers.	Apr-Jun	2022	\$100	
Make educational materials available at public places – medical facilities, churches, stores, etc.	Jul-Sep	2022	\$200	
Attend Annual Fair Housing Conference (virtual or in person)	Oct-Dec (based on availability)	2022	\$200	
Publish Adopted Fair Housing Complaint Procedure in newspaper.	Jan-Mar	2023	\$400	



In celebration of National Fair Housing Month in April, the Town will issue a Proclamation supporting Regional Fair Housing Events and promote Fair Housing practices	Apr-Jun	2023	\$25	
Include fair housing information in the Town utility billing.	Jul-Sep	2023	\$200	
Town staff and officials to attend at least one virtual or in person fair housing training session annually.	Oct-Dec	2023	\$300	



**Additional Required Action Steps / Activities**

1. The **Town of Woodland** shall adopt and publicize in the local newspaper, with the TDD# and/or TYY#, the local jurisdiction's fair housing complaint procedures and Fair Housing Officer contact information for housing discrimination complaints.
2. The **Town of Woodland** shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.
3. The **Town of Woodland** shall post/display Fair Housing and Equal Housing Opportunity posters, with local Fair Housing Officer name, title, and contact information, and other additional information in prominent locations.

**F. AMENDMENTS**

The **Town of Woodland** shall amend and revise this Plan as required to keep current with state and federal fair housing and equal fairing opportunity statutes and regulations, and local actions and activities to further the purposes of this Plan.

PASSED BY THE Board of Commissioners, Town of Woodland, North Carolina.

Adopted this 11<sup>th</sup> day of March, 2021

ATTEST:

Mayor Randy Beale  
(Mayor Randy Beale)

Donielle McDermott  
(Donielle McDermott, Clerk)





## EQUAL HOUSING OPPORTUNITY RESOLUTION

WHEREAS, the **Town**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property;

WHEREAS, the Fair Housing Act declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, disability, familial status, or national origin;

WHEREAS, Executive Order 12892, Equal Opportunity in Housing, as amended (Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing), provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities; and

WHEREAS, North Carolina State Fair Housing Act, prohibits unlawful discriminatory housing practices for any person in real estate transactions, because of race, color, religion, sex, national origin, handicapping condition, or familial status; unlawful discriminatory housing practice to discriminate in land-use decisions or in the permitting of development based on race, color, religion, sex, national origin, handicapping condition, familial status, or, except as otherwise provided by law, the fact that a development or proposed development contains affordable housing units for families or individuals with incomes below eighty percent (80%) of area median income.

NOW THEREFORE, BE IT RESOLVED:

**The Town of Woodland** hereby endorses a Affirmatively Furthering Fair Housing Plan to ensure equal opportunity and fair housing for all persons to rent, purchase, obtain financing and enjoy all other housing attributes, that is affordable, safe, decent, free of unlawful discrimination and accessible as required on a non-discriminatory basis as provided by state and federal statutes and regulations.

Passed by the **Mayor and Town Board, Town of Woodland**, North Carolina.





State of North Carolina  
Department of Environmental Quality  
Division of Water Infrastructure (DWI)  
CDBG - Infrastructure Program



Adopted this 11<sup>th</sup> day of March, 2021

ATTEST:

*Donielle McDermott*  
(Donielle McDermott, Clerk)

*Mayor, Randy Beale*  
(Mayor, Randy Beale)