



# Oregon

Governor Kate Brown

## Housing and Community Services

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May 15, 2018

To: OHCS Owners and Agents of LIHTC, HOME and Bond Funded Properties

From: Jennifer Marchand, Multifamily Program Compliance Technical Advisor

RE: AFHMP Program Compliance and Census Data Guide

Most all federal or state funded, insured or assisted housing programs in Oregon have an obligation to create, implement and maintain an Affirmatively Fair Housing Marketing (AFHM) Plan. The main purpose of an AFHM Plan is to reach people and communities who are least likely to apply for the housing. Oregon Housing and Community Services (OHCS) is committed to affirmatively furthering fair housing in all aspects of its operations. AFHM plans are one integral piece of that effort.

Two new AFHM guides are now available on the OHCS website:

1) <http://www.oregon.gov/ohcs/APMD/PCS/pdf/OHCS-AFHMP-Guide.pdf>

This guide summarizes the AFHM plan and affirmative marketing procedures as required by federal and state regulations and provides step-by-step instructions on how to effectively develop a property marketing plan to meet requirements and achieve the greatest possible positive impact.

2) <http://www.oregon.gov/ohcs/APMD/PCS/pdf/American-FactFinder-How-To.pdf>

This guide offers assistance on locating the correct census data for the property.

It is important to remember that the AFHM Plan must be completed at certain times throughout the life of the property as follows:

- At development/new property
- When new funding is being added
- When new management begins at the property
- At the required review period (at least once every five years or as needed)

If you have questions regarding compliance with the AFHM plan please contact the property Compliance Officer directly or contact me by email at [Jennifer.C.Marchand@Oregon.gov](mailto:Jennifer.C.Marchand@Oregon.gov)

Thank you,

*Jennifer Marchand*

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OHCS Multifamily Compliance Technical Advisor

