DELAWARE NEIGHBORHOOD STABILIZATION PROGRAM
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

<table>
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<tr>
<th>EMPLOYMENT</th>
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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:__________________________________________________
   ________________________________________________________________
   ________________________________________________________________

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### 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
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:________________________________________________________________________________________
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Request for Information:____________________________________________________________________________
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