

**AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH)  
CDBG FILE CHECKLIST**

Applicant/Grantee Name: Grant Year: \_\_\_\_\_

Check/Date \_\_\_\_\_ Item \_\_\_\_\_

\_\_\_\_\_ **Adopt a Fair Housing Resolution or Proclamation (\*)**. When adopted at an open meeting, it publicizes the community's commitment to fair housing.

\_\_\_\_\_ **Display a Fair Housing poster in a public area of the community's administration building/office (\*)**. Posters need to be hung in the public area year round. Posters are available from state CDBG staff.

\_\_\_\_\_ **Distribute the Fair Housing Brochure**. Brochures may be obtained from State Civil Rights Commission. Distribution can include: making it available in the town hall, public library, post office, Chamber of Commerce and real estate offices, mailing copies annually along with utility bills, annually printing a copy in the local paper or advertising its existence in the local paper.

\_\_\_\_\_ **Encourage the media to promote Fair Housing awareness with Public Service Announcements (PSA's)**. Many local newspapers and radio stations are anxious for news to meet PSA requirements.

\_\_\_\_\_ **Review local zoning laws and building codes and procedures** to determine if such contribute to or detract from fair housing choice.

\_\_\_\_\_ **Review lending practices of financial institutions** serving the community for evidence of discriminatory practices.

\_\_\_\_\_ **Review sales and rental practices** within the community for discriminatory practices.

\_\_\_\_\_ **Conduct a community wide public opinion survey** to assess public attitude about fair housing and housing discrimination. Determine if there is an understanding of the terms, a perception that discrimination exists, and approval for local actions to remove any impediments. This would be an excellent project for a high school class.

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**Conduct a survey to assess the community’s housing needs and possible discriminatory housing practices.** The results of the survey should then be used to determine additional actions necessary to eliminate any discrimination practices.

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**Conduct a Fair Housing Assessment,** with information about status of such, committee members, meeting notices or public hearings, minutes/notes and list of attendees

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**Designate April as “Fair Housing Month”** by proclamation along with sponsoring another activity. See [www.hud.gov](http://www.hud.gov) for suggested event activities.

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**Sponsor a free Affirmatively Further Fair Housing training** or workshop in your community. Market the training to all residents in the community through newspaper, radio and other venues.

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**Provide housing counseling to minority and non-english speaking residents** to help them find housing outside areas of concentration.

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**Sponsor a billboard** that informs citizens of their basic fair housing rights and contacts if they feel they have experienced discrimination.

## Documenting AFFH Actions

Grantees must *document all actions* and correspondence related to fair housing activities. The file may include the following:

- The community's Fair Housing Resolution or Proclamation;
- Fair housing posters, a list where such are posted or to which organizations or entities they have been mailed with the mailing dates; and
- Notes regarding phone calls made and responses received;
- Letters mailed to various groups;
- Press releases;
- Newspaper articles related to fair housing;
- PSAs and a list of stations to which they were sent;
- An Analysis to Impediments to Fair Housing study;
- Minutes of a fair housing committee or task force meetings and a list of members;
- A list of those asked to serve and serving on any such committee or taskforces;
- Paid newspaper advertisements about AFFH;
- Newspaper notices requesting persons to serve on an AFFH committee;
- Copies of the federal and state fair housing laws, which can be a reference for other actions or requests by residents;
- The names, addresses and telephone numbers of citizen groups concerned with housing issues, e.g., fair housing groups, tenant associations, builders, real estate personnel; organizations representing specific populations groups, e.g., minorities, women, senior citizens; other local organizations, e.g., advocacy groups, unions, voters leagues.