

## **FAIR HOUSING ACTION PLAN AND RESOURCES**

### **GUIDE FORMS:**

- **Sample Fair Housing Action Plan**
- **Form AA-5; Affirmative Fair Housing Marketing Plan**
- **Form AA-5; Worksheet 1**
- **Sample Fair Housing Policy Statement**
- **Calculations for Income Needed for Housing Forms**

### **RESOURCES:**

- **Fair Housing Action Plan Guidelines**
- **Fair Housing Policy Statement Guidelines**
- **Fair Housing Resolution Guide Form**
- **Form AA-5 Instructions**
- **Calculation Forms:**
  - **Data Sources – Income Needed for Housing**
  - **Local Fair Housing Strategy Matrix**
- **Fair Housing Regulations**

## **SAMPLE FAIR HOUSING ACTION PLAN**

### **TOWN OF <NAME>**

#### **I. Policy Statement**

It shall be the policy and commitment of the Town of <**TOWN NAME**> 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, gender, 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 <**TOWN NAME**> 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. 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

**<Official's Name>**

**<Official's Title>**

**<Mailing Address>**

**<Mailing City, State, Zip>**

**<Phone number>**

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, **<ADDRESS>**. 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. DOH Determination**

Following DOH guidelines, the town has calculated and determined its affordability status and community classification. Based on data obtained and provided by DOH, the town had determined that it is classified as **<COMMUNITY CLASSIFICATION>**.

**V. Implementation and Action Steps**

The town will take specific action steps and implementation activities over the next three-year period following the guidelines provided by DOH.

**Action Steps 1-10**

**Minimum (1) selection**

**<LIST SELECTED ACTION STEPS BY NUMBER AND DESCRIPTION>**

**Action Steps 11-35**

**Minimum (2) selection**

**<LIST SELECTED ACTION STEPS BY NUMBER AND DESCRIPTION>**

**Additional Steps**

The Town of **<TOWN NAME>** will adopt annually the Fair Housing Policy Statement and the Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.

The Town of **<TOWN NAME>** will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.

The Town of **<TOWN NAME>** will display Fair Housing posters identifying the town's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the Town of **<TOWN NAME>** 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. 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.

**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 availability and accessibility of housing.

**VII. Timetable**

**<TOWN WILL DETERMINE A REASONABLE TIMETABLE TO CARRY OUT ACTION STEPS WITHIN THREE YEARS OF THE ADOPTION OF THIS PLAN>**

**VIII. Amendments**

The **<TOWN OFFICIAL SUCH AS FIRST SELECTMAN OR MAYOR>** 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.

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**<TOWN OFFICIAL NAME>**

**<TITLE>**

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**<DATE>**

**Affirmative Fair Housing Marketing Plan (FORM AA-5)**

<b>Applicant Name:</b> _____	
<b>Project Name:</b> _____	
<b>1. INTRODUCTION</b>	
DOH and CHFA are legislatively mandated under Section 8-37ee of the Connecticut General Statutes and the Connecticut Fair Housing Act, 46a-64b et seq. to promote fair housing choice and racial and economic integration in all housing funded in whole or in part by the state of Connecticut. Further, owners of state assisted housing are responsible for including in their Affirmative Fair Housing Marketing Plan provisions for the recruitment of an applicant pool that includes residents of municipalities of relatively high populations of those that would be least likely to apply. These groups include White (Non-Hispanic) and members of minority groups: Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics and Asian/Pacific Islanders in the Metropolitan Statistical Area (MSA) or housing market area who may be subject to housing discrimination. At least 20 percent of the units must be targeted to the group(s) identified as "least likely to apply." Groups "least likely to apply" include people with disabilities and families with children.	
<b>2. APPLICATION AND PROJECT IDENTIFICATION</b>	
<b>A. Applicant Information</b>	<b>B. Project or Application Number:</b>
Name:	Number of Units:
Address (City, State & Zip Code):	Price or Rental Range of Units From \$        To \$
Telephone #:	
<b>C. Project Information</b>	<b>D. Date of Initial Occupancy</b>
Name of Project	Approximate Starting Dates
Address (City, State & Zip Code)	Advertising:        Occupancy:
County:	<b>E. Managing/Sales Agent Name:</b>
Census Tract:	Managing/Sales Agent Address: (City, State & Zip Code)
<b>F. Housing or Expanded Housing Market Area</b>	
<b>3. DETERMINING TYPE OF AFFIRMATIVE MARKETING PLAN</b>	
<b>A. Indicate type of Project:</b> [ ] Project Plan [ ] Scattered site units	

**4. DIRECTION OF MARKETING ACTIVITY**

**A.** Complete Worksheet 1 (attached) to determine who is least likely to apply.

**B.** Indicate below which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts.

- White (non-Hispanic);  Black Non-Hispanic;  American Indian or Alaskan natives;  Hispanic;  Asian or Pacific Islander;  People with disabilities;  Families with children (See instructions if this is elderly or elderly/disabled housing)

**5. MARKETING PROGRAM**

**A. COMMERCIAL MEDIA**

Check the media to be used to advertise the availability of this housing.

- Newspaper(s)/Publication(s)  Radio  TV  Web-based ads  
 Other (specify)

NAME OF COMMERCIAL MEDIA OUTLET(1)	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE (2)	SIZE/DURATION OF ADVERTISING (3)	MEDIA TARGETED TO PEOPLE WITH DISABILITIES/FAMILIES WITH CHILDREN (4)

**B. BROCHURE, SIGNS, AND FAIR HOUSING POSTER:**

(1) Will brochures, leaflets, or handouts be used to advertise?  Yes  No  
If yes, attach a copy and a list of where the brochures, leaflets or handouts are distributed.

(2) For project sign; Indicate sign size \_\_\_\_\_  
Attach a photograph of project sign.

(3) Fair Housing Posters which include both state and federally protected classes must be conspicuously displayed whenever sales/rentals and showings take place.

Where will they be displayed?  Sales/Rental Office(s);  Real Estate Office(s);  Model Unit(s);  Other \_\_\_\_\_

**C. COMMUNITY CONTACTS**

To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area of SMSA. If more space is needed, attach an additional sheet. Notify DOH of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information).

Name of Group/Organization (1)	Group Identification (2)	Approximate Date of Contact or Proposed Contact (3)	Person Contacted or To Be Contacted (4)
Address & Telephone # (5)	Method of Contact (6)	Indicate how organization will assist in implementing the marketing programs (7)	

**6. ANTICIPATED OCCUPANCY/RESULTS**

State in number of units the racial/ethnic mix of occupants anticipated as a result of the implementation of this affirmative marketing plan.

White (non-Hispanic);  Black Non-Hispanic;  American Indian or Alaskan natives;  Hispanic;  Asian or Pacific Islander;  People with disabilities;  Families with children (See instructions for Block 4B if this is elderly or elderly/disabled housing);

**7. EVALUATION OF MARKETING ACTIVITIES**

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting the group(s) least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.



**8. EXPERIENCE AND STAFF INSTRUCTIONS**

A. Staff training and Assessment:

- 1) Has staff been trained on the use of this AFHMP?      Yes      No
  
- 2) Is there ongoing training on the use of this AFHMP and the fair housing laws?  
 Yes                       No
  
- 3) If yes, who provides it?
  
- 4) Do you periodically assess staff skills, including their understanding of the use of this AFHMP and their responsibilities when using it?      Yes      No
  
- 5) If yes, how and how often?
  
- 6) Has staff been trained on tenant selection or the program requirements for homeownership units or homeownership assistance in accordance with the project's policies?      Yes                       No
  
- 7) What staff positions are/will be responsible for determining eligibility for rental units, homeownership or rehab assistance?

**9. ADDITIONAL CONSIDERATIONS (To be submitted by housing operator, if different from applicant)**

- A.     Submit a Fair Housing Policy Statement.
- B.     Submit a list of fair housing trainings attended by staff.
- C.     Submit an Affirmative Action Policy Statement.
- D.     Submit an ADA Grievance Procedure.
- E.     Submit an ADA Notice.
- F.     Submit eligibility requirements for the program or project.

<b>10. SIGNATURES (By signing this form, the applicant agrees, after appropriate consultation with DOH to change any part of the AFHMP covering a multifamily project to assure continued compliance with the CT Fair Housing Regulations).</b>	
<b>Signature of Person Submitting Plan:</b>	
Name (Type or Print):	
Title and Company:	
Date:	
<b>Signature of Project Operator/Manager:</b>	
Name (Type or Print):	
Title and Company:	
Date:	
<b>**FOR AGENCY USE ONLY**</b>	
Approved by:	Disapproved by:
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities (See AFHMP Block 4A)**

In the respective columns below indicate the percentage of each demographic group for the project (if occupied), waiting list (for existing projects), census tract, housing market area, and expanded housing market area (if the latter is needed to create a more diverse housing market area in terms of race, color, national origin, religion, sex, disability, or familial status).

Wherever possible, statistics should be obtained from a local planning office, Community Development Block Grant Consolidated Plan, or another official source such as the U.S. Census Bureau (please see <http://quickfacts.census.gov/qfd/states/09000.html>).

If there is a significant under-representation of any demographic group in the project and/or on its waiting list relative to the surrounding housing market area, then those groups(s) that are under-represented will be considered “least likely to apply” without targeted outreach and marketing, and will be so identified in Block 4b of the AFHMP. See Part 4 of the AA-5 Instructions for further guidance.

**Attach maps showing both the Housing Market Area and Expanded Housing Market Area.**

<b>Demographic Characteristics</b>	<b>Column 1 Project % (If this is an initial AFHMP, skip this column)</b>	<b>Column 2 Waiting List % (If this is an initial AFHMP, skip this column)</b>	<b>Column 3 Census Tract %</b>	<b>Column 4 Housing Market Area %</b>	<b>Column 5 Expanded Housing Market Area % (if used);</b>
White					
American Indian or Alaskan Native					
Asian					
Black of African-American					
Native Hawaiian or Other Pacific Islander					
Hispanic or Latino					
Persons with disabilities					
Families with children					
Other					

## **Instructions for Completing Worksheet 1**

Wherever possible, demographic statistics should be obtained from a local planning office, Community Development Block Grant Consolidated Plan, or another official source such as American Fact Finder which can be found on the [www.census.gov](http://www.census.gov) website at <http://quickfacts.census.gov/qfd/states/09000.html>

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying can include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments. If there is no identifiable presence of a specific demographic group in the housing market area, there is no requirement to reach out to that group. For example, if there are no American Indians or Alaskan natives in the housing market area, there is no need to reach out to that group.

### **Column 1—Project %**

For entities who are proposing to use its funding for existing rental units, the respondent should indicate the demographic composition of the project. If this is an initial AFHMP for rental units or an AFHMP for homeownership units or homeownership assistance do not fill out Column 1.

### **Column 2—Waiting List %**

If this is an initial AFHMP for rental units, homeownership units, or homeownership assistance do not fill out Column 2. If there is an existing waiting list because this AFHMP is for existing rental units or a continuation of an existing homeownership or homeownership assistance program include the demographics of the existing waiting list in Column 2.

### **Column 3—Census Tract %**

Include the percentage of each of the groups in the census tract where the project or scattered site housing is located. If this is scattered site housing, see the AA-5 instructions with regard to Part 3A. If there is no one from the group living in the census tract, write in 0. However, for some census tracts, the percentage of the group may be less than 0 but still have an identifiable presence in the census tract. For example, the percentage of Whites may be 98%, the percentage of Latinos 1.8%, and the percentage of Blacks or African-Americans .2%. Blacks or African-Americans are an identifiable presence even though the percentage of the population in the census is less than 0.

#### **Column 4—Housing Market Area %**

A housing market area is the area (not necessarily the census tract, but the entire geographic area) from which the owner or manager of the project may reasonably expect to draw a substantial number of its applicants. For homeownership units and homeownership assistance, the housing market area must include the entire town or municipality applying for the financial assistance. Do not use an expanded housing market area for homeownership assistance.

See the instructions for Column 3 for information on census data to include.

#### **Column 5—Expanded Housing Market Area %**

If a housing market area is not demographically diverse in terms of race, color, national origin, religion, sex, disability, or familial status, an expanded housing market area must be used. An expanded housing market area is a larger geographic area that may provide additional diversity. Respondents should indicate the housing or expanded housing market area in which the housing is/will be located, e.g., "City of \_\_\_\_\_" for housing market area, or "City of \_\_\_\_\_" and "County of \_\_\_\_\_" for expanded housing market area.

See the instructions for Column 3 for information on the information to include from the Census data.

#### **Determining who is least likely to apply**

Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area. These are the group(s) "least likely to apply" for the housing without targeted outreach and marketing. For example, if the percentage of Whites in the project is 30% and the percentage of Whites on the waiting list is 25%, but the percentage of Whites in the housing market area is 75% and the percentage of whites in the expanded housing market area is 95%, Whites will be one of the groups least likely to apply because Whites are underrepresented in the project and on the waiting list compared to their representation in the market area and the expanded market area.

