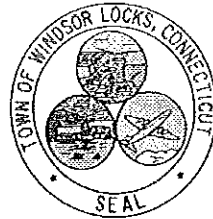


First Selectman
J. Christopher Kervick
ckervick@wlocks.com

Selectmen
Michelle L. Hill
Denise Balboni



860-627-1444
860-292-1121 (fax)
selectmen@wlocks.com

The Town of Windsor Locks
Home of Bradley International Airport

Fair Housing Resolution
TOWN OF WINDSOR LOCKS

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and,
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and,
- Whereas, The **Town of Windsor Locks** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

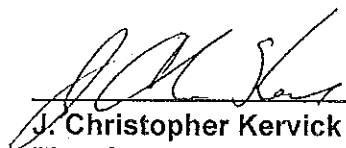
NOW THEREFORE, BE IT RESOLVED,

That the **Town of Windsor Locks** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED,

That the First Selectman of the Town of Windsor Locks or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Windsor Locks and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

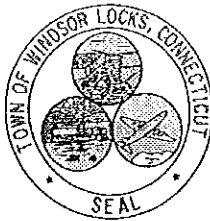
Adopted by the **Town of Windsor Locks** on **April 5, 2016**



J. Christopher Kervick
First Selectman

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TOWN OF WINDSOR LOCKS
FAIR HOUSING POLICY STATEMENT

It is the policy of the Town of Windsor Locks to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Windsor Locks must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Windsor Locks or any sub-recipient of the Town of Windsor Locks will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Windsor Locks.

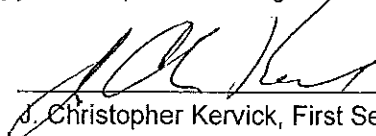
The municipality's First Selectman is responsible for the enforcement and implementation of this policy. The First Selectman, Steven N. Wawruck, Jr., may be reached at (860) 627-1444 or selectmen@wlocks.com.

Complaints pertaining to discrimination in any program funded or administered by the Town of Windsor Locks may be filed with the First Selectman's Office. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone 617-994-8300 or 1-800-827-5005, TTY 617-565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Windsor Locks employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Windsor Locks.

Revised: April 5, 2016
Date


J. Christopher Kervick, First Selectman

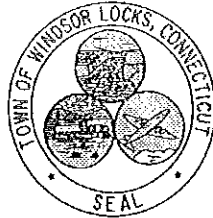
THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting:

The First Selectman's Office, 50 Church Street, Windsor Locks, CT 06096
Telephone (860) 627-1444

Town Office Building • 50 Church Street • Windsor Locks, CT 06096-2331

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ckervick@wlocks.com

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The Town of Windsor Locks
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J. Christopher Kervick, First Selectman Date: 04/05/16

Town of Windsor Locks

AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectman of the Town of Windsor Locks, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Windsor Locks's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Windsor Locks will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

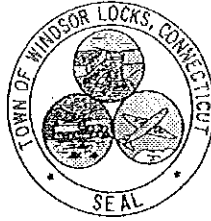
I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Windsor Locks will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Windsor Locks will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Windsor Locks to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification

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Town of Windsor Locks

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Windsor Locks** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Windsor Locks** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Windsor Locks Fair Housing Plan and is fully implemented to ensure compliance by the Town of Windsor Locks, as the recipient, and by sub-recipients. The cooperation of all personnel is required.



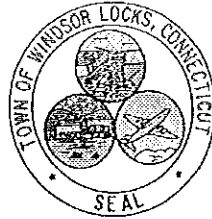
J. Christopher Kervick
First Selectman

April 5, 2016

Date

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Town of Windsor Locks

MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Windsor Locks.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:


Shannon Walker, ADA Coordinator, 860-627-1431
Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096

Within 15 calendar days after receipt of the complaint, Shannon Walker, ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Shannon Walker, ADA Coordinator, will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Shannon Walker, ADA Coordinator, and offer options for substantive resolution of the complaint.

If the response by Shannon Walker, ADA Coordinator, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman or his designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the First Selectman, or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Shannon Walker, ADA Coordinator, appeals to the First Selectman or his designee, and responses from the ADA coordinator and First Selectman or his designee will be kept by the Town of Windsor Locks for at least three years.

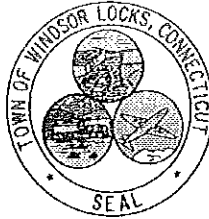


J. Christopher Kervick, First Selectman

April 5, 2016
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Town of Windsor Locks
ADA NOTICE

The Town of Windsor Locks does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Town of Windsor Locks does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Windsor Locks designated ADA Compliance Coordinator.

Name: Shannon Walker

Title: Director of Human Resources

Office Address: 50 Church Street, Windsor Locks, CT 06096

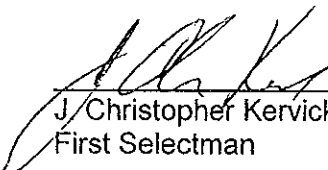
Phone Number Voice: 860-627-1431 **Fax:** 860-292-1121 **Email:** swalker@wlocks.com

TDD: 800-927-9275

Days/Hour Available: Monday & Tuesday 9:00 a.m. – 3:00 p.m.
Thursday 9:00 a.m. – 3:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Windsor Locks are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

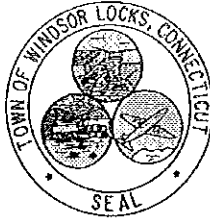


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April 5, 2016
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FAIR HOUSING PLAN
OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2017

I. Policy Statement

It shall be the policy and commitment of the Town of Windsor Locks to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the town, regardless of race, color, religion, gender, sexual orientation, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, the designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of State and Federal laws and Executive Orders, including, but not limited to:

- a) Title VI of the Civil Rights Act of 1964
- b) The Fair Housing Act-Title VIII of the Civil Rights Act of 1968, as amended
- c) Executive Order 11063, as amended by Executive Order 12259
- d) Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- e) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- f) Section 3 of the Housing and Community Development Act of 1968, as amended
- g) Section 503 and Section 504 of the Rehabilitation Act of 1973, as amended
- h) The Americans with Disabilities Act of 1990
- i) The Age Discrimination Act of 1975, as amended
- j) Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity Under HUD contracts and HUD-assisted Construction Contracts
- k) Executive Order 12892, Leadership and Coordination of Fair Housing
- l) Connecticut General Statutes 46a-64c as amended

The Town of Windsor Locks commits to providing and promoting racial and economic integration in any housing development or financially supported with DECD funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. Selection of Fair Housing Officer

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities.

J. Christopher Kervick, First Selectman
Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096
860-627-1444