



Tools to prepare the Affirmative Fair Housing Marketing Plan

- ☐ Property demographics: race, ethnicity, percent persons with disabilities , and percent families with children under 18
- ☐ Waiting list demographics: race, ethnicity, percent persons with disabilities , and percent families with children under 18
- ☐ Dimensions of the site sign
- ☐ Dimensions of Equal Housing Opportunity logo or slogan on sign
- ☐ Training certificates for all staff trained on the AFHMP/Non-discrimination and Fair Housing policies
- ☐ Dates of past and anticipated training
- ☐ Marketing

Required Attachments

- ☐ [Form HUD-935.2A Affirmative Fair Housing Marketing Plan](#) (omb expiring 01/31/2021)
- ☐ [Photos of Fair Housing Poster](#)
- ☐ Photos of Site Sign including Fair Housing Logo
- ☐ Copies of marketing/advertising from Worksheet 4
- ☐ Copies of all training materials
- ☐ Census Reports from [American Fact Finder](#)

Documentation needed at a Monitoring Review

- ☐ Copies of marketing for the year according to Worksheet 4
- ☐ Evaluation of marketing activities according to the schedule in Section 6
- ☐ Certificates or documentation confirming training completed according to Section 7

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

U.S. Department of Housing
and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp.1/31/2021)

1a. Project Name & Address (including City, County, State & Zip Code)

1b. Project Contract Number

1c. No. of Units

1d. Census Tract

1e. Housing/Expanded Housing Market Area

1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1h. Entity Responsible for Marketing (check all that apply)

Owner

Agent

Other (specify)

Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.

2a. Affirmative Fair Housing Marketing Plan

Plan Type

Date of the First Approved AFHMP:

Reason(s) for current update:

2b. HUD-Approved Occupancy of the Project (check all that apply)

Elderly

Family

Mixed (Elderly/Disabled)

Disabled

2c. Date of Initial Occupancy

2d. Advertising Start Date

Advertising must begin *at least* 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.

Date advertising began or will begin

For existing projects, select below the reason advertising will be used:

To fill existing unit vacancies

To place applicants on a waiting list (which currently has individuals)

To reopen a closed waiting list (which currently has individuals)

3a. Demographics of Project and Housing Market Area

Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

White	American Indian or Alaska Native	Asian	Black or African American
Native Hawaiian or Other Pacific Islander		Hispanic or Latino	Persons with Disabilities
Families with Children	Other ethnic group, religion, etc. (specify)		

4a. Residency Preference

Is the owner requesting a residency preference? If yes, complete questions 1 through 5.

If no, proceed to Block 4b.

(1) Type

(2) Is the residency preference area:

The same as the AFHMP housing/expanded housing market area as identified in Block 1e?

The same as the residency preference area of the local PHA in whose jurisdiction the project is located?

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. Proposed Marketing Activities: Community Contacts

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. Proposed Marketing Activities: Methods of Advertising

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

5a. Fair Housing Poster

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office	Real Estate Office	Model Unit	Other (specify)
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5b. Affirmative Fair Housing Marketing Plan

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office	Real Estate Office	Model Unit	Other (specify)
---------------	--------------------	------------	-----------------

5c. Project Site Sign

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office	Real Estate Office	Model Unit	Entrance to Project	Other (specify)
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The size of the Project Site Sign will be x
The Equal Housing Opportunity logo or slogan or statement will be x

6. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

7a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

7b. Staff Training and Assessment: AFHMP

- (1) Has staff been trained on the AFHMP?
- (2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?
- (3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

- (4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?
- (5) If yes, how and how often?

7c. Tenant Selection Training/Staff

- (1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

- (2) What staff positions are/will be responsible for tenant selection?

7d. Staff Instruction/Training:

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.



8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only

Reviewing Official:

For HUD-Office of Fair Housing and Equal Opportunity Use Only

Approval

Disapproval

Signature & Date (mm/dd/yyyy)

Signature & Date (mm/dd/yyyy)

Name
(type
or
print)

Title

Name
(type
or
print)

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

Purpose of Form: All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

Applicability: The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

INSTRUCTIONS:

Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing

Part 1: Applicant/Respondent and Project

Identification. Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

Part 2: Type of AFHMP

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

Part 3 Demographics and Marketing Area.

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

Part 4 - Marketing Program and Residency Preference (if any).

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described.

Please attach a copy of the advertising or marketing material.

Part 5 – Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b -The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c -The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

Part 6 - Evaluation of Marketing Activities.

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

Part 7- Marketing Staff and Training.

Block 7a -Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.

Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

Part 8 - Additional Considerations.

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

Part 9 - Review and Update.

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

Notification of Intent to Begin Marketing.

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities
(See AFHMP, Block 3b)

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.** Greater than 10% presents in Market area and 10% Difference

Demographic Characteristics	Project's Residents	Project's Applicant Data	Census Tract 21	Housing Market Area Alb	Expanded Housing Market Area
% White					
% Black or African American					
% Hispanic or Latino					
% Asian					
% American Indian or Alaskan Native					
% Native Hawaiian or Pacific Islander					
% Persons with Disabilities					
% Families with Children under the age of 18					
Other (specify)					

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

Demographic Characteristics	Project's Residents (as determined in Worksheet 1)	Project's Applicant Data (as determined in Worksheet 1)	Census Tract (as determined in Worksheet 1)	Housing Market Area (as determined in Worksheet 1)	Expanded Housing Market Area (as determined in Worksheet 1)	Residency Preference Area (if applicable)
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						

Not applicable

Worksheet 3: Proposed Marketing Activities –Community Contacts (See AFHMP, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing. Please attach additional pages if necessary.

Targeted Population(s)	Community Contact(s), including required information noted above.

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHMP, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

Targeted Population(s)→ Methods of Advertising ↓	Targeted Population: White	Targeted Population: Persons with Disabilities	Targeted Population:
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media			
Bulletin Boards			
Brochures, Notices, Flyers			
Other (specify)			



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

- | | |
|--|--|
| ■ In the sale or rental of housing or residential lots | ■ In the provision of real estate brokerage services |
| ■ In advertising the sale or rental of housing | ■ In the appraisal of housing |
| ■ In the financing of housing | ■ Blockbusting is also illegal |

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**





**EQUAL HOUSING
OPPORTUNITY**
**IGUALDAD DE OPORTUNIDADES
EN LA VIVIENDA**

**Nuestras prácticas de negocios cumplen la ley federal
de equidad en la vivienda**

(Enmienda a la ley de Equidad en la vivienda de 1988)

**Es ilegal discriminar contra ninguna persona a
causa de su raza, color, religión, sexo,
discapacidad, situación familiar u origen nacional**

- En la venta o el alquiler de viviendas o lotes residenciales
- En la publicidad relacionada con la venta o el alquiler de viviendas
- En la financiación de la vivienda
- En la provisión de servicios de corredores de bienes raíces
- En la tasación de viviendas
- Las tácticas de intimidación (Blockbusting) también son ilegales

**Cualquier persona que crea que ha sido
discriminada puede presentar una reclamación
de discriminación en la vivienda:**

1-800-669-9777 (Línea gratuita)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**



June 1, 2018

Goodwill Industries
5500 San Mateo Blvd. NE
Albuquerque, NM 87109

Dear Mr. Smith,

We would like to introduce you to our apartment community. Multi-Family Apartments is an affordable housing community available to income qualified households. We offer one, two and three bedroom apartments for individuals and families. We accept all Housing Vouchers.

The staff of Multi-Family Apartments would be happy to offer the employees and partners of Goodwill Industries a tour of the community with all of the information necessary to begin the easy application process. Additionally, interested persons may contact the leasing office at the number above for further information.

For more information and a description of our beautiful community, please visit our website at multi-family@owner.com.

Please do not hesitate to contact me at the number below, should you have any questions.

Sincerely,

Property Manager

Enclosures

Cc: file

“We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.”

June 1, 2018

Shiloh Missionary Baptist Church
608 Avenida de Cesar Chavez SE
Albuquerque, NM 87102

Dear Reverend Shiloh,

We would like to introduce you to our apartment community. Multi-Family Apartments is an affordable housing community available to income qualified households. We offer 85 one, two and three bedroom apartments for individuals and families. We accept all Housing Vouchers.

The staff of Multi-Family Apartments would be happy to offer the parishioners of Shiloh Missionary Baptist Church a tour of the community with all of the information necessary to begin the easy application process. Additionally, interested persons may contact the manager's office at the number above for further information.

For more information and a description of our beautiful community, please visit our website at multi-family@owner.com.

Please do not hesitate to contact me at the number below, should you have any questions.

Sincerely,

Property Manager

Enclosures

Cc: file

"We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin."

FAIR HOUSING TRAINING CONSULTANTS LLC

PRESENTS

Bob Smith

Completed "Fair Housing Online" on January 1, 2018

CERTIFICATE OF COMPLETION

Trainer
Superintendent

FTC, LLC

1/1/2018
Date

FAIR HOUSING TRAINING CONSULTANTS LLC

PRESENTS

Merry Manager

Completed "Fair Housing Online" on January 1, 2018

CERTIFICATE OF COMPLETION

Trainer

Superintendent

1/1/2018

Date

FTC, LLC

FAIR HOUSING TRAINING CONSULTANTS LLC

PRESENTS

Violet Flower

Completed "Fair Housing Online" on April 15, 2018

CERTIFICATE OF COMPLETION

Trainer

Superintendent

4/15/2018

Date

FTC, LLC

FAIR HOUSING TRAINING CONSULTANTS LLC

PRESENTS

Sarah Jones

Completed "Fair Housing Online" on March 13, 2018

CERTIFICATE OF COMPLETION

Trainer

Superintendent

3/13/2018

Date

FTC, LLC

FAIR HOUSING TRAINING CONSULTANTS LLC

TRAINING MODULES

Module 1
Module 2
Module 3
Module 4
Definitions

The Fair Housing Act
The 1988 Amendments
Fair Housing Advertising
Case Studies

MFA



DP-1

Profile of General Population and Housing Characteristics: 2010

2010 Census Summary File 1

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/sf1.pdf>.

