

First Selectman
J. Christopher Kervick
ckervick@wlocks.com

Selectmen
Michelle L. Hill
Rick Rachele



860-627-1444
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The Town of Windsor Locks
Home of Bradley International Airport

Fair Housing Resolution
TOWN OF WINDSOR LOCKS

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and,
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and,
- Whereas, The **Town of Windsor Locks** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED,

That the **Town of Windsor Locks** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED,

That the First Selectman of the Town of Windsor Locks or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Windsor Locks and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the **Town of Windsor Locks** on **February 6, 2018**



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TOWN OF WINDSOR LOCKS
FAIR HOUSING POLICY STATEMENT

It is the policy of the Town of Windsor Locks to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Windsor Locks must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Windsor Locks or any sub-recipient of the Town of Windsor Locks will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Windsor Locks.

The municipality's First Selectman is responsible for the enforcement and implementation of this policy. The First Selectman, J. Christopher Kervick, may be reached at (860) 627-1444 or ckervick@wlocks.com.

Complaints pertaining to discrimination in any program funded or administered by the Town of Windsor Locks may be filed with the First Selectman's Office. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone 617-994-8300 or 1-800-827-5005, TTY 617-565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Windsor Locks employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Windsor Locks.

Revised: February 6, 2018
Date


J. Christopher Kervick, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting:

The First Selectman's Office, 50 Church Street, Windsor Locks, CT 06096
Telephone (860) 627-1444

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J. Christopher Kervick, First Selectman	Date: 11/19/19
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Town of Windsor Locks

AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectman of the Town of Windsor Locks, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Windsor Locks's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Windsor Locks will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Windsor Locks will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Windsor Locks will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Windsor Locks to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification

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Policy Statement
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excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Windsor Locks will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Windsor Locks employees and will also be posted throughout the Town of Windsor Locks. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Windsor Locks will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to:

Shannon Walker, Director of Human Resources of the Town of Windsor Locks, who can be reached at: (860) 627-1431, or email @ swalker@wlocks.com

11/19/19
Date



J. Christopher Kervick
First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-627-1431.

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AFFIRMATIVE ACTION PLAN

INTRODUCTION:

The Town of Windsor Locks wishes to affirm its pledge of Affirmative Action and Equal Employment Opportunity for all at this time.

The Town of Windsor Locks being fully committed to Equal Employment Opportunity and, noting the underutilization of female and minority group members in its workforces, the Town of Windsor Locks will apply Affirmative Action principles to all phases of its employment practices. The Town of Windsor Locks believes a diversified workforce will promote understanding among person to meet our citizen's needs.

It has been and will continue to be the policy of the Town of Windsor Locks to provide equal employment opportunities for all people regardless of race, color, creed, sex age, sex preference, marital status, national origin, maternity status, physical or mental disability (present or past history thereof) or any other non merit factor. The Town of Windsor Locks considers applicants for employment and promotional candidates on the basis of qualifications to meet the essential functions of the position without regard to any of the aforementioned factors. Equal employment opportunity requires procedures, steps and actions designed to ensure and provide equal job opportunities achieved by utilizing practices designed to eliminate any discriminatory practices, particularly to ensure full utilization of women and minority applicants and employees. All town resources should be used in an effort to attain the stated objectives of equal employment opportunity through policies of non-discrimination

OVERALL STATEMENT:

It has always been the policy and will continue to be the strong commitment of the Town of Windsor Locks, Connecticut and all contractors and subcontractors who do business with this municipality to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The Town of Windsor Locks will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, sex age, sexual preference, marital status, national origin, maternity status, physical or mental disability (present or past history therefore) or any other non- merit factor. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including internships. The Town of Windsor Locks, its contractors and subcontractors will continue to

make good faith efforts to comply with all Federal and State laws and policies which speak to equal employment opportunity.

The Town of Windsor Locks fully supports the goal of remedying the detrimental effects of discrimination through affirmative action programs. The Town recognizes that the under representation of women and minorities can result from unintentional discrimination, and that equal employment opportunity laws improve public service by encouraging a broader range of individuals to contribute their unique talents and abilities. The Town of Windsor Locks acknowledges that the effective application of this policy requires positive steps be taken; and it has and therefore will continue to undertake a program of affirmative action and make known its commitment to this regard.

The Town of Windsor Locks recognizes its legal and moral obligations to promote the national policy of eliminating discrimination in employment practices by following current and any future, federal and state statutes, executive orders, guidelines and regulations pertaining to the Equal Employment Opportunity Law as stated above in the Affirmative Action Policy Statement.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT:

The Town of Windsor Locks shall maintain a strong commitment to provide equal opportunities in employment to all qualified personnel solely on the basis of merit or job-related skills and ability. These efforts will be consistent with the laws and principles of the United States and the State of Connecticut. The Town of Windsor Locks shall adhere to the principles of equal opportunity to ensure that all applicants for employment are treated without regard to their race, color, creed, sex age, sexual preference, marital status, physical or mental disability (present or past history thereof) or any other non-merit factor. This principle applies to employment considerations, promotions, demotions, transfers, recruitment, layoffs, termination, rates of pay, and selection for training. The Town of Windsor Locks, its contractors and subcontractors, shall continue to make efforts to comply with all federal and state laws and policies that address equal opportunity.