[Use Town/City Letterhead]

### Fair Housing Policy Statement Sample

It is the policy of the [Town/City] to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by this [Town/City] must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The [Town/City] or any of sub-recipient of the [Town/City] will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the [Town/City].

The municipality's [Name of office responsible for fair housing] is responsible for the enforcement and implementation of this policy. The [Name and Title of person responsible for fair housing] may be reached at [phone number] or [email address].

Complaints pertaining to discrimination in any program funded or administered by this [Town/City], may be filed with the [Name of Office responsible for fair housing]. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party 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.

A copy of this policy statement will be given annually to all [Town/City] employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the [Town/City].

Revised [date revised]

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Selectman/Mayor [Title]

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting [Name, Address, Phone Number].

## CALCULATIONS

### Income Needed for Housing

#### I. Income Needed to Rent at Median Rent

Multiply the Fair Market Rent for a 3 BR Unit by 12 and divide the product by 30%.

(\$ \_\_\_\_\_ x 12) / 30% = \$ \_\_\_\_\_

#### II. Income Needed to Purchase a Median Price HOME

A. Add the following five (5) amounts:

1. Monthly Property Taxes \$ \_\_\_\_\_

Multiply the "median price" (item 2 of the "Data Sources") of a home in your community by seventy percent (70%) and multiply the resulting amount by the "actual mill rate." This is the annual amount of the property taxes for the home. Divide the annual amount by twelve (12) to get the monthly property taxes for the home.

2. Monthly Home Insurance Cost \$ \_\_\_\_\_

Determined in accordance with item 6 of the "Data Sources."

3. Monthly Principal and Interest Payment \$ \_\_\_\_\_

Determined in accordance with item 7 of the "Data Sources."

4. Monthly Private Mortgage Insurance (PMI) Cost \$ \_\_\_\_\_

Determined in accordance with item 8 of the "Data Sources."

5. Monthly Utility Costs  
\$ \_\_\_\_\_

Enter the current State-wide Section 8 Program's utility allowance for a three-bedroom single family home that uses oil heat & hot water, electric cooking and lighting, and includes allowances for a range & refrigerator and trash collection.

**Total Monthly Property Taxes, Home Insurance Cost,  
Principal & Interest Payment, Private Mortgage  
Insurance Cost, and Utility Costs** \$ \_\_\_\_\_

B. Multiply the "Total Monthly Property Taxes, Home Insurance Cost, Principal & Interest Payment, Private Mortgage Insurance Cost, and Utility Costs" by 12 and divide the product by twenty-eight percent (28%).

(\$ \_\_\_\_\_ x 12) / 28% = \$ \_\_\_\_\_

## AFFORDABILITY CLASSIFICATION

1. Calculate "Income Needed for Housing" (INH)

(% of ownership stock X income needed to purchase a median price home in the community) +  
(% of rental stock X income needed to rent at median rent) = INH

( \_\_\_\_\_ % X \$ \_\_\_\_\_ ) + ( \_\_\_\_\_ % X \$ \_\_\_\_\_ ) =  
\$ \_\_\_\_\_

%	X	\$	X	\$	=
% of owner stock		income needed to purchase median price home	%	income needed to rent at the median rent	Income Needed for Housing

2. Enter the lower of the State or Regional Median Income: \$ \_\_\_\_\_

State Median Income = \$ \_\_\_\_\_  
Regional Median Income = \$ \_\_\_\_\_

3. Determine the following amounts:

(a) 120% of the lower of the State or Regional Median Income \$ \_\_\_\_\_  
(120% multiplied by the amount from #2 above)

(b) 80% of the lower of the State or Regional Median Income \$ \_\_\_\_\_  
(80% multiplied by the amount from #2 above)

4. Check the appropriate "Affordability Classification"

\_\_\_ Limited Affordability \$ \_\_\_\_\_ is greater than \$ \_\_\_\_\_  
Community INH from 120% of  
#1 above #3(a) above

\_\_\_ Moderate Affordability \$ \_\_\_\_\_ is between \$ \_\_\_\_\_ and \_\_\_\_\_  
Community INH from 80% of 120% of  
#1 above #3(b) above #3(a) above

\_\_\_ Substantial Affordability \$ \_\_\_\_\_ is less than \$ \_\_\_\_\_  
Community INH from 80% of  
#1 above #3(b) above



## **COMMUNITY CLASSIFICATION AND CATEGORIZATION**

### **Community Classification**

Based on the definitions provided for the "Matrix for Local Fair Housing Action," select one (1) of the following four (4) "Community Classifications" for your community:

- \_\_\_\_\_ Urban
- \_\_\_\_\_ First Tier Suburb
- \_\_\_\_\_ Second Tier Suburb
- \_\_\_\_\_ Rural

### **Community Categorization**

Based on the "Affordability Classification" selected in accordance with Number 6 of the "Fair Housing Action Plan Guidelines" and the "Community Classification" selected above, select the "Community Categorization" from the "Matrix for Local Fair Housing Action" that applies to your community. This "Community Categorization" must be selected from one of the fourteen categories listed in Number 7 of the "Fair Housing Action Plan Guidelines."

Community Categorization: \_\_\_\_\_  
\_\_\_\_\_

## **ACTION STEPS**

### **Action Steps**

Based on your "Community Classification" and "Community Categorization," locate the "block" of action steps in the "Local Fair Housing Matrix" that applies to your community. Since each community is required to select a minimum of three (3) of these action steps in accordance with the instructions in Number 8 of the "Fair Housing Action Plan Guidelines," select a minimum of your three (3) action steps as follows:

- C. From the action steps numbered 1 through 10 that apply to your community, select one (1) of the action steps:**

Action Step (numbered from 1 to 10)

# \_\_\_\_\_

- D. From the remaining action steps that apply to your community, select two (2) of the action steps:**

Action Steps (numbered from 11 to 35)

# \_\_\_\_\_

# \_\_\_\_\_

Please note that in addition to the above chosen action steps, there are **Additional Steps** specified in the Fair Housing Action Plan Guidelines that all towns are obligated to do.

# **FAIR HOUSING ACTION PLAN RESOURCES**

# State of Connecticut

## Fair Housing Action Plan Guidelines

### To Create A Fair Housing Action Plan:

#### **Guidelines and Implementation Steps**<sup>1</sup>

Towns must certify that they will affirmatively further fair housing in housing programs by creating a Fair Housing Action Plan. The following guidelines must be used in the development of this Plan.

In this section are two documents you will need to develop your Fair Housing Action Plan. One is the Local Fair Housing Action Steps document, which list seven broad categories with specific action steps each that a local community can take to promote fair housing. A total of 35 action steps are listed. The other document is the Matrix for Local Fair Housing Action, which includes the Local Fair Housing Strategy Matrix. The action steps listed in the Local Fair Housing Action Steps document correspond to the numbers on the matrix.

Each action step to be taken by the town must include the name of the person responsible for carrying out the action described and the time frame for completion. The necessary records must be maintained to substantiate your compliance with the actions taken.

The Fair Housing Action Plan must include:

#### **1. An Affirmative Fair Housing Marketing Plan**

The AFHM Plan requires each town to carry out an affirmative program to attract prospective buyers or tenants of all majority and minority groups in the housing market area. The AFHM Plan must identify those groups of persons normally not likely to apply for the housing without special outreach efforts, because of existing neighborhood racial or ethnic patterns, location of housing in the Primary Metropolitan Statistical Area, price or other factor. It must include affirmative marketing strategies to inform members of these groups of the available housing and make them feel welcome to apply. Twenty percent (20%) of the total number of units to be constructed and/or rehabilitated must be targeted to the groups identified in the Plan as "least likely to apply". The Plan must include a commitment to provide fair housing training on an annual basis for the Fair Housing Officer.

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<sup>1</sup> The Department of Housing and Urban Development (HUD) model guide Fair Housing for HOME Participants is now available in PDF form on the HOME Program webpage:  
<http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/200510.pdf>

The affirmative marketing strategies must be consistent with the requirements of the Department's Fair Housing Regulations and Affirmative Fair Housing Marketing and Selection Procedures Manual.

## **2. A Fair Housing Policy Statement**

The Fair Housing Policy Statement must be consistent with the requirements of Section 8-37ee-311 of the Affirmative Fair Housing Marketing and Selection Procedures Manual. It must also include the name, title, address, and phone number of the person assigned fair housing responsibilities.

## **3. A Discrimination Complaint Procedure**

The Discrimination Complaint Procedure must provide for the expeditious resolution of complaints to ensure that legal options for filing complaints with enforcement agencies are not restricted and that individuals interested in filing a complaint are informed of their options for doing so.

This section must include a progress report on the number of complaints filed with the applicant, actions taken and the status of each complaint.

## **4. Tenant Selection Methodology**

The Tenant Selection Methodology and the Affirmative Fair Housing Marketing Plan determine who shall have the opportunity to apply for state assisted housing and who shall ultimately be selected. The Tenant Selection Methodology must be consistent with the requirements of Sections 8-37ee-303, 304 and 305 of the Fair Housing Marketing and Selection Procedures Manual.

## **5. Income Needed for Housing (INH) - Calculate as follows:**

$INH = (\% \text{ of ownership stock} \times \text{income needed to purchase median price home in town}) + (\% \text{ of rental stock} \times \text{income needed to rent at median rent})$

Using the INH, identify your community as one of the following:

- Limited Affordability Community: if INH is greater than 120% of the lower of State or regional median income;
- Moderate Affordability Community: if INH is between 80% and 120% of the lower of State or regional median income; or
- Substantial Affordability Community: if the INH is less than 80% of the lower of State or regional median income.

## **6. Community Classification**

Based on the definitions provided in the Matrix for Local Fair Housing Action, classify your community as one of the following: Urban, First Tier suburb, Second Tier suburb or Rural.

The matrix provides a list of action steps for a community to select from in the development of its Fair Housing Plan.

## **7. Community Categorization**

Based on the steps indicated in 5 and 6 above, categorize your community as one of the following fourteen categories: Urban-Limited Affordability Community, Urban-Moderate Affordability Community, Urban-Substantial Affordability Community, First Tier-Limited Affordability community, First Tier-Moderate Affordability Community, First Tier-Substantial Affordability Community, Second Tier-Limited Affordability Community, Second Tier-Moderate Affordability Community, Second Tier-Substantial Affordability Community, Rural-Limited Affordability Community, Rural-Moderate Affordability Community, Rural-Substantial Affordability Community.

## **8. Action Steps**

Refer to numbers 5, 6 and 7 to complete this section.

Based on the category your community falls under in number 7, select for inclusion in your Fair Housing Action Plan a minimum of three (3) of the action steps listed in the Local Fair Housing Strategy Matrix.

The action steps selected in compliance with this section must be implemented within a period of three years, beginning with the date of contract execution.

Refer to the Local Fair Housing Action Steps document for a description of each numbered action step. From action steps one (1) through ten (10), you must select only one (1) action. The other two (2) must be selected from the remaining action steps.

***FAIR HOUSING POLICY STATEMENT GUIDELINES***

**All elements should be included in the Fair Housing Policy Statement:**

- ❑ The Fair Housing Policy Statement must include the town's commitment to promote Fair Housing choice, and not to discriminate against any person as prohibited in General Statutes 46a-64c as amended
- ❑ Protected classes listed include: race, creed, color national origin, ancestry, sex, marital status, age, lawful source of income, familial status, sexual orientation, gender identity or expression and physical or mental disability. The provisions of 46a-64c should be specifically included in the pledge
- ❑ Identifies the person assigned Fair Housing responsibilities by name, position, address, telephone and email
- ❑ It is signed and dated by Board President, CEO or other comparable party
- ❑ Includes a Discrimination Complaint Procedure section, which includes a summary of the options available to individual(s) who allege a violation of Fair Housing and may be interested in filing a complaint, a progress report on the number of complaints filed, if any, actions taken and status of each complaint
- ❑ States how the policy shall be disseminated and displayed
- ❑ It is revised as needed

[Use Town/City Letterhead]

**FAIR HOUSING RESOLUTION**  
**TOWN OF \_\_\_\_\_**

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of \_\_\_\_\_ is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOVED,** That the Town of \_\_\_\_\_ hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the chief executive officer of the Town of \_\_\_\_\_ or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of \_\_\_\_\_ and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the **Town of \_\_\_\_\_** on \_\_\_\_\_

\_\_\_\_\_  
**Name/ Title**

**Town Seal**



**FORM AA5 Instructions**  
**DOH Affirmative Fair Housing Marketing Plan**

**Part 1 - Introduction**

DOH and CHFA are legislatively mandated under Section 8-37ee of the Connecticut General Statutes and the Connecticut Fair Housing Act, 46a-64b et seq. to promote fair housing choice and racial and economic integration in all housing funded in whole or in part by the state of Connecticut. Further, owners of state assisted housing are responsible for including in their Affirmative Fair Housing Marketing Plan provisions for the recruitment of an applicant pool that includes residents of municipalities of relatively high populations of those that would be least likely to apply. These groups include White (Non-Hispanic) and members of minority groups: Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics and Asian/Pacific Islanders in the Metropolitan Statistical Area (MSA) or housing market area who may be subject to housing discrimination. At least 20 percent of the units must be targeted to the group(s) identified as "least likely to apply." Groups "least likely to apply" include people with disabilities and families with children.