Geography: Census Tract 21, Bernalillo County, New Mexico

Subject	Number	Percent
SEX AND AGE		
Total population	1,887	100.0
Under 5 years	32	1.7
5 to 9 years	23	1.2
10 to 14 years	11	0.6
15 to 19 years	55	2.9
20 to 24 years	300	15.9
25 to 29 years	315	16.7
30 to 34 years	230	12.2
35 to 39 years	195	10.3
40 to 44 years	178	9.4
45 to 49 years	129	6.8
50 to 54 years	129	6.8
55 to 59 years	123	6.5
60 to 64 years	80	4.2
65 to 69 years	38	2.0
70 to 74 years	17	0.9
75 to 79 years	14	0.7
80 to 84 years	6	0.3
85 years and over	12	0.6
Median age (years)	34.2	(X)
16 years and over	1,817	96.3
18 years and over	1,815	96.2
21 years and over	1,722	91.3
62 years and over	122	6.5
65 years and over	87	4.6
Male population		
Under 5 years	17	0.9
5 to 9 years	13	0.7
10 to 14 years	9	0.5
15 to 19 years	29	1.5
20 to 24 years	176	9.3
25 to 29 years	231	12.2
30 to 34 years	177	9.4
35 to 39 years	156	8.3
40 to 44 years	146	7.7
45 to 49 years	86	4.6
50 to 54 years	94	5.0
55 to 59 years	93	4.9
60 to 64 years	67	3.6

Subject	Number	Percent
65 to 69 years	32	1.7
70 to 74 years	12	0.6
75 to 79 years	10	0.5
80 to 84 years	3	0.2
85 years and over	6	0.3
Median age (years)	35.6	(X)
16 years and over	1,316	69.7
18 years and over	1,315	69.7
21 years and over	1,259	66.7
62 years and over	93	4.9
65 years and over	63	3.3
Female population	530	28.1
Under 5 years	15	0.8
5 to 9 years	10	0.5
10 to 14 years	2	0.1
15 to 19 years	26	1.4
20 to 24 years	124	6.6
25 to 29 years	84	4.5
30 to 34 years	53	2.8
35 to 39 years	39	2.1
40 to 44 years	32	1.7
45 to 49 years	43	2.3
50 to 54 years	35	1.9
55 to 59 years	30	1.6
60 to 64 years	13	0.7
65 to 69 years	6	0.3
70 to 74 years	5	0.3
75 to 79 years	4	0.2
80 to 84 years	3	0.2
85 years and over	6	0.3
Median age (years)	30.2	(X)
16 years and over	501	26.6
18 years and over	500	26.5
21 years and over	463	24.5
62 years and over	29	1.5
65 years and over	24	1.3
RACE		
Total population	1,887	100.0
One Race	1,816	96.2
White	1,251	66.3
Black or African American	98	5.2
American Indian and Alaska Native	262	13.9
Asian	25	1.3
Asian Indian	3	0.2
Chinese	4	0.2
Filipino	3	0.2
Japanese	1	0.1
Korean	1	0.1
Vietnamese	5	0.3
Other Asian [1]	8	0.4
Native Hawaiian and Other Pacific Islander	5	0.3
Native Hawaiian	1	0.1
Guamanian or Chamorro	1	0.1
Samoan	1	0.1

Subject	Number	Percent
Other Pacific Islander [2]	2	0.1
Some Other Race	175	9.3
Two or More Races	71	3.8
White; American Indian and Alaska Native [3]	17	0.9
White; Asian [3]	6	0.3
White; Black or African American [3]	4	0.2
White; Some Other Race [3]	32	1.7
Race alone or in combination with one or more other races: [4]		
White	1,314	69.6
Black or African American	111	5.9
American Indian and Alaska Native	287	15.2
Asian	33	1.7
Native Hawaiian and Other Pacific Islander	6	0.3
Some Other Race	211	11.2
HISPANIC OR LATINO		
Total population	1,887	100.0
Hispanic or Latino (of any race)	882	46.7
Mexican	588	31.2
Puerto Rican	10	0.5
Cuban	13	0.7
Other Hispanic or Latino [5]	271	14.4
Not Hispanic or Latino	1,005	53.3
HISPANIC OR LATINO AND RACE		
Total population	1,887	100.0
Hispanic or Latino	882	46.7
White alone	647	34.3
Black or African American alone	9	0.5
American Indian and Alaska Native alone	20	1.1
Asian alone	4	0.2
Native Hawaiian and Other Pacific Islander alone	0	0.0
Some Other Race alone	165	8.7
Two or More Races	37	2.0
Not Hispanic or Latino	1,005	53.3
White alone	604	32.0
Black or African American alone	89	4.7
American Indian and Alaska Native alone	242	12.8
Asian alone	21	1.1
Native Hawaiian and Other Pacific Islander alone	5	0.3
Some Other Race alone	10	0.5
Two or More Races	34	1.8
RELATIONSHIP		
Total population	1,887	100.0
In households	823	43.6
Householder	552	29.3
Spouse [6]	35	1.9
Child	78	4.1
Own child under 18 years	57	3.0
Other relatives	24	1.3
Under 18 years	2	0.1
65 years and over	4	0.2
Nonrelatives	134	7.1
Under 18 years	0	0.0
65 years and over	0	0.0
Unmarried partner	72	3.8
In group quarters	1,064	56.4

