

RD AN No. 3962 (4279-B)
April 6, 2004

SUBJECT: Business and Industry Guaranteed Loan Program
Affirmative Fair Housing Marketing Plan Requirements

TO: State Director, Rural Development

ATTN: Community and Business Program Directors
Business Program Director, State Civil Rights
Coordinators and Managers

PURPOSE/EXTENDED OUTCOME:

This Administrative Notice (AN) is being issued to provide guidance on the requirements for obtaining Form HUD-935.2, "Affirmative Fair Housing Marketing Plan (AFHMP)," for housing-related facilities with five or more beds/units.

COMPARISON WITH PREVIOUS AN:

There is no previous AN on this subject.

IMPLEMENTATION RESPONSIBILITIES:

In order to develop an affirmative marketing program and to comply with the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, called the "Fair Housing Act," all housing related facilities financed through Direct and Guaranteed Business and Industry (B&I) Loan Programs will utilize HUD Form HUD-935.2 AFHMP. B&I facilities such as retirement homes, group homes, assisted-living facilities, or long-term care facilities, and nursing homes with five or more beds/units will require the information contained in the AFHMP. An AFHMP is prepared at the beginning of the project as a marketing tool to ensure that outreach

EXPIRATION DATE:
April 30, 2005

FILING INSTRUCTIONS:
Preceding RD Instruction 4279-B

and advertising requirements are met. The AFHMP must be included in the application package. A new or revised AFHMP must be done at least every 3 years or sooner if there is a change in demographics.

If further guidance is needed, please contact the B&I Loan Servicing Branch, (202) 690-4103, or the Civil Rights Program Compliance Staff, (202) 692-0097.

(Signed by John Rosso)

JOHN ROSSO
Administrator
Rural Business-Cooperative Service