

## **Town of Seaboard**

P.O. Box 327  
1310 Main Street  
Seaboard, NC 27876  
Phone: 252-589-3061  
Fax: 252-589-1099

### **Affirmatively Furthering Fair Housing (AFFH) Rule**

AFFH rule establishes a process that certain recipients of HUD funding (referred to in the rule as “program participants”) will use to help them meet their long-standing obligations to affirmatively further fair housing. The AFFH rule creates a standardized process for fair housing planning – referred to in the AFFH rule as an Assessment of Fair Housing (AFH).

For purposes of the AFFH rule, the duty to “affirmatively further fair housing” means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to the entirety of a program participant’s activities and programs relating to housing and urban development. 24 C.F.R. § 5.15 For the purposes of the AFFH rule, “meaningful actions” means significant actions that are designed and can be reasonably expected to achieve a material positive change that affirmatively furthers fair housing by, for example, increasing fair housing choice or decreasing disparities in access to opportunity. 24 C.F.R. § 5.152



# Assessment of Fair Housing

## 1. Cover sheet and Certification

Grantee: Town of Seaboard, North Carolina

Recipient's Address: PO Box 327, 102 West Central Street, Seaboard, NC 27876

Contact Person: Christine Bass  
(Fair Housing Officer)

Contact Email: [stownhall@mchsi.com](mailto:stownhall@mchsi.com)

Contact Phone #: \_\_\_\_\_ (252) 589-5061 \_\_\_\_\_

Telecommunications Device for the Deaf (TDD)/Teletypewriter (TTY) number:

711 (Relay NC)

Period covered by this assessment: 1 April 2018 through 30 April 2021

Check one:	
Initial	<input type="checkbox"/>
Amended	<input type="checkbox"/>
Renewal AFH	<input checked="" type="checkbox"/>

1. To the best of its knowledge and belief, the statements and information contained herein are true, accurate, and complete and the program participant has developed this AFH in compliance with the requirements of 24 C.F.R. §§ 5.150-5.180 or comparable replacement regulations of the Department of Housing and Urban Development;
2. The program participant will take meaningful actions to further the goals identified in its AFH conducted in accordance with the requirements in §§ 5.150 through 5.180 and 24 C.F.R. §§



91.225(a)(1), 91.325(a)(1), 91.425(a)(1), 570.487(b)(1), 570.601, 903.7(o), and 903.15(d), as applicable.

Approved and adopted,

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Geraldine Langford, Mayor

29 March 2018

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Christine Bass, Town Clerk

29 March 2018



***Fair housing choice is not only about combating discrimination***

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Fair housing choice involves individuals and families having the information, opportunity, and options to live where they choose without unlawful discrimination and other barriers related to race, color, religion, sex, familial status, national origin, or disability, and that their choices realistically include housing options in integrated areas and areas with access to opportunity.

Fair housing choice encompasses (1) actual choice, which means the existence of realistic housing options; (2) protected choice, which means housing that can be accessed without discrimination; and (3) enabled choice, which means realistic access to sufficient information regarding options so that any choice is informed. For persons with disabilities, fair housing choice and access to opportunity include access to accessible housing and housing in the most integrated setting appropriate to an individual's needs.

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## 2. Summary of fair housing issues and capacity

The Town of Seaboard has received numerous CDBG Grants as a subrecipient of the State of North Carolina. In compliance with CDBG regulations, the Town's has submitted Fair Housing plans to the State in the past. The current Fair Housing Plan, as of the date of this document, is attached is Appendix C.

### **State of North Carolina Impediments Identified by Town of Seaboard**

#### **Private Sector**

**Impediment 3: Lack of understanding of fair housing law in rural areas of the state, both among housing consumers and housing providers.** This impediment was identified in review of responses to the 2015 North Carolina Fair Housing Survey and in consultation with participants in the 2015 Fair Housing Forum meetings.

#### **Public Sector**

**Impediment 1: Limited fair housing infrastructure serving rural state residents.** This impediment was identified through a review of the organizations and agencies dedicated to promoting fair housing choice in the state, as well as in consultation with the Fair Housing Project of Legal Aid NC.

**Impediment 2: Limited understanding of duty to affirmatively further fair housing.** This impediment was identified through review of responses to the 2015 North Carolina Fair Housing Survey and in consultation with participants in the 2015 Fair Housing Forum meetings.

**Impediment 3: Lack of understanding of fair housing law by units of local government in non-entitlement areas.** This impediment was identified through a review of responses to the 2015 North Carolina Fair Housing Survey and in consultation with participants in the 2015 Fair Housing Forum meetings.

#### **Local Impediments:**

**Impediments identified by the 2018 survey respondents were similar to those found by the State of North Carolina:**

- Lack of understanding of fair housing law in rural areas of the state, both among housing consumers and housing providers.
- Limited understanding of duty to affirmatively further fair housing.
- Lack of understanding of fair housing law by units of local government in non-entitlement areas.

Much of the cited lack of knowledge and information regarding fair housing laws stems from the lack of availability of regional training opportunities as Seaboard has relatively small population and rural location. Training on fair housing compliance is rarely offered proximal to the Town of Seaboard. Aside from the refurbishing, maintaining, and expanding of water and sewer infrastructure in residential areas and subsidized housing projects, the Town has not sponsored or partnered in any publicly funded housing creation activities in the past. There is an expressed interest in fair housing training opportunities and awareness.

### 3. Analysis of data

#### Demographics

The Town of Seaboard maintains a stable population. According to the 2016 US Census American Community Survey (ACS), the Town of Seaboard had an estimated population of 635 people. The 2010 US Census indicated 632 residents. The 2016 ACS estimates 311 total households; a datum that seems accurate based on the number of active residential water accounts (288) and sewer accounts (278). Comparing the census data to the 2000 population at 695 the Town of Seaboard has maintained a steady state population. Similarly, when comparing household data, Seaboard maintains a steady number of households; 2016 – 300; 2010 – 311; 2000 – 300.

Total Number/Percent of Population over 65	Year
134/19.3%	2000
133/21%	2010
152/23.9%	2016

*Population 65 years and over, US Census*

Total Number/Households with child under 18 years	Year
97/32.3%	2000
71/23.7%	2010
75/24.1%	2016

*Households with child under 18 years, US Census*

From 2000 to 2010 the number of individuals under 18 years shrank from 200 to 127. In 2016 ACS reported that 126 individuals in Seaboard were under the age of 18. This is emphasized by the 2016 ACS median age of 53.8 years, higher than the state median of 37.7 years. In contrast, the 2010 Census reported the median age of Seaboard residents as 47.3 years. Conversely, the 2000 Census reported the median age as 39.9 years. It is reasonably deduced that Seaboard is greying in place with proportionately larger numbers of older residents.

The median household income in Seaboard according to the 2016 ACS is \$29,234 with 164 (52.7%) of the 311 total households having earned income. In contrast, the median income,



2016 ACS, for Northampton County is \$31,543. Household incomes depend on social security payments with just over half 158 (50.8%) households receiving payments. In the Town of Seaboard 122 households (39.2%) utilize SNAP/food assistance. Finally, 38 households (12.2% of the 311 total) receive Supplemental Security Income (SSI).

### Determinants of Fair Housing

Of the 311 occupied housing units in the Town of Seaboard 172, just over 55% are owner occupied according to the 2016 ACS. In the 2010 Census the 300 occupied units were 180 (60%) owner occupied. Owner occupied units 189 of the 300 total occupied units made up 63% of the total according to the 2000 US Census data. While total numbers of housing units has remained relatively stable, tenure is slipping from owner occupied to renter.

According to the 2016 ACS, housing stock is relatively older with 182 of the overall total (occupied and vacant) 418 housing units (43.6%) were constructed prior to 1970. The Census information (2016) shows no new units constructed after 2009 (a period of time that coincides with the extremely tepid recovery from the Great Recession). Housing units are largely single family in nature (315 or 75.4%) of the 418 total housing units are single family detached units and 33 (7.9%) are mobile homes.

#### **4. Assessment of data:**

The demographics for the Town of Seaboard point to a community that currently has a stable population but is most certainly greying in place. Moreover, a sizable portion of the households in Seaboard rely upon income assistance while the Town maintains a lower median household income than the relatively poor county where it is located. Housing stock is relatively well maintained and there is available subsidized housing in the Town of Seaboard.

### **Identified Fair Housing Issues By Priority:**

#### **1. Fair Housing Outreach**

- a. Lack of resources for fair housing agencies and organizations:
  - i. There are few available options to receive Fair Housing training locally. Fair Housing agencies are not funded and staffed to reach out proactively to small towns like Seaboard; they concentrate efforts in large cities and areas experiencing population growth. The nearest scheduled events are typically in Raleigh, and the Fair Housing Project had no Eastern North Carolina events on its calendar.
- b. Lack of local private (or public) fair housing outreach and enforcement:
  - i. Local and statewide nonprofit entities, and local units of government, were contacted as a part of this assessment. Locally, there are no robust outreach, education, or enforcement efforts which we were able to

identify. The Town has minimal staff and budget limiting the ability to do outreach.

**2. Availability of Affordable Housing Options**

a. Lack of private housing investment in Town:

While affordability was not identified as an impediment, it was noted that there are infrequent affordable rental options available. Currently, there are XX Section 8 vouchers currently in use in the Town, according to the Roanoke-Chowan Housing Authority. Public Housing operated by the Roanoke-Chowan Housing Authority has a waiting list of XX.

Cedar Grove senior housing project managed by Partnership Property Management consists of 19 income restricted units. There have been no known fair housing complaints over the previous three years.

b. Existing programs or activities that are supporting Fair Housing if any

Currently, the Town does not conduct formal programs supporting Fair Housing. Town staff and elected officials decried the lack of regional Fair Housing training opportunities.

Legal Aid of North Carolina’s Fair Housing Project reported no complaints in the Town of Seaboard and no scheduled trainings in the region. A fair housing conference is scheduled for late April in Raleigh.

The North Carolina Human Relations Commission reports XX fair housing complaints in Seaboard.

**5. Identification of fair housing priorities and goals: SMART (Specific, Measurable, Action-Oriented, Realistic, and Time-Bound) Goals – Fair Housing Activities:**

Goals	Contributing Factors	Fair Housing Issues	Metrics, Milestones, and Timeframe for Achievement	Responsible Program Participants
Assure town officials are educated in fair housing law	Lack of resources for fair housing agencies and organizations	Lack of understanding of fair housing law by units of local government in non-	Increase in number of fair housing workshops attended. Measured on an annual	Town Clerk



		entitlement areas	basis at end of 4 <sup>th</sup> Quarter, compared to attendance prior to completing assessment.	
Educate residents about Fair Housing Resources	Lack of local private fair housing outreach and enforcement  Lack of resources for fair housing agencies and organizations	Lack of understanding of fair housing law in rural areas of the state, both among housing consumers and housing providers	Work in collaboration with other agencies advocating for affordable and fair housing to increase awareness and educate about Fair Housing for the term of the grant.	Town Clerk, Town Officials
Promote Town of Seaboard as a site for affordable housing development	Lack of private investment in certain rural areas		Increase in outreach to potential affordable housing developers	Town Clerk or consultant

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
Establish and publishing the Town's fair housing complaint procedure and TDD number in regional newspaper	1st Quarter	2018 (3 <sup>rd</sup> quarter), 2019, 2020	\$180/yr	
Support regional fair housing events	2 <sup>nd</sup> Quarter (coinciding w/April FH month)	2018, 2019, 2020	N/A	
Attend regional or statewide fair housing event	2 <sup>nd</sup> Quarter (based on availability)	2018, 2019, 2020	\$500/yr	



<b>Participate in scheduled annual fair housing event within 60 miles</b>	<b>3rd Quarter</b>	<b>2018, 2019, 2020</b>	<b>\$300/yr</b>	
<b>Include Fair Housing information in utility bill/Town mailing</b>	<b>3rd Quarter</b>	<b>2018, 2019, 2020</b>	<b>N/A</b>	
<b>Post a variety of Fair Housing Posters in Town Hall</b>	<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters; Continuing</b>	<b>2018, 2019, 2020</b>	<b>N/A</b>	
<b>Send Town Clerk or at least one commissioner to fair housing training</b>	<b>3<sup>rd</sup> or 4<sup>th</sup> Qtr (based on availability)</b>	<b>2018, 2019, 2020</b>	<b>\$100/person</b>	
<b>Outreach to potential affordable housing developers</b>	<b>3<sup>rd</sup> and 4<sup>th</sup> Quarters (NCHFA Low Income Housing Tax Credit awards announced in March)</b>	<b>2018, 2019, 2020</b>	<b>N/A</b>	
<b>Document Fair Housing discussion in commissioner deliberations</b>	<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters</b>	<b>2018, 2019, 2020</b>	<b>N/A</b>	

### **Documentation of Metrics**

<b>Metric</b>	<b>Timeframe</b>	<b>Documentation</b>
<b>Increased attendance at Fair Housing workshops by Town representatives</b>	<b>Measured annually during the 4<sup>th</sup> Quarter</b>	<b>Agendas and training materials</b>
<b>Increased understanding of Fair Housing by Town representatives</b>	<b>Measured annually during the 4<sup>th</sup> Quarter</b>	<b>Frequency and depth of discussion of Fair Housing implications of Town actions and policies</b>

<b>Increased understanding of Fair Housing by Town officials</b>	<b>Measured annually during the 4<sup>th</sup> Quarter</b>	<b>Letters or emails to Town officials. Submission of fair housing complaint forms.</b>
<b>Increased outreach to residents and housing developers</b>	<b>Measured annually during the 4<sup>th</sup> Quarter</b>	<b>Published public notices Notices in utility bills. Letters to developers and potential developers.</b>

## **Fair Housing Action Plan**

### Celebrate Fair Housing Month

Each April is National Fair Housing Month as designated by The Department of Housing and Urban Development.

The Town of Seaboard will celebrate National Fair Housing Month by:

- Advertising any regional Fair Housing events of which they are aware. Advertising will consist of at least a vinyl sign or poster at municipal offices, the Council of Governments' home page, and a mention in the March/April monthly utility bills.
- Attending at least one regional Fair Housing event or another fair housing event in a close jurisdiction, i.e. Greenville or Raleigh. The town will pay for the registration and related expenses of at least one town employee, elected official, or volunteer.

### Display Fair Housing Posters and Informational Materials

The Town of Seaboard will continuously display a Fair Housing Poster prominently in town offices. The Town will ensure that Fair Housing materials are available in the office in English and Spanish.

### Include Fair Housing Information in Utility Bills

At least once annually, typically the third quarter of the calendar year, the Town will include information about accessing Fair Housing resources in the monthly utility bills mailed to all households. At a minimum, this information will include:

1. Where to find official HUD information on-line  
[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp](https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp)
2. How to file a fair housing complaint  
NC Department of Administration fair housing complaint forms:  
<https://ncadmin.nc.gov/document/housing-discrimination-complaint-form>



3. Contact information for HUD, NC Human Relations Commission, and Legal Aid of North Carolina.

#### Send Town Clerk and Elected Officials to Fair Housing Training

Fair Housing training is periodically offered by government agencies and nonprofits, including the HUD Greensboro office, Legal Aid of North Carolina, and the North Carolina Human relations Commission.

At least once annually, the Town will pay for registration and related expenses of at least one town employee or elected official to attend Fair Housing training.

#### Proactively encourage development of affordable and accessible housing

The Town will proactively explore ways to encourage multifamily development within the town. These methods may include:

- Contacting associations of construction firms.
- Provide for multi-family zoning where appropriate in town and any Extraterritorial Jurisdiction (ETJ).
- Contacting developers previously awarded grants, loans and tax credits from the North Carolina Housing Finance Agency to solicit interest in locating a new housing development in Seaboard.

#### Include Fair Housing in Future Planning

Town commissioners will consider the impact of budgeting, infrastructure, and other decisions on the availability of affordable, accessible, and broadly available housing in the community. These discussions will happen during regularly scheduled monthly town meetings, as required by agenda items. Discussion of new projects and funding applications will consider

Fair Housing Outreach Resources from HUD:

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/marketing](https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing)

### **6. Summary of community participation:**

#### **1. Outreach Activities (Describe outreach activities undertaken to encourage and broaden meaningful community participation in the AFH process):**

- a. A public notice was posted on the Council of Government's (COG) website and at Town Hall.
- b. A presentation was made before a regularly scheduled Board of Commissioners' meeting (13 March 2108).

- c. An advertisement of the 29 March 2018 public hearing was placed in the Roanoke Rapids Daily Herald (the paper of general circulation in Town of Seaboard) printed 18 March 2018.
  - d. A ten-question survey was made available to the public for 21 calendar days. The survey was available on the Upper Coastal Plain Council of Governments website and in hard copy at Town Hall counter. Town employees and commissioners were encouraged to complete the anonymous survey. Sixteen completed surveys were received. The survey and responses are attached as Appendix B.
  - e. A draft plan was made available to the public at Municipal Offices and the COG's webpage from 03.08.18 through 03.29.18 (the Town has no official website or Face Book page). The plan was adopted by the Seaboard Town Commissioners on 29 March 2018 by a vote of           .
2. Organizations consulted:
- a. Cedar Grove Senior Apartments
  - b. Legal Aid North Carolina
  - c. NC Human Relations Commission
  - d. NC Justice Center
  - e. Roanoke-Chowan Housing Authority
  - f. Northampton County

3. How successful were the efforts at eliciting meaningful community participation? If there was low participation, provide the reasons.