Subject	Number	Percent
Institutionalized population	604	32.0
Male	556	29.5
Female	48	2.5
Noninstitutionalized population	460	24.4
Male	354	18.8
Female	106	5.6
HOUSEHOLDS BY TYPE		
Total households	552	100.0
Family households (families) [7]	97	17.6
With own children under 18 years	45	8.2
Husband-wife family	35	6.3
With own children under 18 years	7	1.3
Male householder, no wife present	23	4.2
With own children under 18 years	11	2.0
Female householder, no husband present	39	7.1
With own children under 18 years	27	4.9
Nonfamily households [7]	455	82.4
Householder living alone	352	63.8
Male	207	37.5
65 years and over	15	2.7
Female	145	26.3
65 years and over	8	1.4
Households with individuals under 18 years	46	8.3
Households with individuals 65 years and over	32	5.8
Average household size	1.49	(X)
Average family size [7]	2.41	(X)
HOUSING OCCUPANCY		
Total housing units	645	100.0
Occupied housing units	552	85.6
Vacant housing units	93	14.4
For rent	51	7.9
Rented, not occupied	5	0.8
For sale only	18	2.8
Sold, not occupied	3	0.5
For seasonal, recreational, or occasional use	9	1.4
All other vacants	7	1.1
Homeowner vacancy rate (percent) [8]	23.4	(X)
Rental vacancy rate (percent) [9]	9.2	(X)
HOUSING TENURE		
Occupied housing units	552	100.0
Owner-occupied housing units	56	10.1
Population in owner-occupied housing units	94	(X)
Average household size of owner-occupied units	1.68	(X)
Renter-occupied housing units	496	89.9
Population in renter-occupied housing units	729	(X)
Average household size of renter-occupied units	1.47	(X)

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, Census 2010 Summary File 1, Tables P5, P6, P8, P12, P13, P17, P19, P20, P25, P29, P31, P34, P37, P43, PCT5, PCT8, PCT11, PCT12, PCT19, PCT23, PCT24, H3, H4, H5, H11, H12, and H16.

Source: U.S. Census Bureau, 2010 Census.



S1810

DISABILITY CHARACTERISTICS

2012-2016 American Community Survey 5-Year Estimates

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Subject	Census Tract 21, Bernalillo County, New Mexico				
	Total		With a disability		Percent with a disability
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
Total civilian noninstitutionalized population	1,220	+/-175	214	+/-61	17.5%
SEX					
Male	610	+/-154	166	+/-60	27.2%
Female	610	+/-145	48	+/-37	7.9%
RACE AND HISPANIC OR LATINO ORIGIN					
White alone	698	+/-142	178	+/-74	25.5%
Black or African American alone	91	+/-66	5	+/-8	5.5%
American Indian and Alaska Native alone	172	+/-123	19	+/-32	11.0%
Asian alone	4	+/-8	0	+/-11	0.0%
Native Hawaiian and Other Pacific Islander alone	0	+/-11	0	+/-11	-
Some other race alone	198	+/-108	6	+/-9	3.0%
Two or more races	57	+/-34	6	+/-8	10.5%
White alone, not Hispanic or Latino	475	+/-112	117	+/-70	24.6%
Hispanic or Latino (of any race)	442	+/-134	73	+/-40	16.5%
AGE					
Under 5 years	50	+/-39	0	+/-11	0.0%
5 to 17 years	70	+/-47	0	+/-11	0.0%
18 to 34 years	655	+/-147	45	+/-37	6.9%
35 to 64 years	274	+/-82	45	+/-26	16.4%
65 to 74 years	91	+/-45	59	+/-43	64.8%
75 years and over	80	+/-46	65	+/-38	81.3%
DISABILITY TYPE BY DETAILED AGE					
With a hearing difficulty	(X)	(X)	65	+/-45	5.3%
Population under 18 years	120	+/-58	0	+/-11	0.0%
Population under 5 years	50	+/-39	0	+/-11	0.0%
Population 5 to 17 years	70	+/-47	0	+/-11	0.0%
Population 18 to 64 years	929	+/-152	15	+/-23	1.6%



DP-1

Profile of General Population and Housing Characteristics: 2010

2010 Census Summary File 1

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/sf1.pdf>.

Geography: Albuquerque city, New Mexico

Subject	Number	Percent
SEX AND AGE		
Total population	545,852 ^(r46987)	100.0
Under 5 years	38,000	7.0
5 to 9 years	36,883	6.8
10 to 14 years	34,878	6.4
15 to 19 years	37,104	6.8
20 to 24 years	42,276	7.7
25 to 29 years	43,986	8.1
30 to 34 years	38,875	7.1
35 to 39 years	35,392	6.5
40 to 44 years	34,664	6.4
45 to 49 years	37,817	6.9
50 to 54 years	37,269	6.8
55 to 59 years	33,790	6.2
60 to 64 years	29,019	5.3
65 to 69 years	20,110	3.7
70 to 74 years	14,741	2.7
75 to 79 years	12,025	2.2
80 to 84 years	9,463	1.7
85 years and over	9,560	1.8
Median age (years)	35.1	(X)
16 years and over	429,090	78.6
18 years and over	414,959	76.0
21 years and over	390,583	71.6
62 years and over	82,565	15.1
65 years and over	65,899	12.1
Male population	265,106	48.6
Under 5 years	19,523	3.6
5 to 9 years	18,621	3.4
10 to 14 years	17,699	3.2
15 to 19 years	18,597	3.4
20 to 24 years	20,938	3.8
25 to 29 years	21,934	4.0
30 to 34 years	19,528	3.6
35 to 39 years	17,666	3.2
40 to 44 years	17,113	3.1
45 to 49 years	18,526	3.4
50 to 54 years	17,741	3.3
55 to 59 years	15,652	2.9
60 to 64 years	13,743	2.5

