



# MEMORANDUM

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**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager  
Morgan Jethro, Community Development Manager

**DATE:** May 7, 2013

**REF:** Consideration - Request to Adopt Updated Fair Housing Plan

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***BACKGROUND:***

The Housing and Community Development Act of 1968 requires recipients of Community Development Block Grant Funds to comply with regulations regarding local fair housing. The City has approved similar plans in previous years.

The North Carolina Department of Commerce Division of Community Assistance requires certain procedures and plans to be in place for fair implementation of their Community Development Block Grant (CDBG) program.

***ANALYSIS:***

Adoption of this plan is needed to meet the requirements of the North Carolina Department of Commerce for the City's two active Community Development Block Grants.

This Fair Housing Plan will expire in May 2016.

***STAFF RECOMMENDATION:***

By motion, adopt of the attached Fair Housing Plan as presented; and further, instruct staff to forward a copy to the North Carolina Department of Commerce Division of Community Assistance.

## Elizabeth City Plan to Further Fair Housing

**Grantee:** City of Elizabeth City

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**Recipient's Address:** P.O. Box 347,  
Elizabeth City, NC 27907

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**Contact Person:** Morgan Jethro

**Contact Phone #:** 252-337-6672  
x251

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**Contact Email:** mjethro@cityofec.com

**TDD #:** 1-800-735-2962

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**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time \_\_\_\_\_ Past Activities  X

**II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community.** (Use additional pages as necessary)

Lack of Knowledge of fair housing laws and regulations:

The City works with local non-profits in offering workshops. The City also provides several public announcements / advertising 365 days a year related to fair housing laws on Public TV channel. Each advertisement runs three times a day.

Affordability Issues:

The City provides information about housing and homebuyer programs offered by Dept. of Agriculture. These programs help first-time homebuyers and low-income homeowners that face housing challenges. Unfortunately, North Carolina Housing Finance Agency does not offer any HOME program related assistance to the City residents. North Carolina Dept. of Commerce CDBG funds do not reach the City residents in the appropriate manner. The City lacks financial capability to offer any affordability program for homebuyers and low-income homeowners.

**III. Will the above activities apply to the total municipality ?**

Yes  x  No \_\_\_\_\_

**If no, provide an explanation.**

(Use additional pages as necessary)

**IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.*** (Use attached table)

**Grantee: City of Elizabeth City**

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxx</i>	<i>\$xxx</i>
<p>1- Hold Fair Housing Work shop in cooperation with a local non-profit.</p> <p>2- The City will advertise prohibition against discrimination in housing, on local/public TV channel, in English and Spanish;</p> <p>4- The City will advertise, on local/public TV channel, grant/loan programs available for rehabilitation and homebuyer assistance through Department of Agriculture (DOA).</p> <p>5- The City will help low/moderate-income residents interested in applying for NCHFA and DOA grants/loans with applications and information.</p> <p>6- Will place “Fair Housing” posters in the City Hall and Customer Service Dept. areas in both English and Spanish.</p>	April, May, June	2013	\$400-1300	
<ul style="list-style-type: none"> <li>• The City will advertise prohibition against discrimination in housing, on local/public TV channel, in English and Spanish;</li> <li>• The City will advertise, on local/public TV channel, grant/loan programs available for rehabilitation and homebuyer assistance through Department of Agriculture (DOA)</li> <li>• The City will help low/moderate-income residents interested in applying for NCHFA and DOA grants/loans with applications and information.</li> <li>• Will place “Fair Housing” posters in the City Hall and Customer Service Dept. areas in both English and Spanish.</li> </ul>	July, August, Sept.	2013	0.0	
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<p>and DOA grants/loans with applications and information.</p> <ul style="list-style-type: none"> <li>• Will place “Fair Housing” posters in the City Hall and Customer Service Dept. areas in both English and Spanish.</li> </ul>				
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**V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)**

- 1) Any person or persons wishing to file a complaint of housing discrimination in the **City of Elizabeth City** may do so by informing the City Planning Dept. or City Manager of the facts and circumstance of the alleged discriminatory acts or practice in writing.
- 2) Upon receiving a housing discrimination complaint, the City Manager shall acknowledge the complaint within **10 days in writing** and inform the Division of Community Assistance and the North Carolina Human Relations Commission about the complaint.
- 3) The City Manager shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the City.
- 4) The City shall publicize in the local/public TV channel with the TDD#, the Planning Dept contact information in regards to housing discrimination complaints.

This Fair Housing Plan will expire May 13, 2016

**Approved By:**

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**Joseph W. Peel, Mayor**

**Signature**

**Date**