



## **EQUAL HOUSING OPPORTUNITY POLICY**

**Revised January, 2012**  
**Adopted by the HAH Board of Commissioners**  
**01/23/2012**

### **1.0**

#### **Nondiscrimination**

It is the policy of the Housing Authority of Henderson 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, Fair Housing Amendments Act of 1988, the Age Discrimination Act of 1975, 24 CFR Parts 5. 200, 203, 236, 570, 574, and 982 et.al., 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, sexual orientation, gender identity, religion, familial status, 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, sexual orientation, gender identity, religion, familial status, disability, handicap, or national origin:

- A. Deny to any household 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**

### **Affirmative Marketing**

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, Department of Family Services (TANF), Post Office, 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. 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 information for all Housing Authority programs a brochure on compliance with Civil Rights laws. The brochure 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.

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.

#### **4.0**

### **THE HOUSING AUTHORITY OF HENDERSON CERTIFICATIONS IN CONNECTION WITH THE OPERATION OF HOUSING PROGRAMS IN COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS**

The Housing Authority of Henderson hereby assures and certifies that:

- (i) It will comply with Title VI of the Civil Right Act of 1964, 42 U.S.C. 2000d, implemented in 24 CFR Part 1.
- (ii) It will comply with title VI of the Civil Rights Act of 1968) as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988).
- (iii) It will comply with Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, implemented at 24 CFR Part 146.
- (iv) It will comply with Executive Order 11063, Equal Opportunity in Housing (1962, as amended, Executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, 59 FR 2939, (1994) (implementing regulations at 24 CFR part 107).
- (v) It will comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, implemented at 24 CFR Part 8.
- (vi) It will comply with Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et seq.

- (vii) It will comply with any applicable State laws or Local ordinances and any legislation protecting individual right of tenants, applicants or staff that subsequently be enacted.

## **5.0**

### **REASONABLE ACCOMODATION**

The Housing Authority of Henderson (HAH) is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of HAH's programs, services and activities.

Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a HAH policy, HAH will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, the HAH will suggest another accommodation that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

HAH will post a copy of the Reasonable Accommodation Policy and Procedures in the Barret Center Administrative Offices located at 111 South Adams Street, Henderson, KY 42420, on its website at [www.hahenderson.org](http://www.hahenderson.org). In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the HAH's Section 504/ADA Coordinator.

## 6.0

### **ANTI DISCRIMINATION POLICY**

It is the policy of the Housing Authority of Henderson not to discriminate, condone discrimination, or harass or condone harassment by any of its officers, agents, employees, tenants, applicants for employment or for housing based on race, color, religion, national origin, sex, language, sexual orientation, gender identity, political beliefs or affiliations, military service, disability, age, or presence of children. Any person aggrieved (e.g. the applicant/resident) can contact the HUD Fair Housing hotline at (800) 669-9777 or the Kentucky Commission on Human Rights at (800) 292-5566.

Breach of this policy will be dealt with by the Housing Authority of Henderson as follows:

#### 1. Complaint

If you believe you have been discriminated against or harassed for any reason, you may file a complaint.

#### 2. Complaint procedure”

- a. All complaints must be submitted in writing and signed by the complainant.
- b. The complaint must specify, in detail, what occurred and when, and should include the names of all witnesses and any supporting documents.
- c. All complaints will be treated with utmost confidentiality.
- d. The Executive Director will investigate the complaint. If the complaint is against this person, it may be filed with the HAH Chairman of the Board of Commissioners.
- e. The investigation will begin within 7 days of receipt of the complaint and will be completed within 30 days unless compelling reasons prevent this from occurring.

- f. The investigating officer will, at a minimum, separately interview and obtain written statements from the complainant, the person charged, and any witnesses.
- g. The officer will take all reasonable steps consistent with a thorough investigation of the complaint to protect the confidentiality of the complainant and will instruct all those he/she deals with to do the same.
- h. The officer will prepare a written report of his/her findings and will forward that report to the board for implementation of suggested official action (i.e. Discipline of an employee, appropriate treatment of an application, decision of inability to determine validity of charge, etc.).
- i. The officer should attempt to mediate and resolve the dispute without the necessity of official action. The officer must remain at all times a completely neutral party.
- j. A copy of the report will be given to the complainant and to the person charged. Official copies will be maintained confidentially by the authority.
- k. If either party wishes to submit further information, that party may do so within 7 working days of receiving the report. If new information is forthcoming, the investigating officer will reconsider the report.

### 3. Retaliation

It is unlawful to retaliate against a person for filing a complaint. The Authority forbids any retaliation against any person for filing the complaint.

### 4. Distribution

A copy of this policy along with brochures and booklets from HUD Fair Housing and Kentucky Commission on Human Rights will be posted where it is available to all tenants, employees, applicants for employment, tenancy, and third parties.

## **7.0**

### **STAFF TRAINING**

The Executive Director will ensure that all appropriate HAH staff receives adequate training (ideally at least annually) on Fair Housing and Reasonable Accommodations Policies and Procedures, including all applicable Federal, State and Local requirements regarding Fair Housing and Reasonable Accommodation.

