

Affirmatively Furthering Fair Housing (AFFH) is a legal requirement that federal agencies and federal grantees further the purposes of the Fair Housing Act. HUD's AFFH rule clarifies existing fair housing obligations with a streamlined process to analyze the local fair housing landscape and set fair housing priorities and goals through an Assessment of Fair Housing (AFH).

The AFH process begins with the provision of data, guidance, and an assessment tool that helps program participants identify fair housing issues and related contributing factors in their jurisdiction and region. Program participants are required to set goals to overcome fair housing issues and related contributing factors. Those goals must inform subsequent housing and community development planning processes.

Section 1 – Getting Started

To access the AFH User Interface application, the user will need to complete some registration steps including having an active HUD Secure Systems user account, a business relationship established with the agency you want to submit an AFH for, and proper user permissions to the AFH User Interface application. The AFH User Interface Registration Instructions can be found on HUD Exchange at: <https://www.hudexchange.info/programs/affh/>.

1. Accessing the AFH User Interface.

- Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.
- For external HUD users: [Enter] https://hudapps.hud.gov/HUD_Systems in the URL box.
- For internal HUD Users: [Enter] <https://hudapps.hud.gov/ssmaster> in the URL box.



- The Secure Systems User Login Screen will be presented for external users.
- After successful login, the HUD Secure Systems Message of the Day page will be presented.

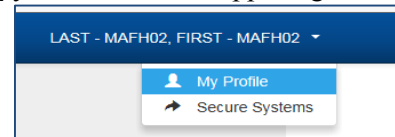


- [Click] **Accept** to Continue.
- [Select] **Assessment of Fair Housing (AFH)** from the menu under the Systems bulleted list.

Section 2 – My Profile

1. View My Profile.

- [Select] your name in the upper right hand corner.

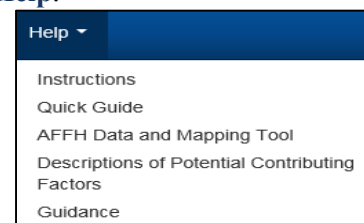


- [Select] **My Profile**.
- You will be presented with your AFH profile details such as Secure Systems UserID, Name, AFH Actions, and HUD Participant Associations (this will include the full list of agencies that you have been registered with and/or associated with through the WASS Business Partner Maintenance process or APPS Business Partner Registration).

Section 3 – Help Completing the AFH

1. General Instructions and Guidance.

- The AFH User Interface has several **Help** options to assist in completing the Assessment.
- Under the Navigation menu at the top of the AFH, [Click] **Help**.



- For general AFH instructions or Contributing Factor Descriptions, select the corresponding help topic.
- For detailed guidance on the Affirmatively Furthering Fair Housing (AFFH) Final Rule as well as Resources and Training Materials, select **Guidance** to take you to the HUD Exchange web site at: <https://www.hudexchange.info/programs/affh/>.

Section 4 – Completing the Assessment

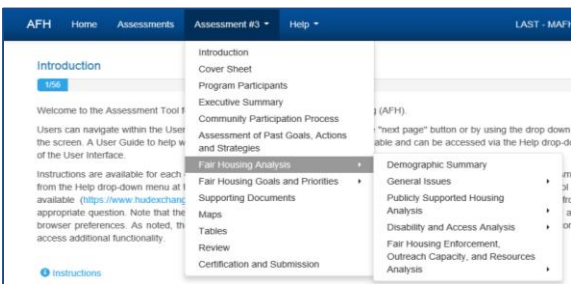
1. Create Assessment.

- From the top Navigation Menu, select **Assessments**.
- [Click] **Create Assessment**.
- Complete all fields and [Click] **Save**.

- d. Once the Assessment is saved, an Assessment ID will be created and the new Assessment will be added as an option in the Navigation menu at the top of the page.



- e. You will then be presented with the **Introduction** page.
- f. [Click] **Next** to proceed to the Cover Sheet, which is the second page of the Assessment.
- g. Verify your information on the Cover Sheet and [Click] **Next** to proceed.
- h. Continue to complete each question in the AFH and [Click] **Next** to proceed until all questions are completed. There are a total of 56 pages (note that not all pages have questions, and you do not need to fill out the questions in the order they appear).
- i. You may also use top menu to navigate to other sections of the AFH as shown below.



2. Edit Assessment.

- a. To edit an Assessment that has already been started, [Click] **View Assessments** from the Home Screen.
- b. You will be presented with a list of Assessments.
- c. [Click] **Edit** next to the Assessment to be edited.
- d. You can now navigate page-by-page or via the menu to continue editing the Assessment.

