

**DELAWARE NEIGHBORHOOD STABILIZATION PORGRAM
FAIR HOUSING AND EQUAL OPPORTUNITY
SELF ASSESSMENT**

DE NSP GRANTEE: _____

Name of Person Completing the Form: _____

Date: _____

Address: _____

Phone: _____

E-Mail: _____

(Please use additional sheets of paper if necessary)

EMPLOYMENT

1. Do you maintain a file that contains Civil Rights information including employment and demographic data for area? YES NO

2. Do you maintain written employment and personnel policies and practices within equal opportunities guidelines? YES NO

3. Will you hire employees using DE NSP funds? YES NO

If yes, identify position and recruitment efforts? _____

4. Do your employment records contain detailed information on sex, race, disability status and ethnic and racial data? YES NO

5. Do you have a Section 3 Plan? YES NO

If yes, does it include a strategy for promoting, training and employment opportunities for lower income residents? YES NO

If yes, describe how the strategy has been implemented: _____

6. Have there been any complaints of discrimination in employment filed against you by employees or applicants for employment in the past two years?

YES NO

If yes, please explain: _____

7. Have any other FHEO related complaints been filed against you in the past two years?

YES NO

If yes, please explain: _____

FAIR HOUSING

1. Have you adopted a fair housing ordinance or promoted fair housing through the display of fair housing brochures or posters in municipal buildings? YES NO

2. Has action been taken to affirmatively further fair housing through such activities as land development, zoning, site selection policies or programming, need assessment, etc.

YES NO

3. Are local fair housing groups or others interested in housing, assisted through the provision of information, technical assistance, CDBG funds or other support?

YES NO

If yes, describe: _____

4. In an effort to promote fair housing, are those involved in the sale or rental of housing provided with materials informing them of current federal, state and local housing laws?

YES NO

If yes, describe: _____

SECTION 504

1. Have you taken appropriate initial and continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing that you do not discriminate on the basis of disability? YES NO

Please describe: _____

2. Have you designated at least one person to coordinate your efforts to comply with Section 504? YES NO

3. Have you adopted specific grievance procedures that incorporate due process standards and that provide for prompt and equitable resolution of Section 504 related complaints? YES NO

MINORITY BUSINESS ENTERPRISE (MBE)

1. What process do you use to identify and attract minorities and women owned contractors?

2. Do you maintain data documenting the affirmative steps that you take pursuant to 24 CFR Part 85 to utilize minority and women's business enterprises? YES NO

If yes, please describe: _____

3. Have you adopted a Minority/Women's Business Enterprise Plan? YES NO

If yes, does it list steps to be taken by both you and any subcontractors? YES NO

Do you follow the steps in the plan for all contracting? YES NO

Do you monitor the contractor for compliance? YES NO

Comments: _____

Request for Information: _____