Subject	Number	Percent
65 to 69 years	9,263	1.7
70 to 74 years	6,473	1.2
75 to 79 years	5,141	0.9
80 to 84 years	3,748	0.7
85 years and over	3,200	0.6
Median age (years)	33.8	(X)
16 years and over	205,694	37.7
18 years and over	198,538	36.4
21 years and over	186,535	34.2
62 years and over	35,685	6.5
65 years and over	27,825	5.1
Female population	280,746	51.4
Under 5 years	18,477	3.4
5 to 9 years	18,262	3.3
10 to 14 years	17,179	3.1
15 to 19 years	18,507	3.4
20 to 24 years	21,338	3.9
25 to 29 years	22,052	4.0
30 to 34 years	19,347	3.5
35 to 39 years	17,726	3.2
40 to 44 years	17,551	3.2
45 to 49 years	19,291	3.5
50 to 54 years	19,528	3.6
55 to 59 years	18,138	3.3
60 to 64 years	15,276	2.8
65 to 69 years	10,847	2.0
70 to 74 years	8,268	1.5
75 to 79 years	6,884	1.3
80 to 84 years	5,715	1.0
85 years and over	6,360	1.2
Median age (years)	36.5	(X)
16 years and over	223,396	40.9
18 years and over	216,421	39.6
21 years and over	204,048	37.4
62 years and over	46,880	8.6
65 years and over	38,074	7.0
RACE		
Total population	545,852 ^(r46987)	100.0
One Race	520,693	95.4
White	380,552	69.7
Black or African American	17,933	3.3
American Indian and Alaska Native	25,087	4.6
Asian	14,450	2.6
Asian Indian	2,143	0.4
Chinese	2,877	0.5
Filipino	1,799	0.3
Japanese	921	0.2
Korean	1,143	0.2
Vietnamese	3,649	0.7
Other Asian [1]	1,918	0.4
Native Hawaiian and Other Pacific Islander	613	0.1
Native Hawaiian	249	0.0
Guamanian or Chamorro	142	0.0
Samoan	71	0.0

Subject	Number	Percent
Other Pacific Islander [2]	151	0.0
Some Other Race	82,058	15.0
Two or More Races	25,159	4.6
White; American Indian and Alaska Native [3]	4,452	0.8
White; Asian [3]	3,386	0.6
White; Black or African American [3]	2,905	0.5
White; Some Other Race [3]	8,507	1.6
Race alone or in combination with one or more other races: [4]		
White	401,578	73.6
Black or African American	23,683	4.3
American Indian and Alaska Native	32,571	6.0
Asian	19,631	3.6
Native Hawaiian and Other Pacific Islander	1,579	0.3
Some Other Race	93,792	17.2
HISPANIC OR LATINO		
Total population	545,852 ^(r46987)	100.0
Hispanic or Latino (of any race)	255,055	46.7
Mexican	146,035	26.8
Puerto Rican	2,802	0.5
Cuban	2,915	0.5
Other Hispanic or Latino [5]	103,303	18.9
Not Hispanic or Latino	290,797	53.3
HISPANIC OR LATINO AND RACE		
Total population	545,852 ^(r46987)	100.0
Hispanic or Latino	255,055	46.7
White alone	150,619	27.6
Black or African American alone	3,055	0.6
American Indian and Alaska Native alone	4,460	0.8
Asian alone	776	0.1
Native Hawaiian and Other Pacific Islander alone	195	0.0
Some Other Race alone	80,834	14.8
Two or More Races	15,116	2.8
Not Hispanic or Latino	290,797	53.3
White alone	229,933	42.1
Black or African American alone	14,878	2.7
American Indian and Alaska Native alone	20,627	3.8
Asian alone	13,674	2.5
Native Hawaiian and Other Pacific Islander alone	418	0.1
Some Other Race alone	1,224	0.2
Two or More Races	10,043	1.8
RELATIONSHIP		
Total population	545,852 ^(r46987)	100.0
In households	538,193	98.6
Householder	224,330	41.1
Spouse [6]	87,929	16.1
Child	151,894	27.8
Own child under 18 years	114,606	21.0
Other relatives	35,079	6.4
Under 18 years	13,555	2.5
65 years and over	4,404	0.8
Nonrelatives	38,961	7.1
Under 18 years	2,204	0.4
65 years and over	1,707	0.3
Unmarried partner	20,271	3.7
In group quarters	7,659 ^(r26639)	1.4

Subject	Number	Percent
Institutionalized population	2,897	0.5
Male	1,584	0.3
Female	1,313	0.2
Noninstitutionalized population	4,762	0.9
Male	2,478	0.5
Female	2,284	0.4
HOUSEHOLDS BY TYPE		
Total households	224,330	100.0
Family households (families) [7]	133,887	59.7
With own children under 18 years	62,929	28.1
Husband-wife family	87,929	39.2
With own children under 18 years	36,803	16.4
Male householder, no wife present	13,856	6.2
With own children under 18 years	7,601	3.4
Female householder, no husband present	32,102	14.3
With own children under 18 years	18,525	8.3
Nonfamily households [7]	90,443	40.3
Householder living alone	71,528	31.9
Male	33,299	14.8
65 years and over	5,990	2.7
Female	38,229	17.0
65 years and over	13,938	6.2
Households with individuals under 18 years	70,462	31.4
Households with individuals 65 years and over	48,667	21.7
Average household size	2.40	(X)
Average family size [7]	3.05	(X)
HOUSING OCCUPANCY		
Total housing units	239,166	100.0
Occupied housing units	224,330	93.8
Vacant housing units	14,836	6.2
For rent	6,788	2.8
Rented, not occupied	349	0.1
For sale only	2,709	1.1
Sold, not occupied	335	0.1
For seasonal, recreational, or occasional use	1,219	0.5
All other vacants	3,436	1.4
Homeowner vacancy rate (percent) [8]	2.0	(X)
Rental vacancy rate (percent) [9]	7.1	(X)
HOUSING TENURE		
Occupied housing units	224,330	100.0
Owner-occupied housing units	135,267	60.3
Population in owner-occupied housing units	340,387	(X)
Average household size of owner-occupied units	2.52	(X)
Renter-occupied housing units	89,063	39.7
Population in renter-occupied housing units	197,806	(X)
Average household size of renter-occupied units	2.22	(X)

(r46987) This count has been revised.

Revised count: **545,695**

Revision date: **12-20-2012**

For more information, see 2010 Census Count Question Resolution.

(r26639) This count has been revised.

Revised count: **7,502**

Revision date: **12-20-2012**

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, Census 2010 Summary File 1, Tables P5, P6, P8, P12, P13, P17, P19, P20, P25, P29, P31, P34, P37, P43, PCT5, PCT8, PCT11, PCT12, PCT19, PCT23, PCT24, H3, H4, H5, H11, H12, and H16.

Source: U.S. Census Bureau, 2010 Census.



S1810

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Subject	Albuquerque city, New Mexico				
	Total		With a disability		Percent with a disability
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
Total civilian noninstitutionalized population	553,296	+/-426	72,045	+/-1,886	13.0%
SEX					
Male	268,810	+/-910	34,974	+/-1,327	13.0%
Female	284,486	+/-877	37,071	+/-1,208	13.0%
RACE AND HISPANIC OR LATINO ORIGIN					
White alone	398,995	+/-4,024	55,859	+/-1,732	14.0%
Black or African American alone	18,040	+/-825	2,478	+/-397	13.7%
American Indian and Alaska Native alone	24,559	+/-1,038	2,920	+/-389	11.9%
Asian alone	14,449	+/-912	1,001	+/-229	6.9%
Native Hawaiian and Other Pacific Islander alone	622	+/-165	80	+/-58	12.9%
Some other race alone	72,419	+/-4,115	7,065	+/-659	9.8%
Two or more races	24,212	+/-1,879	2,642	+/-388	10.9%
White alone, not Hispanic or Latino	224,418	+/-1,238	34,077	+/-1,235	15.2%
Hispanic or Latino (of any race)	265,785	+/-1,277	31,153	+/-1,456	11.7%
AGE					
Under 5 years	35,404	+/-550	392	+/-177	1.1%
5 to 17 years	93,619	+/-802	4,411	+/-506	4.7%
18 to 34 years	140,461	+/-1,038	9,010	+/-744	6.4%
35 to 64 years	208,820	+/-1,014	30,107	+/-1,273	14.4%
65 to 74 years	43,068	+/-573	11,517	+/-626	26.7%
75 years and over	31,924	+/-498	16,608	+/-626	52.0%
DISABILITY TYPE BY DETAILED AGE					
With a hearing difficulty	(X)	(X)	21,505	+/-1,079	3.9%
Population under 18 years	129,023	+/-999	743	+/-257	0.6%
Population under 5 years	35,404	+/-550	294	+/-162	0.8%
Population 5 to 17 years	93,619	+/-802	449	+/-160	0.5%
Population 18 to 64 years	349,281	+/-975	8,325	+/-755	2.4%



Checklist for Review of Affirmative Fair Housing Marketing Plan (AFHMP)

(For Asset Management Staff Only)

Authority: 24 CFR 200

This checklist is an instructional tool (to be completed electronically) for reviewing the Affirmative Fair Housing Marketing Plan (AFHMP). Housing Programs Analysts are the Reviewers of the plan. Either the Assistant Director or Director of Asset Management will review the plan for completeness and internal consistency.

The AFHMP and attachments are submitted:

1. New Risk Share, HOME and TCEP properties.
2. Change of Ownership
3. Change of Management
4. Reviewed and/or updated every five (5) years

Once approved the Housing Programs Analyst:

1. Will image and file the AFHMP form and all attachments on the Asset Management Department's main drive in the property folder.
2. Provide an imaged, approved copy to the owner.

Checked boxes for items completed and no action is required. Unchecked boxes and items marked in red require follow up before resubmission.