**In addition, even though housing providers and developers are not required to market to all protected classes, all participants must not discriminate based on race, color, religion, sex, national origin, ancestry, sexual orientation, creed, marital status, learning disability, mental or physical disability, including but not limited to blindness, age, family status, marital status, sexual orientation, age, lawful source of income, or gender identity or expression.**

The applicant shall describe on this form the activities it proposes to carry out during marketing, and, where applicable, the initial sales, application , or rent-up period. The marketing program should also assure that any group(s) of person normally NOT likely to apply for the housing without special outreach efforts (because of existing neighborhood racial or ethnic patterns, location of housing in the Primary Metropolitan Statistical Area, price or other factors), know about the housing, feel welcome to apply and have the opportunity to buy, rent, or apply for rehabilitation funds. In addition to the specific advertising activities, please describe activities relating to instructions and or training that is provided to staff on fair housing.

Marketing activities are required throughout the life of the mortgage, assistance agreement or regulatory agreement - whichever is longer. The AFHMP must be available for public inspection.

In filling out this form, in addition to these instructions, recipients should use the following for guidance:

1. Conn. Agencies Regs. §§8-37ee-1 – 17 and 300 –314;

2. HUD's Multifamily Asset Management and Project Servicing Handbook--4350.3  
Rev. 1, Change 2 for additional assistance with tenant selection policies.

## **Introduction**

The AA-5 is to be used to market the following types housing for which an entity receives financial assistance:

- rental units--rental projects of five or more units or five or more scattered site rental units;
- Homeownership units—five or more units for sale in a subdivision or scattered site receiving development assistance; and
- homeownership assistance—assistance to purchase (DPA or other) or rehabilitate homeownership units.

## **Part 2 - Application and Project Identification**

**2A**—For all proposed projects, the applicant is the name of the entity applying for or receiving the financial assistance. The address is the telephone number, address, city, state, and zip code of the entity applying for or receiving the housing assistance.

**2B**—The Project or Application Number is the project or application number assigned by DOH or the entity providing the financial assistance. If this is a new project or application, the project or application number is TBD or to be decided.

Price or Rental Range of Units—For rental units, put in the total rent to be charged for the units including the rent paid by the tenant and the amount of the housing subsidy. If the application is for homeownership units, put in the range of home sales prices. For homeownership assistance, write the minimum and maximum amount of assistance that may be available under the program

**2C**—This portion of the AA-5 asks for information about the project or program applying for financial assistance. For example, the name of the entity making the application is the Town of Wallingford even though the Town will be sub-contracting with a subsidized housing provider to use the money to rehab existing rental units. Include the address, county and census tract where the project is located.

**2D**—For rental units or homeownership units, the applicants/recipients must state the date of initial occupancy of the project. If this is an initial AFHMP, specify the date initial occupancy is projected to begin. Under "Approximate Starting Dates," state the date advertising is scheduled to begin to groups targeted for special outreach followed by the approximate date on which applicants will be notified of their acceptance or placement on the waiting list. If this is an annual AFHMP or updated AFHMP, fill in the date the project was first occupied under "Initial Occupancy." Advertising must begin at least 90 days prior to occupancy or prior to a waiting list opening.

For homeownership assistance, include information on the approximate starting date of the advertising the availability of the housing assistance. Advertising must begin at least 90 days prior to the date the funds will be available. Do not fill out the portion of 2D which requests information on the approximate starting date of occupancy.

**2E**—This box is to be completed only if the applicant/recipient is not going to be implementing the AFHMP or the applicant/recipient will not be managing the units.

**2F**—Part F asks the applicant/recipient to identify the housing market area or the expanded housing market area. All applicants for financial assistance for rental units or homeownership units must complete the section asking for a housing market area. A ***housing market area*** is the area (not necessarily the census tract, but the entire geographic area) from which the owner or manager of the project may reasonably expect to draw a substantial number of its applicants. If a housing market area is not demographically diverse in terms of race, color, national origin, religion, sex, disability, or familial status, an ***expanded housing market area*** must be used. An expanded housing market area is a larger geographic area that may provide additional diversity. Respondents should indicate the housing or expanded housing market area in which the housing is/will be located, e.g., "City of \_\_\_\_\_" for housing market area, or "City of \_\_\_\_\_" and "County of \_\_\_\_\_" for expanded housing market area.

For homeownership assistance, the housing market area is the entire town or municipality or region, if applicable, applying for the financial assistance. An expanded housing marketing area does not have to be used for homeownership assistance if the program is limited to one town as may be the case in the Small Cities Program.

### **Part 3 – Determining Type of Affirmative Marketing Plan**

**3A**—Applicants for rental or homeownership units in a subdivision should check that this is a project plan. Applicants for rental units, homeownership units, homeownership assistance that are not in a subdivision should check that this is scattered site units. Applicants for homeownership units or homeownership assistance are to submit individual annual plans based on the racial composition of each census tract where the housing will be built. For example, if a builder plans to construct units in minority and non-minority census tracts, separate plans shall be submitted.

### **Part 4 - Direction of Marketing Activity**

**Block 4a**– Complete Worksheet 1 in accordance with instructions.

**Block 4b**– Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply by identifying which groups. Those "least likely to apply" typically will be those groups with the smallest presence in the housing project, census tract, housing market area or expanded housing market area.

If this is a project built or created for the elderly or the project is built for the elderly and disabled, the complex does not have to market to families with children so long as the complex complies with one of the following:

1. The complex is solely occupied by persons sixty-two years of age or older; or
2. The complex has 80% of its units occupied by persons fifty-five years of age or older.

## **Part 5 - Marketing Program**

The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in Part 4 of the Plan as "least likely to apply." Marketing must include the dissemination of information to the largest city located in the nearest Primary Metropolitan Statistical Area, Regional Planning Area and any other area likely to contain high percentages of members of the group identified as least likely to apply and where public transportation or public highways/job availability make it likely that members of these groups will wish to move.

**5A**—The applicant shall state: the type of media to be used: the name of newspapers; call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the AFHMP, e.g., White (Non-Hispanic), Black (Non-Hispanic), Hispanic, Asian-American/Pacific Islander, American Indian/Alaskan Native, persons with disabilities, and families with children; and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Advertisements in newspapers must be displayed or appear where they are most likely to be read or seen - not only in the classified section. In addition, all advertisements must be placed on [www.cthousingsearch.org](http://www.cthousingsearch.org).

**5B**—All brochures, signs, and advertisements must include the U.S. Department of Housing and Urban Development approved Fair Housing logo or slogan or statement and all advertising depicting persons shall depict persons of majority and minority groups. Fair housing posters which include both state and federally protected classes must be placed at the project site and rental offices. Contact more than three commercial media outlets. Use additional sheets as necessary.

**5C**—Community contacts should include individuals or organizations that are well known in the project area or the locality and that can inform people within groups considered "least likely to apply." Such contacts may include, but need not be limited to: neighborhood, minority and women's agencies, social clubs, homeless shelters, social service agencies, health clinics, religious groups, legal services, and individuals who are connected with these organizations and/or are well known in the market area or expanded housing market area. There must be an effort to identify and contact several individuals and organizations associated with the group least likely to apply, not just one or two groups and use additional sheets to report on this as necessary. A sample community contact letter is attached.

The applicant shall send a notification to all housing market area community resource contacts at the start of construction or at least 90 days prior to the opening of the waiting list or to the date the funds will be available. This notification shall include: (i) basic information concerning the Project (e.g., number of units, approximate date of occupancy, income levels to be served), (ii) information that they are being contacted because they may be interested in participating in the applicant affirmative marketing efforts, and (iii) advice that they will be contacted later concerning their desire to participate in this effort. The notice shall also provide the name of a person to contact for further information.

The applicant shall send a second notification to its community resource contacts at approximately 50 percent of completion of construction. This notification shall contain: (i) an update on the notification provided in the first notification, (ii) a proposed report on the Project, and (iii) a narrative concerning the Project (e.g., rent levels amenities, availability of transportation).

Six weeks before the estimated beginning of leasing, sales, or the availability of funds for homeownership assistance, the applicant shall send a third notification to all community resource that have been identified as possibly helpful in the affirmative marketing efforts (not necessarily limited to those contacts that have played an active role). This notification shall include: (i) a copy of any sales or rent-up brochure for the Project, (ii) the precise dates for sales or rent-up, (iii) a brief description of how an applicant may apply for the housing and (iv) the name of a person to contact for further information. A description of the selection criteria and selection process must also be included in this letter.

The applicant must solicit eligible applicants who may be referred to them by groups or organizations in the community.

Applicants must submit a Notification of Intent to begin marketing to the department, no later than 90 days prior to engaging in sales or rental or marketing activities.

Where relevant, information may be provided in both English and Spanish.

The AFHMP shall provide for follow up from outreach agencies to determine the effectiveness of referrals (via letter).

## **Part 6 - Anticipated Occupancy/Results**

Anticipated occupancy results are a measure of the effectiveness of the implementation of the AFHMP. If the applicant elects to use indicators of effectiveness that differ from those described in this plan, such indicators shall be described at the bottom of the second page. Such indicators should be used to assess the effectiveness of specific aspects of the affirmative marketing program to attract to the housing persons targeted

for special outreach, e.g., media advertising, use of minority-owned media, community contacts, etc.

The description should include a brief statement of the method to be used (e.g., survey of applicant, tenant questionnaire or the like).

### **Part 7 – Evaluation of Marketing Activities**

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those groups identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the Evaluations.

### **Part 8 - Experience and Staff Instructions**

**8(1)**—Staff must be trained on the use of this AFHMP, not the use or creation of an AFHMP, in general. If the staff has not been trained on the use of this AFHMP, please explain why there has been no training and indicate when and what future trainings are planned.

**8(2 - 5)**--Guidance to staff must include information regarding Section 8-37ee-1 –17 and Section 8-37ee-300-314, federal, state, and local fair housing laws and the use of this AFHMP. Copies of any written materials should be submitted with the plan, if such materials are available.

**8(6 - 7)**—Staff must be trained on the use of the eligibility requirements for the projects for which the entity is receiving financial assistance, not on the eligibility under fair housing or state and federal public housing rules in general.

### **Part 9 - Additional Considerations**

#### **Fair Housing Policy Statement, Affirmative Action Policy Statement, ADA Grievance Procedure, and ADA Notice**

In this section, the housing operator, if a different entity than the applicant, must provide a Fair Housing Policy Statement, Affirmative Action Policy Statement, ADA Grievance Procedure, and ADA Notice and the Tenant Selection Plan which must be posted at the housing project at all times where members of the public can view them. They must also be disseminated to staff engaged in the sale or rental of properties and posted wherever applications available to the public. A list of fair housing trainings attended by staff must also be submitted with this Plan.

#### **Eligibility requirements for the program or project**

For guidance on how to develop a tenant selection methodology or other eligibility criteria for the project, applicants/recipients should begin by consulting Conn. Agencies

Regs. §8-37ee-304 and HUD's Occupancy Requirements of Subsidized Multifamily Housing Programs Handbook--4350.3 Rev. 1, Change 2.

Pursuant to §8-37ee-304(b) and (c) applicants may use a point system or random selection for rental units. If applicants/recipients are using a point system, they must use the one set out in §8-37ee-304(b) unless the applicant/recipient applies for and receives approval from the department that the proposed system does not violate the intent of the AFHMP and the fair housing laws.

## **Part 10 – Signatures**

Both the applicant for the funds and the housing provider or housing manager must sign the AFHMP at the bottom and date it. Both the applicant for the funds and the housing provider or housing manager assume full responsibility for its implementation. DOH may at any time monitor the implementation of the AFHMP and request modifications in its format or content, where the department deems necessary.

## **Other Requirements**

### **Application Process:**

The application period for all prospective applicants shall extend for at least 90 days prior to the start date of accepting applications. An application deadline must be established.

Anyone seeking to apply must be able to do so, and assistance must be provided to anyone who requests help with completing the form.

Applications must be stamped, and each person must be given a receipt with the date and time the application was received.

Tenant selection shall occur at least 30 days before occupancy.

**Records:**

Initial AFHMP records, including the implementation of the Plan, must be maintained for at least three years. Thereafter this Plan must remain in full force and effect throughout the remainder of the affordability period of the housing for which it was designed. Revisions to the Plan may be made with DOH approval.

**Reporting Requirements:**

For the initial marketing, three reports regarding racial and economic integration shall be submitted to the DOH prior to final occupancy. One after the period for submission of applications, one after pre-screening, and one after final selection. DOH will determine whether or not the recipient has made a good faith effort in trying to reach members of groups identified as "least likely to apply". In such cases where these efforts are determined to be insufficient, additional outreach efforts will be required. Such additional outreach efforts may delay the occupancy of units.

