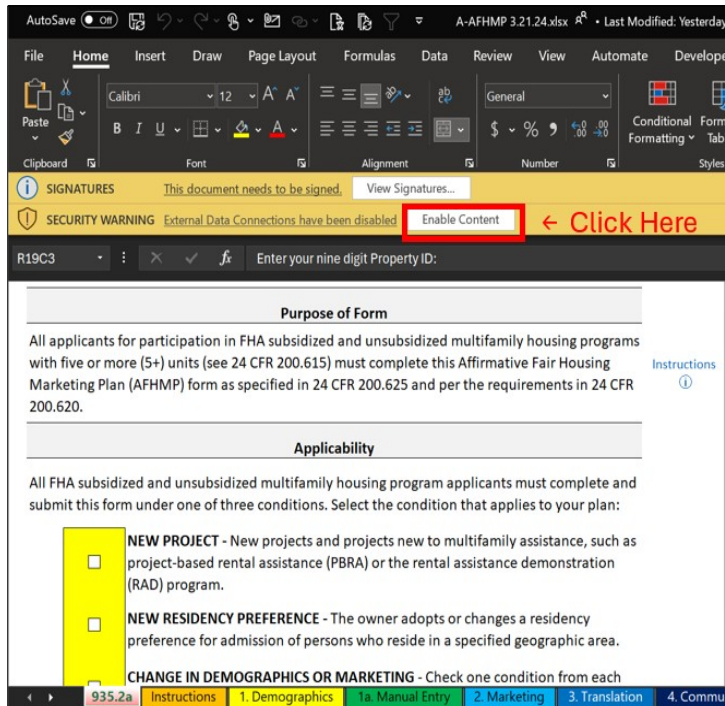


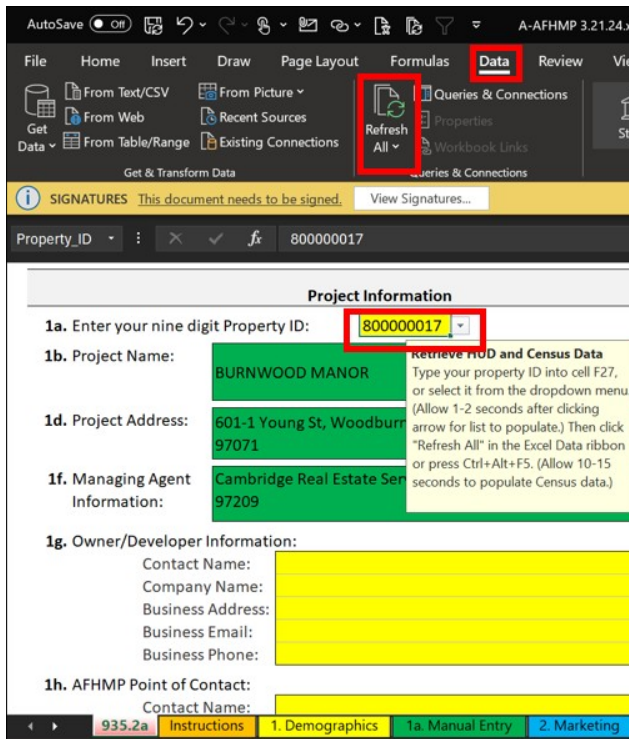
This automated form connects directly to HUD and US Census data for your development. Please note that automated features are not supported on browser/web-based versions of Excel, Google Sheets, or Apple Numbers.

