City of Shakopee Fair Housing Policy

1. Purpose and Vision

Title VIII of the Civil Rights Act (Fair Housing Act) establishes federal policy for providing fair housing throughout the United States. The intent of Title VIII is to assure equal housing opportunities for all citizens. Further, the City of Shakopee, as a recipient of federal community development funds under Title I of the Housing and Community Development Act of 1974, is obligated to certify that it will affirmatively further fair housing within the City's municipal boundary.

The City of Shakopee is committed to meeting this obligation and has created this Policy to further that goal.

2. Fair Housing Policy Statement

It is the policy and commitment of the City of Shakopee to ensure that fair and equal housing opportunities are granted and available to all persons in all housing opportunities and development activities funded in full or in part by the City regardless of race, color, religion, gender, sexual orientation, marital status, status with regard to public assistance, familial status, national origin or disability. This will be done through external policies that provide meaningful access to all constituents including fair housing informational and referral services; and through internal practices and procedures which affirmatively further fair housing throughout Shakopee.

3. External Practices

a. Intake and Referral

The City of Shakopee has designated the City Administrator or designee as the responsible authority for the intake and referral of all fair housing complaints from city residents. At a minimum the City Administrator or designee will be trained in state and federal fair housing laws, the complaint process for filing discrimination complaints, and the state and federal agencies that handle such complaints. The date, time, and nature of the fair housing complaint and the referrals and information given by the city will be fully documented and archived for record keeping purposes. Additionally, the City Administrator or designee will monitor city activities, policies, resolutions and ordinances which could have an

effect on fair housing and raise issues and concerns to the City Council where appropriate or necessary.

b. **Meaningful Access**
    i. Online Information: The City of Shakopee will display information about fair housing and its designated fair housing administrator prominently displayed on its website. The website will have links to various fair housing resources, including the Department of Housing and Urban Development, Minnesota Department of Human Rights, Mid-Minnesota Legal Aid, Southern Minnesota Regional Legal Services, and others as well as links to state and federal fair housing complaint forms. In addition, the City will post the following document on its website:
        - Americans with Disabilities Act Pedestrian Facilities Transition Policy
        - The State of Minnesota's Olmstead Plan

c. **In-Person Information**. The City of Shakopee will provide in-person fair housing information including:
    i. A list of fair housing enforcement agencies
    ii. A FAQ of Fair Housing Law
    iii. Fair Housing Complaint Forms

d. **Languages.** The City of Shakopee is committed to providing information to all residents of the city, regardless of language. Therefore, the City of Shakopee will strive to provide information covering this Policy and others listed above in the most frequently spoken languages other than English spoken in the community.

4. **Internal Practices**
The City of Shakopee commits to the following steps to promote awareness and competency regarding fair housing issues in all of its government functions.

a. **Staff and Officials Training.** The City will regularly train its staff and officials on fair housing considerations, including working with people with disabilities and limited English proficiency constituents.

b. Housing Analysis. The City will review its housing inventory periodically to examine the affordability of both rental and owner-occupied housing to inform future City actions in regard to housing affordability issues.

c. **Code Analysis**. The City will review its municipal code periodically, with specific focus on ordinances related to zoning, building and occupancy standards, to identify any potential for disparate impact or disparate treatment.

d. **Project Planning and Analysis**. City planning functions and development review will consider housing issues, including whether potential projects may perpetuate segregation or lead to displacement of protected classes.

e. **Community Engagement**. The City commits to ongoing community engagement efforts including seeking input from underrepresented populations in the community. The City commits to having robust conversations with the community regarding potential housing projects, zoning or land use changes, and any other land use planning decisions.

Affirmatively Furthering Fair Housing. As a recipient of federal funds, the City agrees to participate in the Regional Analysis of Impediments, as organized by the regional Fair Housing Implementation Council (FHIC), an ad-hoc coalition of Community Development Block Grant (CDBG) entitlement jurisdictions and others working together to affirmatively further fair housing issues nationwide. The City will review and consider integrating the recommendations and action plan into city planning documents, including the Comprehensive Plan and any other applicable documents.