Organizations were not always immediately forthcoming with public records. There is a fundamental misunderstanding, or disregard, of public records requests.

4. Comments were received of elected officials and, town employees, and their family members.
5. As of 20 March 2018 sixteen hard copy surveys were returned to the Town Clerk's Office. No surveys were returned electronically. Respondents were keen to further fair housing initiatives and expressed a desire to receive fair housing training. Survey respondents were all long standing Town of Seaboard residents.

## APPENDIX A

### FAIR HOUSING COMPLAINT PROCEDURE

- 1) Any person or persons wishing to file a complaint of housing discrimination in the Town of Seaboard, North Carolina may do so by informing the Town Clerk of the facts and circumstance of the alleged discriminatory acts or practice.

If a person does not want to file a complaint with the Town Clerk, they may pursue one of the following options:

- Visit the [NC Human Relations Commission](#) to file a discrimination complaint
  - Visit [HUD's website](#) to file a discrimination complaint
  - Visit the [US Department of Justice](#) Civil Rights Division to file a discrimination complaint
  - The [NC Fair Housing Project of Legal Aid of North Carolina](#) is funded by a HUD [Fair Housing Initiatives Program \(FHIP\) grant](#). The [Fair Housing Project of NC](#) is available to provide information concerning a person's rights under the Federal Fair Housing Act. When necessary, staff can also assist victims of housing discrimination in filing a complaint with HUD or other appropriate administrative or judicial bodies. For more information, or if you believe you have been a victim of housing discrimination, call the FHP's toll-free number: **1-855-797-FAIR (3247)**.
- 2) Upon receiving a housing discrimination complaint, the Town Clerk shall acknowledge the complaint within **10 days in writing** and inform the North Carolina Department of Environmental Quality (NC DEQ) - Division of Water Infrastructure, and the North Carolina Human Relations Commission about the complaint.
  - 3) The Town Clerk shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
  - 4) The Town Clerk shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Adopted this 29th day of March, 2018.

\_\_\_\_\_ (Mayor)

ATTEST: \_\_\_\_\_ (Clerk)

## APPENDIX B

### Town of Seaboard Fair Housing Survey March 2018

**Below are the survey results for a fair housing survey conducted in the month of March 2018. The survey was made available on the Town of Seaboard website, as well as in hard copy form at Town offices. Two completed surveys were received. Survey respondents were both renters and long term residents.**

It is illegal to discriminate in housing provision or transactions based on a person's race, national origin (i.e. Hispanic), color, religion, sex, familial status (if they have children) or a disability. The Town of Seaboard, NC is survey its residents on fair housing issues in the Town of Seaboard, in preparation for developing a plan to affirmatively further fair housing, as required by the HUD Community Development Block Grant (CDBG) program.

1. Before reading the statement above, were you aware of the seven protected classes in cases of housing discrimination?
  - Yes -**6**
  - Yes, some of them -**4**
  - No -**6**
  
2. Do you think the residents of Seaboard need more information on housing discrimination?
  - Yes -**10**
  - No -**2**
  - I don't know -**4**
  
3. Have you experienced or witnessed housing discrimination in Seaboard?
  - Yes -**1**
  - No -**13**
  - I'm not sure -**2**
  
4. If you were to feel you were discriminated against in a housing transaction (buying, selling, renting, financing, or improving a residence), who would you notify?
  - Town staff -**3**
  - A local elected official -**6**
  - A local nonprofit -**1**
  - Other \_\_\_\_\_ -**3** (attorney, authority) -**1** No Response.



5. Are there affordable housing options for everyone who wants to live in Seaboard? If not, what types of housing are not available?
  - We have enough affordable housing options in Seaboard -**5**
  - Homes to purchase -**2**
  - Homes to rent -**2**
  - Apartments to rent
  - Other/I don't know\_-**5**; No response -**1**
  
6. Do you own or rent your residence in Seaboard?
  - Own -**14**
  - Rent -**2**
  
7. How long have you lived in Seaboard?
  - Less than 3 years -**0**
  - Between 3 and 6 years - **0**
  - Between 6 and 9 years - **0**
  - More than 9 years - **16**
  
8. What is your race/ethnicity?
  - White/Caucasian -**3**
  - Black/African American -**12**
  - Native American/American Indian
  - Asian/Pacific Islander
  - Hispanic
  - Prefer not to respond -**1**
  - Other (Please specify) \_\_\_\_\_
  
