

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
Emergency shelter Grant Program

POLICY STATEMENT

FAIR HOUSING

Rental Development and Homeless Initiatives (RD/HI) is reinforcing its commitment to overcoming impediments to Fair Housing. MSHDA's on-site monitoring checklist has been revised to reflect requirements of **all** RD/HI grantees.

This policy bulletin addresses:

- Minimum fair housing measures all grantees were required to implement effective June 1, 2000;
- Requirements for annually reaffirming Fair Housing.

Effective June 1, 2000 All Grantees Are Required to Implement Fair Housing Measures

All Office of Rental Development and Homeless Initiatives grantees are expected to meet the following Fair Housing measures effective June 1, 2000:

- **Appoint a local fair housing contact person** who is available during normal business hours to respond to fair housing issues raised by RD/HI funded project/program: recipients, prospective recipients, and/or contractors. That person should read and have an understanding of ***Fair Housing Laws***,
- Be **accessible to handicapped individuals** and **make reasonable accommodations**, as necessary;
- Establish and **implement a complaint referral system** to the Michigan Department of Civil Rights (MDCR), HUD, or local Fair Housing Center. Send a copy of any complaint made by a RD/HI funded project/program recipient, prospective recipient, or contractor to your Homeless Assistance Specialist (H.A.S.).
- **Initiate a local system of record keeping/log** on fair housing issues **and a listing of Fair Housing Resources**. This should be a running log which reflects fair housing information such as the date, the type of issue, who raised the concern, and how it was resolved, or the outcome. *(The log should not be limited to complaints;*
- Develop and **distribute fair housing information** and materials provided by MSHDA ("Fair Housing, It's Your Right" and Fair Housing posters) to area agencies, organizations, or public events (e.g.; schools, human service agencies, local units of government, etc.). "Fair Housing, It's Your Right" and HUD Fair Housing posters can be ordered on line through HUD by logging in to www.hud.gov or by calling 1-800-767-7468 and MSHDA/HUD Fair Housing posters (MSHDA 37 and MSHDA 37S) are available through your RD/HI Homeless Assistance Specialist. Both the HUD and the MSHDA/HUD Fair

Housing posters are available in English and Spanish. Grantees may elect to post in an area visible to the public the MSHDA Fair Housing posters in English and Spanish or the HUD Fair Housing posters in English and Spanish.

- All advertising should include the **Fair Housing Logo**.

SH/HI Grantees Will Be Expected to Annually Reaffirm Fair Housing Policy

On an annual basis, RD/HI grantees are expected to reaffirm their Fair Housing Policy by:

- Assuring that the designated Fair Housing contact person is available and informed of Fair Housing laws;
- Maintain and update a community profile of your service area, Fair Housing Log, Fair Housing Resource listing, and referral system; and
- Market your program to include minority and women applicants.

Should you have any questions regarding your Fair Housing responsibility, please contact your Homeless Assistance Specialist.