

PROCEDURE REFERENCE :RD Instruction 2000-GGG

PURPOSE :Forwarding allegations which contain fair housing issues to HUD

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Development
Civil Rights Staff - Stop 0703
Washington, D.C. 20250-0703

Date _____

Certified Mail
Return Receipt Requested

HUD Fair Housing Enforcement Center

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The attached complaint is forwarded to your office for handling under the authority of the Fair Housing Act and the Memorandum of Understanding between the U.S. Department of Agriculture (USDA) and the U.S. Department of Housing and Urban Development (HUD). The complainant has been notified of this referral, as evidenced by the attached letter.

Complainant's name and address:

Basis of the Complaint (*i.e.*, race, color, familial status, etc.):

Other person(s) harmed by the alleged discriminatory act (*i.e.*, other household members, non-household family members, someone wanting to be a co-tenant, etc.):

Respondent's name and address (*i.e.*, owner, management company, on-site manager, caretaker, etc. Note: There may be, and often is, more than one Respondent):

Description and address of the dwelling where the alleged discrimination occurred:

What happened, including available facts, that was allegedly discriminatory (*i.e.*, On December 10, 1997, Ms. Smith was issued an eviction notice by the management agent, XYZ Management Inc. The notice, copy attached, states that management is taking this action because of a violation of rules and regulations, disruption of the quiet and peaceful enjoyment by other tenants. Ms. Smith alleges that management is taking this action because her boyfriend is of a different race):

When did the alleged discrimination occur? (*Note: Complaints filed under the Fair Housing Act must be filed within one year. If the complainant alleges discriminatory behavior that is continuing, the date of the last occurrence will be used to establish timeliness*):

Name and address of a contact person other than the complainant (*i.e.*, mother, sibling, or friend):

USDA/Rural Development Case Number:

It is USDA's preliminary determination that USDA (does/or does not) have jurisdiction to investigate the complaint (*Note: If jurisdictional, cite the law under which USDA has jurisdiction*).

At USDA, the complaint is being assigned to (*SCRC/SCRM*):

Name:

Address:

Phone and Fax Number:

The USDA contact may be able to provide additional documentation and/or statements from the complainant. Please provide the USDA contact with the case number assigned by HUD and with the address and telephone number of your contact person.

If you need further information from this office, please contact (Desk Officer or Branch Chief).

Director
Civil Rights Staff

Attachments (*the complaint and any supporting documentation*)