3. Add Program Participants.

- a. Screen 3 is the page where you can add Consolidated Plan or PHA Plan Program Participants to the Assessment. More than one participant can be added for joint or regional submissions. This will add the Assessment to the selected participants' list of available Assessments which they can edit.
- b. [Select] one of the following options: **(1) Add Consolidated Plan Participant, or (2) Add PHA Plan Participant:**

Add Consolidated Plan Participant

Add PHA Plan Participant

- c. [Select] the Participant's **State**.

- d. The Participant drop down will be populated with Participants for the selected State.
- e. View the details of the Participant to ensure the correct one is selected.
- f. Check the box for **Lead Entity** if the Participant is the Lead for the Submission. There may be only one Lead Entity.
- g. [Click] **Save**.
- h. Continue to add Participants as needed, then [Select] **Next** to continue.

4. Edit/Remove Program Participants.

- a. Editing a Program Participant allows the user to change whether the participant is the Lead Entity on the AFH or not.
- b. To edit the participant's role, [Click] **Edit** from the right most column for the participant you wish to edit.

Lead Entity?

- c. Check or uncheck whether the participant is the Lead Entity and [Click] **Save**.
- d. To remove the participant, [Click] **Remove** from the right most column for the participant you wish to remove.
- e. [Click] **Remove**.
- f. If the participant is not associated with a Fair Housing Goal, you will be prompted to confirm removing the participant. [Click] **Remove** again to complete the action.
- g. If the participant is associated with a Fair Housing Goal, you will be prompted with an error message and you will not be able to remove the participant. [Click] **Cancel** to return to the Program Participant screen. (Note that the requirements of the AFFH regulation governing withdrawing from collaborative AFFHs must be met separately from actions taken in the AFH User Interface.)

5. Screen Navigation.

<< Prev Save Next >>

- a. Selecting **Prev, Save or Next** will automatically save the content as it appears on the screen at the time it is selected.
- b. If you do not wish to continue with the updates made on the screen, use the browser **Refresh** on the current page without choosing one of the Navigation options. This will reset all data on the page to its original state—any changes you made will not be saved until you click **Save, Prev, or Next**.

- c. You can also navigate directly to any page within an Assessment via the menu at the top of the page.

6. Rich Text Editor.

- a. Above each response text box there is a rich text toolbar that provides formatting options for responses.

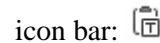


- b. NOTE: The TAB key moves the cursor to the next field on the web page; it does not add a tab into the rich text editor.
- c. You can edit your text and/or copy text into the editor box and format using options such as:
- Cut, copy, paste, paste as plain text, paste from Word
 - Search and replace
 - Basic word processing formatting functionality including headings, bolding, italics, underlining, etc.
 - Bulleted and numbered lists, indenting
 - Tables
 - Left/center/right/justify alignment
 - Viewing the editor in Full Screen, giving more space for both viewing and editing.
 - Note that you can paste text directly into a rich text field from a PDF, Word document, and other file formats.
 - Spell check may be available through your browser, often denoted by a red squiggly line under potentially misspelled words.
- d. Keep the amount of text in a rich text editor to 50,000 words or less (approximately 100 single spaced pages in Word) to prevent your browser from hanging.
- e. To follow a hyperlink within the Rich Text Editor, right-click on the link and choose "Open in new tab".

7. Pasting Text from PDF and Word.

- a. To paste from PDF, do the following steps.
- b. Open the PDF document in a browser or PDF reader software (e.g., Adobe Acrobat, Nuance).
- c. Select the text to be copied with your cursor (to select all text, use Ctrl + A keys).
- d. Copy the text using the Edit, Copy command in your reader or Ctrl + C keys.
- e. Paste the text into the relevant Rich Text field using Edit, Paste in your browser or Ctrl + V keys.

- f. If the results do not look well formatted, try using the Paste as Plain Text icon on the field's




- g. Note the following potential issues:

- Images will *not* copy over into these fields.
- Some formatting will be retained, but not necessarily all, depending on the formatting of the original document (e.g., bold and italics may copy over, as may some bullets and indents; others may not copy accurately but can be re-formatted manually using the toolbar of the rich text field).
- If the original document was a scanned document which did not have Optical Character Recognition (OCR) software run against it, the document will not be copied. You can tell if a document is an image vs. text if you cannot select individual words in your PDF reader.
- Some special characters may not copy correctly—they may show up as other characters (such as a "?"). This is due to incompatibilities with the encoding of the original document. You may need to correct such special characters manually.
- Note that Microsoft Word documents will generally copy over more accurately; if you have the original in Word format, try copying from it instead of the PDF version.