Once the project is in occupancy, recipients are required to collect racial and economic data from both tenants and persons on the waiting list. This information must be reported to DOH annually, before October thirty-first for the year ending the preceding September thirtieth. The data shall include information for households entering the development and in occupancy during the previous September thirtieth and shall contain the current percentages of those "least likely to apply" that are residing in the project and are on the waiting list. Additionally, you must submit an evaluation of whether your marketing activities for that year, if any, were effective in attracting least likely to apply applicants. If found ineffective, then you must state how you will make changes in your strategies for future marketing efforts.



## **DATA SOURCES**

### **Income Needed for Housing**

The following data should be obtained and documented. The documentation must be submitted with your Fair Housing Action Plan. The data (and documentation) must be updated on an annual basis and the Fair Housing Action Plan revised (if necessary) according to the updated data.

#### **1. Percentage of Ownership Stock**

DOH's Town Profiles at <http://www.cerc.com/townprofiles.html> Use the "% Single Unit" (for single family homes) listed under "Housing."

#### **2. Median Price Home**

DOH's Town Profiles at <http://www.cerc.com/townprofiles.html> Use the "Median Price" listed under "Housing."

#### **3. Percentage of Rental Stock**

Subtract the percentage of ownership stock (see item 1 above) from one hundred percent (100%). This percentage may be used as the percentage of rental stock.

#### **4. Median Rent**

HUD's Schedule of Fair Market Rents for the Section 8 Program. Use the three (3) bedroom fair market rent (FMR) for a four (4) person family. The FMR includes all utility costs. The FMR for your community can be found at <http://www.huduser.org/portal/datasets/il/il12/ct.pdf>.

#### **5. Actual Mill Rate**

DOH's Town Profiles <http://www.cerc.com/townprofiles.html> Use the "Actual Mill Rate" listed under "Government." Convert the rate listed to a decimal (e.g., convert 15.79 to .01579) before using it to calculate taxes.

#### **6. Monthly Home Insurance Cost**

Use from \$1,000 to \$1,200 per year to calculate the monthly home insurance costs.

#### **7. Monthly Principal and Interest Payment**

Calculating the monthly principal and interest payment. Multiply the median home price by 5% to determine the typical down payment (see "Town Profile" for median

price). Subtract the down payment from the median home price to determine the principal amount of the mortgage. Go to [www.bankrate.com](http://www.bankrate.com) to find the average annual percentage rate for a 30-year fixed mortgage. Go to <http://www.mortgage-calc.com/> and input the principal amount of the mortgage, the annual percentage rate, and a 30-year mortgage term to get the monthly principal and interest payment

## **8. Monthly Private Mortgage Insurance (PMI) Cost**

Calculating monthly private mortgage insurance (PMI) costs. Determine the principal amount of the mortgage. Multiply the principal amount of the mortgage by .01 to determine the total cost of PMI. Divide the above by 12 to get the monthly cost of PMI

## **9. Monthly Utility Costs**

Use the current state-wide Section 8 program utility allowance for a 3-bedroom single family home using oil heat and hot water, electric cooking and lighting and include allowances for a range, refrigerator and trash collection (Contact local housing authority for the current utility allowance).

## **10. Regional Median Income**

HUD's Income Limits for the Section 8 Program. Follow this link to find both the State Median and the Regional Median Income limits based on a family of (4): <http://www.huduser.org/portal/datasets/il/il12/index.html>

## **Local Fair Housing Strategy Matrix**

The nature of a community obviously has an effect on the type of activities which can appropriately and effectively be employed to promote fair housing. Factors such as the towns current housing infrastructure, the size and expertise of the towns professional staff, access to transportation, and the relative affordability of the towns housing stock, all help determine what are realistic strategies for a town to pursue.

However, the types of steps that local communities can take to encourage equal housing choice generally fall into seven broad categories. These categories are listed below. Under each category is a list of specific actions which a community could take to encourage greater housing choice. The numbers on the list coincide with the numbers provided in the Local Fair Housing Strategy Matrix. By using the list of possible Action Steps and the Matrix a community can develop a fair housing strategy which includes several action steps appropriate for a town of its type.

Each of the seven categories is followed by a list of guidelines. The purpose of the guidelines is to provide you with specific activities you may select from to meet the objectives of the category.

### **Training**

This category must describe the activities to be undertaken by the town to ensure and facilitate the training of the Fair Housing Officer, town staff involved in housing related activities and the distribution of fair housing information.

1. Contract for direct training of town staff assigned to fair housing enforcement and complaint processing.
2. Contract for direct training of housing authority staff on fair housing laws.
3. Identify appropriate training seminars for town fair housing and social services staff to attend.
4. Gather information from organizations and agencies involved with fair housing such as DOH, CHRO, CHFA, DSS, DMHAS, HUD and private not-for-profits and distribute to all town staff which have direct contact with the public regarding housing, community development, social services or public safety matters.

#### Guidelines:

- Designate a Fair Housing Officer.
- Describe the responsibilities and authority of the Fair Housing Officer.
- Describe the Town's efforts to provide on an annual basis fair housing training to the Fair Housing Officer and other staff involved in housing related activities and social services.
- Describe how the Town will gather and distribute fair housing information to all its staff with direct contact with the public regarding housing, community development, social services or public safety matters.

#### Outreach

5. Conduct regular (at least once a year) fair housing seminars for community residents, landlords, real estate professionals and lenders.
6. Prepare and distribute materials which outline fair housing rights and responsibilities and the town's complaint and/or referral process.
7. Identify and distribute fair housing materials prepared by others to community residents, landlords, real estate professionals and lenders.

#### Guidelines:

The outreach program should inform and educate the public about the town's commitment to fair housing, the town's Fair Housing Program, federal and state fair housing laws and the public's rights under these laws.

- Conduct regular fair housing seminars for community residents, landlords, real estate professionals, lenders and town's staff.
- Describe methods to be utilized by the town to inform the public of its fair housing program, i.e., broadcasting town's fair housing program and policy statement on local access TV, showing of the video "HUD Opens Doors," publication of news articles, educational symposia, duplicating existing fair housing printed materials for distribution, conducting outreach and providing information on fair housing through printed and electronic media, providing outreach to persons with disabilities and/or their support organizations and service providers, etc. Materials should be provided in languages other than English and in Braille if necessary.<sup>2</sup>
- Describe materials to be distributed to the public regarding their fair housing rights under the Fair Housing Act and any substantially equivalent state and local fair housing laws, in addition to the town's complaint and referral process.
- Describe the tangible and measurable impact the outreach program is expected to have on the community in general and on any identified target area in particular.
- Describe the relationship of the proposed activities to other on-going or proposed efforts to improve the economic, social or living environment in a specific area.

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<sup>2</sup> Video is available by calling the Fair Housing Clearing House at 1-800-343-3442.

- Describe the method to be utilized to educate the public about the procedure for filing claims with HUD.
- Describe outreach activities specific to homeownership designed to improve access to homeownership for racial/ethnic minorities by addressing multiple barriers to fair housing choice and educational and outreach aimed at reducing racial and other housing segregation.
- Describe method to disseminate educational information and provide technical assistance to support compliance with the housing adaptability and accessibility guidelines contained in the Fair Housing Amendment Act of 1988.

## **Complaint Processing and Monitoring**

8. Assign a specific staff person to coordinate fair housing activities.
9. Develop a formal process for referring fair housing complaints to CHRO, HUD or others for investigation and follow-up.
10. Conduct initial fair housing investigation and conciliation services; make outside referrals when necessary.
11. Pass a local ordinance similar to federal fair housing laws. Then prepare and submit an application to HUD for substantial equivalency status and funding.
12. Conduct testing and monitoring of local real estate agents, landlords and lenders.

### Guidelines:

This category must describe the steps to be taken by the town to address fair housing complaints and may include an application to HUD for substantial equivalency status and funding for administrative and operational cost of implementing a complaint resolution system.

- Develop and pass a fair housing law or ordinance that is substantially equivalent to the Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendment Act of 1988).
- Designate a Fair Housing Officer and describe his/her responsibilities and authority.
- Develop an internal discrimination procedure to address fair housing complaints received by the town for initial investigation. Establish a procedure for referring other complaints to CHRO, HUD and/or other equivalent agency.
- Describe actions to provide complaint investigation training to the Fair Housing Officer.
- Describe steps to be taken by the town to prepare and submit an application to HUD for substantial equivalency status and funding for administrative and operational cost of implementing a complaint resolution system.
- Develop and/or participate in a testing program for real estate agents, landlords and lenders.
- Develop and/or participate in a program to monitor real estate agents, landlords and lenders compliance with state and federal fair housing laws.

## **Infrastructure Development**

13. Provide model codes for urban, suburban and rural categories.
14. Review local building and zone codes, removal of overly restrictive occupancy standards, family definitions, and density requirements.
15. Develop a formal procedure for inspecting and monitoring new construction and substantial rehabilitation for compliance with the fair housing laws, the Americans with Disabilities Act and related laws.
16. Expand access to mass transportation by developing van pools and ride sharing programs.
17. Promote inclusionary zoning through the expansion of multi-family zones.
18. Encourage the development of alternative ownership through models such as limited equity cooperatives, mutual housing, land trusts and/or turn-key projects.

### **Guidelines:**

The objective of this category is to expand housing opportunities through the promotion of inclusionary zoning.

- Establish a committee to provide model codes for different housing types in your town.
- Establish a committee to review local building and zoning codes for the identification of restrictive standards, followed by an Action Plan.
- Provide transportation programs (van pools, ride sharing) to improve access to jobs in other areas.
- Establish inclusionary zoning through the expansion of multi-family zones.
- Promote and encourage the development of alternative homeownership programs.

## **Local Financing of Housing**

19. Donate town land for development of lower cost multi-family housing.
20. Create a local land trust to expand the supply of affordable homeownership options.
21. Support local not-for-profits and housing partnerships in efforts to develop additional affordable housing.
22. Use the local housing authority as a vehicle for creation of affordable family rental housing.
23. Directly appropriate local funds for development of lower cost, particularly family, housing.
24. Waive impact and permit fees for affordable housing developments.
25. Seek state and federal funding for multi-family housing development.

### **Guidelines:**

The objective of this category is for the town to fund and support affordable rental housing, first-time homeownership programs and affirmatively market to promote racial integration to groups with low homeownership rates.

- Conduct a needs assessment to determine type(s) of program(s) needed.
- Provide a detail description of the type(s) of program(s) identified.
- Determine type of financial assistance needed to implement program(s) identified in the needs assessment.
- Contact local banks and community based organizations that may be interested in participating in such program(s). Consider other sources of funds such as the Connecticut Housing Finance Authority, the Federal Community Development Block Grant Program, the Federal HOME Program and the Federal Home Loan Bank Board Affordable Housing Program and local foundations.
- Describe steps to be taken by the town to market the first-time homebuyer program(s) and/or affordable rental program to promote racial integration. Include steps to be taken to reach resident groups with low homeownership rates. Include local and regional media outlets.

### **Counseling and Other Services to Promote Diversity**

26. Create or expand Section 8 and other mobility counseling programs.
27. Affirmatively market Section 8, RAP, and other rental subsidy programs through dissemination of information to local landlords.
28. Conduct a local rent survey to determine if Section 8 exception rents are necessary in town.
29. Apply to HUD for Section 8 subsidies through the local housing authority.
30. Eliminate local residency preferences within subsidized housing within the town.
31. Develop a consistent tenant selection methodology that clearly defines the criteria by which each applicant will be judged and does not exclude any protected class.

#### **Guidelines:**

The objective of this section is to promote racial integration through the use of the Section 8 Program and other rental assistance programs.

- Develop a mobility counseling program. The establishment of the program must be disseminated to the public.
- Provide mobility counseling to Section 8, RAP recipients and other low-income, inner-city families to facilitate and ensure their access to affordable housing and reduce the concentration of inner-city poverty.
- Provide transportation assistance program(s) to improve residents' access to jobs in other areas.
- Provide education, affirmative marketing strategies and outreach programs to landlords regarding the Section 8 and RAP Programs in an effort to increase the access to affordable housing opportunities for low-income and inner-city families throughout the metropolitan area.

- Develop and/or actively participate in in-place-based initiatives such as empowerment zones and traditional community development activities in an attempt to bring resources and opportunities to distressed areas.
- Develop affirmative marketing strategies for rental subsidy programs, landlords, housing authorities and tenants, with the elimination of local residency preferences.
- Develop strategies to affirmatively market the Section 8 and RAP programs.

### **Encouragement of Private Activity**

32. Encourage local lenders to adopt "second look" policies before rejecting mortgage applications.
33. Conduct regular monitoring of bank lending practices within the town.
34. Work with local landlords, real estate agents and lenders to develop affirmative marketing strategies which encourage applications from people least likely to apply based on current town demographics.
35. Encourage area lenders to develop training and monitoring programs, including self-testing of lending practices.

#### Guidelines:

The objective of this section is to encourage lenders to adopt nontraditional strategies and engage in activities that foster the development of affordable housing.

