

SWAIN COUNTY'S FAIR HOUSING COMPLAINT PROCEDURE

- V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in the County may do so by **informing the county manager** of the facts and circumstance of the alleged discriminatory acts or practice.
 - 2) Upon receiving a housing discrimination complaint, the *county manager* shall acknowledge the complaint within **10 days in writing** and inform the Division of Community Assistance and the North Carolina Human Relations Commission about the complaint.
 - 3) The *county 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 *county*.
 - 4) The *county manager* shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Approved By:

Chairman Swain Co. Commissioners

Phillip B. CARSON SR.



5/23/11

Name and Title of

Signature

Date

Chief Elected or Executive Officer