IMPLEMENTATION PLAN-RESPONSIBILITY:

The First Selectman and Human Resources Director will be responsible for developing policy statements, affirmative action programs, and internal and external communications. This responsibility includes regular review of procedures to determine effectiveness, need for remedial action to meet goals that have been set. Technical aspects of compliance, such as the keeping of reports, may be delegated, but the final responsibility and authority for all aspects of Windsor Locks Affirmative Action Program remain with the First Selectman. The implementation plan shall include:

1. Writing, amending and updating Affirmative Action Plan bi-annually with the review and approval of the First Selectman.
2. Establishing policies and guidelines to facilitate the implementation of equal opportunity employment through recruitment and personnel procedures and purchasing procedures.
3. Communication such policies and guidelines to Department Heads and employees. Post the Equal Opportunity Policy Statement and Notice of the Affirmative Action Plan in the Town Clerk's Office on municipal employee information bulletin boards, and with each collective bargaining unit. Copies will be made available to prospective job applicants upon request.

4. Monitoring and evaluation the program to make relevant revisions to problem areas through the analysis of applicant pools with the use of EEO Questionnaire; (See attached-Equal Opportunity Questionnaire)
5. Review practices with respect to recruiting, hiring, transfer, promotion, training, development, compensation, benefits, lay-off, collective bargaining negotiations and termination procedures with the intent of elimination discriminatory practices.
6. Preparing and submitting all appropriate federal and state government forms such as the EEO-4.
7. The Town Annual Report will contain the general policy statement on equal employment opportunity and it will be incorporated in prospective job applications.
8. Providing a forum to raise questions relative to equal employment opportunities policies.

The Human Resources Director will hear formal complaints of discrimination and render decisions in accordance of procedures outlined in this policy.

RECRUITMENT AND PERSONNEL GUIDELINES FOR EEO:

1. Review of Job Descriptions: The Town shall regularly review job descriptions and minimum requirement are job-related. The intent is to eliminate any discriminatory effects implicit in the present position descriptions. It is the policy of the Town of Windsor Locks to seek and to employ only fully qualified persons to fill vacancies in all positions.
2. Recruitment: The Town shall continue to stimulate interest among targeted groups based on workforce analysis for employment with the Town of Windsor Locks.

Community agencies and colleges, which serve minority and women populations, will be notified of the Town's Affirmative Action Plan and equal employment policies and of job opportunities as they become available. The decision of which agencies to be notified will depend upon the type of position available. A continuing analysis of the effectiveness of advertising campaigns shall be conducted, dropping non-productive sources and continuing a search for more responsible sources.

Job Applications procedures will be kept as simple as possible so as not to deter any potential applicants. Accommodations or other assistance will be provided to applicants as needed in accordance with the Affirmative Action Plan ADA.

All advertisements will be sent to the State Job Centers/Employment Offices.

Word of mouth referrals from minority and female employees will be encouraged. Encourage training programs to improve promotional opportunities.

All applicants for employment shall be requested to complete an Equal Opportunity questionnaire for statistical purposes only in order for the Town to collect data to evaluate the number of female and minority applicants seeking available employment with the Town.

3. Testing: The Town shall review testing procedures for new applicants and promotions to insure they are appropriate and related to the essential duties of the position.

4. Compensation and Benefits: The Town will insure all employees receive the same employee benefits without discrimination based upon race, color, creed, sex age, sexual preference, marital status, national origin, maternity status, physical or mental disability (present or past history thereof) or any other non-merit factor. The Town will review compensation levels to insure they equal market salaries and salaries are based on position value and not subject to discrimination based upon race, color, creed, sex age, sexual preference, marital status, national origin, maternity status, physical or mental disability (present or past history thereof) or any other non –merit factor.
5. Training: The Town shall develop training programs, as feasible, to enhance opportunities for promotion of women and minorities. Within the town employment such as interview skills, supervision skills, etc. The Town will also provide training, as required or needed, about Equal Employment Opportunity, preventing discrimination, sexual or other harassment prevention, etc. The Town shall provide training to supervisors, and employees when possible, about the Affirmative Action Plan and Sexual Harassment Prevention and ADA Policy.
6. Exit interviews may be conducted of employees to inquire if they experienced or witnessed any discriminatory practices while employed by the Town of Windsor Locks.

Purchasing Policies and Guidelines for EEO:

To promote Equal Employment Opportunities the Town will require all vendors doing business with the Town to support and promote Equal Opportunities by signing the appropriate documents as listed below. Bid Documents will have the following language to promote Equal Employment Opportunities.

Legal Advertisement Language:

Equal Opportunity Employer, minority/women women owned business are encouraged to submit a bid.