- Encourage local lenders to adopt Second Look Policies. Work with local lenders to develop and/or adopt guidelines to be used to determine and improve the credit worthiness of nontraditional borrowers.
- Encourage and work with local lenders to establish and carry out nontraditional steps and/or activities in order to comply with their CRA responsibilities.
- Develop and implement policies to monitor banks' commitment to reinvest in the community.
- Work with local lenders in the development of an affirmative marketing program to disseminate information regarding their adoption of Second Look Policies.
- Work with local lenders in the development and dissemination of a training program, aimed at families that may be able to take advantage of favorable terms being offered to first-time homebuyers, to prepare them for the process of searching for a home and negotiating a purchase price.
- Work with local lenders in the development of training and monitoring programs for staff to ensure that the goals of the programs in this section are being carried out successfully.

This list does not include every fair housing activity that a community could, or should undertake. However, when used with the matrix below, it is a good starting point for increasing community awareness, ensuring that clear procedures exist for addressing fair housing complaints, expanding the types of housing choice within a community,



and generally providing all people with the opportunity to live in the community of their choice without discrimination.

## **Matrix for Local Fair Housing Action**

### **Definitions**

#### ***Urban***

- Highly developed infrastructure for housing development (lights, sewers, roads, etc.) throughout the town.
- Substantial supply of rental housing units.
- Large percentage of town comprised of multi-family zones.
- Access to mass transportation throughout the town.
- Limited supply of undeveloped land.
- Full-time town staff with several people dedicated to housing, community development and/or social service functions.

#### ***1st Tier Suburb***

- Well developed infrastructure for housing development (lights, sewers, roads, etc.) throughout the town.
- Predominance of smaller lot single family housing zones.
- Several multi-family zones throughout town.
- Regular access to mass transportation on major streets.
- Full-time town staff with one or more people dedicated to housing, community development and/or social service functions. These people may be within the Housing Authority.

#### ***2nd Tier Suburb***

- Limited infrastructure for housing development (lights, sewers, roads, etc.) may only be lacking in much of the town.
- Predominance of large lot single family housing zones.
- Few, if any, multi-family zones in the town.
- Limited access to mass transportation (limited hour commuter buses or van services only).
- Small municipal staff with housing, community development and/or social service functions shared.
- No local housing authority or one which provides limited services (i.e. elderly or Section 8 only).

#### ***Rural***

- Extremely limited infrastructure for housing development. Most of the town lacks lights, sewers, roads, etc. Predominance of large lot single family housing zones.
- Few, if any, multi-family zones in the town.
- No regular service mass transportation services.
- Very small municipal staff, none are dedicated to housing, community development or social service functions.

### **Limited Affordability Community**

Town where income needed for housing is greater than 120% of the lower of state or regional median income.

### **Moderate Affordability Community**

Town where income needed for housing is between 80% and 120% of the lower of state or regional median income.

**Substantial Affordability Community**

Town where income needed for housing is less than 80% of the lower of state or regional median income.

**Income Needed for Housing**

INH = (% of ownership stock X income needed to purchase median price home in town) + (% rental stock X income needed to rent at median rent).

### Local Fair Housing Strategy Matrix

	<b>Urban</b>	<b>First Tier</b>	<b>Second Tier</b>	<b>Rural</b>
<b>Limited Affordability Community</b>	<p>Primary Objective: Increase Affordability</p> <p>Possible Action Steps: 1, 2, 3, 5, 6, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, 33, 34</p>	<p>Primary Objectives: Increase Affordability, Promote Rental</p> <p>Possible Action Steps: 2, 3, 4, 5, 6, 8, 10, 12, 13, 14, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31</p>	<p>Primary Objectives: Increase Affordability, Promote Rental</p> <p>Possible Action Steps: 2, 3, 4, 7, 8, 9, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 34</p>	<p>Primary Objectives: Increase Affordability, Promote Variety in Housing Stock</p> <p>Possible Action Steps: 2, 4, 7, 8, 9, 13, 14, 16, 18, 19, 20, 21, 22, 23, 24, 30, 32, 35</p>
<b>Moderate Affordability Community</b>	<p>Primary Objective: Increase Affordable Ownership Options</p> <p>Possible Action Steps: 1, 3, 5, 6, 8, 11, 12, 13, 14, 21, 23, 26, 32, 33, 34, 35</p>	<p>Primary Objective: Affirmative Marketing</p> <p>Possible Action Steps: 2, 3, 5, 6, 7, 8, 10, 12, 13, 14, 21, 22, 23, 25, 27, 28, 29, 30, 31, 34</p>	<p>Primary Objective: Affirmative Marketing</p> <p>Possible Action Steps: 2, 3, 4, 7, 8, 9, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 34</p>	<p>Primary Objectives: Increase Affordable Ownership Options, Address Transportation Needs</p> <p>Possible Action Steps: 4, 7, 8, 9, 13, 14, 16, 18, 19, 20, 21, 24, 30, 32</p>
<b>Substantial Affordability Community</b>	<p>Primary Objective: Promote Ownership</p> <p>Possible Action Steps: 1, 3, 5, 6, 8, 11, 12, 13, 14, 15, 21, 22, 23, 25, 27, 29, 30, 34</p>	<p>Primary Objectives: Maintain Variety in Housing Stock, Affirmative Marketing</p> <p>Possible Action Steps: 2, 3, 5, 6, 7, 8, 10, 12, 13, 14, 15, 21, 22, 23, 25, 27, 29, 30, 31, 34</p>	<p>Primary Objectives: Increase Rental, Affirmative Marketing</p> <p>Possible Action Steps: 2, 3, 4, 7, 8, 9, 13, 14, 16, 17, 19, 21, 22, 23, 24, 25, 27, 29, 30, 31, 34</p>	<p>Primary Objectives: Promote Ownership, Address Transportation Needs</p> <p>Possible Action Steps: 4, 7, 8, 9, 13, 14, 16, 18, 19, 20, 21, 24, 30, 32, 33, 34, 35</p>

**FAIR HOUSING REGULATIONS**

Sec. 8-37 ee

page 1 (10-96)  
Department of Housing

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TABLE OF CONTENTS

**Fair Housing Regulations**

Definitions . . . . . 8-37ee- 1  
Description . . . . . 8-37ee- 2

**Part I**

**Affirmative Fair Housing Marketing Requirements**

Characteristics of affirmative fair marketing programs . . . . . 8-37ee- 3  
The affirmative fair housing marketing plan. . . . . 8-37ee- 4  
Notice of housing opportunities . . . . . 8-37ee- 5

**Part 2**

**Affirmative Fair Housing Marketing Compliance**

Procedures . . . . . 8-37ee- 6  
Requisite approvals, notifications, and reports . . . . . 8-37ee- 7  
Compliance meeting . . . . . 8-37ee- 8  
Compliance reviews . . . . . 8-37ee- 9  
Hearings . . . . . 8-37ee- 10  
Filing of testimony and exhibits . . . . . 8-37ee- 11  
Uncontested disposition . . . . . 8-37ee- 12  
Delegation of powers . . . . . 8-37ee- 13  
Record . . . . . 8-37ee- 14  
Final decision . . . . . 8-37ee- 15  
Petition for reconsideration of final decision . . . . . 8-37ee- 16  
Compliance for existing state assisted units . . . . . 8-37ee- 17  
Reserved . . . . . 8-37ee-18-8-37ee-299

**Affirmative Fair Housing Marketing and Selection Procedures Manual**

General information . . . . . 8-37ee-300  
Definitions. . . . . 8-37ee-301  
Affirmative fair housing marketing process . . . . . 8-37ee-302

Application process . . . . .	8-37ee-303
Selection process . . . . .	8-37ee-304
Selection methodology . . . . .	8-37ee-305
Insufficient number of least likely to apply applicants . . . . .	8-37ee-306
Post occupancy requirements . . . . .	8-37ee-307
Reserved. . . . .	8-37ee-308
Recipient training . . . . .	8-37ee-309
Affirmative marketing for other grantees . . . . .	8-37ee-310
Fair housing policy statement and publicity . . . . .	8-37ee-311
Modification of requirements . . . . .	8-37ee-312
Reporting requirements . . . . .	8-37ee-313
Fair housing compliance for existing state assisted units . . . . .	8-37ee-314

## Fair Housing Regulations

### Sec. 8-37ee-1. Definitions

The following definitions apply to Section 8-37ee-1 through Section 8-37ee-17 of the Regulations of Connecticut State Agencies:

- (1) "Commissioner" means the Commissioner of the State of Connecticut Department of Housing.
- (2) "Compliance Meeting" means a meeting held by the department for those recipients who fail to comply with their approved affirmative fair housing marketing plan.
- (3) "Department" means the State of Connecticut Department of Housing.
- (4) "Family" means a household consisting of one or more persons.
- (5) "Income Group" means one of the following household groups, adjusted by family size and based on the appropriate area median income established by the United States Department of Housing and Urban Development: (1) households with incomes twenty-five per cent (25%) or less of the area median income; (2) households with incomes more than twenty five per cent (25%) but not more than fifty percent (50%) of the area, median income; (3) households with incomes more than fifty per cent (50%) but not more than eighty percent (80%) of the area median income; (4) households with incomes more than eighty per cent of the area median income but not more than one hundred percent (100%) of the area median income; and (5) households with incomes more than one hundred per cent of the area median income.
- (6) "Least Likely to Apply" means those persons who, in the main, do not live in the area of the development because of racial or ethnic patterns, perceived community attitudes, price or other factor, and thus need additional outreach to inform them of their opportunity to live in the development. With regards to race, in predominantly white areas, these shall be minority groups; in predominantly minority areas, these shall be white groups.
- (7) "Minority" means those persons identified in Section 8-37ee-1 (h) subsections (b) through (g).
- (8) "Primary Metropolitan Statistical Area or Metropolitan Statistical Area" means areas as defined by the United States Department of Housing and Urban Development. These areas are: Bridgeport-Milford, Bristol, Danbury, Hartford, Middletown, New Britain, New Haven-Meriden, New London-Norwich, Norwalk, Stamford, and Waterbury.
- (9) "Race or Ethnic Group" means (a) White (not of Hispanic origin) persons with origins in Europe, North Africa, and the Middle East such as Canadians, Italians, Arabs, and so forth; (b) Black (not of Hispanic origin) persons with origins in Africa such as Black Puerto Ricans, Jamaicans, Nigerians, Haitians, and so forth and who may identify themselves as "Black" or "Negro" or "African-American;" (c) American Indian persons with origins in American Indian tribes such as Canadian Indians, Spanish American Indians, and French-American Indians; (d) Eskimo persons with origins in North America such as Arctic Slope and Yupik; (e) Aleut persons with origins in the Americas

such as Alutiqs and Egegiks; (f) Asian or Pacific Islander persons with origins in Asia and the Pacific Islands including Chinese, Filipinos, Japanese, Asian Indians, Koreans, Vietnamese, Samoans, Hawaiians, and so forth; (g) Hispanic persons with origins in Spain, Central or South America, Mexico, the Dominican Republic or Puerto Rico who may identify themselves as "Spanish," Hispanic," "Latino," "Mexican" or others.

(10) "Recipient" means a person, organization or individual who applies or may receive state financial assistance from the department.

(11) "Resident" means a person who lives or works in the town where the development is located. Durational residency requirements are not permitted.

(Effective February 2, 1994)

### **Sec. 8-37ee-2. Description**

(a) The department is legislatively mandated under Section 8-37ee of the Connecticut General Statutes and the Connecticut Fair Housing Act, 46a-64b et seq. to promote fair housing choice and racial and economic integration in all housing funded in whole or in part by the department. Further, owners of state assisted housing are responsible for including in their Affirmative Fair Housing Marketing Plan provisions for the recruitment of an applicant pool that includes residents of municipalities of relatively high populations of those that would be least likely to apply. The goal of the department is to promote integrated housing by means of standards for Affirmative Fair Housing Marketing and Occupant Selection Criteria. At least twenty percent (20%) of the units shall be promoted to the group identified as "least likely to apply."

(b) Affirmative Fair Housing Marketing and Occupant Selection Criteria determine both who shall have the opportunity to apply for state assisted housing and who shall ultimately be selected for such housing. Because the state is providing financing for the rehabilitation or construction of decent, safe, and attractive housing at a very low cost to the occupant, it is incumbent upon all owners to assure that broad based marketing as well as equitable and responsible occupant selection procedures be implemented.

(c) The affirmative fair housing marketing requirements set forth in Section 837ee-1 through Section 8-37ee-17 of this regulation shall apply to all recipients where department funding is used for the development or rehabilitation of:

(1) Subdivisions or multifamily developments of five or more lots or units; or

(2) Scattered site dwelling units, where the recipient's participation in department programs has exceeded, or shall thereby exceed, the development or rehabilitation of five such dwelling units during the year.



