

TOWN OF ENFIELD FAIR HOUSING PLAN

I. **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:

Richard Metcalf
Housing Code Inspector
Town of Enfield
Office of Community Development
100 High Street
Enfield, CT 06082
Phone: (860) 253-6386
Fax:(860) 253-6400

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, the officer will be familiar with the complaint process and Federal and State Fair Housing Laws. Records which show the date, time, nature of complaint and decisions made in the complaint process(es) will be fully documented. A separate will maintain a record of all housing discrimination complaints and follow-up actions.

II. **Complaint Process**

In the past and present, housing discrimination complaint forms such as Forms HUD903 and HUD903A (Spanish version) from HUD and form 907 from the State of Connecticut Commission of Human Rights and Opportunities, as well as a summary of actions which constitute housing discrimination, and instructions for completing and filing housing discrimination complaints, will be made available to citizens at the Enfield Office of Community Development, 100 High Street, Enfield, CT 06082. Forms and instructions can also be obtained on the Town of Enfield website at: <http://www.enfield-ct.gov/content/91/12798/788/default.aspx>.

Fair housing forms and information will also be distributed to area lenders, realtors, the Enfield Landlord Association, town libraries, the Enfield Social Services Department, and other applicable public places and agencies.

The Fair Housing Officer shall 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 to assist the complainant directly. The individual(s) filing the complaint will then be advised of the option of filing directly with the Department of Housing and Urban Development (HUD), the Connecticut Commission on Human Rights and Opportunities (CHRO), or the Equal Employment Opportunity Commission, or with all three agencies simultaneously. The Fair Housing Officer will keep a record of the final settlement made on all complaints.

III. **DECD Determination**

Following DECD guidelines, the Town has calculated and determined its affordability

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status and community classification. Based on data collected by the Town to complete the corresponding determination and calculation forms, Enfield is classified as a **First Tier Suburb with a Moderate Affordability** community categorization. Specific calculations and methodology is attached.

IV. Implementation and Action Steps

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

Action Steps 1-10

Minimum (1) Selection

2. Identify appropriate training seminars for the town's fair housing and social services staff to attend.
5. Prepare and distribute materials which outline fair housing rights and responsibilities and the town's complaint and referral process.
7. Assign a specific staff person to coordinate fair housing activities
9. Conduct initial fair housing investigation and conciliation services, and make outside referrals when necessary.

Action Steps 11-35

Minimum (2) Selections

14. Strengthen the housing related infrastructure through improvements in community services, particularly in schools and revitalization of blighted areas through economic development.
21. Support local non-profits and housing partnerships in their efforts to develop additional affordable housing.
22. Use local Housing Authority as a vehicle for creation of affordable family rental housing.
25. Create a town funded first time homebuyer program and affirmatively market to resident groups with low homeownership rates.

Secondary Action Steps

8. Develop a formal process for referring fair housing complaints to CHRO, and/or HUD for investigation and follow up.
18. Seek State and Federal funding for infrastructure development particularly water, sewer and road improvements.

V. 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 effect the location, availability, and accessibility of affordable housing.

VI. Time Table

Most of the steps that are described in the "Action Steps" section of this plan have been carried out on an on-going basis by the Town for many years. The Town will continue to

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follow these guidelines as we proceed with the proposed continuation of the Housing Rehabilitation Program and with subsequent CDBG applications.

VII. **Amendments**

The Town shall amend and revise this Fair Housing Plan as required to keep current with State and Federal affirmative action laws and equal opportunity policies and procedures as well as with local actions and activities to further the purpose of the this Plan.

Matthew W. Coppler

Town Manager

Date

FAIR HOUSING ACTION PLAN INDEX OF CERTIFICATIONS

- Action Steps
- Affordability Classifications
- Calculations
- Community Classification & Categorization
- Determination: Monthly Home Insurance Costs
- Determination: Monthly PMI Costs
- Determination: Average Square Footage Rates