Fair Employment Practices:

The Bidder agrees not to discriminate against any employee or applicant for employment in the performance of the bid's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age religion, national origin, or other condition prescribed by State or Federal Law.

Policy Disseminations:

Critical to guaranteeing attainment of equal employment opportunity goals is the awareness and understanding of the Affirmative Action Plan by all applicants and employees. To this end, the Town of Windsor Locks has implemented the following procedures:

Internal:

The First Selectman, Department Heads, and the Human Resources Director shall review drafts, revisions and updates of the Affirmative Action Plan for their input and support.

Revisions and updates of the Affirmative Action Plan shall be approved by the Board of Selectman to ensure full support of the Town toward equal employment opportunity.

The Affirmative Action Plan shall be available to all employees and shall be given to all new employees, which includes a Policy on Harassment in the Workplace and the ADA Policy.

The Town's Affirmative Action Plan shall be posted on the Town Bulletin Boards.

External:

All bid specification sent to potential vendors shall contain the language indicated in the Purchasing Policies and Guidelines for EEO listed in this document.

All advertisement for recruitment of Town employees shall state that the Town of Windsor Locks is an "Affirmative Action-Equal Employment Opportunity Employee (AA/EEO).

The Town's Affirmative Action Plan shall be available to all applicants. Community agencies, which serve minority and women populations, shall be notified of Town of Windsor Locks job opportunities to encourage all applicants to apply, especially minorities and women.

UTILIZATION ANALYSIS AND GOALS:

The purpose of a utilization analysis is to identify where and to what extent the protected groups may be under-utilized or concentrated within the employment structure, in order to rationally develop affirmative action goals. These documents are always changing depending upon vacancies, promotion, recruitments, etc. Therefore, the utilization analysis (EEO-4) form is attached. Following the implementation of this Affirmative Action Plan a recruitment analysis will be available with current data. These reports allow the Town of Windsor Locks to set goals for the next years based on the analysis of these reports compared to the census data for Town and Region. These 2019-2021 goals for the Town of Windsor Locks are to:

More Minorities in all job categories.

More women in Officials, Technicians, Skilled/Craft Workers and Police/Service job categories

Measure to be taken to meet the Towns Goals:

We will monitor our applications for information about how candidates learned about our positions so we can reach as many diverse candidates as possible.

The HRIS system will keep records of Hires, Promotions, Transfers and terminations to allow us to analyze our mythology and improve our efforts.

All jobs will be posted with the Department of Labor and will be advertised in a appropriate professional locations as needed and in the Minority News.

Department Head and Supervisors will be given training on affirmative action goals and equal opportunity procedures so when they participate in the recruiting process they understand that the town does not discriminate.

To provide a diverse applicant pool the Town will focus on reaching out to the Department of Labor for recruitment efforts. The Town will monitor our employment policies to make sure that the Town's polices do not discriminate.

The Human Resources Department will be available to all people who wish to learn more about job opportunities for the Town of Windsor Locks and will make every effort to assist them in the employment process.

GRIEVANCE PROCEDURE:

Any employee or applicant who feels he or she is being discriminated against because of race, color, creed, sex age, sexual preference, marital status, national origin maternity status, physical or mental disability (present or past history thereof) or any other non-merit factor in any personnel action including but not limited to classification, compensation, training or employment, may initiate an affirmative action complaint. The individual may bring the complaint to the attention of the Human Resources Director 860-627-1431 to seek resolution. If the complaint cannot be resolved at this point, the employee may contact the state agency charged with enforcing anti-discrimination laws, the Commission on Human Rights and Opportunities (CHRO), and the Federal agency, the Equal Employment Opportunity Commission (EEOC). The Human Resources Department upon request will provide all individuals with relevant contact information regarding above agencies. This plan is available in large print or on audio tape from the Human Resource Director by calling 860-627-1431, or at 50 Church Street Windsor Locks, CT 06096 in the Human Resources Department.

November 19, 2019
Date



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Town of Windsor Locks
MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Windsor Locks.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Mark Doody, ADA Coordinator, 860-627-1431
Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096

Within 15 calendar days after receipt of the complaint, Mark Doody, ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mark Doody, ADA Coordinator, will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Mark Doody, ADA Coordinator, and offer options for substantive resolution of the complaint.

If the response by Mark Doody, ADA Coordinator, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman or his designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the First Selectman, or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mark Doody, ADA Coordinator, appeals to the First Selectman or his designee, and responses from the ADA coordinator and First Selectman or his designee will be kept by the Town of Windsor Locks for at least three years.


J. Christopher Kervick, First Selectman

November 19, 2019
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Town of Windsor Locks

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The **Town of Windsor Locks** does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The **Town of Windsor Locks** seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Windsor Locks Fair Housing Plan and is fully implemented to ensure compliance by the Town of Windsor Locks, as the recipient, and by sub-recipients. The cooperation of all personnel is required.



J. Christopher Kervick
First Selectman

November 19, 2019
Date