



**Dave Heineman**  
Governor

# STATE OF NEBRASKA

## DEPARTMENT OF ECONOMIC DEVELOPMENT

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### MEMORANDUM

**DATE:** September 28, 2010  
**TO:** All CDBG, HOME and NAHTF Grantees and Administrators  
**FROM:** Lara Huskey, Director, Community and Rural Development Division  
**RE:** **Contract Special Condition: Affirmatively Further Fair Housing Action**

As recipient of funds in the Nebraska Department of Economic Development (DED) Community Development Block Grant, Nebraska Affordable Housing Trust Fund or HOME Program, grantees must fulfill affirmative action requirements of federal fair housing laws. (P.L 90-284, as amended by L. 1988 P.L 100-430; and E.O. 11063). The contract between the grantee and DED, as well as the Administrative Requirements provides for compliance with these laws. The response to this memo is also a Special Condition for Release of Funds in the contract.

Although DED imposes a specific Fair Housing action requirement, it is important for grantees to be aware that the certification to affirmatively further fair housing formalizes a commitment to understand every individual's fair housing rights and ensure all of the grantee's policies and practices do not hinder fair housing and when appropriate actively further fair housing.

The intent of this memorandum is to request a **written response including**

- (1) the name and contact information for the local Fair Housing representative and**
- (2) the specific action the grantee will undertake during the grant period to meet the Special Conditions requirement.** Documentation of the Fair Housing Action can include newspaper articles, meeting and board minutes, contracts and agreements with workshop presenters, sign-in sheets, web-sites, and video files.

Standard, minimal actions that may be undertaken without additional actions only by a grantee village that it is a first-time recipient of CDBG funds and with permission from the DED program representative:

- Add the Equal Opportunity Fair Housing logo to official letterhead .
- Prominently display posters, logo, and informational material on fair housing in the village office and community meeting places.
- Pass a Fair Housing Resolution with a commitment to fair housing and measurable action steps to promote fair housing.

**Acceptable Fair Housing Actions for purposes of meeting the Special Conditions requirement that Affirmatively Further Fair Housing:**

- Undertake a review of existing ordinances, zoning, and land use practices for discriminatory policies and practices. Document the review and make it available to the public. Develop a Fair Housing Plan with corresponding action steps to address discriminatory policies and practices.
- Take an action step identified in your Fair Housing Plan that has not been previously taken.
- Develop a community Fair Housing web-page which prominently displays the community's commitment to Further Fair Housing on the community web-site including links to fair housing enforcement and education agencies such as the Nebraska Equal Opportunity Commission, the Fair Housing Center of Nebraska-Iowa, and HUD.
- Enhance the community's Fair Housing Web-page with additional resource and education materials.
- Print a notice or advertisement that appears in a prominent location of the local newspaper that states that the grantee is an active supporter of fair housing laws. The notice or advertisement must include the contact information for the community Fair Housing representative.
- Support and participate in an educational program coordinated with local realtors, home builders, and/or mortgage lenders designed to provide information on fair housing rights.
- Provide a housing referral and counseling services session with fair housing advocates to assist minorities, women, and persons with disabilities seeking housing within the grantee's jurisdiction.
- Host an informational fair housing session for local employers to encourage cooperation in efforts to find housing for their employees and to promote equal housing choices within the community.
- Speak to an elementary school class about the Fair Housing rights of the children and their families.
- Request assistance from the Nebraska Equal Opportunity Commission or other advocacy groups to host a fair housing informational or technical assistance seminar in your community or region.
- Sponsor a billboard that informs citizens of their basic fair housing rights and contacts if they feel they have experienced discrimination.
- Invite the Nebraska Equal Opportunity Commission (NEOC) or other Fair Housing advocacy organization to have a discussion with a group of lenders or rental property owners and managers about their fair housing responsibilities.
- Host a Fair Housing Month (April) event such as a Fair Housing poster contest or Housing information event that includes Fair Housing advocates.
- Other actions approved in advance by DED on a per grant basis.

When promoting fair housing it is sometimes more effective to refer to the injustice of "housing discrimination" in materials for the public as most people are familiar with the concept of discrimination.

