

**Addendum to the Section 8 Housing Choice Voucher Administrative Plan: Efforts to Affirmatively
Further Fair Housing for Family Self-Sufficiency (FSS) Program Participants**
Effective June 9, 2008

The Housing Authority of Washington County (HAWC) assists FSS families in improving their quality of life and increasing their household incomes through linkage to services to remove barriers to self-sufficiency. The Housing Choice Voucher Family Self-Sufficiency Program will also increase the opportunities for low income families in Washington County to improve their financial situations and move from poverty, sometimes making the leap to home ownership. As successful FSS families move off the Housing Choice Voucher program, additional opportunities are created for other low income families to become self-sufficient, and possibly even home owners.

Specific Goals:

1) Marketing of the Family Self-Sufficiency (FSS) Program:

The HAWC markets the FSS program to all program participants whenever slots are available, and maintains a waiting list of families interested in participating when the program is at capacity.

When slots are available, information about the FSS program (including the benefits of the program and information about the enrollment process) is mailed to participants in their annual reexamination paperwork and is also advertised in the HAWC's participant newsletter(s).

2) Ensuring equal access:

The HAWC recruits participants for its FSS program regardless of race, color, religion, sex, age, national origin, familial status, disability, or language. To facilitate equal access, the HAWC has implemented a Limited English Proficiency plan to ensure equal access for Limited English Proficiency persons. Additionally, HAWC provides alternate means of communication (i.e. sign language interpretation, Braille, large print materials, etc) for persons who request alternate communication methods.

The HAWC's office is accessible to persons with disabilities. The HAWC makes its best effort to refer FSS participants to agencies that are also accessible to persons with disabilities.

3) Promote fair and equal housing rights and fair housing choices:

The HAWC promotes fair housing in every aspect of our business:

- a. The Equal Housing Opportunity logo is always used in conjunction with advertising and is included on our forms;
- b. Participants in our housing programs are provided with the "Fair Housing: It's Your Right" brochure. The brochure is also made available in our front lobby.
- c. Information about fair housing and how to file a discrimination complaint is also included in briefings for new participants.
- d. Articles about fair housing are featured, when available, in newsletters for program participants.
- e. The HAWC provides referrals to fair housing agencies when appropriate.

Using the above methods, the HAWC works to remedy discrimination and promotes fair housing rights, as well as fair housing choice.

4) Furthering Fair Housing in Home Ownership

HAWC partners with local housing counseling agencies, mortgage lenders, and real estate professionals in the execution of its Section 8 Housing Choice Voucher Home Ownership Program (S8-HOP) to expand housing choice to program participants, many of whom are FSS program participants.

Additionally, S8-HOP participants are required to enroll and participate in financial education and pre-home ownership education that includes as part of its program a component explaining fair housing in real estate transactions, including fair lending practices and disclosures.

Record Keeping

Statistical information regarding all program participants, including FSS and S8-HOP participants, is maintained by HAWC in a secure electronic database.

Maintained information about program participants includes, but is not limited to:

- Race and ethnicity;
- Familial status and household size;
- Disability status;
- Annual income;

Additionally, data is maintained in physical files for all participants. For FSS and S8-HOP participants, this information may include, but is not limited to:

- Verification of enrollment in, and completion of, financial and pre-home ownership education;
- Referrals to social service entities for services related to removal of barriers to self-sufficiency;
- Verification of enrollment in, and completion of, other educational programs;
- Documentation of home loans and agreement to purchase (when applicable) for S8-HOP participants.