

TOWN OF WEST JEFFERSON FAIR HOUSING COMPLAINT PROCEDURE

The Town of West Jefferson has Community Development Block Grant (CDBG) projects currently in progress. The CDBG program requires that a Fair Housing plan and complaint procedure be adopted by the Town.

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 and by the North Carolina State Fair Housing Act. In an effort to promote fair housing and to ensure that the rights of housing discrimination victims are protected, the Town of West Jefferson has adopted the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in West Jefferson may do so by informing the Town Manager of the facts and circumstances of the alleged discriminatory act or practice;
2. Upon receiving a housing discrimination complaint, the West Jefferson Town Manager shall inform the North Carolina Human Relations Commission (Commission) and the NC Department of Environment and Natural Resources (DENR) about the complaint. The Town Manager shall then assist the Commission and the complainant in filing an official written housing complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII;
3. The Town Manager shall offer assistance to the Commission in the investigation and conciliation of all housing discrimination complaints, which are based upon events occurring in West Jefferson.
4. The Town Manager shall publicize within the Town of West Jefferson that the Town Manager is the local official to contact with housing discrimination complaints based upon events occurring in Town;
5. All complaints shall be acknowledged within ten (10) days of receipt.
6. If still dissatisfied with the Town's response the complainant may contact the NC Department of Environment and Natural Resources (DENR) at 1633 Mail Service Center, Raleigh, NC 27699-1633.

If you have any questions about the complaint procedure or would like to register a complaint, please contact The West Jefferson Town Manager by mail at PO Box 490, West Jefferson, NC 28694 or by phone at (336) 246-3551. For TDD assistance call (800) 735-2962.

Adopted this 14th day of September, 2015.

ATTES:

Clerk


Mayor