

6.0 COMMUNITY PARTICIPATION

PUBLIC HEARINGS & PROGRAM SET-UP

As an applicant and recipient of CDBG federal funding assistance, the Town is required to conduct citizen participation in every aspect of program implementation. The Town actively seeks funding assistance to address needs, which require public hearings. Each public hearing was advertised and conducted in manners to not discriminate in regard to the protected classes. Among some of the various plans and policies in the adopted CDBG Program Manual, the Town is required to:

- Provide citizens opportunities to comment on project development, implementation, and assessment;
- Provide meaningful access to those with limited English proficiency⁹³;
- Provide reasonable accommodations and assistance to those with handicap/disability upon request;
- Provide notice to local residents of equal access to employment and training opportunities as a result of the project to support local economic benefit, and encourage contractors to actively seek out those residents and businesses⁹⁴; and
- Provide notice to residents that the Town is committed to active community participation and educational outreach in regard to federal and state requirements the Town is responsible to uphold.

All of the above program conditions relate to the overall theme of non-discrimination. During federal program implementation, Town staff attended multiple training events to stay informed of current best practices to demonstrate due diligence. Town staff have been present during program start-up and are eager to provide the residents with much-needed improved services.

FAIR HOUSING COMPLAINT PROCEDURE

As part of adoption of the aforementioned CDBG Program Manual, and in an effort to promote fair housing rights and non-discrimination policies, the Town of Hertford adopted the following procedure for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Town Manager, Town of Hertford; PO Box 32, 114 West Grubb Street, Hertford, NC 27944; Phone Number: 252-426-5311; TDD# 800-735-2962 (711) of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the Town Manager shall acknowledge the complaint within 10 days in writing and inform the North Carolina Department of Environmental Quality (NC DEQ) - Division of Water Infrastructure (DWI), and the North Carolina Human Relations Commission (NCHRC) about the complaint.
3. The Town Manager 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 Manager shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

*This information is available in Spanish or any other language upon request. Please contact (**Town Manager Doris Walton**) at (252-426-5311) or at (**PO Box 32, 114 West Grubb Street, Hertford, NC 27944**) for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor,*

⁹³ Title VI of the Civil Rights Act of 1964. Guidance at Federal Register / Vol. 72, No. 13 / Monday, January 22, 2007 / Notices, p. 2746, part E. <https://www.hudexchange.info/resource/202/federal-register-notice-volume-72-no-13-discrimination-affecting-limited-english-proficient-persons/>

⁹⁴ Section 3 of the U.S. Housing and Community Development Act of 1968, as amended, 12 U.S.C. 1701u. Economic Opportunities for Low- and Very Low-Income Persons. Regulations at 24 CFR Part 135. <https://www.hudexchange.info/resource/2330/24-cfr-part-135-section-3-regulations/>

*póngase en contacto con **(Town Manager Doris Walton)** al (252-426-5311) o en **(PO Box 32, 114 West Grubb Street, Hertford, NC 27944)** de alojamiento para esta solicitud.*

ALIGNING SMART GOALS & CIVIL RIGHTS OUTREACH -

In accordance with the Town's SMART goal to increase local fair housing enforcement efforts & communication / outreach, outreach for other civil rights subjects will be conducted simultaneously. In accordance with the Town's adopted Language Access Plan, Fair Housing and Section 3 public notices (English & Spanish) will also be published in the local newspaper, displayed in Town Hall, posted on social media, posted on the Town's webpage, and presented at local events. Section 3 posters are displayed to encourage resident and business registration and self-certification. To date, no local businesses or residents have self-certified.

In accordance with the Town's SMART goal to increase local fair housing enforcement efforts & communication / outreach, throughout the life of the Town's CDBG grant, quarterly fair housing activities can be evaluated and modified over time, should more community information be provided and new recommended actions needing adoption. While there is no known evidence of local discrimination, the anticipation is that through consistent and transparent outreach and communication, local residents will be empowered and more comfortable in approaching their local leaders with any issues that may positively or adversely impact their community.

In accordance with the Town's SMART goal to have at least one annual public meeting for the community to understand fair housing, fair housing information will be presented at Town Council meetings including: compliance policies and plans, commitment to affirmatively further fair housing, types of protected classes and examples of discrimination, need for Town and public input, and awareness of the complaint procedure.

Successful projects can potentially lead to other potential projects to assist the Town, leverage funds for other community and economic development programs, and serve as a catalyst for partnerships. In accordance with the Town's SMART goal to conduct research and establish more economic development programs, Town staff and representatives will continue to attend, workshops, conferences, and trainings. The Town has made great efforts to enhance community participation, promote local engagement, and investigate ways to improve local quality of life, including the following:

- Town staff routinely attend workshops and conferences throughout the year for overall planning, local government finance and procurement compliance, & community & economic development
- Town continues to work with County & neighboring municipalities as applicable on hazard mitigation, disaster preparedness, regional health and transportation issues, legislative engagement, & community stakeholder meetings
- Town continues to seek state and federal funding for community development improvement projects & strategic partnerships with local agencies
- Town & County continues partnerships with NC Housing Finance Agency (NCHFA) for home rehabilitation serving low-income disadvantaged residents and home-buying assistance programs

In accordance with the adopted CDBG Program Manual and the local adopted Fair Housing Plan, the Plans shall continue to work towards achieving diverse, inclusive communities by leading the Town in the enforcement, administration, and public understanding of federal fair housing policies and laws. The Town shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public. The Town shall post in public buildings and the CDBG project area the Equal Housing Opportunity posters and/or additional information the local government has prepared to inform the community with the Equal Housing Opportunity policies and laws. The Town will continue to contact and develop working relationships with local owners, real estate and civic, charitable or neighborhood organizations in particular, to secure public understanding and responsibilities to exercise Equal Housing Opportunity. The Town will follow the Fair Housing Plan and activities displayed previously, and maintain the policy

of providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor. As part of adoption of the aforementioned CDBG Program Manual, and in an effort to promote equal opportunity and non-discrimination policies, the Town of Hertford adopted procedures for handling equal housing (Civil Rights Act of 1964; Executive Order 12892) and equal employment (executive Order 11246).

The aforementioned actions feed into the spirit of affirmatively furthering fair housing. The Town will continue comprehensive educational efforts regarding fair housing, as well as promoting economic and community development initiatives. The combination of education and business development will assist in combatting affordable housing impediments within the Town.

7.0 CERTIFICATION

TOWN OF HERTFORD

MAILING: PO BOX 32, 114 WEST GRUBB STREET, HERTFORD, NC 27944

PHONE: 252-426-5311 / FAX: 252-426-7060 / TDD: 800-735-2962 (711)

<https://www.townofhertfordnc.com/>

Contact Person:	Doris Walton	Ashley Eure	Gina Durante
Title:	Town Manager	Finance Director	Town Clerk
Email:	dwalton@townofhertfordnc.com	aeure@townofhertfordnc.com	townclerk@townofhertfordnc.com

Period covered by this assessment: Five Years

April 2025 through April 2030

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

Certification

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 Assessment of Fair Housing (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.



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Title:	Town Manager	Finance Director	Town Clerk
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