The City of Minneapolis requires that housing providers on all City-assisted housing projects accept Housing Choice Vouchers (Section 8) or other rental subsidies and comply with affirmative marketing requirements. Housing providers are required to carry out an affirmative marketing program to attract prospective buyers or tenants in the housing market area regardless of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability marital status, familial status, or status with regard to public assistance. The plan should detail how the housing provider intends to market to, and attract, populations that are least likely to apply to the project. The City of Minneapolis may review your marketing efforts to ensure it is being carried out in accordance with your AFHMP.

**Required Documentation:**

1. **Affirmative Fair Housing Marketing (AFHMP) (Form HUD-935.2A)**

All housing providers should complete Affirmative Fair Housing Marketing (AFHMP) (Form HUD-935.2A). A new AFHMP is required at least every five years. A new AFHMP is required sooner if:

o The population least likely to apply is different than that on the current AFHMP;

o The advertising publicly cited in the current AFHMP is no longer appropriate;

o Demographics of the housing market area have changed in terms of race, color, national origin, religion, sex, familial status, or disability; or

o The outreach currently being performed is not reaching those it is intended to reach as measured by project occupancy and applicant data.

**When do housing providers need to review the AFHMP?**

• Review your AFHMP every 1-2 years to ensure it reflects current demographics and is up-to-date on your marketing efforts.

• If you review the AFHMP and determine a revision is not needed, maintain a file documenting what was reviewed, results of the review, and why no changes were made.

**When do housing providers need to submit a revised AFHMP to City of Minneapolis?**

• As requested by City of Minneapolis. City of Minneapolis will typically request your current AFHMP every 2-5 years, but can request a new form to be completed at any time.

1. **Annual Survey and Certification**

Housing providers should complete an annual survey and certification regarding its AFHMP and submit it to the City of Minneapolis. The Annual Survey and Certification must respond to all of the following:

1. A current Affirmative Fair Housing Marketing Plan (AFHMP) (Form HUD-935.2A) is required of all City-assisted housing projects.
	1. What is the date of the current AFHMP on file?
	2. Which public agency reviewed the current AFHMP?
2. Does your site office / web site have the Equal Opportunity logo and statement posted?
3. How many units are currently vacant or have given notice to vacate?
4. How are vacant units advertised?
5. Are Section 8 caseworkers or Minneapolis PHA notified of vacancies?
6. In the last year, have any applicants for units been rejected?
	1. If yes, please provide reasons for rejection.
	2. Did any rejected applicants have Housing Choice Vouchers (Section 8) or other rental subsidy sources of income?
7. In the last year, have any residents been evicted?
	1. If yes, provide list of evicted households including building and unit number and reasons for eviction.

Project Name:

Project Address:

Owner Name:

Owner Address:

Signature of Owner or its Agent / Representative: Date:

Printed name and Title: