
AFFIRMATIVE FAIR HOUSING MARKETING
COMPLIANCE REVIEW RECORD
FACT SHEET

Compliance Review No:

Applicant/Sponsor:

Name: _____

Address: _____

City/State: _____

Project Reviewed:

Project Number: _____

Name: _____

Address: _____

City/State: _____

Phone No.: _____

No. of Units _____ Legislative Authority: _____

Management Company/Sales Organization:

Name: _____

Address: _____

City/State: _____

Phone Number: _____

President: _____

EEO Officer: _____

FHEO Compliance Review History:

Date Letter of Notification Sent of Site Review: _____

Date of On-Site Review: _____

Date Letter Sent of Notification of Preliminary Findings of
On-Site Review _____

Name of Reviewer: _____

Date of Report _____

Report Prepared by _____

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APPENDIX 24

MEMORANDUM TO THE FILE

Re: Recommended Determination Of Compliance Review Findings

Compliance Review Number:

Applicant/Sponsor:

A. Major Findings

1. Finding:

Proposed Corrective Action:

2. Finding:

Proposed Corrective Action:

3. Finding:

Proposed Corrective Action:

B. Minor Findings

1. Finding:

Proposed Corrective Action:

2. Finding:

Proposed Corrective Action:

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3. Finding:

Proposed Corrective Action:

C. Interim Action(s) Taken by Applicant:
(Narrative Statement)

D. Recommended Determination of Compliance/Noncompliance

(Cite specific regulations and civil rights requirements and/or statutes violated)

Date

Reviewer

I concur/do not concur with the recommended determination.

Date

Branch Chief

I concur/do not concur with the recommended determination.

Date

Director of Compliance

I concur/do not concur with the recommended determination.

Date

Director, Regional Fair
Housing and Equal Opportunity

E. Statement(s) of Nonconcurrency:

PART I. General On-Site Observations

A. Billboards and Signs

1. Are there signs or billboards which advertise the development?
How many? Yes No

2. Do any of them use the Equal Housing Opportunity logo, statement or slogan? Circle appropriate one.

Is it readily seen? Yes No

3. Are human models used in drawings, photographs, or other graphic techniques? If yes, circle which. Yes No

4. If models are used, do they reasonably represent both minorities and non-minorities and (where appropriate) handicapped persons. Yes No

5. If there is a site sign indicating Federal construction, did it display the HUD-approved Equal Opportunity logo, slogan, or statement? Yes No

B. Required HUD Approved Fair Housing Poster

1. Was the Poster displayed in the sales or rental office? Yes No

2. Was it in a conspicuous location? Yes No

3. Was the Fair Housing Poster displayed conspicuously in all required locations? Yes No

C. Advertisements and Other Promotional Materials
in Sales/Rental Office.

1. Are there any pictures, signs, posters (other than HUD poster with logo) in the sales/rental office or model homes which advertise the development? Yes No

If so, how many?

2. Do any of them use the Equal Housing Opportunity logo, statement or slogan? Yes No

3. Are human models used in these advertisements? (photographs, or other graphic techniques)? If yes, circle which is used. Yes No

4. If models are used, do they reasonably represent minorities, non-minorities and (where appropriate) handicapped persons? Yes No

5. Do the brochures and other promotional materials contain the Equal Housing Opportunity logo, slogan or statement? Yes No

If yes, circle which is used.

(Obtain copies of brochures and other promotional material and attach to this form.)

D. Affirmative Marketing Plan.

1. Was the Affirmative Marketing Plan made available to you? Yes No

2. Was it the same as the plan approved? Yes No

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PART II. PERSONS INTERVIEWED

A. Identity of Persons Interviewed.

Name

Name

Race Position

Race Position

Name of Company

Name of Company

Address

Address

How long employed

How long employed

Duties/Responsibilities

Duties/Responsibilities

Attach list of other persons interviewed.

B. Content of Interviews. Interview sales, rental and other employees to determine if they have received the following:

1. Written instructions on the fair housing laws. If yes, attach to this form. () Yes () No

2. Training sessions for all employees on:
 - a. Implementation of the fair housing laws. If yes, describe: () Yes () No

 - b. Implementation of the affirmative fair housing marketing plan. () Yes () No

C. Contents of Advertising.

1. Does the developer's plan include newspaper advertising? () Yes () No

If yes, obtain copy and list frequency of placement.
 - a. Does the advertising use the HUD logo? () Yes () No

 - b. Is the slogan used without the logo? () Yes () No

- c. Are other logos used? () Yes () No

- d. Is the HUD logo the only

- logo used? () Yes () No
- e. Is the HUD logo conspicuous? () Yes () No
- f. Are human models used (drawings, photographs, or other graphic techniques)? () Yes () No
- g. If models are used, do they reasonably represent both minorities, non-minorities and (where appropriate) handicapped persons. () Yes () No
2. Did the sponsor advertise in newspapers designated in the Plan? () Yes () No
3. Did the sponsor advertise as frequently as the plan requires? () Yes () No
4. Did the sponsor fail to comply in some other manner? If yes, describe. () Yes () No

D. Community Contacts. Developers are directed to contact community group representative of that segment of the population for which the plan requires special outreach efforts. Obtain copies of letters if any, sent to these groups.

1. List community organizations and individuals named in the plan. Contact them and note after each if, in fact, it has been contacted, the nature of the contact, the actions taken and results, if any.
2. Verification of contacts with community groups:
 - a. Date:
 - b. Persons Interviewed.

E. Results of Marketing Efforts.

1. Number of present occupants?

White Black Hispanic Asian Amer. Indian

If no occupants, how many applications (or buyers) have been accepted/approved for occupancy? State by race/ethnicity.

2. Date Marketing began?

3. Date of initial occupancy?

4. Describe in detail and/or attach the written criteria for tenant selection or owner eligibility.

5. Describe in detail or attach the application processing procedure together with timetable for same.

6. Are applications maintained and reviewed when a vacancy occurs? How long?

7. Total number of applicants on waiting list?
(By race, ethnicity, handicap and familial status)

8. Total number of applications rejected?
(By race, ethnicity, handicap and familial status)

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F. Reporting. Indicate whether the applicant has failed to submit a Form HUD-935.5.

G. Other HUD-Insured or Subsidized Activity.

1. List other HUD-insured or subsidized developments the developer has currently under construction, being rented or sold, or in development stages:

2. To your knowledge does the developer do HUD-FHA work in other States? If yes, identify project(s) and location(s).

H. If the plan has thus far been ineffective or unworkable, did the developer notify the Director, FHEO Program Operations Division/Field Office FHEO Division?

() Yes () No

If no, state applicant's(s') justification.

PART III: Summary.

- A. Is the developer complying with the approved plan? Yes No
- B. If the developer is not, describe what has been omitted.
- C. Describe proposed action for bringing the developer into compliance.
- D. Is the developer doing more than is required? If yes, describe:

Reviewer(s):

Date: