

PJ Name: _____ **ID:** _____

Reviewer: _____ **Date:** _____

QUESTIONS	ANSWER		NOTES
	Y	N	
FHEO POLICY			
1. Does the PJ have any local or state-specific resolutions or ordinances? a. If yes, does the grantee maintain a file of current regulations?			
2. Does the grantee maintain a file of current Federal regulations?			
3. Are FHEO language and logos included in handbooks, policies, and procedures manuals and other program literature?			
4. Does the grantee have a EEO-4 Form?			
BENEFICIARY DATA			
5. Does the PJ maintain adequate beneficiary information? a. Has the PJ compiled beneficiary data by race, ethnicity, gender, and disability? b. Does data reflect successful fair housing efforts?			
EMPLOYMENT PRACTICES			
6. Does the PJ follow adequate equal employment practices? a. Do advertisements contain equal opportunity language? b. Is documentation maintained regarding demographics of applicants and individuals hired? c. Is documentation maintained regarding promotions, transfers, demotions, dismissals, etc? d. Does documentation reflect adequate equal opportunity employment practices?			
CONTRACTORS			
7. Does the PJ enforce adequate contractor employment practices? a. Has the PJ maintained correspondence with contractors concerning contractor equal opportunity compliance? b. Has the PJ promoted and monitored equal opportunity practices of contractors? c. Has the PJ compiled beneficiary data by race, ethnicity, sex, and disability? d. Does data reflect successful equal opportunity efforts?			

QUESTIONS	ANSWER		NOTES
	Y	N	
COMPLAINTS/FINDINGS OF NON-COMPLIANCE			
8. Has the PJ received any FHEO complaints? a. If yes, has the PJ taken adequate remedial actions?			
9. Has the PJ received any determinations of past discrimination? a. If yes, have actions been taken?			
10. Has the PJ submitted an action plan to affirmatively further fair housing? a. Was it approved?			
11. Has the PJ submitted an affirmative marketing plan? a. Was it approved?			

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