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

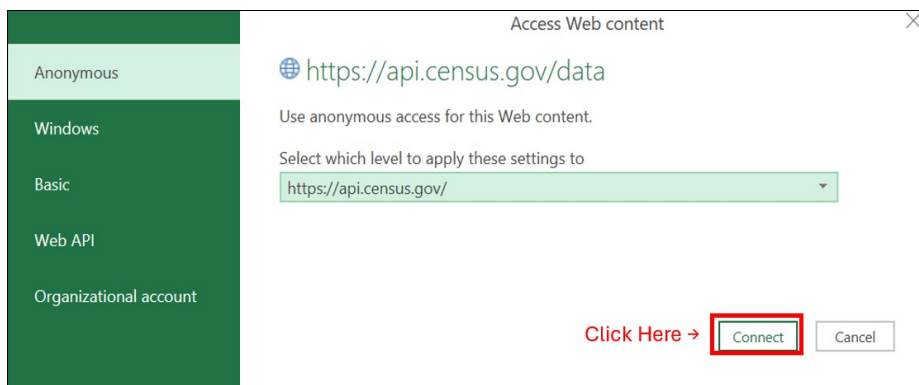
1. Click “Enable Content” in the banner at the top of Excel. This allows the form to connect to the Census Bureau website (data.census.gov)



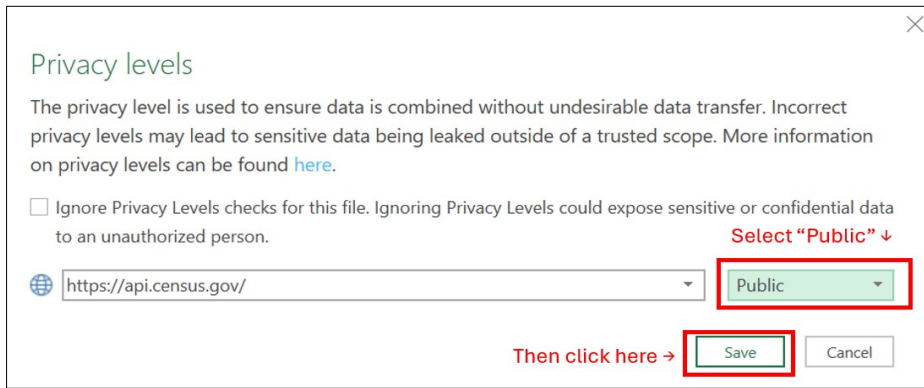
2. Enter your nine-digit property ID in Question 1a on Worksheet 935.2a. If you need assistance locating your property ID, contact your Account Executive in the Office of Multifamily Housing. After entering a nine-digit property ID, go to the Data Ribbon and click “Refresh All.” You can also press CTRL+Alt+F5 to refresh. 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.



4. Select “Public” from the drop-down menu on the “Privacy Levels” dialogue box, then click “Save.” The Census data used by the form is publicly accessible.

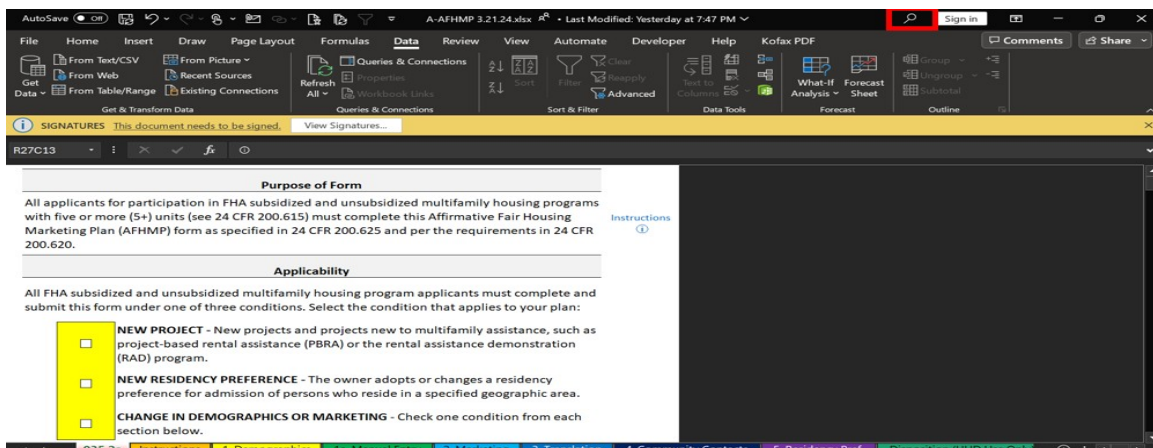


5. Allow 10-15 seconds for Excel to complete the data query. The configuration and data retrieval is complete. Save the file. Additional queries should not require repeating these steps.

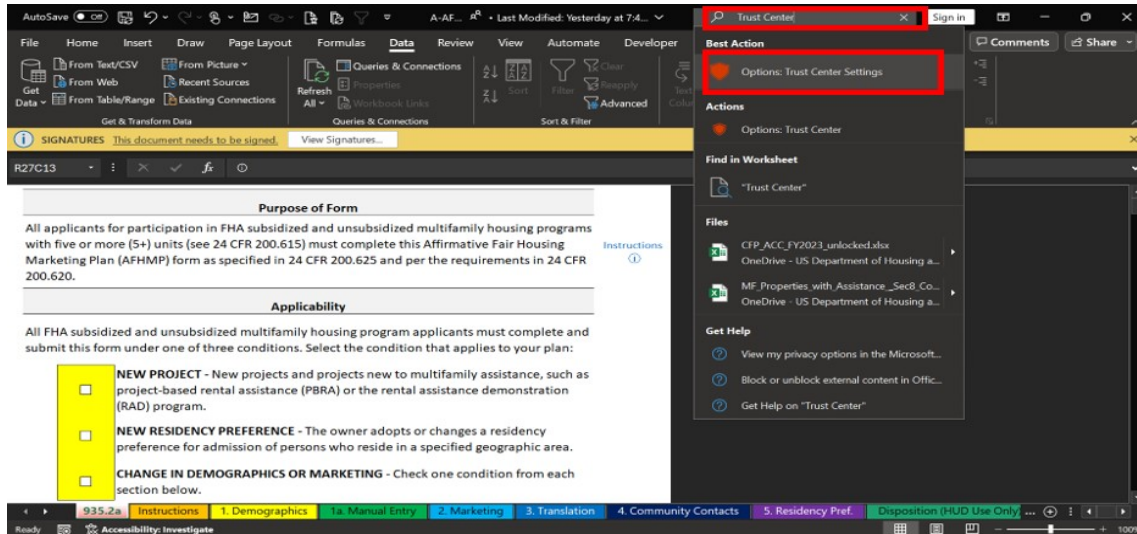
Troubleshooting

If you do not see the “Security Warning” shown in Step 1, or if nothing appears to happen when you click “Refresh All” in Step 2, confirm that you have enabled external data connections in Microsoft Excel’s Trust Center Settings using the following steps:

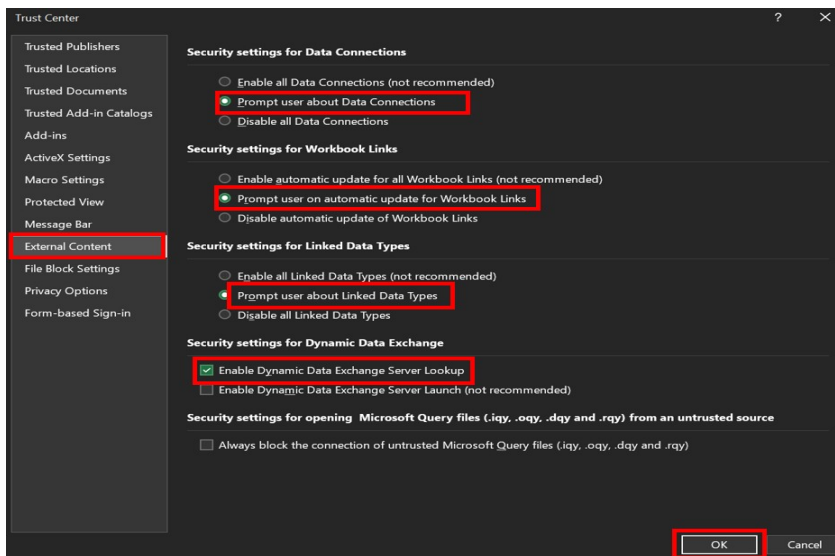
1. Click the magnifying glass icon at the top of the screen.



2. Start typing “Trust Center”, then click on “Trust Center Settings” from the auto-populated list of options.



3. Click “External Content”, then confirm that your settings are configured as pictured. (The first three radio buttons should be set to “Prompt User”. The first box under “Dynamic Data Exchange” should be checked.)



4. Click “Ok” and then restart Microsoft Excel. You should now receive the security warning and be able to successfully run the external data query.

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) have changed
AND one of the following two applies:
The owner has reason to believe that current market conditions
The advertising, publicity or outreach are no longer appropriate

Required 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 you

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 questions 2a and 2b.

2b. For existing projects, please discuss the effectiveness of the most recent HUD-

Information

Dates of Marketing Campaign: Marketing must be done in accordance with a P

3a. Date marketing will begin:

3b. Date application period will open:

3c. Have you attached a copy of your marketing budget to this submission? If the p

Apply to Apply

Affirmative Marketing for Racial and Ethnic Groups

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

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

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

Marketing Activities

4b. Complete Worksheet 2, describing your efforts to market your property to for
Is Worksheet 2 complete?

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

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

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 u

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:

Application 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 characters)

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 during the prior and subsequent 12-month period.

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 and how you intend to implement it?

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

Instructions

①

①

istance, such as project-based rental assistance (PBRA) or the rental assistance demonstration
age a residency preference for admission of persons who reside or work in a specified geogra
ack one condition from each section below.

n, OR

A) have significantly changed.

ting is not reaching a group least likely to apply for housing, OR
appropriate and require modification or expansion.

①

Contract Number:

①

Date of Initial Occupancy:

①

, attach the regulatory agreement or other supporti

①

ou apply them (e.g., define the qualification criteria for each restriction/preference and how

ou will display the Project Site Sign. ⓘ

ⓘ

approved AFHMP in reaching groups identified as lea ⓘ

HUD-approved AFHMP. For projects with defined application periods, marketing should comi

ⓘ

project does not have a marketing budget, explain in ⓘ

ation automatically provided in Worksheet 1: Demog
plain the reasoning for using different geographies in
erty's waiting list, or in the property's census tract co

Worksheet

⊞

⊞

ⓘ

each racial or ethnic group identified in Question 4. ⊞

and Other Demographic Groups
individuals with disabilities (e.g., including informati ⓘ

;, providing information in advertisements about nea ⓘ

underrepresented at your property that have not yet ⓘ

or the translation of marketing and application mate



provide marketing materials and blank applications.



ch targeted population?



er who will assist with affirmative marketing. Potenti



ty in application distribution. Please check all the pra



rences and screening criteria that impact tenant sele



; and practices following the project's occupancy poli



ers)



preference? If no, skip to Question 11 and leave Wo



plan? (Required for approval).

t 1?

ed in 10c? (500 characters)



nth period covering fair housing and other applicable



firmative marketing activities between AFHMP submi



will market your program to those least likely to app



(24 CFR 200.625), and HUD recommends that you ma



on (RAD) program.
aphic area.

How they interact, state the age cutoff for any elderly restriction/preference, explain if any hou:

mence with sufficient time to assure that all eligible families have an equal opportunity to ap

sehold member can qualify, note if restrictions/preferences apply across the project or are li

ply. For projects with open waiting lists, affirmative marketing should be continuous.

mitted to certain units, etc.) (500 chara

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 or press CTRL + ALT + F5. 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) you
Group(s) for Description of Media Where Geographic Ar

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, or press CTRL + ALT + F5.

	Census Tract	HMA	EHMA
LEP Language Group			
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 (#)			

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Other Asian and Pacific Island languages (%)	
Arabic (#)	
Arabic (%)	
Other and unspecified languages (#)	
Other and unspecified languages (%)	

Worksheet 4: Community Contacts

Complete Table 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
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:	