







U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY										CURRENT REPORTING MONTH																		
REGIONAL MONTHLY STATUS SUMMARY OF COMPLAINTS RECEIVED AND COMPLIANCE REVIEWS CONDUCTED TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974										FISCAL YEAR		CURRENT REPORTING MONTH										REMARKS						
										FISCAL YEAR		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL		AUG	SEPT				
INSTRUCTIONS This form is to be maintained as a complaint and compliance review log and should be updated on a monthly basis for complete instructions see 8000.1.										MILESTONE ACTIONS										REMARKS								
REG	FILE	NO	NO	NO	NO	NO	NO	NO	NO	INVESTIGATION	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS		COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	STATE COUNTY	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	RECIPIENT	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	COMPLIANCE	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP
RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED	PROGRAM	ON SITE	COMPLETED	PRELIMINARY	REPORT	COMPLETED	30-DAY NOTICE	REFERRAL	INITIATED	RESULTS OF	NEGOTIATIONS	COMPLETED	DEFERRAL	CLOSED	TYPE OF	REFERRED TO	REASON FOR	FOLLOW-UP	FOLLOW-UP

HUD 3312 (R) '61





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT STATE/LOCAL REFERRAL AGENCY REPORT		
I. NAME OF STATE/LOCAL REFERRAL AGENCY		FOR HUD USE ONLY
		DATE REFERRED
CASE NUMBER	DATE COMPLAINT RECEIVED	NAME OF REFERRAL AGENCY
NAME, ADDRESS AND TELEPHONE NUMBER OF COMPLAINANT		HUD CASE NUMBER
NAME, ADDRESS AND TELEPHONE NUMBER OF RESPONDENT		HUD MONITOR
		DATE RECEIVED IN HUD
BASIS: <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> RELIGION <input type="checkbox"/> SEX <input type="checkbox"/> NATIONAL ORIGIN		
ISSUE		
II. INVESTIGATION		CONCILIATION
DATE ASSIGNED	DATE COMMENCED	CONCILIATION IN PROCESS <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE INVESTIGATION COMPLETED		DATE CONCILIATION COMPLETED
RESULTS <input type="checkbox"/> PROBABLE CAUSE <input type="checkbox"/> NO PROBABLE CAUSE <input type="checkbox"/> COMPLAINT WITHDRAWN		CONCILIATED <input type="checkbox"/> YES <input type="checkbox"/> NO
FINAL DISPOSITION <input type="checkbox"/> LEGAL ACTION BY COMPLAINANT <input type="checkbox"/> FURTHER ACTION BY COMMISSION		RESULTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNSUCCESSFUL <input type="checkbox"/> PARTIAL <input type="checkbox"/> OTHER (Specify)
DATE OF STATUS REPORT <input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS		RELIEF OBTAINED (Check applicable Boxes) <input type="checkbox"/> DWELLING (Contested or next available unit) <input type="checkbox"/> MONETARY COMPENSATION \$ _____ <input type="checkbox"/> AFFIRMATIVE ACTION _____ <input type="checkbox"/> OTHER (Specify) _____
		DOES CONCILIATION AGREEMENT PROVIDE FOR FUTURE MONITORING OF RESPONDENT'S OPERATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO
III. REMARKS		
DATE CASE CLOSED	TYPED NAME OF AGENCY INVESTIGATOR	SIGNATURE OF AGENCY INVESTIGATOR

### INSTRUCTIONS

This is a HUD Form to be used by State and Local agencies in reporting the status of Title VIII cases referred to it for processing. There is a separate form completed for each Title VIII.

Procedure for utilizing the form: (Form is printed in color-coordinated NCR Paper).

1. After thirty (30) days, the regional staff should complete the top portion of the form (*through respondent identification*) retaining the white copy and forwarding the remaining forms to the referral agency for updating. The referral agency then updates and returns all copies to the regional office.
2. After sixty (60) days, the regional staff should retain the green copy of the form and forward the yellow, pink and gold copies to the referral agency for updating. The referral agency then updates and returns all copies to the regional office.
3. After ninety (90) days, the regional staff should retain the yellow copy and forward the pink and gold copies to the referral agency for further updating. After updating, the referral agency retains the gold copy for its record and returns to the regional office the pink copy.

The white copy should have "original copy" printed on it, the green, yellow and pink should have "return to region" and the gold copy should be printed "referral agency's copy."

The region shall keep one copy of the completed form in the Title VIII case folder and make two copies to be sent to the Central Office, one copy will go to Office of Policy Development and Data Analysis and the other to Civil Rights Compliance and Enforcement.

#### PRIVACY ACT OF 1974 (PL 93-579) STATEMENT HUD-948 (11-75) STATE/LOCAL REFERRAL AGENCY REPORT

**Authority** - Title VIII of the Civil Rights Act of 1968 (PL 90-284), as amended by Section 808(b) (1), (2) and (3), the Housing and Community Development Act of 1974 (PL 93-383).

**Purpose** - The information requested in this form is to be used by the department to provide information necessary to investigate and conciliate complaints of discrimination in housing and to evaluate the referral agency's ability to meet equivalency requirements.

**Use** - This information may be disclosed by the Department of Housing and Urban Development to the Department of Justice in initiating pattern or practice suits of discrimination in housing.