

**AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH) On-site Monitoring Form**

Grantee: \_\_\_\_\_ Contract # \_\_\_\_\_

(File a copy in AFFH File)

**A. Grantee AFFH Items**

- 1. a. The Grantee does have an AFFH file: Yes  No   
If no, explain: \_\_\_\_\_
- b. Does the file contain documentation of at least 3 actions per year? Yes  No
- c. List the file contents by calendar year: \_\_\_\_\_
- 2. Posters:
  - a. Fair Housing posters posted in at least 1 public place: Yes  No   
Location: \_\_\_\_\_
  - b. Was the poster displayed on a daily basis, year round?: Yes  No
- 3. Either a Fair Housing Resolution OR Proclamation was adopted: Yes  No  Attach a copy

**An AFFH Resolution or Proclamation must be adopted every calendar year the contract was open and in years when the local government was eligible for CDBG funds, even if it had no open contracts.**

**B. Grantee Fair Housing Items**

- 1. Is the complaint/referral log maintained? Yes  No 
  - a. Who maintains log? Name, title, phone number: \_\_\_\_\_
  - b. Are all questions answered? Yes  No
  - c. How many complaints received per year? \_\_\_\_\_
  - d. Are the complaints housing related? Yes  No
  - e. Is the file kept confidential? Yes  No
  - f. Location of the file: \_\_\_\_\_
- 2. Is staff knowledgeable about fair housing? Yes  No 
  - a. Has staff attended fair housing training? Yes  No
  - b. When/where? \_\_\_\_\_
  - c. Does staff need fair housing training? Yes  No

**If yes, follow up**
- 3. Does staff have the referral lists of appropriate agencies? Yes  No 
  - a. Is the Attorney General's office (Phoenix and Tucson) listed? Yes  No
  - b. Is HUD listed? Yes  No

c. Are addresses and phone numbers listed?

Yes  No

d. Is HUD's website listed?

Yes  No

4. How many complainants were referred to the following?

a. Attorney General-Phoenix # \_\_\_\_\_

b. Attorney General-Tucson # \_\_\_\_\_

c. HUD # \_\_\_\_\_

d. Other # \_\_\_\_\_

Name, address, phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                   |             |
|-------------------|-------------|
| ADOH Staff: _____ | Date: _____ |
|-------------------|-------------|

cc : Fair Housing Coordinator

Comments: