



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montrè Freeman, City Manager  
Alicia Steward, Finance Director  
Jon Hawley, Grants Administrator

**Date:** January 20, 2023

**Re:** Consideration - Re-adoption of Fair Housing Plan and Activities

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***BACKGROUND:***

On May 10, 2022, the City of Elizabeth City accepted two Community Development Block Grant-Infrastructure (CDBG-I) awards from the NC Department of Environmental Quality. These two grant awards total \$929,725 and will help fund the replacement of approximately 1,658 linear feet of water and sewer line on Ray Street. (The project is funded through two grants due to limited state funding in Fiscal Year 2021.)

As part of our grant conditions, the City must adopt/update various compliance plans that are standard requirements for CDBG-I recipients. All of these plans were previously adopted by the City Council on August 8, 2022, with the exception of the City's Fair Housing Plan. This plan must be in place by March 15, 2023.

This memo requests a simple re-adoption of the City's prior Fair Housing Plan, which expired in 2021, with new quarterly Fair Housing activities.

***ANALYSIS:***

CDBGs are federal funds originating with the US Department of Housing and Urban Development, and therefore grant recipients must document and demonstrate their commitment to Affirmatively Furthering Fair Housing as part of compliance with Title VIII of the Civil Rights Act (a.k.a., the Fair Housing Act). To this end, NCDEQ requires submission of an Assessment of Fair Housing (AFH) and an Analysis of Impediments.

The City's prior AFH/Fair Housing Plan is an extensive document and has been provided digitally to the City Council to accompany this memo. The plan compiles socioeconomic data from the Census and public participation from local residents and stakeholders. It also includes a schedule of quarterly Fair Housing activities intended to educate the public

and promote Fair Housing at minimal cost to the City, such as publishing our Fair Housing complaint procedure and holding periodic Fair Housing presentations.

In consultation with NCDEQ grant staff, we have determined that, for purposes of compliance with our Ray Street grants, we may simply readopt our prior AFH, including its data and analysis, and provide a new schedule of Fair Housing activities. This new schedule of Fair Housing activities is attached to this memo for reference.

Our prior AFH's findings and analysis remain a relevant, accurate evaluation of housing challenges in Elizabeth City; high poverty levels, rising housing costs, and a limited supply of affordable rental units remain challenges our community is working to overcome.

***STAFF RECOMMENDATION:***

By motion, readopt the City of Elizabeth City's Assessment of Fair Housing and Analysis of Impediments, and authorize any and all necessary signatures to that end.