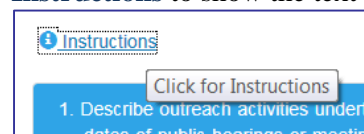
- h. To paste text from Microsoft Word, use Ctrl + V, the paste icon, or the Paste From Word icon:



- i. If the results do not look well formatted, try using the Paste as Plain Text icon: 

8. Question-Specific Instructions, and Relevant Data.

- a. Each question has question-specific instructions located on each page of the User Interface that must be used when answering each question. To view instructions, for a specific question, [Click] **Instructions** to show the text of the instructions.



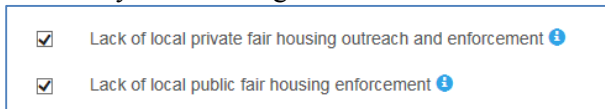
- b. [Click] **Instructions** again to hide the text of the instructions.
- c. Some questions in the Assessment have associated HUD-provided data (referring to links to Map and Table data) that must be used to answer the question. If a question has applicable HUD-provided data with associated tables and maps, the data option will display under the Instructions.



- d. [Click] **Relevant Data** to show the links.
- e. [Click] **Relevant Data** again to hide the text from the screen.

9. Contributing Factors.

- a. In the **Fair Housing Analysis** section, you must identify Contributing Factors:



- b. Check the box to note any applicable Contributing Factors on the screen. The **Fair Housing Priorities and Goals** page near the end of the assessment will allow you to prioritize the selected factors.
- c. To see a description of a particular contributing factor, [Click] the ⓘ that appears next to the contributing factor name.
- d. [Click] the ⓘ again to hide the description. A list of all contributing factors and their descriptions also appears under the Help menu, "Description of Potential Contributing Factors".
- e. There is also an "Other" option when identifying Contributing factors, where you may enter text for additional factors not already listed "Other" contributing factors underneath the list of checkboxes.

10. Supporting Documents - Upload.

- a. To attach/upload supporting documents to an Active and open Assessment, [Click] on the Assessment # in the Navigation Menu and [Select] **Supporting Documents**.
- b. To add a new document, [Click] **Upload**.
- c. On the Upload screen, add a Description of the file and [Click] **Browse** to select the file from your Computer.
- d. [Click] **Upload**. The file will be uploaded and you will be returned to the Supporting Documents screen.

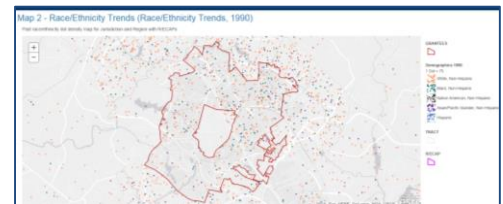
- e. To view a document that has already been uploaded, [Click] on the document filename in the File column.
- f. To edit the filename or description of a file that has already been uploaded, [Click] **Edit**, to edit the filename details [Click] **Save** when done.
- g. To delete/remove a file that has been uploaded, [Click] **Remove** from the Supporting Documents screen.

11. Maps.

- a. Maps allow you to view various maps for the Jurisdictions and Regions related to participants of the AFH.
- b. To view Map data, [Click] the Assessment # in the Navigation Menu and [Select] **Maps**. A list of applicable maps will be displayed. You can also access relevant maps if a question has a Relevant Data list associated with it.



- c. The Map will open in a new browser window/tab (depending on your browser settings).
- d. [Select] a Map to open the Map in a new browser window/tab.



- e. Clicking on the map will allow you to zoom in on the map down to street level.
- f. Click, hold, and drag the map to re-center the map.
- g. Selecting the + and – on the top left of the map to zoom in or out.
- h. To access the Data and Mapping Tool directly for additional map controls, go to: <http://egis.hud.gov/affht/>
- i. To save a map to PDF, you can use your computer's "Print to PDF" functionality, if it is available. Many computers have software loaded that will allow you to save a PDF file based on a web page by "printing" the page and setting the options to "Print to PDF". This may be especially useful if you would like to attach maps that you



view in the system to the assessment via the Supporting Documents feature. To do this, perform the following steps (note that the steps may vary slightly, depending on your browser and configuration).

- j. From the Map page that you would like to save, choose File, Print from the browser menu, or use the Ctrl + P keys.
- k. In Chrome, select **Save as PDF** for the Destination; in Firefox, under Printer, Name, choose (Microsoft) **Print to PDF**; in Internet Explorer, choose your **PDF writer** under Printer; in Microsoft Edge choose (Microsoft) **Print to PDF** under Printer.
- l. You will be prompted for a location and file name, so choose the location and a name, and [Click] Save or Ok.
- m. The PDF will be generated and saved to your local computer.
- n. Note that if you do not see any of the above options, your computer likely does not have PDF creation software installed.

