



# *FAIR HOUSING POLICY*

**Table of Contents**

*Fair Housing Resolution* ..... 3  
*Fair Housing Coordinator* ..... 4  
*Fair Housing Inquiries*..... 4  
*Fair Housing Activities*..... 4  
*Appendix A: Fair Housing Contact Log*..... 6  
*Appendix B: Fair Housing Activity Chart* ..... 7  
*Appendix C: Fair Housing Posters* ..... 8

**Date of Original Policy Adoption:** \_\_\_\_\_

***Amendment Log***

<b>Date of Amendment</b>	<b>Parts Amended</b>	<b>Approved by</b>

## Fair Housing Resolution

Calhoun Liberty Hospital (the Hospital) is committed to refraining from any activity that inhibits the right of an individual or family to housing, including discriminatory practices based on race, color, national origin, religion, sex, familial status, or other protected class.

To the extent applicable, the Hospital will conduct activities in a way that do not violate Title VI of the Civil Rights act of 1964 or Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act of 1990, the Architectural Barriers Act of 1968, The Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, or The Violence Against Women Reauthorization Act of 2013<sup>1</sup>.

The Hospital will also conduct activities in compliance with Executive Orders 11063, 11246, 12892, 12898, 13166, and 13217.

The Hospital will promote Fair Housing to the extent feasible alongside its primary healthcare duties.

Employees shall not, in their official capacity, engage in housing discrimination against a person or group because of their race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity, or other protected classes.

Discrimination on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity or any other protected classes for programs and activities receiving Federal financial assistance is also prohibited.

Any intentional or unintentional conduct of housing discrimination that is based on race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity or any other protected class will not be tolerated and will result in disciplinary action up to and including termination.

Retaliation against persons alleging housing discrimination and persons involved in the act or investigation process is prohibited. Except as required by law, employment with the hospital is “at-will” and the hospital may terminate employment at any time for discriminatory behavior.

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<sup>1</sup> Collected links to laws and executive orders are available at this site: <https://www.tdhca.state.tx.us/fair-housing/policy-guidance.htm>

## Fair Housing Coordinator

The CEO of Calhoun Liberty Hospital shall be the Fair Housing Coordinator, unless they designate another individual to fulfill the role.

The Fair housing coordinator shall be available during regular business hours to receive fair housing calls, and their contact information will be published on a quarterly basis in a local newspaper or on the home page of the Hospital website. Contact information is as follows:

Christinia Jepsen, CEO

(850) 674-5411, Ex.255

[Christiniajepsen@calhounlibertyhospital.com](mailto:Christiniajepsen@calhounlibertyhospital.com)

The Fair Housing Coordinator will be available during regular business hours – 9:00 AM to 5:00 PM EST - to receive Fair Housing inquiries.

## Fair Housing Inquiries

A protocol will exist for registering calls, complaints, and inquiries about Hospital Fair Housing activities and policy. The Fair Housing Coordinator or delegated staff will capture the following information from Fair Housing inquiries:

- The nature of the call or inquiry;
- The actions taken in response to the call or inquiry;
- The results of the actions taken;
- If the caller was referred to a different entity or agency, the results obtained by the referral agency.

Inquiries and actions taken will be logged utilizing the form found in Appendix A.

## Fair Housing Activities

The Hospital, led by the Fair Housing Coordinator, will undertake one fair housing activity each quarter. It will not perform identical activities during consecutive quarters. An example of the Hospital's Fair Housing quarterly activity calendar and related information is provided in Appendix B.

The Hospital will also display a fair housing poster in its administrative offices (See Appendix C for options).

## Appendix A: Fair Housing Contact Log

### **Fair Housing Inquiry Log**

#### Calhoun-Liberty Hospital

This form can be utilized to capture Fair Housing-related calls and inquiries made to the Fair Housing Coordinator. This form will log nature of calls, actions taken, and results of actions.

- Date:
- Caller Name:
- Caller Contact:
- Caller Address:

	Fair Housing Detail	Other Notes / Further Information
<p><b>What was the nature of the call?</b></p> <p><i>(Taken on date of the call)</i></p>		
<p><b>What actions will the Hospital / Civil Rights Officer take to address the call?</b></p> <p><i>(Can be entered on date of call or shortly afterward)</i></p>		
<p><b>What were the results of the action taken to address the call?</b></p> <p><i>(To be obtained within 1 month of actions taken)</i></p>		

## Appendix B: Fair Housing Activity Chart

The below chart provides example Fair Housing activities that the hospital may undertake. While an identical activity may not be conducted for two quarters in a row, activities may repeat on an annual basis.

Quarter	Activity	Documentation
<b>1</b>	The CLH Fair Housing Coordinator or a Designee may staff a table or present on Housing at a Highschool event such as a football game.	Photographs, email signup list, copies of pamphlets
<b>2</b>	The CLH Fair Housing Coordinator or a Designee may oversee a fair housing poster contest held at Altha public high school.	Photographs, finalist posters, newspaper article (if applicable)
<b>3</b>	The CLH Fair Housing Coordinator or a Designee may staff a table at the Calhoun County Public Library during a time of higher visitation volume, distributing informational pamphlets	Photographs, email signup list, copies of pamphlets
<b>4</b>	The CLH Fair Housing Coordinator or a Designee may create a fair housing brochure and insert it within a larger hospital mail-out.	Housing brochure and statistics on letters mailed

The SHIP Coordinator for Calhoun County is Jana Whitehead – [jwhitehead@calhouncountygov.com](mailto:jwhitehead@calhouncountygov.com) . They are amenable to partnering on Fair Housing Activities in order to increase persons reached and ensure materials align with County resources.

## Appendix C: Fair Housing Posters

The following HUD posters may be displayed by the Hospital's CDBG-DR Office toward fulfillment of DEO CDBG-DR Subrecipient Contract, Attachment F (6):

**Fair Housing:**  
**MORE THAN JUST WORDS**

**FAIR HOUSING: More than just words on a gameboard, IT IS THE LAW.**

**KNOW YOUR RIGHTS!**

If you feel you have experienced housing discrimination based on race, color, religion, national origin, sex, disability, and family status, contact HUD at **1-800-669-9777** (voice), **1-800-877-8339** (Federal Relay), online at [www.hud.gov/fairhousing](http://www.hud.gov/fairhousing), or your local fair housing organization.

Fair Housing Graphic: Fair Housing - More than just words



It is illegal for landlords and real estate agents to deny you housing opportunities because of your ethnicity. The Fair Housing Act prohibits housing discrimination based on national origin. If you believe you have experienced a violation of your rights, file a complaint.

Go to [hud.gov/fairhousing](https://www.hud.gov/fairhousing) or call **1-800-669-9777**  
 Federal Relay Service **1-800-877-8339**



**FAIR HOUSING: THE LAW IS ON YOUR SIDE.**

A public service message from the U.S. Department of Housing and Urban Development in cooperation with the National Fair Housing Alliance. The federal Fair Housing Act prohibits discrimination because of race, color, religion, national origin, sex, familial status or disability.



Fair Housing Graphic: Different National Origins, same fair housing rights