- (d) Developers shall be required to comply with all rules and orders that may be promulgated, from time to time, by the Commissioner and consistent with the Connecticut General Statutes for the development and management of projects.
- (e) The Commissioner may waive any nonstatutory requirements imposed by Section 8-37ee-1 to Section 8-37ee-17, inclusive, of these regulations. Requests for a waiver shall be in writing, addressed to the Commissioner. Such waiver may only be granted with sufficient evidence that:
- (1) the literal enforcement of such provisions provide for exceptional difficulty or unusual hardship not caused by the recipient;
  - (2) the benefit to be gained by waiver of the provisions is clearly outweighed by the detriment which shall result from enforcement;
  - (3) the waiver is in harmony with conserving public health, safety and welfare; and
  - (4) the waiver is in the best interest of the state.
- (Effective February 2, 1994)

*Part 1*

**Affirmative Fair Housing Marketing Requirements**

**Sec. 8-37ee-3. Characteristics of affirmative fair marketing programs**

Each recipient shall meet the following requirements or, if he contracts marketing responsibility to another party, be responsible for that party's carrying out the requirements:

- (1) Carry out an affirmative program to attract buyers or tenants of all minority and majority groups to the housing for initial or ongoing sale or rental. An affirmative marketing program shall be in effect for each multifamily development throughout the life of the mortgage, assistance agreement or regulatory agreement, whichever is longer. The program shall include a carefully documented assessment of what groups are in need of affirmative marketing and a clearly articulated affirmative marketing policy and outreach effort. Such effort shall typically involve publicizing to those least likely to apply, the availability of housing opportunities through the type of media customarily utilized by the recipient, including minority publications or other minority outlets which are available in the housing market area. All advertising shall include the U.S. Department of Housing and Urban Development approved fair housing logo or slogan or statement and all advertising depicting persons shall depict persons of majority and minority groups.
- (2) Maintain a nondiscriminatory policy in recruiting for staff engaged in the sale or rental of properties.
- (3) Instruct all employees and agents, in writing and orally, in the policy of nondiscrimination and fair housing.
- (4) Specifically solicit eligible buyers or tenants who may be referred to the recipient by the department or other organizations.

(5) Prominently display in all offices in which sale or rental activity pertaining to the project occurs, the U.S. Department of Housing and Urban Development approved Fair Housing Poster and include in any printed material used in connection with sales and rentals, the U.S. Department of Housing and Urban Development approved fair housing logo or slogan or statement.

(6) Post in a conspicuous position on all department project sites a sign displaying prominently either the U.S. Department of Housing and Urban Development approved Equal Housing Opportunity logo or slogan or statement.

(Effective February 2, 1994)

#### **Sec. 8-37ee-4. The affirmative fair housing marketing plan**

Each recipient to which section 8-37ee-1 through 8-37ee-17 of these regulations apply shall provide, on a form and in the manner prescribed by the department in its affirmative fair housing marketing and selection procedures manual, information indicating his affirmative fair housing marketing plan to comply with the requirements set forth in Section 8-37ee-1 above. The plan, once approved by the department, shall be available for public inspection at the sales or rental office of the recipient.

(Effective February 2, 1994)

#### **Sec. 8-37ee-5. Notice of housing opportunities**

The department shall prepare quarterly a list of all projects covered by section 8-37ee-1 through 8-37ee-17 of these regulations on which commitments have been issued during the preceding ninety days. The department shall maintain a roster of interested organizations and individuals, including public agencies responsible for providing relocation assistance and local housing agencies, desiring to receive the quarterly list and shall provide the list to them.

(Effective February 2, 1994)

### ***Part 2***

#### **Affirmative Fair Housing Marketing Compliance**

#### **Sec. 8-37ee-6. Procedures**

(a) The purpose of this Part is to establish a process to implement the department's affirmative fair housing marketing requirements set forth in Part 1, section 8-37ee1 through 8-37ee-5 of these regulations, by developing a comprehensive procedure which provides all recipients subject to these requirements advance information as to departmental procedures to assure compliance.

- (b) Compliance procedures consist of: approval of the affirmative fair housing marketing plan and selection procedures, approval of any modifications to the plan and procedures, pre-marketing conference if necessary, reports during the application and selection period, compliance review, if necessary, and initiation of sanctions.  
(Effective February 2, 1994)

**Sec. 8-37ee-7. Requisite approvals, notifications, and reports**

- (a) The affirmative fair housing marketing plan and selection procedures shall be approved by the affirmative action office of the department prior to final approval of the recipient's application.
- (b) Any modifications made to the plan and procedures subsequent to final approval shall also be approved by the affirmative action office.
- (c) Recipients shall submit a Notification of Intent to Begin Marketing to the department, no later than 90 days prior to engaging in sales or rental marketing activities. Upon receipt of the Notification of Intent to Begin Marketing from the recipient, the department's affirmative action office shall review any previously approved plan and, if necessary, may schedule a preoccupancy conference at the department.
- (d) Such conference shall be held prior to initiation of sales or rental marketing activities. At the preoccupancy conference, the previously approved plan shall be reviewed with the recipient to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the affirmative fair housing marketing regulation and the plan.
- (e) Three reports regarding racial and economic make up of housing shall be made to the affirmative action office before final occupancy: one after the period for submission of applications; one after pre-screening; and one after final selection. These may be done by telephone with written follow-ups for verification. If the affirmative action office finds at any stage that there are insufficient "least likely to apply" candidates due to a lack of good faith affirmative fair marketing efforts, then the affirmative action office shall reserve the right to require additional outreach until such time as a sufficient effort has been expended or a sufficient number of applicants are available. Such additional outreach may delay the occupancy of units. The affirmative action office may further require a compliance meeting, as specified in Section 8-37ee-8, below.
- (f) Recipients shall be required to collect racial and economic data from tenants and persons on waiting lists. The data collected shall analyze income groups and races served, and shall be reported to the Commissioner annually, before October thirty-first for the year ending the preceding September thirtieth. The analysis shall also include data for all households entering

the housing development or project during the year ending the preceding September thirtieth and in occupancy the preceding September thirtieth.  
(Effective February 2, 1994)

**Sec. 8-37ee-8. Compliance meeting**

- (a) If a recipient fails to comply with the affirmative fair housing marketing requirements or it appears that the goals of the plan may not be achieved or that the implementation of the plan should be modified, the department's affirmative action office may schedule a meeting with the recipient.
- (b) The purpose of the meeting is to review the recipient's compliance with the affirmative fair housing marketing requirements and the implementation of the plan and to indicate any changes or modifications which may be required in its plan.
- (c) A notice of the compliance meeting shall be sent to the last known address of the recipient, by certified mail, or through personal service. The notice shall advise the recipient of the right to respond within seven (7) days to the matters identified as subjects of the meeting and to submit information and relevant data evidencing compliance with the affirmative fair housing marketing regulations and the plan.
- (d) The recipient shall be requested in writing to provide, prior to or at the compliance meeting, specific documents, records and other information relevant to compliance including but not limited to:
  - (1) copies of all advertising in the Metropolitan Statistical Area (MSA) or housing market area, as appropriate, including newspaper, radio and television advertising;
  - (2) photo of any sale or rental sign at the site of construction;
  - (3) copies of brochures and other printed material used in connection with sales or rental;
  - (4) evidence of outreach to community organizations and any other evidence of affirmative outreach to groups which are least likely to apply for the subject housing;
  - (5) evidence of instructions to employees with respect to company policy of nondiscrimination in housing;
  - (6) description of training conducted with staff;
  - (7) evidence of nondiscriminatory hiring and recruiting policies for staff engaged in the sale or rental activities;
  - (8) copies of applications and waiting lists of prospective buyers and renters maintained by the recipient;
  - (9) copies of sign-in lists maintained on site for prospective buyers and renters who are shown the housing;
  - (10) copies of the selection and screening criteria;
  - (11) copies of relevant sales or lease agreements; and

- (12) any other information which documents efforts to comply with the plan.
- (e) Based on the evidence, the department shall notify the recipient within (10) ten days of the meeting whether or not the recipient is in compliance with the affirmative fair housing marketing regulations or plan, or if the matters raised at the compliance meeting can not be resolved.
- (f) If the evidence indicates an apparent failure to comply, the department shall conduct a comprehensive compliance review.
- (g) If the recipient fails to attend the meeting scheduled, the department shall notify the recipient no later than ten days after the date of the scheduled meeting, in writing by certified mail, return receipt requested, and shall advise the recipient as to whether a comprehensive compliance review shall be conducted or to recommend the imposition of sanctions.  
(Effective February 2, 1994)

**Sec. 8-37ee-9. Compliance reviews**

- (a) All compliance reviews shall be conducted by the department's affirmative action office.
- (b) Even in the absence of a complaint or other information indicating noncompliance, the department may conduct periodic compliance reviews throughout the life of the project.
- (c) The purpose of a compliance review is to determine whether the recipient is in compliance with the department's requirements and the approved affirmative fair housing marketing plan. The recipient shall be given at least five days notice of the time set for any compliance review and the place or places for such review.
- (d) The compliance review shall cover the following areas:
- (1) sales and rental practices, including practices in soliciting buyers and tenants, determining eligibility, selecting and rejecting buyers and renters and in concluding sales and rental transactions;
  - (2) activities to attract minority and majority buyers and renters, including the use of advertising media, brochures, pamphlets, fair housing poster; and
  - (3) data relating to size and location of units, services provided, sales and/or rental price ranges and other matters relating to the marketing of the units.
- (e) Following the compliance review, a report shall be prepared finding whether the project is in compliance or noncompliance. Whenever a finding of noncompliance is made, the report shall list specifically the violations found. The recipient shall be sent a copy of the report by certified mail, return receipt requested.

(Effective February 2, 1994)

**Sec. 8-37ee**

**§ 8-37ee-10**

**page 10 (10-96)**

**Department of Housing**

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**Sec. 8-37ee-10. Hearings**

Should a hearing be requested it shall be conducted in accordance with the following:

**(1) Designation of Patties**

In issuing the notice of hearing, the Commissioner shall designate as patties any persons known to the Commissioner whose legal rights, duties or privileges are being determined in the contested case and any person whose participation as a party is deemed by the Commissioner to be necessary to the proper disposition of such proceeding. Subsequent to the issuance of the notice of hearing, no other person before the Commissioner shall have standing as a party within the definition of section 4-166 (5) of the General Statutes, except upon the express order of the Commissioner.

**(2) Participation by Persons Other Than Parties**

**(A)** At any time prior to the Commencement of oral testimony in any hearing on a contested case, any person may request that the Commissioner permit that person to participate in the hearing. Any person not a party that is so permitted to participate in the hearing shall be identified as an intervenor for purposes of section 8-37ee-10 and shall participate in those portions of the contested case that the Commissioner shall expressly authorize.

**(B)** No grant or leave to participate in the hearing as an intervenor or in any other manner shall be deemed to be an admission by the Commissioner that the person he/she had permitted to participate is a party in interest that may be aggrieved by any final decision, order or ruling of the Commissioner, unless such grant of leave to participate expressly so states. An intervenor is a party of record for the limited purposes described in section 4-183 of the General Statute.

**(3) Representation of Patties and Intervenors**

Each person authorized to participate in a contested case as a patty or as an intervenor shall file a written notice of appearance with the Commissioner. Such appearance may be filed in behalf of parties and intervenors by an attorney, an agent or other duly authorized representative subject to the rules here-in-above stated. The filing of a written appearance may be excused on behalf of the Commissioner.

**(4) Commencement of Hearing**

When a hearing is required by law as to any person, the contested case shall commence on the date of filing of the request or petition.

**(5) Place of Hearing**

All hearings shall be held at the department, 505 Hudson Street, Hartford, 06106, unless a different place is designated by statute or by the direction of the Commissioner.

(6) Notice of Hearing

(A) Except when the Commissioner shall otherwise direct, the Commissioner shall give written notice of a hearing in any pending matter to all persons designated as parties, to all persons permitted to participate as intervenors, to all persons otherwise required by statute to be notified and to such other persons as have filed with the department their written request for notice of hearing in the particular matter. Written notice shall be given to such additional persons as the Commissioner shall direct. The Commissioner may give such public notice of the hearing as the Commissioner shall deem appropriate within the provisions of Section 1-21 of the General Statutes.

(7) General Provisions

- (A) **Purpose of Hearing**-The purpose of any hearing the Commissioner conducts under chapter 54 of the General Statutes shall be to provide to all parties an opportunity to present evidence and argument on all issues to be considered by the Commissioner.
- (B) **Order of Presentation**-In hearing on requests and petitions, the party shall open and close the presentation of any part of the matter shall be the person making the request or petitioner.
- (C) **Limiting the Number of Witnesses**-To avoid unnecessary cumulative evidence, the Commissioner may limit the number of witnesses or the time for testimony upon a particular issue in the course of any hearing.
- (D) **Written Testimony**-The Commissioner may permit any party to offer testimony in written form. Such written testimony shall be received in evidence with the same force and effect as though it were stated orally by the witness who has given evidence, provided that each such witness shall be present at the hearing at which testimony is offered, shall adopt the written testimony under oath, and shall be available for cross-examination as directed by the Commissioner. Prior to its admission, such written testimony shall be subject to objections by parties.

(8) Witnesses and Testimony

- (A) **Powers** - The Commissioner shall have the power to administer oaths, take testimony under oath relative to the matter of inquiry or investigation, subpoena witnesses and require the production of records, physical evidence, papers and documents.
- (B) **Superior Court** - If any person disobeys the subpoena or, having appeared, refuses to answer any questions put to him/her or to produce any records, physical evidence, papers and documents requested by the Commissioner, the department may apply to the superior court in accordance with section 4-177b of the General Statutes.

