



Town of Groton, Connecticut

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Groton, CT 06340-4394
Town Clerk 860-441-6640
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Certified Copy

File Number: 2014-0062

Date Passed: 3/4/2014

I, Betsy Moukawsher, Town Clerk of the Town of Groton, Connecticut, do hereby certify that the following is a true and correct copy of Referral Number 2014-0062, duly adopted at a meeting of the Town Council of the Town of Groton, Connecticut on March 4, 2014, at which meeting a duly constituted quorum of the Town Council was present and acting throughout and that such Referral has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLUTION ESTABLISHING THE FAIR HOUSING ACTION PLAN FOR 2014

WHEREAS, the Congress of the United States in 1866 (the 1866 Civil Rights Act, 42, U.S.C. 1982) has declared that all citizens of the United States shall have the same rights to inherit, purchase, lease, sell, hold, and convey real and personal property;

WHEREAS, the Congress of the United States has further declared by the Civil Rights Act of 1968, known as the Fair Housing Act (P.L. 90-284) (18 U.S.C. 245) (hereinafter called the "Act") that it is the policy of the United States to provide, within Constitutional limitations, for fair housing throughout the United States, thereby prohibiting discrimination by reason of race, color, religion, national origin, or sex in the sale or rental of housing; and

WHEREAS, Section 808 and 809 of the Act provide that the authority and responsibility for administering the Act shall be vested in the Secretary of Housing and Urban Development (hereinafter called the "Secretary") and the Secretary is required to cooperate with and render technical assistance to private agencies, groups, and institutions which are formulating or carrying on programs to prevent or eliminate discriminatory housing practices and to undertake conciliatory activities which will further the purpose of fair housing and to work out programs of voluntary compliance with the cooperation and advice of the housing industry and other interested persons; and

WHEREAS, the Town of Groton believes that the national policy of fair housing can effectively be promoted through programs of affirmative action in the private housing industry and markets; and

WHEREAS, the Town of Groton believes it desirable to establish a local fair housing plan for the purpose of effectuating the requirements of all applicable fair housing laws;

NOW, THEREFORE, in order to encourage public and private cooperation in achieving fair housing through affirmative action and other efforts, the Town of Groton establishes this Fair Housing Action Plan for 2014 ("Plan");

A. STATEMENT OF EQUAL HOUSING OPPORTUNITY POLICY

The Town Council affirms the Town's policy of promoting and assuring equal housing opportunity based on the aforementioned civil rights and legislation. This policy is intended to be consistent with, and to meet the requirements and objectives of the Civil Rights Act of 1968, Title V or the National Housing Act (as amended), and all legislation related to non-discrimination in housing. To implement this policy, the Town has adopted this plan, the principal objectives of which are (1) to take steps to encourage full compliance with all the requirements of the fair housing laws by all affected private and public persons, institutions, agencies, or bodies, and (2) where appropriate, promote and encourage affirmative marketing and similar efforts within the Town.

The Town Council affirms that the Town of Groton is committed to promoting Fair Housing choice and not discriminating against any person, as prohibited in the General Statutes 46a-64c as amended. Pursuant to this legislation, the Town of Groton shall not discriminate against any of the following classes: race, creed, color,

national origin, ancestry, sex, marital status, age, lawful source of income, familial status, physical or mental disability, or sexual orientation.

The Town Council affirms the Town of Groton's commitment to promoting racial and economic integration in any housing developed or supported with State or Federal Funding. Further, the Town Council affirms that the Town of Groton offers its fair housing services and assistance to beneficiaries from all racial and ethnic groups as well as the physically and mentally handicapped and families with children, and to a broad range of income eligible persons.

While the principal persons, institutions, agencies, and bodies who potentially will make the greatest contribution to achieving attainment of the above objectives are Realtors, Lenders, Developers, Apartment and other Rental Unit Owners and Managers and Town and Governmental units having responsibility for building and providing housing, the Town Council also believes that it is important to strive for maximum public awareness and participation in the process of achieving these fair housing objectives.

As representative for the Office of Planning and Development Services, the Neighborhood and Community Planner Susan C. Cullen, AICP, as the Town's Fair Housing Officer, exercises primary leadership in carrying out the Town's affirmative action efforts. To assist her in carrying out these policies, the Director of Planning and Development may assign one or more individual employees to assist the Neighborhood and Community Planner with responsibilities for implementing equal housing responsibilities. The Planner is located at 134 Groton Long Point Road, Groton, CT 06340 (860.446.5990).

Positive action and initiative should be taken if housing is to be open to all. Accordingly, specific educational and other goals will be established and good faith effort by all Town department heads in helping to achieve such goals will be required. The Town must reach out and draw upon all possible sources so that men and women of all backgrounds are aware of housing opportunities within the Town.

B. STATEMENT OF GOALS

1. To seek full compliance by all citizens with all Fair Housing Laws, including but not limited to, Title VIII of the Civil Rights Act of 1968, Title V of the National Housing Act (as amended), and the Connecticut Public Accommodations Act (Title 53 of Connecticut General Statutes).
2. To identify and work with those persons, groups, or agencies having resources and ability to significantly impact the achievement of Fair Housing objectives set forth above.
3. To promote Fair Housing in the Town by dissemination of relevant information as to Fair Housing requirements to all persons having a direct involvement and interest in the provision of housing, including Realtors, Lending institutions, Developers, Apartment and other Rental Unit Owners and affected Town agencies. More specifically, it is intended that the Neighborhood and Community Planner will:
 - a. Keep current on all pertinent State and Federal legislation relating to Fair Housing;
 - b. Disseminate to Realtors, Developers, and Multi-family Dwelling Unit Owners, information concerning Federal and State Fair Housing Laws affecting them, and to offer guidance or assistance to such persons as to affirmative marketing and other techniques;
 - c. Assist affected Town agencies in the administration of Town programs or requirements, which impact housing opportunities.

C. ADMINISTRATION

1. General responsibility for the implementation and day-to-day administration of this plan shall be vested with the Neighborhood and Community Planner and any other staff so designated by the Director of Planning and Development.
2. General responsibility for periodically evaluating the extent to which the objectives of this Plan have been achieved, for identifying problem areas and recommending changes to this Plan and for working with providers and other private groups to develop educational and other programs to carry out the objectives of this Plan shall be vested with the Neighborhood and Community Planner. The Town Council may request the affected Town agencies, Boards, or Commissions to designate one or more persons from such organizations to work with or assist the

Neighborhood and Community Planner in the performance of these obligations.

D. IMPLEMENTATION

1. Dissemination

- a. Copies of this plan shall be distributed to all Town and local governmental departments, agencies, boards, and commissions having any official responsibility relating to any aspect of housing opportunities within the Town.
- b. Copies of this plan shall be made available to all persons, institutions, or agencies public and private, having a direct involvement and interest in the provisions of housing (hereinafter referred to as "providers") including those referred to in paragraph B (2) above, with a request that such be retained and made available for examination at their respective premises.
- c. Each provider shall be requested to disseminate to their agents and employees having responsibility for housing functions, copies of the "Plan" in order that such agents and employees may be familiar with such policies.

2. Educational Programs

The Neighborhood and Community Planner shall have the responsibility to disseminate copies of the Plan; to participate in educational workshops or seminars concerning Fair Housing legislation; to provide information to all parties concerning the Fair Housing grievance procedure and to provide information regarding Fair Housing activities to the Town Council. Further, the Neighborhood and Community Planner shall celebrate Fair Housing month every April by making Fair Housing brochures and educational pamphlets available in Town Hall and at the public libraries. Further, the Neighborhood and Community Planner or his designee shall attend at least one Fair Housing Seminar a year as they become available within the State of Connecticut and shall attend any State sponsored event in recognition of Fair Housing month in April of each year.

E. REVIEW PROCEDURES

The Neighborhood and Community Planner shall be the assigned person within the Office of Planning and Development Services responsible for the implementation of the Plan and shall have the primary responsibility for reviewing the day-to-day effectiveness of the efforts to carry out the objectives of this Plan, including:

1. Developing and distributing the forms needed to properly file fair housing grievances;
2. Providing staff assistance for attending meetings of the Town Council and keeping the Town Council informed, through the Town Manager's office, of all grievances and other related fair housing activities.
3. Maintaining a separate Fair Housing file, which documents all actions taken to affirmatively further fair housing opportunities in Groton. Said file shall be open for inspection to the public to the extent consistent with privacy rights of individual citizens.

F. COMPLAINT PROCEDURES

Any person who feels that he or she has been discriminated against in an attempt to secure housing in the Town of Groton may file a complaint with the Fair Housing Officer of the Town of Groton at Town Hall Annex (134 Groton Long Point Road, Groton, CT 06340). Complaints shall be filed no later than sixty (60) days after the act of discrimination occurred. To facilitate and standardize the complaint filing procedure, forms provided by the Department of Housing and Urban Development (HUD) may be used. Additional forms or background information will be developed as required. The Fair Housing Officer shall review the complaint and if the Fair Housing Officer cannot effect voluntary compliance with the law at the local level, the complainant shall be referred to the Department of Housing and Urban Development and/or the Connecticut Commission on Human Rights and Opportunities. The Fair Housing Officer shall be responsible for keeping track of all referrals and providing whatever assistance is needed by the agencies involved. All complaints and follow-ups shall be recorded and kept in the Fair Housing file. As of the date of approval of this plan there have been no complaints filed or recorded. Should a complaint occur this Plan shall be updated to document how the complaint was handled.

G. TECHNICAL ASSISTANCE

The Neighborhood and Community Planner shall be authorized to request technical assistance from the Department

of Urban Development as contemplated by Title VIII of the Civil Rights Act of 1968, as to the extent deemed necessary, to aid in the effectuation and implementation of this Plan.

H. EVALUATION AND PERIODIC REPORTING

1. The Neighborhood and Community Planner shall review the progress achieved under this Plan every twelve months following adoption hereof by the Town Council and report his evaluations and recommendations in connection therewith to the Town Council and the Department of Housing and Urban Development.
 2. If during the term of this Plan, the Neighborhood and Community Planner shall determine that any of the provisions of this Plan require modification or amendment, he/she shall forward the recommendation to the Town Council for approval or disapproval.
 3. In carrying out such review and evaluation, the Neighborhood and Community Planner and the Town Council shall use their best efforts to involve providers and other persons affected by the Plan for the purpose of obtaining their views as to the achievements, deficiencies, or other suggestions for improved implementation of this Plan.
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IN WITNESS WHEREOF, the undersigned has affixed her signature and the corporate seal of the Town of Groton this 6th day of March, 2014.

Betsy Monkawsher

**Betsy Monkawsher
Town Clerk**

March 6, 2014

Date Certified