

MassHousing (AFHMP) Affirmative Fair Housing Marketing Plan Checklist	
	<p>Determine which AFHMP form should be used.</p> <p>If only State and Local funds are being used, with no Federal affiliation, the MassHousing AFHMP must be used.</p> <p>If there is Section 8 Project Base, HUD Risk Share, or MAP JV, the HUD 935-2A Affirmative Fair Housing Marketing Plan must be used.</p> <p>NOTE: Both forms are located on the MassHousing Rental Portal. If you are uncertain about which form is correct for your property, please contact either the MassHousing Asset Manager or the Underwriter/Originator.</p>
	Directions for each question on the AFHMP form are outlined on pages 6-8 of the AFHMP form.
	<p>Completing Worksheet 1 of the AFHMP is MOST IMPORTANT. The data exported from the United States Census Bureau MUST be accurate to determine which groups are considered “least likely to apply”.</p> <p>NOTE: Step by Step Directions for Completing Worksheet 1 and exporting data from the United Census Bureau are on the MassHousing Rental Portal.</p>
	<p>With every AFHMP submission to either MassHousing or HUD, the following attachments <i>MUST be included:</i></p>
	<p>For existing properties, photo of the <u>Property Sign</u> (include Fair Housing Logos) where the sign is located, and the size.</p> <p>For new properties, a rendering of what the Property Sign will look like, (include Fair Housing Logos) where the sign will be located and the size.</p>
	Copies of the Maps for the Housing Market Area (the City) & Expanded Housing Market Area (the County).
	Fair Housing Training Materials
	Copy of the Advertisement (must be site specific)
	Copy of the Community Outreach letter (must be site specific)
	<p>If there is a <u>Residency Preference</u>, Worksheet 2, must also be filled out.</p> <p>NOTE: For Worksheet 2, the Residency Preference column should match the demographic data represented in the Housing Market Area column.</p> <p>In 4a. #3, it is important to indicate in the narrative, the percentage number for the Residency Preference. (i.e., 70% of Boston residents). The Residency Preference information represented in this section of the AFHMP <i>should match what is included in the MH Tenant Selection Plan.</i></p>
	In Section 7d., of the AFHMP, please indicate when the last training was for staff on Fair Housing and when the next training is scheduled. NOTE: Fair Housing Training should take place annually.
	Please be sure to have the Owner/Agent sign the AFHMP, located in Section 9 of the form.