

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

Applicant/Grantee Name: _____

Grant Year: _____

Check/Date _____

Required

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

Required

Display a Fair Housing poster in a public area of the community's administration building/office (*). Posters need to be displayed in the public area year round. Posters are available on the OCRA website at www.in.gov/ocra, CDBG Resources, Civil Rights Posters.

In addition to the required procedures, Grantees must select at least one additional Fair Housing Activity to implement during the project period.

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.

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.

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

Designate April as “Fair Housing Month” by proclamation along with sponsoring another activity. See www.hud.gov for suggested event activities.

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.

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

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.