

**SPOKANE HOUSING AUTHORITY  
EQUAL HOUSING OPPORTUNITY POLICY**

**I. NONDISCRIMINATION**

***Spokane Housing Authority (SHA) will make all of its public and assisted housing program available and accessible to all eligible families, and will provide a family with information on how to complete and file a housing discrimination complaint if the family claims discrimination.***

***SHA shall not discriminate on the basis of race, color, sex, religion, familial status, marital status, disability, sexual orientation, gender identity, sexual orientation, or national origin in the leasing, rental, or other disposition of housing or related facilities, including land included in any development or developments under its jurisdiction.***

SHA will fully comply with the following non-discrimination and equal opportunity requirements:

- ❖ Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin,
- ❖ Title VIII and Section 3 of the Civil Rights Act of 1968, as amended,
- ❖ Fair Housing Act of 1968 as amended,
- ❖ Fair Housing Amendments Act of 1988,
- ❖ Section 504 of the Rehabilitation Act of 1973 as amended,
- ❖ Age Discrimination Act of 1975,
- ❖ Americans with Disabilities Act (ADA) of 1990,
- ❖ Executive Orders 11246, 11625, 12138, 12432, and 12259, 46FR 1253(1980) as amended,
- ❖ Executive Order 11063, which prohibits discrimination based on religion or sex,
- ❖ Section 3 of the Housing and Urban development Act of 1968.
- ❖ Any legislation protecting the individual rights of residents, applicants or staff which may be subsequently enacted.

Specifically, SHA will not:

- deny the opportunity to apply for housing, or the opportunity to lease housing,
- offer housing different to one person from that provided others,
- subject a person to segregation or disparate treatment;
- restrict access to any SHA program benefit,
- use disparate treatment to determine eligibility or other admission requirements,
- deny access to the same level of services,
- deny the opportunity to participate in planning or advisory groups which may be an integral part of public housing or assisted housing programs to otherwise eligible persons on the basis of race, color, sex, religion, familial status, disability, or national origin or state or local fair protected classes such as marital status, sexual orientation, gender identity, or age.

SHA shall not deny admission to a particular group or category of persons otherwise eligible. Each applicant will be treated individually and fairly in the normal processing routine.

SHA will seek to identify and eliminate situations or procedures that create barriers to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, SHA will reasonably accommodate people with disabilities by making physical or procedural changes.

Private owners of rental units must permit disabled persons at their own expense, to make reasonable modification to the premises (both interior unit and common area) if necessary, to obtain full enjoyment of a dwelling. However, permission may be conditioned on the tenant agreeing to restore the unit interior to its previous condition. Permission may also be conditioned on provision of a description of work, assurance it will be done in "workmanlike" fashion, and that necessary building permits will be obtained.

If requested, owners must make reasonable accommodations to rules and policies to give persons with disabilities equal opportunity to enjoy dwelling and/or common areas (e.g., through assigned parking for persons with disabilities, or animal(s) assisted disabled tenants, even if pets are not generally allowed).

SHA's outreach efforts reach eligible persons with disabilities and encourage owners with accessible units to participate in the program. If requested, SHA will help persons with disabilities in locating an available, accessible unit. SHA takes into account the special problems associated with locating an accessible unit, when considering requests for extensions of the voucher term. When required as a reasonable accommodation for a person with a disability, SHA may establish a higher Payment Standard (although still within 110% of the published fair market rent) or seek approval from HUD for amounts over 110%. [HUDs approval and documentation will be required for SHA to make this provision over the 110% limit.](#)

All SHA applications for admission to programs, other than Section 8 Vouchers lottery's, shall indicate the date and time of receipt, eligibility determination, preference rating, if any, the date, location, identification, and circumstances of each vacancy offered and applicant acceptance or rejection of each offer of SHA housing assistance.

