



8000.1 REV-1

APPENDIX 5

Form Approved
OMB No. 63-R1461

| U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT STATE/LOCAL REFERRAL AGENCY REPORT | | |
|---|-----------------------------------|--|
| I. NAME OF STATE/LOCAL REFERRAL AGENCY | | FOR HUD USE ONLY |
| CASE NUMBER | DATE COMPLAINT RECEIVED | DATE REFERRED |
| NAME, ADDRESS AND TELEPHONE NUMBER OF COMPLAINANT | | NAME OF REFERRAL AGENCY |
| NAME, ADDRESS AND TELEPHONE NUMBER OF RESPONDENT | | HUD CASE NUMBER |
| | | 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 COMPLAINT WITHDRAWN | | CONCILIATED 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 |

HUD-948 (11-75)

INSTRUCTIONS

This is a HUD Form to be used by State and Local agencies in reporting the status of Title VIII cases referred to them 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.