November 4, 2014

Bob Jones, SE Housing Representative  
NDED  
P.O. Box 94666  
Lincoln, Nebraska 68509 4666

Re: City of Crete - CDBG #14-HO-3S067  
City-wide Owner Occupied Housing Rehabilitation Program  
Fair Housing Response

Dear Mr. Jones:

This letter is our written response to the Fair Housing Memorandum from NDED, as part of the CDBG Program. The following are actions that the City will undertake to affirmatively further fair housing actions:

1. The City will use the Equal Housing Opportunity Logo on all project correspondence and the City will also display posters and informational material concerning fair housing opportunities.
2. The City has adopted a Resolution opposing discrimination in housing activities in the City of Crete. Attached is a copy of that Resolution.
3. The City will print a notice or advertisement that appears in a prominent location of the local newspaper that states that the City is an active supporter of fair housing laws. The notice or advertisement will include the contact information for the community Fair Housing representative.

If you need further information, please contact our CDBG Project Administrator, Jen Olds, Southeast Nebraska Development District (SEND), 2631 "O" St., Lincoln, Ne, 68510, (402) 475 2560, [jolds@sendd.org](mailto:jolds@sendd.org).

Respectfully,

Shane Day, Mayor

Cc: Jerry Wilcox, Clerk  
Jen Olds, Grant Administrator

July 10, 2017

Abigail Anderson, Program Representative  
NDED  
PO Box 94666  
Lincoln, Nebraska 68509-4666

**Re: Crete, NE  
CDBG #16-PP-006 / Planning Project  
Fair Housing**

Dear Ms. Anderson:

This letter is our written response concerning actions to affirmatively further fair housing, as part of the CDBG Program in Crete, Nebraska. The following are actions that the City has undertaken, or will undertake, to meet requirements of the federal fair housing laws:

1. The City will contact realty agencies and distribute information on **Equal Housing Opportunity** for realtors to have access to as well as inform community members. The City and a SENDD staff member will retrieve business cards of realtors in offices and scan for filing.

If you have any questions, or need further information, please feel free to contact our City Clerk, or Mr. Tom Bliss, our CDBG Project Administrator at SENDD, 2100 Fletcher Ave, Suite 100, Lincoln, NE, 68510, 402.475.2560, [tbliss@sendd.org](mailto:tbliss@sendd.org).

Respectfully,

Roger Foster  
Mayor

Enc.

Brian Gaskill, CDBG Program Manager  
Department of Economic Development  
P.O. Box 94666  
Lincoln, Nebraska 685094666

**Re: Crete, Ne  
CDBG #15-DTR-102**

Dear Mr. Gaskill:

The City's Fair Housing Representative will be Tom Ourada, [tourada@crete-ne.gov](mailto:tourada@crete-ne.gov), (402) 826-4312.

The following are actions that the City will undertake to affirmatively further fair housing actions:

1. The City will host a Fair Housing event in partnership with Blue Valley Community Action (Blue River) for low-to-moderate income clients and residents of Crete. Handouts and brochures about Fair Housing will be available at a booth/table, and a SENDD staff person will be available to respond to questions. The City will document this action through use and retention of a sign-in sheet and retaining copies of publications/posters/etc. marketing the event and packet/materials distributed during the event.

If you need further information, please contact our CDBG Project Administrator, Judi Meyer, Southeast Nebraska Development District (SENDSD), 2100 Fletcher Ave., Lincoln, Ne, 68521, (402) 4752560, [jmeyer@sendd.org](mailto:jmeyer@sendd.org).

Respectfully,

Roger Foster  
Mayor



Dave Honz, DTR Program Manager  
Department of Economic Development  
P.O. Box 94666  
Lincoln, Nebraska 68509-4666

**Re: Crete, Ne CDBG #20-DTR-002**

Dear Mr. Honz:

The City's Fair Housing Representative will be Tom Ourada, email [tom.ourada@crete.ne.gov](mailto:tom.ourada@crete.ne.gov), phone (402) 826-4312.

The following are actions that the City will undertake to affirmatively further fair housing actions:

1. The City will host a Fair Housing event in partnership with Blue Valley Community Action (Blue River) for low-to-moderate income clients and residents of Crete. Handouts and brochures about Fair Housing will be available at a booth/table, and a SENDD staff person will be available to respond to questions. The City will document this action through use and retention of a sign-in sheet and retaining copies of publications/posters/etc. marketing the event and packet/materials distributed during the event.

If you need further information, please contact our CDBG Project Administrator, Liz Cody, Southeast Nebraska Development District (SEND), 2100 Fletcher Ave., Lincoln, Ne, 68521, (402) 475-2560, [lcody@sendd.org](mailto:lcody@sendd.org).

Respectfully,

David Bauer  
Mayor