Property Name: _____	
Property Number(s): _____	
Property Type: <input type="checkbox"/> Multifamily <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Special Needs <input type="checkbox"/> Other: _____	
Type of Federal Financial Assistance/Funding/Program: (check all that apply)	
<input type="checkbox"/> Section 8 <input type="checkbox"/> 542c Risk Share <input type="checkbox"/> TCEP <input type="checkbox"/> TCAP <input type="checkbox"/> HOME <input type="checkbox"/> LIHTC	
Total Number of Units: _____	Total Subsidized Units: _____
Number of Units by Size: 0BR: _____ 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____ Other: _____	
Purpose of AFHMP: <input type="checkbox"/> Update <input type="checkbox"/> New Project/Date of First Occupancy: _____	

☐ (exp 1/31/2021)

1a. <input type="checkbox"/> Project Name <input type="checkbox"/> Address <input type="checkbox"/> City, <input type="checkbox"/> County, <input type="checkbox"/> State; <input type="checkbox"/> Zip code	1b. <input type="checkbox"/> Project Contract Number	1c. <input type="checkbox"/> No. of Units
	1d. <input type="checkbox"/> Census Tract	
	1e. <input type="checkbox"/> Housing Market Area <input type="checkbox"/> Expanded Housing Market Area (if applicable)	
1f. <input type="checkbox"/> Managing Agent Name, <input type="checkbox"/> Address, <input type="checkbox"/> City, <input type="checkbox"/> County, <input type="checkbox"/> State, <input type="checkbox"/> Zip code, <input type="checkbox"/> Telephone Number, <input type="checkbox"/> Email Address		
1g. <input type="checkbox"/> Application/Owner/Developer Name, <input type="checkbox"/> Address, <input type="checkbox"/> City, <input type="checkbox"/> County, <input type="checkbox"/> State, <input type="checkbox"/> Zip code, <input type="checkbox"/> Telephone Number, <input type="checkbox"/> Email Address		
h. Entity Responsible for Marketing (check all that apply) <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other:		
<input type="checkbox"/> Position, <input type="checkbox"/> Name (if known), <input type="checkbox"/> Address, <input type="checkbox"/> City, <input type="checkbox"/> County, <input type="checkbox"/> State, <input type="checkbox"/> Zip code, <input type="checkbox"/> Telephone Number, <input type="checkbox"/> Email Address		
1i. <input type="checkbox"/> Name, <input type="checkbox"/> Address, <input type="checkbox"/> City, <input type="checkbox"/> State, <input type="checkbox"/> Zip code, <input type="checkbox"/> Telephone Number, <input type="checkbox"/> Email Address		
2a. Affirmative Fair Housing Marketing Plan <input type="checkbox"/> Plan type <input type="checkbox"/> Date of the First Approved AFHMP <input type="checkbox"/> Reason(s) for the current update (if applicable)		
2b. <input type="checkbox"/> Elderly, <input type="checkbox"/> Family, <input type="checkbox"/> Mixed (Elderly/Disabled), <input type="checkbox"/> Disabled		
2c. Data of Initial Occupancy (if applicable) Reviewer's Notes:	2d. Advertising Start Date (if applicable) Reviewer's Notes:	

3a. Demographics of Project and Housing Marketing Area

See Worksheet 1 notes, if any

3b. Targeted Marketing Activity

Reviewer's Notes:

4a. Residency Preference

Reviewer's Notes:

**4b. Proposed Marketing Activities: Community Contacts**

See Worksheet 3 notes, if any

4c. Proposed Marketing Activities: Methods of Advertising

See Worksheet 4 notes, if any

5a. Fair Housing Poster

Reviewer's Notes:

5b. Affirmative Fair Housing Marketing Plan

Reviewer's Notes:

5c. Project Site Sign

Reviewer's Notes:

6. Evaluation of Marketing Activities

☐ Explanation of the evaluation process used to determine successfulness in attracting targeted populations

☐ How often this determination will be made

☐ How decisions about future marketing

Reviewer's Notes:

7a. Marketing Staff

Reviewer's Notes:

7b. Staff Training and Assessment (and sub items 1-5)

Reviewer's Notes:

- 1)
- 2)
- 3)
- 4)
- 5)

7c. Tenant Selection Training (and sub items 1-2)

Reviewer's Notes:

- 1)
- 2)

7d. Staff Instruction/Training:

- ☐ Description of AFHMP & Fair Housing Training already or to be provided
- ☐ To whom training was/will be provided
- ☐ Dates of past and anticipated training
- ☐ Copies of training materials included

Reviewer's Notes:

8. Additional Considerations

Reviewer's Notes:

9. Review and Update

- ☐ Signature
- ☐ Date
- ☐ Printed Name

Attachments

- ☐ Letters/Advertising, if any
- ☐ Photo of Fair Housing poster(s)
- ☐ Photo of Site Sign(s) including Fair Housing Logo
- ☐ AFHMP/Fair Housing Training Materials
- ☐ Census Reports

Signature Statement: The attached AFHMP/Checklist has been reviewed for completion and internal consistency.

