

Instructions: Review the MSHDA and/or HUD requirements listed below and respond by completing the form in its entirety. **These guidelines apply to all organizations funded by MSHDA.**

- _____ (organization name) is committed to fair housing and will work aggressively to ensure that _____ (organization name) housing and homeless programs fully comply with local, state, and federal fair housing laws.
- _____ (organization name) has appointed the person below as the fair housing contact person. This person has knowledge of fair housing and will attend applicable training to remain informed.
 Name: _____
 Phone: _____
 Email: _____
- _____ (organization name) will ensure that persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights (MDCR), the Department of Housing and Urban Development (HUD), and their local fair housing center.
- _____ (organization name) will ensure that persons wishing to file a complaint or concern that is employment related will be referred to the federal Equal Employment Opportunity Commission, the Michigan Equal Employment Opportunity Office, and MDCR.
- _____ (organization name) will notify MSHDA if a complaint or concern is filed, which results in an adverse finding or determination, or as otherwise requested by MSHDA if a complaint or concern is filed.
- _____ (organization name) is accessible and barrier free.
- _____ (organization name) will make every attempt to reasonably accommodate all customers with reasonable accommodation needs.
- _____ (organization name) will include the fair housing logo on relevant documents and all advertisements.
- _____ (organization name) will post a fair housing poster in a visible place.
- _____ (organization name) will secure and distribute the following fair housing materials to all applicants and customers:

MDCR, "Your Guide to Fair Housing"

<https://www.michigan.gov/-/media/Project/Websites/mdcr/brochures/fair-housing/fair-housing.pdf?rev=85a9bc4cf2bb4e8dbc05591bc07257a6>

U.S. Department of Justice, "Sexual Harassment is Illegal. Fair Housing is Your Right."

<https://www.justice.gov/crt/page/file/1048331/download>

- _____ (organization name) will have at a minimum one hard copy of the HUD booklet "Fair Housing Equal Opportunity for All" to be used as an onsite reference. The booklet will be accessible to all staff and customers. The booklet can be found at MSHDA's website.

MSHDA Fair Housing, HUD 1686 Fair Housing Booklet

<https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/assets/Folder2/HUD16861FHEO.pdf?rev=41151d595cd74a6a8df6e8ed2c8427e0&hash=4383354EF1D93BC16171DF15F54A5281>

- _____ (*organization name*) will consider all applicants, customers and contractors based on qualifications and eligibility. No applicant, customer or contractor will be denied housing, services or a contract based on their race, color, national origin, religion, age, sex, pregnancy, height, weight, marital status, familial status, and disability. Persons raising concerns regarding discrimination will not be retaliated against.
- _____ (*organization name*) is committed to affirmative marketing and will identify their fair housing needs and barriers.
- _____ (*organization name*) will address these needs and barriers by establishing a plan to resolve and meet fair housing needs.
- _____ (*organization name*) is committed to providing safe, affordable, decent, and sanitary housing located in areas where people choose to live, or shelter that is safe, decent and sanitary.

By signing this Fair Housing Certification Form, I hereby certify, under penalty of perjury, that I have read, understand, and will adhere to all the information, requirements and standards provided above as a prerequisite of MSHDA grant funding.

Organization Name

Authorized Official Signature and Date