12. Tables.


- a. To view Tabular demographic data for your Jurisdictions and Regions, [Click] on the Assessment # in the Navigation Menu and [Select] **Tables**. A list of applicable tables will be displayed in a new Browser Window/Tab (depending on your browser settings). You can also access relevant tables if a question has a Relevant Data list associated with it.
- b. Table data can also be downloaded as a **Microsoft Excel** spreadsheet.
- c. To open the table data in MS Excel, [Click] **Download Excel** from the upper right side of the table.
- d. Depending on the browser, a dialog box or bottom panel will be displayed asking where to **Open, Save, or Save As** the .XLSX file.
- e. [Click] **Open**.
- f. The file will be downloaded, and the XLSX will open in MS Excel or applicable program.

Section 5 – Review and Certification

1. Review Submission/Print.

- a. When all pages of the AFH are complete, you will have the opportunity to review the content of the AFH before completing the certification and submission to HUD.
- b. To Review the entire assessment, [Click] on the Assessment # in the Navigation Menu and [Select]

Review Submission. The Review Submission page is displayed.

- c. Review all responses to ensure the information is correct.
- d. You can choose to Print the AFH by Clicking the **Print Page** option in the upper right hand corner of the page under your ID. 
- e. Selecting **Print Page** will open the browser's print dialog, from which you can print out the Assessment.

2. Print to PDF.

- a. Many computers have software loaded that will allow you to save a PDF file based on a web page by “printing” the page and setting the options to “Print to PDF”. This may be especially useful if you would like to keep a local copy of your Assessment. To do this, perform the following steps (note that the steps may vary slightly, depending on your browser and configuration).
- b. [Click] on the Assessment # in the Navigation Menu and [Select] **Review**.
- c. From the Review Submission page, Choose File, Print from the browser menu, or use the Ctrl + P keys.
- d. In Chrome, select **Save as PDF** for the Destination; in Firefox, under Printer, Name, choose (Microsoft) **Print to PDF**; in Internet Explorer, choose your **PDF writer** under Printer; in Microsoft Edge choose (Microsoft) **Print to PDF** under Printer.
- e. You will be prompted for a location and file name, so choose the location and a name, and [Click] **Save or Ok**.
- f. The PDF will be generated and saved to your local computer.
- g. Note that if you do not see any of the above options, your computer likely does not have PDF creation software installed.

3. Download Signature Document.

Program participants must complete the Assessment of Fair Housing's Cover Sheet, including signature(s) by the authorized representative, and upload the cover sheet, with signature(s), into the "documents" page of the User Interface.

- a. On the Certification and Submission page, to download the signature document, [Click] **Download Signature Document**.

- b. You will be prompted with a message asking to Save or Open a file named **SignatureDocument-mm-dd-yyyy.docx** (the date in the file name will match today's date).
- c. The MS Word Signature document will not allow editing so you will need to print the file, fill in the required information and sign the certification Note: For joint or regional AFHs, each program participant must submit a signed cover sheet.
- d. Once the file has been scanned into an electronic format, you can upload the file in the Supporting Documents section. For instructions on uploading files, see **Section 4 – Completing the Assessment, Step 10 - Supporting Documents – Upload**.
- j. After all participants have certified, the assessment can be submitted to HUD.
- k. To submit the AFH to HUD, a user associated with the Lead Entity Program Participant must be logged in. Under the Participant Submittal section, [Click] **Submit**.
- l. The Participant Submittal page is displayed.
- m. [Click] **Submit**. The Assessment has now been submitted and is awaiting HUD review and acceptance.

4. Certification and Submission.

- a. When you are satisfied with the AFH and ready to certify and submit, each participant will first need to certify the Assessment.
- b. Before you can certify, the Assessment must be validated in the system to ensure all required fields have been completed.
- c. In the **Assessment Validation** section at the top of the page, you will be notified whether the Assessment has been validated or not. If you receive a message stating that the Assessment is missing information, [Click] the "Validation Messages" link to see a listing of pages and fields that have not been properly completed. [Click] the link in the "Page" column to go directly to the page with the issue, and enter the appropriate information before trying to certify again.
- d. A user must be associated (through a Secure Systems Business Partner Relationship or APPS Business Partner Registration) with an agency that is a participant in the AFH in order to certify.
- e. If the relationship is established *and* the Assessment has been validated, there will be a **Certify** button in the "Action" column under Participant Certification.
- f. To certify the Assessment for your agency, [Click] **Certify**.
- g. The Certification page will be displayed to certify the Assessment for the participant.
- h. To finalize certification, [Click] **Certify**.
- i. The user will be returned to the Certification and Submission screen and the date and time of certification will be displayed in the Certification Status column of the Participant Certification section