

## **Fair Housing Discrimination Complaint Procedure Wayne County, NY**

### **If You Think your Rights Have Been Violated:**

#### Information that will be collected for investigation:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

### **PROCEDURE**

1. Contact Wayne County:
  - a. Complaints pertaining to discrimination in any program funded or administered by the County of Wayne may be filed with:

Ora Rothfuss III, Ag. Development/ Fair Housing Officer  
Wayne County Economic Development & Planning  
9 Pearl Street, Lyons, NY 14489  
315-946-5919  
[orothfuss@co.wayne.ny.us](mailto:orothfuss@co.wayne.ny.us)
2. The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Action Plan activities. While not an expert in fair housing laws, the Fair Housing Officer is familiar with the complaint process and federal and state laws, which address fair housing.
3. The Fair Housing Officer will reasonably assist the complainant in submitting the complaint by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of agency phones for communication.
4. The County will utilize Housing discrimination forms HUD-903.1 and HUD-903.A (Spanish version) from HUD and any guidance for filing a complaint.
5. Complaints received by Wayne County will be forwarded to Legal Assistance of Western New York, Inc. or U.S. Dept. of Housing and Urban Development (HUD) for investigation.
6. If a complaint is filed, a record will be kept showing the date, time, nature of the complaint and decision made in the complaint process.

#### Complainants also have the option of filing directly with:

U.S. Dept. of Housing and Urban Development (HUD)  
(Complaints\_office\_02@hud.gov)  
26 Federal Plaza, Room 3532  
New York, NY 10278-0068  
Telephone (212) 542-7519 or 1-800-496-4294  
Fax (212) 264-9829 \* TTY (212) 264-0927