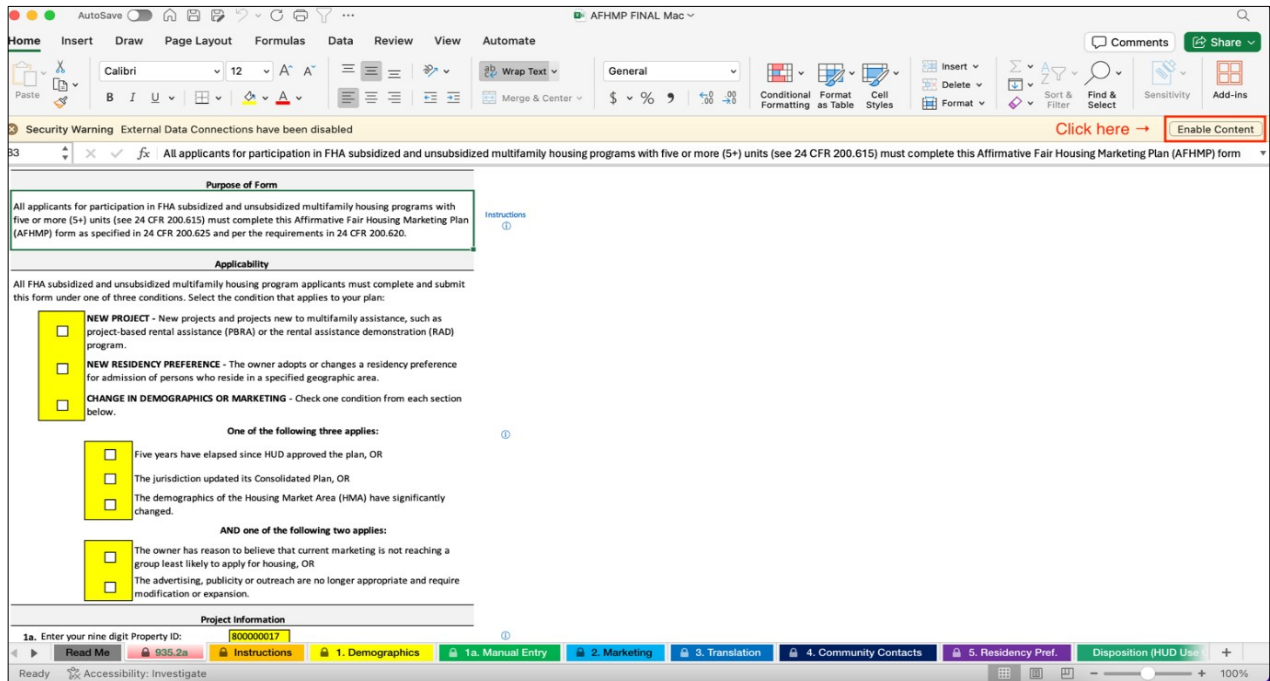


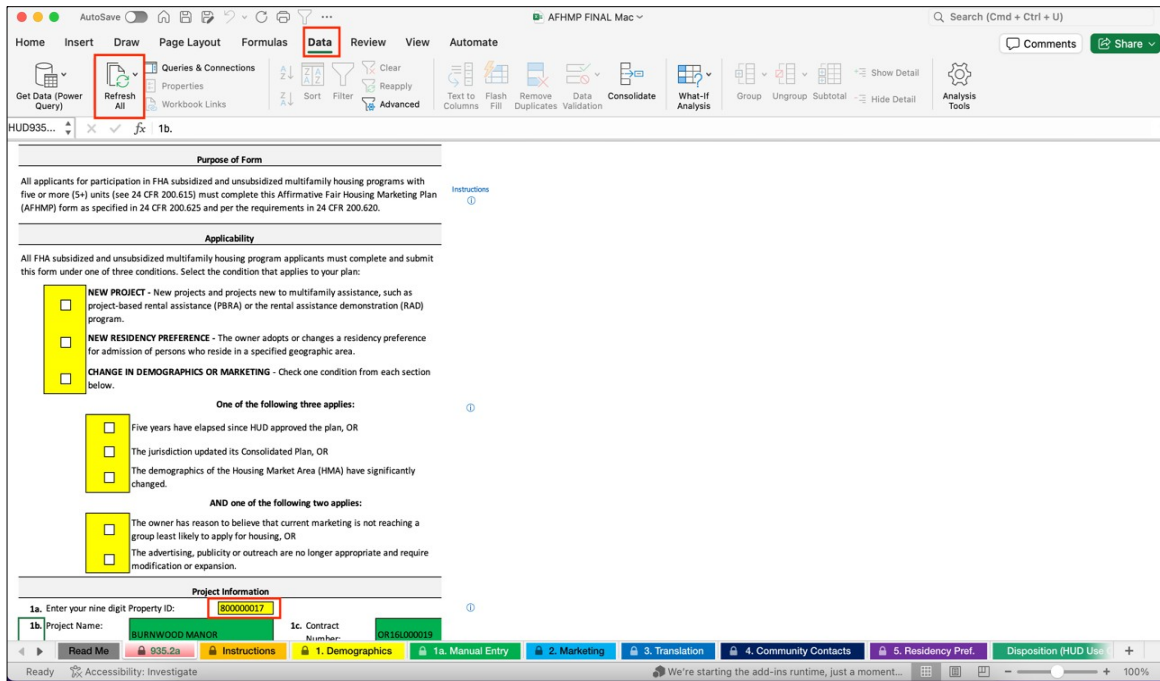
This automated form connects directly to HUD and US Census data for your development. Please note that automated features are not supported on browser/web-based versions of Excel, Google Sheets, or Apple Numbers.

Upon first use, complete the following steps to configure data connections.

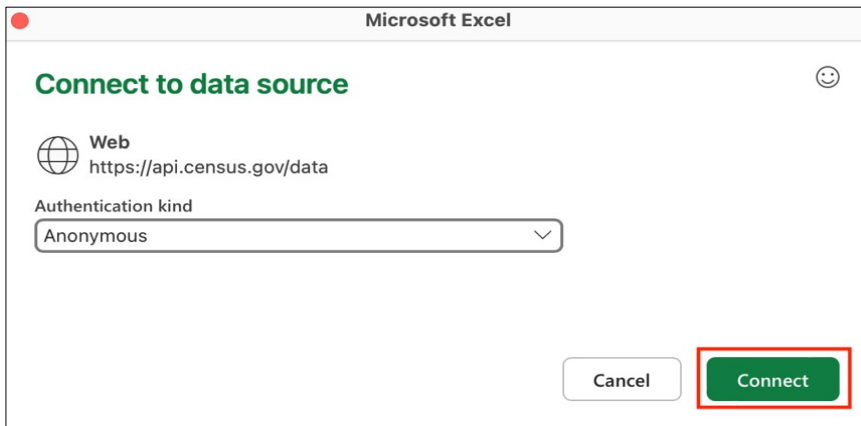
1. Click “Enable Content” in the banner at the top of Excel. This allows the form to connect to the Census Bureau website (data.census.gov)



2. Enter your nine-digit property ID in Question 1a on Worksheet 935.2a. Then go to the Data Ribbon and click “Refresh All.” This will request the demographic information from the Census for your property's geography.



3. Click “Connect” in the “Access Web Content” Dialogue Box. Since the form is accessing publicly available Census data, anonymous access is permitted.



5. Allow 10-15 seconds for Excel to complete the data query. The configuration and data retrieval is complete. Save the file. Additional queries should not require repeating these steps.

Scope of Form
CFR 200.620.

Applicability
to your plan:

NEW PROJECT - New projects and projects new to multifamily assistance
NEW RESIDENCY PREFERENCE - The owner seeks to adopt or change
CHANGE IN OWNERSHIP, DEMOGRAPHICS, OR MARKETING - Change

One of the following three applies:

Five years have elapsed since HUD approved the plan

The jurisdiction updated its Consolidated Plan, OR

The demographics of the Housing Market Area (HMA)

AND one of the following two applies:

The owner has reason to believe that current market

The advertising, publicity, or outreach are no longer

Information

1a. Enter your nine digit Property ID:

1b. Project Name:

1c.

1d. Project Address:

1e.

1f. Managing Agent Information

1g. Owner/Developer Information:

Contact Name:

Company Name:

Business Address:

Business Email:

Business Phone:

1h. AFHMP Point of Contact:

Contact Name:

Company Name:

Business Address:

Business Email:

Business Phone:

1i. Does this property have an elderly or disability restriction or preference? If yes

1j.

If applicable, describe elderly or disability restrictions or preferences and how they

1k. Please submit photos of Project Site Signs. Below, check all locations where you

Information

2a. Date of Last Approved AFHMP:

If this is the initial AFHMP for this property, skip this question.

2b. Please discuss the effectiveness of your most recent AFHMP to reach groups id

Information

Dates of Marketing Campaign: Marketing must not begin without an approved

3a. Date marketing began or will begin:

3b. Date applications will start being accepted (if applicable):

3c. Have you attached a copy of your marketing budget to this submission? If not,

Apply to Apply

Affirmative Marketing for Racial and Ethnic Groups

Before completing the next section, review and verify the demographic information:

You may enter alternate geographies on Worksheet 1a; however, you must explain

4a. Check the boxes for all groups under-represented at the property, on the property

Marketing Activities

4b. For each racial or ethnic group identified in Question 4, complete Worksheet 2

Is Worksheet 2 complete?

Affirmative Marketing to Individuals with Disabilities, Families with Children, and

5a. Describe your efforts to affirmatively market units to households that include individuals

5b. Describe your efforts to affirmatively market units to families with children (e.g.

5c. If there are demographic groups that are prevalent in your HMA or EHMA but not

or LEP Groups

6. Does your property have a Language Access Plan (LAP) and does your LAP call f

Community Contacts

7a. Complete Worksheet 4 to describe the community contacts to whom you will p
Have you completed Worksheet 4 with at least two community contacts for ea

7b. Provide the name and contact details for a primary community outreach partn

Name:

Email Address:

Phone Number:

Assistance and Activities:

Equipment Procedures

8a. **Application Availability** - The items below list recommended practices for equi

8b. **Application Submission** - Check all that apply.

Tenant Selection

9a. Describe how you will make potential applicants and the public aware of prefer

9b. Has your staff received training on the application and tenant selection policies

9c. What staff positions are/will be responsible for tenant selection? (250 characte

Residency Preference

10a. Is the property requesting or does it currently have a HUD-approved residency preference?

10b. Residency Preference Status:

10c. What is the geographic area of the residency preference?

10d. Have you attached residency preference language from your tenant selection process?

10e. Is the residency preference area the same as the EHMA identified in Worksheet 4?

10f. Why does the property need a residency preference for the geography described in Worksheet 4?

10g. Is Worksheet 5 complete with information about your residency preference?

Staff

11. Describe AFHMP/Fair Housing Training that has been or will be provided about the property.

Evaluation

12. Describe the steps you will take to monitor and evaluate the success of your AFHMP.

Other Considerations

13. Is there anything else you would like to tell us about your AFHMP to help ensure its effectiveness?

14. The AFHMP must be available for public inspection at the sales or rental office.

instance, such as project-based rental as:
ange a residency preference for admissio
ack one condition from each section bel

n, OR

4) have significantly changed.

ting is not reaching a group least likely to
appropriate and require modification or

Contract Number:

Date of Initial Occupancy:

, attach the regulatory agreement or otl

How you apply them (e.g., define the qualific:

ou will display the Project Site Sign.

entified as least likely to apply. (1000 cl

I AFHMP. For all projects, marketing shc

provide justification in Question 13: Adc

ation automatically provided in Worksh
plain the reasoning for using different ge
erty's waiting list, or in the property's ce

describing your efforts to market your p

nd Other Demographic Groups
ndividuals with disabilities (e.g., includin

;, providing information in advertise

nderrepresented at your property that

or the translation of marketing and app

provide marketing materials and blank a
ch targeted population?

er who will assist with affirmative marke

ty in application distribution. Please che

rences and screening criteria that impac

; and practices following the project's oc

ers)

preference? If no, skip to Question 11 a

plan? (Required for approval).

t 1?

ed in 10c? (500 characters)

fair housing and other applicable civil ri

firmative marketing activities between /

re you market your program to those lea

(24 CFR 200.625), and HUD recommend

Instructions

General Instr
Complete Wc

Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities

The columns below show the percentage of demographic groups among the project's residents, census tract, HMA, and EHMA. If the data in these columns does not auto-populate, confirm the property ID entered in Cell F26 on 935.2a, click *Refresh All* on the data ribbon. Complete the column titled 'Applicants' and check the column titled 'Current Residents' for accuracy, correcting any errors you find. If the 'Current Residents' column says *Enter Data*, the information is unavailable in HUD's system and should be entered manually. If the project is new construction or substantial rehabilitation and does not have current resident or applicant data, leave those two columns blank. If this sheet does not auto-populate, complete Worksheet 1a.

Use this information to identify any under-representation of certain demographic groups in terms of race, color, national origin, familial status, or disability. If there is a significant under-representation of any demographic group among project residents, current applicants, or the census tract related the HMA/EHMA, then you should target outreach and marketing towards groups least likely to apply.

Demographic Characteristics (%)	Current Residents	Applicants	Census Tract	HMA	EHMA
Black or African American					
American Indian and Alaska Native					
Asian	Enter Data				
Native Hawaiian and Other Pacific Islander	Enter Data				
Hispanic or Latino					
White alone					
Persons with Disabilities					
Families with Children					

Worksheet 1a: Alternate Geographies for Determining Demographic Groups Least Likely to Apply for Housing Opportunities

Complete Worksheet 1a ONLY if you wish to use an alternate geography from the default HMA/EHMA in Worksheet 1, or if you are prompted to manually complete the census tract/HMA/EHMA data. If you wish to use the default geographies from Worksheet 1, leave this worksheet blank. If the project is new construction or substantial rehabilitation and does not have current resident or applicant data, leave those columns blank.

The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, familial status, or disability. The columns below indicate the percentage of demographic groups among the project's residents and census tract. If there is significant under-representation of any demographic group among project residents, current applicants, or the census tract in relation to the HMA/EHMA, then targeted outreach and marketing should be directed towards these individuals least likely to apply.

Demographic Characteristics (%)	Current Residents	Applicants	Census Tract	HMA	EHMA
			(Enter Tract Number)	(Enter HMA)	(Enter EHMA)
Black or African American					
American Indian and Alaska Native					
Asian					
Native Hawaiian and Other Pacific Islander					
Hispanic or Latino					
White alone					
Persons with Disabilities					
Families with Children					

2. Marketing

Worksheet 2: Marketing Activities

Complete Worksheet 2 by identifying the group(s) y
Group(s) for Description of Media Where Geographic Ar

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Worksheet 3: Language Groups for Persons with Limited English Proficiency (LEP)

Use [Worksheet 3](#) to determine if there are populations who need marketing and application materials translated into other languages. The cells in this worksheet will highlight for language groups in each geography level if more than 1,000 individuals or 5% of the total population speaks English "less than very well." If data does not auto-populate, confirm the property ID entered in Cell F26 on 935.2a, click Refresh All on the data ribbon.

LEP Language Group	Census Tract	HMA	EHMA
Total Population			
Spanish (#)			
Spanish (%)			
French, Haitian, or Cajun (#)			
French, Haitian, or Cajun (%)			
German or other West Germanic languages (#)			
German or other West Germanic languages (%)			
Russian, Polish, or other Slavic languages (#)			
Russian, Polish, or other Slavic languages (%)			
Other Indo-European languages (#)			
Other Indo-European languages (%)			
Korean (#)			
Korean (%)			
Chinese (incl. Mandarin, Cantonese) (#)			
Chinese (incl. Mandarin, Cantonese) (%)			
Vietnamese (#)			
Vietnamese (%)			
Tagalog (incl. Filipino) (#)			
Tagalog (incl. Filipino) (%)			
Other Asian and Pacific Island languages (#)			
Other Asian and Pacific Island languages (%)			

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Arabic (#)	
Arabic (%)	
Other and unspecified languages (#)	
Other and unspecified languages (%)	

Worksheet 4: Community Contacts

Complete Worksheet 4 with **at least two** organizations as community contacts for each targeted population you have designated as least likely to apply. Groups least likely to apply are (a) the racial and ethnic groups you identified in response to Question 4a; (b) individuals with disabilities; (c) families with children; (d) any other demographic groups you identified in response to Question 5c. You may add or attach additional sheets if necessary.

Organization information	Target group	Service to the target group	Materials provided	Date contacted
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				

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Organization information	Target group	Service to the target group	Materials provided	Date contacted
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				

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Organization information	Target group	Service to the target group	Materials provided	Date contacted
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				
Name				
Business Address 1				
Business Address 2				
City, State, Zip				
Business Email				
Business Phone				
Contact Method				

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Worksheet 5: Residency Preference Area

Complete Table 5 only if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1). If the property has a residency preference, the preference must not operate as a requirement and must be in accordance with the non-discrimination and equal opportunity requirements at 24 CFR 5.105(a). A residency preference must not be based on how long an applicant has resided or worked in a residency preference area, and applicants who work in the area must be treated as residents. This table will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, HMA, and EHMA.

Demographic Characteristics (%)	Current Residents	Applicants	Census Tract	HMA	EHMA	Preference Area
Black or African American						
American Indian and Alaska Native						
Asian	Enter Data					
Native Hawaiian and Other Pacific Islander	Enter Data					
Hispanic or Latino						
White alone						
Persons with Disabilities						
Families with Children						

Disposition

For HUD-Office of Housing Use Only	For HUD-Office of Fair Housing and Equal Opportunity Use Only
	<p><input type="radio"/> Approved</p> <p><input type="radio"/> Disapproved</p> <p><input type="radio"/> Approved with conditions</p>
Signature & Date (mm/dd/yyyy):	Signature & Date (mm/dd/yyyy):
Name (type or print):	Name (type or print):
Title:	Title:
Conditions of Approval:	