

RD AN No. 4006 (1944-N and 1901-E)  
August 20, 2004

SUBJECT: Affirmative Fair Housing Marketing Plans for Housing Preservation  
Grants

TO: Rural Development State Directors

ATTN: Rural Housing Service Multi-Family Housing Program Directors, State  
Civil Rights Managers and Coordinators and Administrative Program  
Directors

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) is being issued to advise field staff that Form HUD 935.2, "Affirmative Fair Housing Marketing Plan (AFHMP)," is required for Housing Preservation Grantees with projects having five or more units.

**COMPARISON WITH PREVIOUS AN:**

There have been no other ANs issued regarding this subject.

**IMPLEMENTATION RESPONSIBILITIES:**

In order to be in compliance with the Fair Housing Act, the information provided by an AFHMP, Form HUD 935.2, is required for Housing Preservation Grantees with projects having five or more units. AFHMPs must be reviewed when conducting a civil rights compliance review.

AFHMPs must be complete and realistic with supporting attachment(s). The plan is designed to provide outreach and advertising to those groups identified as "least likely to apply." Plans must be reviewed with Grantees, and the required modification(s) made at least 90 days before a new project is marketed. After a thorough review has been conducted, the AFHMP must be approved and signed by the appropriate Rural Development official.

EXPIRATION DATE:  
September 30, 2005

FILING INSTRUCTIONS:  
Preceding RD Instructions 1944-N and  
1901-E

Each State Director must ensure that civil rights compliance review training has been provided to the staff responsible for the day-to-day operation of the Housing Preservation Grants Program. This training must have been provided within the last 18 months. If not, training must be scheduled and completed by September 30, 2004.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management