

# FAIR HOUSING & EQUAL OPPORTUNITY PLAN

**Grantee**

Sandy Township, Clearfield County, Pennsylvania

**Prepared For**

Sandy Township CDBG Program

**Responsible Entity**

Sandy Township Supervisors



**Preparer/Consultant**

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Date Prepared by Consultant: October 21, 2019

Adopted by Township 21 Oct 2019

**RECORD OF ADOPTION:**

Motion made to adopt the Fair Housing & Equal Opportunity Plan at the Township's regularly conducted municipal meeting on held on October 21, 2019. A copy of the meeting minutes is appended to this plan.

**RECORD OF ANNUAL REVIEW/REVISION:**

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## **TABLE OF CONTENTS**

<b>SECTION 1: FAIR HOUSING &amp; EQUAL OPPORTUNITY PLAN &amp; POLICY FOR SANDY TOWNSHIP'S CDBG PROGRAM .....</b>	<b>2</b>
<b>SECTION 2: FAIR HOUSING PLAN.....</b>	<b>2</b>
<b>SECTION 3: FAIR HOUSING POLICY .....</b>	<b>2</b>
<b>SECTION 4: CONTACT INFORMATION .....</b>	<b>3</b>
<b>SECTION 5: COMPLAINT FORM .....</b>	<b>3</b>
<b>SECTION 6: MEETING MINUTES FOR ADOPTION OF THIS PLAN</b>	<b>Error! Bookmark not defined.</b>

## **SECTION 1: FAIR HOUSING & EQUAL OPPORTUNITY PLAN & POLICY FOR SANDY TOWNSHIP'S CDBG PROGRAM**

The Township of Sandy, as required by the federal CDBG program, will develop an Affirmative Marketing and Fair Housing Policy, or incorporate policies into the organizations existing system, which will ensure that all citizens in the service area are aware that affirmatively furthering fair housing is a priority of the Township. Actions will be taken to provide information and attract eligible persons in the housing market area to the available housing program without regard to race, color, religion, sex, disability, age, familial status, ancestry or national origin, or use of guide or support animals because of the blindness, deafness or physical handicap or handler or trainer of such.

## **SECTION 2: FAIR HOUSING PLAN**

The Township will conduct the following activities to promote fair housing and to affirmatively market its programs:

- 2.1 Require subrecipients to use the Equal Housing Opportunity logo or slogan in press release, brochures or other written communication disseminated to potential recipients, staff, volunteers, collaborative partners, service providers, etc.
- 2.2 Conduct activities that will solicit applications from persons who are not likely to apply for housing without special outreach. Brochures and informational presentations will be distributed among community organizations, places of worship, employment centers and fair housing groups, housing counseling agencies, public agencies, etc.
- 2.3 Maintain complete and accurate records that describe all actions taken by the organization to affirmatively market its programs and to assess the results of these activities. The organization will annually assess the results of these activities, including written assessment and corrective action for unmet goals.
- 2.4 Provide training to all staff, volunteers, service providers and others involved in the development and implementation of the program regarding Fair Housing and will promote measures which ensure minority populations are made aware of the organizations programs and are not excluded from access to the program.

## **SECTION 3: FAIR HOUSING POLICY**

### **3.1 Declaration of Policy**

In furthering the policy of the state as expresses in the Constitution and other laws; in order that the safety and general welfare, peace and health of all the inhabitants of the Township may be insured, it is hereby declared the policy of the Township of Sandy, to assure equal opportunity to all residents, regardless of race, color, religion, sex, handicap or disability, age, ancestry, familial status, national origin, or use of guide or support animals because of blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to live in decent, sanitary, healthful, standard living quarters.

It is the policy of the Township of Sandy that no owner, lessee, sublessee, assignee, managing agent, or other person, having the right to sell, rent, lease (or otherwise control) any housing accommodation and/or real property within the Township, or any agent of these, shall refuse to sell, rent, lease, or otherwise deny to, withhold from or discriminate against any person or group of persons such housing accommodations and/or real property because of race, color, religion, sex, handicap or disability, age, ancestry, familial status, national origin, or use of guide or support animals or handler or trainer of support or guide animals.

### 3.2 **Prohibited Acts**

It shall be unlawful for any owner of real estate, lessee, sub-lessee, real estate broker or salesman, financial institution or employee of the financial institution, advertiser, or agent of any or all of the foregoing, to discriminate against any person or persons because of their race, color, religion, sex, age, handicap or disability, marital status, familial status, sexual orientation, national origin, ancestry, use of guide or support animals or handler or trainer of guide or support animals with regard to the sale, exchange or rental, or any dealing concerning any housing accommodation and/or real property.

In addition to the foregoing, it shall also be unlawful for any real estate broker or employee thereof, owner or other person, or financial institution dealing with housing or real property in the Township of Sandy:

- a. To discriminate against any person in the availability of or the price, terms, conditions, or privileges of any kind relating to the sale, rental lease, or occupancy of any housing accommodation or real property in the County or in furnishing of any facilities or services in connection therewith.
- b. To publish or circulate, or cause to be published or circulated, any notice, statement or advertisement, or to announce a policy, or to use any form of application, for the purchase, lease, rental or financing of real property, or to make any record of inquiry in connection with the prospective purchase, rental or lease of such real estate, which expresses directly or indirectly and discrimination as to race, color, religion, sex, age, handicap or disability, marital status, familial status, sexual orientation, national origin, ancestry, or use of guide or support animals or handler or trainer of support or guide animals of any person.

## **SECTION 4: CONTACT INFORMATION**

For more information regarding the CDBG program, please contact Shawn Arbaugh, Township Manager, Sandy Township, 1094 Chestnut Ave., P.O. Box 267, DuBois, PA 15801. (814) 371-4220 [sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net)

## **SECTION 5: COMPLAINT FORM**



**TOWNSHIP OF SANDY  
FAIR HOUSING DISCRIMINATION  
CITIZEN COMPLAINT FORM**

**Please type or print this form and complete in its entirety.**

First Name			
Last name			
Address			
Home Phone		Business Phone	

**Against whom is the complaint being filed?**

First name	
Last name	
Agency	
Phone	

☐ **What was the date of the incident?**

☐ **Summarize in your own words the incident that prompted this grievance. Use this space for a brief and concise statement of the facts. Additional details may be submitted on an attachment if necessary.**

**I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE READ THIS COMPLAINT (INCLUDING ANY ATTACHMENTS) AND THAT IT IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature of pers on completing form (if other than the person filing the grievance)**

\_\_\_\_\_  
**Date**

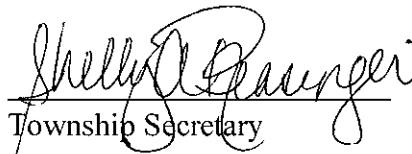
Created: October 2019



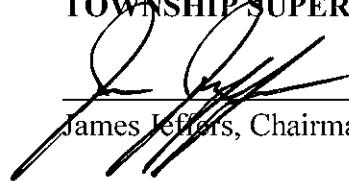
Attn: Shawn Arbaugh, Township Manager **Address:** P.O. Box 267, DuBois, PA 15801 **Email:** sarbaugh@sandytownship.net

Adopted by motion this 21st day of October 2019.

ATTEST:

  
Township Secretary

**BOARD OF SANDY  
TOWNSHIP SUPERVISORS**

  
James Jeffers, Chairman

(Seal)