(9) The following rules of evidence shall be followed in the admission of testimony and exhibits in all hearings held under section 4-178 of the General Statutes.

- (A) **General**- any oral or documentary evidence may be received but the Commissioner shall, as a matter of policy, exclude irrelevant, immaterial or unduly repetitious evidence. The Commissioner shall give effect to the rules of privilege recognized by law in

Connecticut where appropriate to the conduct of the hearing. Subject to these requirements any testimony may be received in written form as herein provided.

- (B) **Documentary Evidence**- Documentary evidence shall be submitted in original form, but may be received in the form of copies or excerpts at the discretion of the Commissioner. Upon request by any party an opportunity shall be granted to compare the copy with the original if available, which shall be produced for this purpose by the person offering such copy as evidence.
- (C) **Cross-examination** - Cross-examination may be conducted as the Commissioner shall find to be required for a full and true disclosure of the facts.
- (D) **Facts Noticed, Records** - The commissioner may take administrative notice of judicially cognizable facts, including the records and the prior decisions and orders of the department.
- (E) **Facts Noticed, Scope and Procedure**-The Commissioner may take administrative notice of generally recognized technical or scientific facts within the department's specialized knowledge. Parties shall be afforded an opportunity to contest the material so noticed by being notified before or during the hearing or by an appropriate reference in preliminary reports or otherwise of the material noticed. The Commissioner shall nevertheless employ the department's experience, technical competence and specialized knowledge in evaluating the evidence presented at the hearing for the purpose of making his finding of facts and arriving at a final decision.

(Effective February 2, 1994)

#### **Sec. 8-37ee-11. Filing of testimony and exhibits**

Upon the order of the Commissioner before, during or after the hearing any party shall prepare and file exhibits and testimony. Any additional exhibits and testimony shall be deemed to be an offer of evidence and shall be subject to such comment, reply and contest as due process shall require.

(Effective February 2, 1994)

#### **Sec. 8-37ee-12. Uncontested disposition**

Unless precluded by law any request or petition may be resolved by stipulation, agreed settlement, consent-order or default, subject to the order of the Commissioner. Upon such disposition, a copy of the order of the Commissioner shall be served one each party.

(Effective February 2, 1994)

#### **Sec. 8-37ee-13. Delegation of powers**

The Commissioner may designate any employee of the department to serve as hearing officer at a contested case hearing and to render a final decision or proposed final decision.

(Effective February 2, 1994)



**Sec. 8-37ee-14. Record**

The record before the Commissioner in a contested case shall include (1) all motions, requests of action, petitions, pleadings, notices of hearing and intermediate rulings; (2) the evidence received and considered by the Commissioner; and (3) questions and offers of proof, objections and the rulings thereon during the hearing.

(Effective February 2, 1994)

**Sec. 8-37ee-15. Final decision**

(a) The Commissioner shall render a final decision within ninety (90) days following the close of evidence or the due date for the filing of briefs, whichever is later, in such proceedings. All decisions and orders of the Commissioner concluding a contested case shall be in writing and shall include findings of fact and conclusions of law. The Commissioner shall serve a copy of the final decision by certified mail on each party in the manner required by these rules of practice.

(b) If the Commissioner fails to comply with the provisions of subsection (a) above, in any contested case, any party thereto may apply to the superior court for an order requiring the Commissioner to render a final decision.

(Effective February 2, 1994)

**Sec. 8-37ee-16. Petition for reconsideration of final decision**

(a) Unless otherwise provided by law, a party in a contested case may, within fifteen (15) days' after the personal delivery or mailing of the final decision, file with the department a petition for reconsideration on the grounds that (1) an error of fact or law should be corrected; (2) new evidence has been discovered which materially affects the merits of the case and which for good reasons was not presented in the hearing; or (3) other good cause for reconsideration has been shown.

(b) Within twenty-five (25) days of the filing of the petition, the department shall decide whether to reconsider the final decision. The failure of the department to make a decision within twenty-five (25) days of such filing shall constitute a denial of the petition.

(c) Within forty (40) days of the personal delivery or mailing of the final decision, the department, regardless of whether a petition for reconsideration has been filed, may decide to reconsider the final decision.

(d) If the department decides to reconsider the final decision, it shall proceed within thirty (30) days to conduct such additional proceedings as may be necessary to render a decision modifying, affirming or reversing the final decision.

- (e) On a showing of changed conditions, the department may reverse or modify the final decision at any time, at the request of any person or on the department's own motion.
- (f) The party or parties who were the subject of the original final decision or their successors, if known, and intervenors in the original case, shall be notified of the proceeding and shall be given the opportunity to participate in the proceeding. Any decision to reverse or modify the final decision shall make provision for the rights or privileges of any person who has been shown to have relied on such final decision.
- (g) A person who has exhausted all administrative remedies available within the department and who is aggrieved by the final decision may appeal to the superior court as provided in section 4-183 of the General Statutes.  
(Effective February 2, 1994)

**Sec. 8-37ee-17. Compliance for existing state assisted units**

Each owner of five or more state assisted housing units shall comply with these requirements within at least one year of the effective date of this regulation.  
(Effective February 2, 1994)

**Secs. 8-37ee-18-837ee-299. Reserved**

## ***Affirmative Fair Housing Marketing and Selection Procedures Manual***

### **Sec. 8-37ee-300. General information**

- (a) This manual should be used in conjunction with the Fair Housing regulations under Section 8-37ee-I through Section 8-37ee-17 of the Regulations of Connecticut State Agencies, and the instructions accompanying the Affirmative Fair Housing Market Form included in this manual.
- (b) The purpose of this manual is to assist recipients of state financial assistance from the department in understanding what shall be required of them, as well as to further implement the provisions of Section 8-37ee-1 through Section 8-37ee-17 of the Regulations of Connecticut State Agencies.
- (c) The Affirmative Fair Housing Marketing Plan shall be submitted on the form, and in the manner, prescribed by the department. The plan shall include all of the techniques which recipients intend to employ to assure that marketing is broad-based and that prospective buyers and/or renters of varied income groups, including persons with physical disabilities would feel welcome to apply. At least twenty percent (20%) of the units shall be promoted to the "least likely to apply" group.  
(Effective February 2, 1994)

### **Sec. 8-37ee301. Definitions**

All terms defined in Section 8-37ee-1 of the Regulations of Connecticut State Agencies shall have the meanings set forth there.

The following apply to Section 8-37ee-300 through Section 8-37ee-314 of the Regulations of Connecticut State Agencies:

- (1) "Least likely to apply" means those persons who, in the main, do not live in the area of the development because of racial or ethnic patterns, perceived community attitudes, price or other factor, and thus need additional outreach to inform them of their opportunity to live in the development. In predominantly white areas, these shall be minority groups; in predominantly minority areas, these shall be white groups.
- (2) "Recipient" means a person, organization or individual who applies or may receive state financial assistance from the department.
- (3) "Resident" means a person, including an applicant, living or working in the municipality in which the housing is located. Durational residency requirements are not permitted.  
(Effective February 2, 1994)

**Sec. 8-37ee-302. Affirmative fair housing marketing process**

**(a) Assessing Affirmative Marketing Needs**

Recipient plans shall identify the group(s) "least likely to apply" to the housing through the submission of relevant demographic data. Data may be derived from the U.S. Census municipal sources, regional planning agencies, civil rights groups, fair housing officers, social service agencies, and like organizations. Source documentation shall be clearly identified.

**(b) Affirmative Marketing Outreach**

- (1) **Mechanisms** - Recipients' plans shall determine and identify the most appropriate outreach mechanisms which should include: newspaper, radio, television, and other media advertisements as well as flyers and announcements to social service agencies and other organizations with the desire and capacity to inform potential applicants of the availability of housing. These mechanisms or organizations shall represent those most likely to be read, heard, seen by, or in contact with applicants least likely to apply.
- (2) **Locale** - Recipients' plans shall provide for the dissemination of information at a minimum in (a) the largest city located in the nearest Primary Metropolitan Statistical Area or Areas or Metropolitan Statistical Area or Areas, (b) the regional planning area, and (c) any other areas which are likely to contain high minority populations and where public transportation or public highways and/or job availability make it likely that minorities might wish to move where the development is located.
- (3) **Time frame** - Recipients' plans shall identify the time frame, duration, and frequency of the materials to be announced or distributed. At a minimum affirmative fair housing marketing shall begin prior to general marketing. There shall be at least three (3) documented efforts with updated materials as necessary: the first at the beginning of construction; the second at approximately 50 percent completion; and the final, six to eight weeks prior to completion.
- (4) **Notice of Intent to Begin Marketing** - Recipients are required to give notice to the department no later than 90 days prior to engaging in sales or rental marketing activities.
- (5) **Prominence** - Recipients' plans shall provide that any materials shall be prominently displayed or appear where they are most likely to be read or seen, e.g. not in the "legal notices" section of the paper but in more prominent ads.
- (6) **Content** - Recipients' plans shall identify the content of the materials to be used which at a minimum shall: (a) identify the location of the housing; (b) provide a narrative description of the housing; (c) identify when the application process shall begin and end; (d) be neutral in the sense of encouraging all potentially eligible applicants to apply; (e) include a contact person and telephone number; (f) display the fair housing logo and clearly state the owner's commitment to Fair Housing and non-discrimination; (g) where relevant, be provided in both English and Spanish; (h) where there is any advertising

depicting persons depict persons of both sexes and persons of majority and minority groups; (i) describe the application and selection process as stated in Section 8-37ee-304 and Section 8-37ee-305 of these regulations; and Q) include the fair housing policy statement as stated in Section 8-37ee-311 below.

(7) **Community contacts** - Recipients' plans shall identify community contacts which shall include individuals and organizations that are well known in the area who can reach and assist those least likely to apply. These may include church groups, housing counseling groups, legal services organizations, labor unions, minority and women's organizations, shelters, social service agencies, housing authorities, and town officials. Each of these entities shall receive appropriate materials as described in subsection (5) with additional instructions, if necessary.

(8) **Counseling and application assistance** - Recipients' plans shall provide that either the contact person or a housing counseling organization, fair housing officer, or other similar party is trained in fair housing and its requirements and is ready and willing to assist all applicants including the least likely to apply with the application process.

(9) **Follow-up** - Recipients' plans shall provide for follow-up meetings or telephonic reports from the various outreach organizations listed in subsection (7) in order to evaluate the effectiveness of the affirmative marketing. Where organizations determine that few potential applicants are displaying an interest, alternative approaches should be considered.

(10) **Public inspection** - Recipient approved plans shall be available for public inspection. (Effective February 2, 1994)

### Sec. 8-37ee-303. Application process

(a) The application period shall extend for at least 90 days before initial occupancy. An application deadline shall be established when all applications shall be completed and returned. Applications received after the deadline shall not be considered unless there is: (1) an insufficient number of initial applicants; and/or (2) the department determines that more affirmative marketing is necessary.

(b) Recipients shall use a standard application form furnished by the department included in this manual.

(c) Anyone seeking to apply shall be given the opportunity to do so.

(d) Anyone needing help in filling out the forms shall be assisted.

(e) Each application received shall be immediately dated and time stamped. Each applicant shall be given a receipt with the date and time on it.

(f) Each applicant shall have a control number assigned in chronological order.

- (g) A file shall be opened for each applicant. The file shall remain confidential information.  
(h) Selection shall occur at least thirty (30) days before scheduled occupancy to prevent vacancies.  
(Effective February 2, 1994)

**Sec. 8-37ee-304. Selection process**

- (a) Recipients should develop a written selection plan which covers the tenant selection process they intend to use. Such plan should include, at a minimum, the following:

- (1) Procedures for accepting applications and screening applicants;
- (2) Fair housing requirements;
- (3) When applicants may be rejected; and
- (4) Procedures for selecting applicants from the waiting list(s).

- (b) At a minimum, the following factors shall be used to screen applicants:

- (1) demonstrated ability to pay rent on time;
- (2) housekeeping habits based on visits to the applicant's current residence;
- (3) comments from former landlords; endorsement from at least two is preferred; and
- (4) Credit checks may be obtained. These may be useful when no rental payment history is available. A lack of credit history, as opposed to a poor credit history, is not sufficient grounds to reject an applicant. Recipients should try to obtain all credit checks, landlord and personal references and so forth before the home visit and interview so that if negative information is received the applicant shall be given the opportunity to explain the circumstances.

- (c) Recipients shall also prepare one Occupant Selection List which shall be subdivided by the number of units available and bedroom size. The following guidelines shall be used to determine minimum and maximum housing capacity:

Bedroom Size	Minimum	Maximum
00 (single room occupancy)	1	1
0 (efficiency unit)	1	1
1	1	2
2	2	4
3	3	6
4	5	8

(Effective February 2, 1994)

**Sec. 8-37ee-305. Selection methodology**

(a) For purposes of fairness and equity the department allows either a point system or a purely random lottery selection method. However, if there is a tie score under the point system method and there is a limited number of units available for persons with the same point score, the random selection method or first come, first serve (chronological order) shall be used in conjunction with the point system to select which applicant gets the unit.