#### **A. Fair Housing Education and Assistance**

To further the objectives of nondiscrimination SHA shall:

1. Conduct family orientations, for subsidy programs-, that include information on Fair Housing laws and options available to those who experience discrimination. During orientation, each family will receive the housing discrimination complaint form HUD 903.1, and the HUD pamphlet-Fair Housing, Equal Opportunity for All. This pamphlet lists addresses, telephone numbers and TDD number to each HUD Office of Fair Housing and Equal Opportunity.

2. Process fair housing complaints received by SHA to the SHA's Complaints Process Officer. The Complaint Process Officer will assist the applicant/participant, if necessary, in completing complaint forms. Upon completion of complaint forms, participants may be referred to one or more of the following:
  - ◆ HUD Seattle Field Office – Office of Fair Housing & Equal Opportunity
  - ◆ Coordinated Legal Education, Advice & Referral (CLEAR)
  - ◆ Northwest Fair Housing Alliance
  - ◆ Washington State Human Rights Commission
  - ◆ Northwest Justice Project
  - ◆ Columbia Legal Services
  - ◆ University Legal Assistance
  - ◆ Community Housing Resource Board Fair Housing Counselor
3. Offer housing search assistance to applicants who encounter discrimination in their search for housing.
4. Display Fair Housing posters in each SHA office and every SHA-owned property.
5. Use the Equal Housing Opportunity logo and nondiscrimination statement in all SHA advertising and marketing publications. SHA shall be particularly conscientious in the use of human representations in its publications to avoid signaling any sense of discrimination.
6. Provide outreach to minority communities through communication with property owners, applicants, civic organizations, and social service providers and speaking engagements.
7. Provide assistance in completing the housing discrimination complaint form (HUD 903.1) on request.

**B. Underrepresented Groups**

SHA shall continue to monitor past and current tenant data by census tracts, for the Housing Choice Voucher Program, to ensure outreach to any minority group or groups that may be underrepresented in SHA's waiting lists.

**II. AFFIRMATIVE MARKETING**

**A. Community Collaborations**

To outreach to diverse populations SHA collaborates on projects with the following organizations:

- Spokane Low-Income Housing Consortium
- Spokane Homeless Coalition
- Inland Empire Residential Resources
- City of Spokane
- Spokane County
- Washington State Department of Social and Health Services
- Northwest Fair Housing Alliance
- Spokane Neighborhood Action Programs (a community-based organization)
- Coalition of the Responsible Disabled
- Common Ground (a technical assistance organization for special needs housing)
- Volunteers of America
- Hospice of Spokane
- Career Path
- Pre-Vocational Training
- Aging and Long-Term Care of Eastern Washington
- Spokane County Domestic Violence Consortium
- Ryan White Care Consortium
- Spokane AIDS Network
- [Spokane Regional Health District.](#)
- [Rural Resources](#)
- [Whitman County CAC](#)

Regular meetings and project collaborations ensure ongoing contact and awareness of issues facing low-income residents. Spokane Housing Authority contributes to the following newsletters to inform and reach out to the community:

- *Living Well* published by the Spokane Aids Network

SHA participates in the yearly community Fair Housing program and conducts yearly landlord workshops.

SHA [Executive staff and](#) Commissioners publicize SHA programs through their community contacts. SHA brochures describe our programs and are used for general public distribution. Speaking engagements at neighborhood centers and other locations provide outreach to potential applicants.

## **B. Media**

When necessary, SHA will post notices of housing availability in designated neighborhoods and developments to encourage diverse participation in SHA programs. SHA may issue public announcements of availability to encourage applications for assistance. Activities may include:

- Informational spots to local media outlets such as radio stations, cable TV, newspapers, or other periodicals for broadcast or publication.
- Targeted outreach to minority populations, persons with disabilities and very low-income families with children.
- Distribution of informational pamphlets and brochures to community action agencies, social service providers, non-profit organizations and local government entities.
- Notices posted in places of employment, unemployment offices, welfare offices, post offices, grocery stores, churches, community halls, buses and other public transportation centers.
- Organizational outreach to entities that assist people with disabilities, the elderly, immigrants, the homeless and victims of domestic violence.
- Listings in One-[sStop-hHousing.org](https://www.one-stop-housing.org).

All materials produced [related to items above](#) by SHA include the HUD Equal Opportunity Housing Logo and Nondiscrimination Statement.

## **C. Targeted Outreach**

The City of Spokane Housing Assistance Plan projects little, if any, lower-income household growth resulting from in-migration in the near future. No special outreach is directed to any such “expected to reside” households due to a lack of resources adequate to meet the needs of the area’s current population. SHA cooperates with other Housing Authorities to serve their low-income tenants who are relocating within SHA’s jurisdiction through the Section 8 portability provisions.

## **E. Deconcentration**

Housing Choice Voucher [HCV](#) and special program briefings include maps for deconcentration areas.

Ongoing communication with rental property owners and managers is used to ensure that units are available throughout the community. The SHA, [55](#)

~~WestE~~. Mission office has a computer and phone for public use to search for available units.

**F. Affirmative Marketing to Property Owners**

Topics include timely information on SHA policies, HUD regulations and commonly asked questions. SHA's staff regularly responds to inquiries from local owners seeking rental assistance program information. In addition, the inspection and leasing processes create opportunities to review equal housing opportunity policies. Annual landlord workshops are held. SHA also uses their website to distribute equal opportunity materials to owners.

**III. OPERATIONS**

**A. Spokane Housing Authority Jurisdiction**

SHA administers HCV programs in Spokane and Lincoln County and contracts with Rural Resources (RR) in Stevens and Pend Oreille County and Community Action Agency (CAC) in Whitman County. The SHA office in Spokane maintains the Spokane/Lincoln waiting list; RR and CAC maintain separate waiting lists. This ensures distribution of housing for families throughout SHA's jurisdiction. All families are advised that they may use their vouchers in any county under SHA's jurisdiction and also of the portability aspect of vouchers to other Housing Authorities jurisdictions.

**B. The Application Process and the Waiting List**

Applications are available at select SHA offices for the open waiting list programs they operate. They may be picked up during office hours or mailed upon request, especially to those unable to come in due to disability. Applications may also be distributed to other social service agencies. Applications are received during office hours by SHA's personnel by mail or by dropping in office drop boxes. Assistance in completing applications is available upon request.

**C. Notice of Reasonable Accommodation**

During each briefing for HCV or other programs or with applications for public housing, and upon request, information and forms are given explaining the right to reasonable accommodation.

**D. Preferences**

Applicants are placed on the wait lists in rank order according to preferences (if any) indicated on the application.

Families may qualify for more than one preference. Families with equal local preferences will be ranked by date and time of the application submission.

Single or two-person elderly, disabled or displaced families will receive preference before applicants who are single and not elderly, disabled or displaced.

NOTE: The selection system does not apply to families porting into SHA's jurisdiction.

NOTE: "Terminally ill" means a person who has a medical prognosis that life expectancy is six months or less. This prognosis must be verified by a medical physician, using SHA' approved form.

NOTE: City of Spokane HOME Tenant Based Rental Assistance (TBRA) has a preference for homeless households within the City of Spokane.

NOTE: Applicants with equal preferences are to be ranked by date and time of application.

NOTE: Owned subsidized housing uses no preferences except units set aside by regulatory agreements.

The Section 8 waiting list in Stevens, Pend Oreille, and Whitman County uses a local preference for selection from the waiting list in the following ranking order;

- A. Families with a household member who is terminally ill. (2 point)
- B. There are children (under 18 years old) in the household (1point)
- C. Households with a head or co-head who is disabled (either receives SSI or certified by a physician that the head or co-head is disabled (1 point)
- D. Households with an applicant or co-applicant who is 62 or older (1 point)
- E. Single person household who is not elderly or disabled (0 point)

Equal preferences will be ranked by date and time.

## **NOTICE OF RIGHT TO REASONABLE ACCOMMODATION**

(Confidential Information. This information will not be disclosed or released, except as permitted by law.)

### **If you have a disability and you need:**

- A change in the rules or policies or how Spokane Housing Authority does things that would make it easier for you to receive rental assistance and live or use our facilities, or take part in our programs or services on site;
- A repair or change in your apartment or special type of apartment that would make it easier for you to live in SHA housing and use the facilities or take part in the programs on site;
- A repair or change to some other part of the housing site that would make it easier for you to live here and use the facilities or take part in the programs on site;
- Permission to make some changes in your apartment or living unit which would make it easier for you to live in SHA housing; or
- A change in the way we communicate with you or give you information (for example: appropriate auxiliary aids, Telecommunications Devices for the Deaf/TDD, qualified sign language interpreters for persons with speech or hearing impairments, alternative format for vision impairment.).

**You can ask for this change, which is called a "REASONABLE ACCOMMODATION".**

If you can show that you have a disability;

**and** your request is reasonable;

**and** it is not too expensive;

**and** if it is not too difficult to arrange, SHA will make the changes you request. We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs. If we turn down your request, we will explain the reasons in writing. You will have the opportunity to give us additional information if you think that will help.

If you need help in completing a **REASONABLE ACCOMMODATION REQUEST FORM**, or if you want to give SHA your request in some other way, we will help you.

You may get a **REASONABLE ACCOMMODATION REQUEST FORM** at any office of Spokane Housing Authority, or from any staff administering SHA programs in Stevens, Pend Oreille and Whitman Counties.

### **For Denial of Assistance, Lease Violation, Eviction, or Program Termination:**

If this problem is as a result of a disability, you have the right to a reasonable accommodation if such reasonable accommodation would enable you to meet the terms of the lease or the conditions of the program. If you think that such a change is likely to correct the problem, you can submit a **Request for Consideration of Mitigating Circumstances** or ask for an appointment with SHA Section 504 Compliance Officer. If you make such a request, you will need to present some evidence that the problem was caused by the disability and that the reasonable accommodation plan is likely to work. If the plan involves someone else, you need evidence that they will provide the assistance.

**SPOKANE HOUSING AUTHORITY  
REQUEST FOR REASONABLE ACCOMMODATION IN HOUSING**

Applicant/Participant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Last 4 digits SS Number: \_\_\_\_\_

If not you, what member of your household is seeking a reasonable accommodation?  
\_\_\_\_\_

What reasonable accommodation do you request that will assist you or a household member in addressing the disability? \_\_\_\_\_

Please explain how you believe that the requested accommodation will provide you or a household member with equal opportunity to enjoy the dwelling unit and/or common area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide the name and address of the qualified individual(s)\* who will verify that your request:** (1) Is related to your disability; and (2) would provide you with an equal opportunity to enjoy the dwelling unit and/or common area.

(The applicant/participant must complete this form and submit to SHA, who will in turn fax or mail it to the qualified individual(s)\* for completion.)

\_\_\_\_\_  
NAME AND TITLE OF QUALIFIED INDIVIDUAL(S)

\_\_\_\_\_  
COMPLETE MAILING ADDRESS

\_\_\_\_\_  
PHONE AND FAX NUMBER OF QUALIFIED INDIVIDUAL

**I give SHA permission to contact the above named individual for purposes of verifying that I or a family member needs the reasonable accommodation requested above.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to:** SHA, 55 W. Mission Ave., Spokane, WA 99201  
Phone: 509-328-2953 Fax: 509-323-2364 TDD: 711

\*Qualified individual – must be a medical doctor or other qualified person identified by the applicant/participant requesting a reasonable accommodation.

If you require assistance to complete this request, or if you have any other questions, please contact \_\_\_\_\_ in the SHA office at 55 W Mission, Spokane, WA.