9. Is a language other than English spoken in your house?
  - No -**14**
  - Yes (Please specify) \_\_\_\_\_ -**2**
  
10. Is anyone in your household disabled, a senior citizen, or a veteran of the US military?
  - Disabled -**2**
  - Senior Citizen -**9**
  - Veteran -**3**
  - None of the above -**5**



## APPENDIX C



### Recipient's Plan to Further Fair Housing

**Grantee:** Town of Seaboard

**Recipient's Address:** PO Box 327, Seaboard, NC 27876

**Contact Person:** Christine Bass, Town Clerk      **Contact Phone #:** 252-589-3061

**Contact Email:** [stownhall@mchsi.com](mailto:stownhall@mchsi.com)      **TDD #:** 1-866-324-7474

**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time \_\_\_\_\_ Past Activities  X

**II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)**

- Public's lack of general knowledge of fair housing laws, regulations and guidelines.
- Lack of coordination between housing-related organization and the private and public sector.
- Unavailability of options for decent yet affordable housing to low and moderate income persons.

**Note: The following obstacles were found as the main obstacles in the State of North Carolina in the most recent Analysis of Impediments study; please take in account these obstacles for your analysis:**

1. Increase system capacity to assess and combat fair housing discrimination in Town.
2. Combat discrimination in the rental market.
3. Address constraints in the supply of housing.
4. Remove barriers in land-use policies and practices.

**III. Will the above activities apply to the total municipality or county?**

Yes  X  No \_\_\_\_\_ **If no, provide an explanation.**  
(Use additional pages as necessary)

**IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)**

**Grantee Name: Town of Seaboard**

<b>Quarterly Fair Housing Activity</b>	<b>Months</b>	<b>Year</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Mayor and Town Boards adoption of Town’s “Recipient’s Plan to Further Fair Housing”. Also, publish its Fair Housing Complaint procedure in newspaper.	Apr - Jun	2018	\$100.00-	
During utility bill distribution. Make Fair Housing Brochures available to citizens at the Municipal Offices, and conspicuously post complaint procedure.	Mar - Apr	2018	-0	
In celebration of National Fair Housing Month in April, the Town will issue a proclamation promoting fair housing principles and practices.	Apr - Jun	2018	-0	
Distribute Fair Housing brochures and posters to housing market professionals (i.e. financial institutions, realtors, and housing-related agencies).	Ju1 - Sep	2018	-0-	
The Town will make pamphlets, posters, etc., available to citizens through the placement of said items in county and private schools.	Sep - Dec	2018	\$50.00	
The Town will make pamphlets, posters, etc., available to citizens through the placement of said items in county governmental public offices (i.e. County Manager, Building Inspections Dept., Zoning Dept., Water Dept., and Office of Aging).	Jan - Mar	2019	\$50.00	
In celebration of National Fair Housing Month in April, The Town will adopt & issue a proclamation in support of and promoting fair housing principles and practices.	Apr - Jun	2019	\$100.00	
Place ad in real estate section of a newspaper serving the town promoting fair housing. Article will include TDD number.	Jul -Sep	2019	-0-	
Contact local and county social services and housing related agencies to distribute fair housing brochures and pamphlets.	Oct-Dec	2019	\$50.00	
Place public service announcements promoting fair housing practices on the area radio station cable access that reaches the local populace in that area.	Jan - Mar	2020	-0-	
Publish its Fair Housing Complaint procedure in newspaper. Also, have Fair Housing Brochures available to citizens at the Town Hall, which as the complaint procedure attached.	Apr - Jun	2020	\$100.00	
Distribute Fair Housing brochures and posters to housing market professionals (i.e. financial institutions, realtors, and housing-related agencies)	Jul -Sep	2020	\$50.00	

**V. Describe recipient’s method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)**

- 5) Any person or persons wishing to file a complaint of housing discrimination in the *Town of Seaboard* may do so by informing the *Town Clerk* of the facts and circumstance of the alleged discriminatory acts or practice.
- 6) Upon receiving a housing discrimination complaint, the *Town Clerk* shall acknowledge the complaint within **10 days in writing** and inform the North Carolina Department of Environment



and Natural Resources (NC DENR) - Division of Water Infrastructure, and the North Carolina Human Relations Commission about the complaint.

- 7) The *Town Clerk* shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *town*.
- 8) The *Town Clerk* shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Adopted this 29th day of March, 2018.

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Geraldine Langford, Mayor

ATTEST:

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Christine Bass, Town Clerk

HUD PORTAL FH: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp)

