



TOWN OF MANSFIELD

FAIR HOUSING ACTION PLAN

RESOLUTION APRIL 24, 2017

I. STATEMENT OF POLICY

It shall be the policy and commitment of the Town of Mansfield to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the Town, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, 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 Officer 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:

- Title VI of the Civil Rights Act of 1964
- The Fair Housing Act – Title VIII of the Civil Rights Act 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
- Executive Order 12892, Leadership and Coordination of Fair Housing
- Connecticut General Statutes 46a-64c as amended

The Town of Mansfield commits to providing and promoting racial and economic integration in any housing development financially supported with DOH 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.

II. 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

Patricia Schneider
Director of Human Services
4 South Eagleville Road
Mansfield, CT 06268
860-429-3315

The Fair Housing 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 will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. COMPLAINT PROCESS

- Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as, 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, 4 South Eagleville Road, Mansfield, CT 06268. Complaints need not be made on official forms to be valid.
- 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 Town phones for communication.
- The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court

within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

- 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.

IV. OPPORTUNITY MAPPING

Using the Connecticut Opportunity Map, available at the Department of Housing website, Mansfield has determined that the target area for the proposed project is a high to very high opportunity area.

V. IMPLEMENTATION AND ACTION STEPS

ACTION STEPS

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
1	Encourage the creation and rehabilitation of affordable housing in a variety of locations.	Identify developable land within the municipality for developers of affordable housing.	Planning and Development	Ongoing
4	Ensure local planning documents affirmatively further fair housing	Publish the Town's Plan of Conservation and Development (POCD) on its website.	Planning and Development	Ongoing
5	Convene stakeholders to review proposed legislative solutions to existing impediments to fair housing choice.	Review occupancy ordinances, regulations and/or guidelines to ensure that the rules are not unnecessarily restrictive for families with children. At a minimum, they should be in line with building codes.	Planning and Development	2017-2018
11	Promote fair housing enforcement and education	Appoint a fair housing officer, have him or her trained on their duties and responsibilities as a fair housing officer, and publicize the person's name, contact information, and job responsibilities.	Town Manager	Complete-Update as Needed

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
13	Promote fair housing enforcement and education	Refer complaints of housing discrimination to HUD, CHRO or a private fair housing agency.	Fair Housing Officer	Ongoing

ADDITIONAL STEPS

STEP	LEAD STAFF	WHEN
<p>Annual adoption of Fair Housing Policy Statement and Fair Housing Resolution The Town of Mansfield will adopt annually a Fair Housing Policy Statement and a Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.</p>	Fair Housing Officer	Annually-Month of April
<p>Display of Fair Housing, ADA, and Grievance Policies and Procedures The Town of Mansfield will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.</p>	Fair Housing Officer	Ongoing
<p>Fair Housing Posters The Town will display Fair Housing Posters identifying the Town's Fair Housing Officer, title, address and phone number in prominent locations.</p>	Fair Housing Officer	Ongoing
<p>Distribution of Fair Housing Information Fair Housing information will be distributed outside of traditional municipal locations including realtors and banks.</p>	Fair Housing Officer	Annually-Month of April
<p>Advertising of Residential Real Estate All advertising of residential real estate owned by the Town of Mansfield 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, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income.</p>	Purchasing Agent	As needed
<p>Bid Advertisements All bid advertisements by town 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.</p>	Purchasing Agent	As needed

VI. ANALYSIS OF IMPEDIMENTS

The Town will cooperate and assist the state with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the vulnerability and accessibility of housing.

TIMETABLE

The Town will carry out the abovementioned action steps within three years of the adoption of this Plan.

AMENDMENTS

The Town Manager 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.

Maria E. Capriola

Maria E. Capriola
Interim Town Manager

8/31/2017

Date

