

**EQUAL HOUSING OPPORTUNITY POLICY
AMHERST HOUSING AUTHORITY**

1.0 Nondiscrimination

It is the policy of the Amherst Housing Authority to fully comply with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may be subsequently enacted.

The Housing Authority shall not discriminate because of race, color, sex, religion, familial status (in non-elderly designated housing), disability, handicap or national origin in the leasing, rental, or other disposition of housing or related facilities, including land, included in any development or developments under its jurisdiction.

The Housing Authority shall not take any of the following actions on account of race, color, sex, religion, familial status, disability, handicap, or national origin:

- A. Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
- B. Provide housing which is different than that provided others.
- C. Subject a person to segregation or disparate treatment.
- D. Restrict a person's access to any benefit enjoyed by others in connection with any program operated by the Housing Authority.
- E. Treat a person differently in determining eligibility or other requirements for admission.
- F. Deny a person access to the same level of services.
- G. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the public housing or tenant-based housing programs.

The Housing Authority shall not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g., families with children born to unmarried parents or elderly pet owners). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

The Housing Authority will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, the Housing Authority will make such physical or procedural changes as will reasonably accommodate people with disabilities.

Housing Authority records with respect to applications for admission shall indicate for each application the date of receipt; the determination of eligibility or non-eligibility; the preference rating, if any; and the date, location, identification, and circumstances of each vacancy offered and whether that vacancy was accepted or rejected.

2.0 Affirmative Marketing

As conditions may require, the Housing Authority will post notices of housing availability in particular neighborhoods or developments to encourage fuller participation. The Housing Authority may issue public announcements of availability to encourage applications for assistance. Among the marketing efforts the Housing Authority may engage in depending on the situation are the following:

- A. Send informational spots local media outlets such as radio stations, cable TV, newspapers, or other periodicals for broadcast or publication
- B. Special outreaches to minorities, persons with disabilities and very low-income families;
- C. Distribute pamphlets and brochures.
- D. Post notices in places of employment, unemployment offices, welfare offices, post offices, grocery stores, churches, community halls, buses and other public transportation centers.
- E. Outreach to organizations which assist people with disabilities, the elderly, students, immigrants, homeless people and victims of domestic violence.

The Housing Authority will monitor the benefits received, as a result of the above activities, and will increase or decrease the outreach activities accordingly.

To reach minority groups, it may be necessary to canvas neighborhoods or make mass mailings to areas with a heavy concentration of minority citizens. If language is a problem, brochures may be printed in Spanish, Vietnamese, Arabic or other languages as required.

3.0 Operations

In order to further the objectives of nondiscrimination the Housing Authority shall:

- A. Include in the admissions briefings for all Housing Authority programs a section on compliance with Civil Rights laws. The briefing shall carefully explain to all participants what should be done if they believe they have been discriminated against.
- B. Prominently display a Fair Housing Poster in every development office owned by the Housing Authority and in the Housing Authority's main office.
- C. Use the Equal Housing Opportunity logo and/or statement in all advertising and in all marketing publications of the Housing Authority. The Housing Authority shall be particularly conscious of human models used in its publications so as to avoid signaling any sense of discrimination.
- D. The Housing Authority shall maintain a TDD Machine or an acceptable alternative for the use of the hearing impaired.
- E. As many publications as feasible shall be printed in both English and Spanish or any other language commonly spoken in the locality.

**AMHERST HOUSING AUTHORITY
CERTIFICATION IN CONNECTION WITH THE OPERATION
OF HOUSING PROGRAM
IN COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS**

The Amherst Housing Authority hereby assures and certifies that:

- (i) It will comply with the Fair Housing Act, 42 U.S. C. 3610-3619, implemented at 24 CMR part 100.
- (ii) It will comply with title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, implemented at 24 CMR part 1
- (iii) It will comply with Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, implemented at 24 CMR part 146
- (iv) It will comply with Executive Order 11063, Equal Opportunity in Housing (1962), as amended, Executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, 59 FR 2939, (1994) (implementing regulations at 24 CFR part 107)
- (v) It will comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, Implemented at 24 CMR part 8
- (vi) It will comply with Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et seq.

_____ Date _____
Jean Haggerty
Chair

_____ Date _____
Donna Crabtree
Executive Director

ANTI DISCRIMINATION POLICY AMHERST HOUSING AUTHORITY

It is the policy of the Amherst housing authority not to discriminate, condone discrimination, or harass or condone harassment by any of its officers, agents, employees, tenants, applicants for employment or for housing based on race, color, religion, national origin, sex, language, sexual orientation, political beliefs or affiliations, military service, disability, age, or presence of children.

Breach of this policy will be dealt with as follows:

1.)”Complaints•

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

2.)”Complaint procedure”

- (a.) All complaints must be submitted in writing and signed by the complainant.
- (b.) The complaint must specify, in detail, what occurred and when, and should include the names of all witnesses and any supporting documents.
- (c.) All complaints will be treated with utmost confidentiality.
- (d.) The Executive Director will investigate the complaint. If the complaint is against this person, it may be filed with the Authority's Affirmative Action Officer.
- (e.) The investigation will begin within 7 days of receipt of the complaint and will be completed within 30 days unless compelling reasons prevent this from occurring.
- (f.) The investigating officer will, at a minimum, separately interview and obtain written statements from the complainant, the person charged, and any witnesses.
- (g.) The officer will take all reasonable steps consistent with a thorough investigation of the complaint to protect the confidentiality of the complainant and will instruct all those he/she deals with to do the same.
- (h.) The officer will prepare a written report of his/her findings and will forward that report to the board for implementation of suggested official action (i.e. Discipline of an employee, appropriate treatment of an application, decision of inability to determine validity of charge, etc.).
- (i.) The officer should attempt to mediate and resolve the dispute without the necessity of official action. The officer must remain at all times a completely neutral party.
- (j.) A copy of the report will be given to the complainant and to the person charged. Official copies will be maintained confidentially by the authority.

(k.) If either party wishes to submit further information, that party may do so within 7 working days of receiving the report. If new information is forthcoming, the investigating officer will reconsider the report.

4.) Retaliation

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

5.) Distribution

A copy of this policy will be posted where it is available to all tenants, employees, applicants for employment, applicants for tenancy, and third parties.