**(b) Point System Selection Method**

(1) Point systems may be altered by the Commissioner to comply with fair housing goals. Where a program dictates other kinds of requirements, e.g. limited equity cooperatives may look for participants willing to put in sweat equity, points for such neutral categories may be added with the approval of the Commissioner.

(A) **Calculation of Points** - The applicant receives the full point score or none; subjective practical scoring is not allowed. Where department program requirements mandate selection criteria such as age, income, etc., applicants shall first meet that standard. Where an applicant does not meet the program requirements, the applicant may be rejected without further analysis.

(2) The following is the Department's approved point system that recipients shall use.

***POINT SYSTEM METHOD***

<b>(i) SUBSTANDARD HOUSING</b>	<b>25 point maximum</b>
condemned or verified serious housing code violations	25 points
inadequate heating, plumbing, or cooking facilities	20 points
<b>(ii) LIVING SITUATION</b>	<b>25 point maximum</b>
living in documented physically or emotionally abusive situation	25 points
living in a shelter or transitional housing	25 points

	living in temporary housing with others because of conditions beyond applicant's control (condemnation, foreclosure, fire, loss of job, etc.)	20 points
	living in overcrowded conditions in own housing unit (e.g. 1.5 persons per room)	15 points
(iii)	<b>INCOME/RENT RATIO</b>	<b>15 point maximum</b>
	currently paying more than 50% of income for rent or housing	15 points
	currently paying between 31-50% of income for rent/housing	10 points
(iv)	<b>(OPTIONAL) RESIDENT OR LEAST LIKELY TO APPLY APPLICANT</b>	10 points

(a) If this resident selection category is used, the 10 points shall be awarded to *both* residents and least likely to apply applicants. However, if the owner chooses, more points may be awarded to the least likely to apply applicants (e.g. 15, 20, 25 points, etc.).

(3) Points shall be added up for each applicant. The department recommends that the recipient create a pool of candidates with the highest score and which exceed the number of available units by bedroom size by at least three times. Applicants shall be selected by a lottery.

(4) If the number of applicants does not exceed the number of available units by bedroom size by at least three times applicants may be selected on a first come first serve basis.

**(c) Random Selection Method – Lottery**

If recipients select the random selection method the factors they shall use in determining selection shall include:

- (1) Determining the income eligibility of all applicants;
- (2) pre-screening/interviewing for credit worthiness and other reasonable common rental or ownership criteria; and for verification of applicant information.



- (3) Putting all applicants with favorable interviews, that is, having no ground for disqualification based on subsection (e) of this section, back in the pool and choosing by a lottery system.

**(d) Interview or Home Visit**

- (1) Ideally all applicants meeting income guidelines should be interviewed. When a large number of applicants apply, recipients may conduct interviews and/or home visits with only those who meet the minimum threshold point score, so long as the number of interviewees significantly exceeds the number of available units.
- (2) The interview should be used for purposes of verifying and clarifying information in the application as well as exploring the ability and willingness of the applicant to meet financial commitments and to assume the other responsibilities of tenancy or ownership. Points should not be added or subtracted as a result of the home visit and interview unless information on the application was erroneous.

**(e) Grounds for disqualification**

- (1) Applicants may be disqualified from final selection upon documentary verification of any of the following: (A) the applicant or any member of the applicant's household has a history of disturbing neighbors, destroying property, or living or housekeeping habits which would substantially interfere with the health, safety, or peaceful enjoyment of other residents; (B) the applicant has a history of rental nonpayments within the past 12 months without reasonable justification (justification might be: substandard housing, loss of a job, etc.); (C) the applicant has knowingly falsified information in the application process; or (D) the applicant cannot demonstrate an ability to pay the base rent.
  - (2) Applicants deemed ineligible, for whatever reason(s), shall be notified in writing, before the final selection, of the reason(s) for rejection and their right to appeal within ten days of the rejection. Recipients should inform applicants that an appeal should be made immediately to assure their return to the applicant pool if they prevail. An impartial hearing officer shall be chosen by the recipient who shall issue a written opinion within five days of the hearing. All appeals should be heard within five days of the request.
  - (3) Applicants still aggrieved shall be informed of their right to appeal the decision of the hearing officer to the department's affirmative action office. Such appeal shall be made in writing, and brought within ten days of the adverse decision.
  - (4) Recipients shall keep the following materials on file for at least three years: (1) application; (2) initial rejection notice; (3) any applicant reply; (4) the recipient's final response; and (5) all interview and verified information on which the rejection was based.
- (Effective February 2, 1994)

**Sec. 8-37ee-306. Insufficient number of least likely to apply applicants**

- (a) If the Affirmative Action Office finds, at any stage, that there is an insufficient amount of least likely to apply candidates due to a lack of good faith affirmative fair marketing it shall have the right to require additional outreach until such time as a sufficient effort has been expended or a sufficient number of applicants is available. Such additional outreach may delay the occupancy of units.
- (b) Where the department determines that good faith efforts have been made to recruit applicants who are least likely to apply and there is still an insufficient number of eligible applicants, recipients shall be given permission to rent or sell units to other eligible applicants.
- (c) The department's determination of the owner's good faith efforts shall include, but not be limited to: substantiating that the outreach which it stated in its Affirmative Fair Housing Marketing Plan was actually completed; that such efforts met time and durational requirements; that the marketing approach was amended or enhanced when found deficient; and that there were particular local, regional, and/or market reasons for the failure of the Affirmative Fair Housing Marketing Plan to attract a sufficient pool of applicants who are least likely to apply. The owner shall develop and maintain adequate documentation in a manner prescribed by the department of its good faith efforts.  
(Effective February 2, 1994)

**Sec. 8-37ee-307. Post occupancy requirements**

- (a) Following the initial lease-up or sales, recipients shall continue to affirmatively market to those least likely to apply for the life of the mortgage, assistance agreement or regulatory agreement, whichever is longer. Recipients shall make every good faith effort to maintain a racially and economically integrated housing development.
- (b) Recipients should schedule application periods as in the initial lease-up or sales at reasonable intervals. Such application periods shall have a deadline and new applicants shall be chosen as in the initial selection system. Prospective applicants - shall only be considered during this application period. Where point systems are used, new applicants with higher points may not displace previous waiting list applicants unless the waiting lists have been reviewed and updated.
- (c) The department shall require annual updates on whether recipient affirmative fair marketing goals have been met and whether recipients have been able to sustain their goals. Upon review of the information the department may require remedial action where it is deemed necessary. Records of all affirmative fair marketing, tenant selection, and waiting lists should be retained for at least five years or as set forth in the Assistance or Regulatory Agreement with the Department.

(d) Recipients may be monitored on a yearly basis for compliance with the fair housing requirements stated herein and may be subject to random on site monitoring.  
(Effective February 2, 1994)

**Sec. 8-37ee-308. Reserved**

**Sec. 8-37ee-309. Recipient training**

Prior to any disbursement of financial assistance recipients shall be required to attend a seminar on implementing the department's Fair Housing regulations. Recipients are encouraged to attend other fair housing forums and participate in fair housing events. All recipient employees and agents shall be informed, in writing, and orally, of fair housing requirements.  
(Effective February 2, 1994)

**Sec. 8-37ee-310. Affirmative marketing for other grantees**

Recipients who are not producing housing shall affirmatively market their programs so that a broad range of majority and minority beneficiaries are encouraged to apply for whatever assistance is provided. Outreach should comply with the Affirmative Fair Housing Marketing Plan Guidelines.  
(Effective February 2, 1994)

**Sec. 8-37ee-311. Fair housing policy statement and publicity**

- (a) Any recipient, including but not limited to sponsors of housing, technical assistance organizations, and subcontractors, shall adopt a fair housing statement prior to the receipt of department funds which shall include the following:
- (1) Recipient's commitment to promote Fair Housing choice and not to discriminate against any person as prohibited in General Statutes 46a-64c as amended. Protected classes include: race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, physical or mental disability, or sexual orientation. The provisions of 46a-64c should be specifically included in the pledge.
  - (2) Recipient's commitment to promote racial and economic integration in any housing developed or supported with department funds being sought or recipient's commitment to seek beneficiaries from all racial and ethnic groups as well as the physically and mentally handicapped and families with children, and to seek a broad range of income eligible beneficiaries, whichever provision is relevant to the kinds of services provided by the grantee.
  - (3) Identifies the person assigned Fair Housing responsibilities by name, position, address, and telephone.

**Sec. 8-37ee**  
**§ 8-37ee-311**

- (4) Includes a discrimination complaint procedure which shall be disseminated to applicants and posted.
  - (5) Is revised as needed.
  - (6) States how the policy shall be disseminated.
  - (7) Is signed by the Board President, CEO, or other comparable party.
- (b) Before dissemination the policy shall be approved by the department. The policy shall be prominently posted in the recipient's offices and also on the site where building or rehabilitation is taking place.
- (c) Recipients shall prominently display in all offices, in printed materials, and on housing sites fair housing posters and/or the fair housing logo which may be obtained from the department's affirmative action office.
- (Effective February 2, 1994)

**Sec. 8-37ee-312. Modification of requirements**

- (a) Where another program funding requires stricter fair housing requirements, upon approval of the department those shall be followed.
  - (b) Where federal sources are also funding the housing, federal fair housing requirements, as well as these shall be adhered to.
  - (c) Where the department is funding minor rehabilitation, these requirements may be adjusted as determined by the department.
- (Effective February 2, 1994)

**Sec. 8-37ee-313. Reporting requirements**

- (a) Three reports regarding racial and economic information shall be submitted to the Affirmative Action Office before final occupancy: one after the period for submission of applications; one after pre-screening; and one after final selection. These may be done by telephone with written follow-ups for verification.
  - (b) Recipients shall be required to collect racial and economic data from tenants and persons on waiting lists. The data collected shall analyze income groups and races served, and shall be reported to the Commissioner annually, before October thirty-first for the year ending the preceding September thirtieth. The analysis shall also include data for all households entering the housing development or project during the year ending the preceding September thirtieth and in occupancy the preceding September thirtieth. This information shall be in report form (written) and in the manner prescribed by the department.
- (Effective February 2, 1994)

**Sec. 8-37ee-314. Fair housing compliance for existing state assisted units**

- (a) Each owner of five or more state assisted housing units shall develop an affirmative fair housing marketing plan for each such development as described in Section 8-37ee-302, and selection procedures as described in Section 8-37ee-304 of these regulations.
- (b) Each owner of state assisted housing shall evaluate its waiting list for each development to determine whether or not the waiting list provides for racial and economic diversity as required by Public Act 91-362.
- (c) If there are either insufficient families who are least likely to apply on the list or near the top of the list such that they might be housed within the next year, then the units shall be affirmatively fair marketed.
- (d) Eligible applicants currently on the waiting list may not be removed from such list unless duly purged. However, once any additions are to be made to the list, all requirements of this manual shall apply to the new applicants.
- (e) Owners of currently assisted state housing shall be expected to comply with all other requirements of this manual within a reasonable time after its effective date and, at a maximum, within one year of such date.

***AFFIRMATIVE FAIR HOUSING MARKETING PLAN***

**TIME FRAMES/PHASES**

For recipient's convenience, please find below, an outline of the Affirmative Fair Housing Marketing Plan time frames/phases.

**PRE-APPLICATION/APPLICATION PHASE**

- (a) A pre-application briefing is held at the department before the application for funding is submitted.
- (b) The affirmative fair housing marketing plan (plan) and selection procedures (procedures) are submitted with the funding application. They are reviewed and approved or returned for resubmission. They shall be approved before the final application is approved by the department.
- (c) Any modifications made to the plan and/or procedures shall be submitted for approval.

## **MARKETING PHASE**

- (a) 90 days prior to affirmative fair housing marketing (which shall begin prior to general marketing), a Notification of Intent to Begin Marketing shall be submitted to the department.
- (b) The plan and procedures are reviewed and a preoccupancy conference may be scheduled.
- (c) Affirmative fair housing marketing begins at the start of construction.
- (d) A second such marketing effort takes place at 50 percent completion.
- (e) Final fair housing marketing occurs 6-8 weeks prior to completion.
- (f) If inadequate numbers of "least likely to apply" candidates are applying, recipients should reassess outreach mechanisms.

## **APPLICATION PHASE**

- (a) The time for receipt of all applications shall extend for at least 90 days.
- (b) Reports to the department regarding racial and economic make-up shall be submitted:
  - (1) after the application period ends
  - (2) after pre-screening is completed
  - (3) after final selection

## **POST OCCUPANCY PHASE**

- (a) Affirmative fair housing marketing and selection procedures shall be continued for the life of the project.
  - (b) Yearly updates on meeting and sustaining goals shall be required.
  - (c) The department may randomly monitor housing to assure continuing compliance.
  - (d) If at any time the department determines that there are insufficient "least likely to apply" applicants or occupants due to the lack of a good faith effort on the part of the recipient, further outreach and/or a Compliance Meeting may be required.
- (Effective February 2, 1994)