Name: _____ Signature: _____ Date: _____

Reviewed by _____

WORKSHEET 1

From Census Data Reports:

- DP1 "Profile of General Population and Housing Characteristics: 2010
- S1810 "Disability Characteristics" 2011-2015

	Project's Residents	Project's Applicant Data	Census Tract	Housing Market Area	Expanded Housing Market Area
% White					
%Black or African American					
% Hispanic or Latino					
%Asian					
% American Indian or Alaskan Native					
%Native Hawaiian or Pacific Islander					
%Persons with Disabilities					
%Families with Children under the age of 18					
Other (specify)					

WORKSHEET 3

Targeted Population(s)	Community Contact(s). including required information noted above
<input type="checkbox"/> Targeted Population	<input type="checkbox"/> Identify at least one community contact organization you will use to facilitate outreach to the particular population group.; <input type="checkbox"/> List Contact Person and Position; <input type="checkbox"/> List Address, phone, e-mail; <input type="checkbox"/> List their previous experience working with the target population; <input type="checkbox"/> List how they have agreed to help assist in informing the target population about the project's housing availability; <input type="checkbox"/> List anticipated date on which they will begin to contact targeted population. <input type="checkbox"/> List the specific role in assisting
<input type="checkbox"/> Targeted Population	<input type="checkbox"/> Identify at least one community contact organization you will use to facilitate outreach to the particular population group.; <input type="checkbox"/> List Contact Person and Position; <input type="checkbox"/> List Address, phone, e-mail; <input type="checkbox"/> List their previous experience working with the target population; <input type="checkbox"/> List how they have agreed to help assist in informing the target population about the project's housing availability; <input type="checkbox"/> List anticipated date on which they will begin to contact targeted population. <input type="checkbox"/> List the specific role in assisting
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<input type="checkbox"/> Targeted Population	<input type="checkbox"/> Identify at least one community contact organization you will use to facilitate outreach to the particular population group.; <input type="checkbox"/> List Contact Person and Position; <input type="checkbox"/> List Address, phone, e-mail; <input type="checkbox"/> List their previous experience working with the target population; <input type="checkbox"/> List how they have agreed to help assist in informing the target population about the project's housing availability; <input type="checkbox"/> List anticipated date on which they will begin to contact targeted population. <input type="checkbox"/> List the specific role in assisting

Worksheet 4

Targeted Population→ Methods of Advertising↓	Targeted Population: <input type="checkbox"/> Population	Targeted Population: <input type="checkbox"/> Population	Targeted Population: <input type="checkbox"/> Population
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media			
Bulletin Boards <input type="checkbox"/> Means of advertising <input type="checkbox"/> The reason the marketer chose that media venue	<input type="checkbox"/> Languages material will be in. Include alternative formats for the disabled; <input type="checkbox"/> Identify any alternative format(s); <input type="checkbox"/> Specify the logo(s) including size	<input type="checkbox"/> Languages material will be in. Include alternative formats for the disabled; <input type="checkbox"/> Identify any alternative format(s); <input type="checkbox"/> Specify the logo(s) including size	
Brochures, Notices, Flyers			
Other (specify)			

MULTI-FAMILY APARTMENTS
344 FOURTH STREET
ALBUQUERQUE, NM 87102
TTY – 711
(505) 555-5500

Semi-annual outreach marketing

Targeted Populations →	White		Persons with Disabilities	
Methods of Advertising ↓				
Bulletin Boards	1/1/2015	7/1/2015	1/1/2015	7/1/2015
Contact Invitation Letters	1/1/2015	7/1/2015	1/1/2015	7/1/2015

Targeted Populations →	White		Persons with Disabilities	
Methods of Advertising ↓				
Bulletin Boards	1/1/2016	7/1/2016	1/1/2016	7/1/2016
Contact Invitation Letters	1/1/2016	7/1/2016	1/1/2016	7/1/2016

Targeted Populations →	White		Persons with Disabilities	
Methods of Advertising ↓				
Bulletin Boards	1/1/2017	7/1/2017	1/1/2017	7/1/2017
Contact Invitation Letters	1/1/2017	7/1/2017	1/1/2017	7/1/2017

Targeted Populations →	White		Persons with Disabilities	
Methods of Advertising ↓				
Bulletin Boards	1/1/2018	7/1/2018	1/1/2018	7/1/2018
Contact Invitation Letters	1/1/2018	7/1/2018	1/1/2018	7/1/2018

Targeted Populations →	White		Persons with Disabilities	
Methods of Advertising ↓				
Bulletin Boards				
Contact Invitation Letters				

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Semi-annual evaluation of Market Activities

Targeted Populations →	White		Persons with Disabilities	
	1/1/2015	7/1/2015	1/1/2015	7/1/2015
Move-Ins	23%	24%	5%	6%
Waitlisted applicants	50%	45%	8%	9%

Targeted Populations →	White		Persons with Disabilities	
	1/1/2016	7/1/2016	1/1/2016	7/1/2016
Move-Ins	23%	24%	5%	6%
Waitlisted applicants	50%	45%	8%	9%

Targeted Populations →	White		Persons with Disabilities	
	1/1/2017	7/1/2017	1/1/2017	7/1/2017
Move-Ins	23%	24%	5%	6%
Waitlisted applicants	50%	45%	8%	9%

Targeted Populations →	White		Persons with Disabilities	
	1/1/2018	7/1/2018	1/1/2018	7/1/2018
Move-Ins	23%	24%	5%	6%
Waitlisted applicants	50%	45%	8%	9%

Targeted Populations →	White		Persons with Disabilities	
Move-Ins				
Waitlisted applicants				