## I. Fair Housing

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| 1. | Has the Recipient adopted a Fair Housing ordinance/resolution?  
   *For subgrants starting in FFY 2009, issue a finding if no.* | □ Yes □ No |
| 2. | Has the Recipient completed its required Fair Housing activities?  
   *If no, issue a finding.*  
   *(For grants prior to FFY 2009, Recipients had to complete one Fair Housing activity annually. For grants starting in FFY 2009, Recipients must conduct activities quarterly.)* | □ Yes □ No |
| 3. | List the dates when the Recipient completed its required Fair Housing activities below and the type of activity that was conducted on each respective date. |   |

4. Are there one or more populations of non-English speaking residents within the Recipient’s jurisdictional boundaries? | □ Yes □ No |
- If yes, did the Recipient make Fair Housing materials available to residents in the appropriate language(s) at its Fair Housing activities? | □ Yes □ NA |
- If yes, has the Recipient displayed Fair Housing posters in the appropriate language(s) in or around its CDBG office? | □ Yes □ NA |

5. Does the Recipient have a Fair Housing Coordinator?  
   *For subgrants starting in FFY 2009, issue a finding if no.*  
   If yes, complete the following: | □ Yes □ No |
   - Name:  
   - Title:  
   - If yes, has the coordinator attended fair housing training? | □ Yes □ No |

6. Has the Recipient published the Fair Housing Coordinator contact information quarterly?  
   *For subgrants starting in FFY 2009, issue a finding if no.*  
   *(Posting the information permanently on the Recipient’s website can substitute for publishing.)*  
   If yes, explain how it was published in the box below. | □ Yes □ No □ N/A |
### Civil Rights Monitoring Checklist

**Check the proper box.**

#### 7. Is there a standard process in effect for handling and recording fair housing complaints?  *For subgrants starting in FFY 2009, issue a finding if no.*

- Yes
- No

#### 8. How many housing discrimination complaints have been received?  *(If none, skip to #10.)*

#### 9. Were any of the complaints referred to another agency?

- Yes
- No

- If yes, which agency were the complaints referred to?  (Check all that apply.)
  - Florida Commission on Human Relations
  - U.S. Department of Housing and Urban Development
  - Other

#### 10. Were all of the complaints resolved?

- Yes
- No
- N/A

#### 11. Is a Fair Housing poster prominently displayed in the building where the local CDBG office is located?

- Yes
- No

**Fair Housing Comments:**

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### II. Equal Employment Opportunity

**Check the proper box.**

#### 1. Does the Recipient have an EEO Compliance Coordinator?  *For subgrants starting in FFY 2009, issue a finding if no. If yes, complete the following:*

- Yes
- No

- Name:
- Title:

#### 2. Has the Recipient published the EEO Coordinator contact information quarterly?  *For subgrants starting in FFY 2009, issue a concern if no. (Posting the information permanently on the Recipient’s website can substitute for publishing.) If yes, explain how it was published below.*

- Yes
- No
- N/A

#### 3. Has the Recipient adopted an ordinance or resolution that protects its applicants and employees and the applicants and employees of its contractors from discrimination?  *For subgrants starting in FFY 2009, issue a finding if no.*

- Yes
- No
- N/A

#### 4. Is there a standard process in effect for handling and recording EEO complaints?  *For subgrants starting in FFY 2009, issue a finding if no.*

- Yes
- No
- N/A

#### 5. Does the Recipient’s most recent job announcement include a non-discrimination statement or EEO logo?

- Yes
- No

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6. Does the Recipient employ more than 15 people? (Local governments with 15 or more employees who have worked at least 20 weeks are subject to the EEO laws.)
   - Check the proper box: [ ] Yes [ ] No

7. Have any EEO complaints been filed? If yes, explain in the EEO Comments box.
   - Check the proper box: [ ] Yes [ ] No

**EEO Comments:**

8. Is the Recipient maintaining a list of certified minority- and women-owned businesses that operate in its region? **For subgrants starting in FFY 2009, issue a finding if no.** If yes, where is the list maintained?
   - Check the proper box: [ ] Yes [ ] No [ ] N/A

**Location:**

9. Did the Recipient use its list to solicit bids from minority- and women-owned businesses for CDBG-funded construction activities? **For subgrants starting in FFY 2009, issue a finding if no.**
   - Check the proper box: [ ] Yes [ ] No [ ] N/A

10. Did the Recipient provide its minority- and women-owned businesses list to its prime contractors to use in hiring subcontractors for CDBG-funded construction activities? **For subgrants starting in FFY 2009, issue a finding if no.**
    - Check the proper box: [ ] Yes [ ] No [ ] N/A

**M/WBE Comments:**

11. For the activities reviewed, are there any indications that persons are not participating in, are being denied benefits, or are being treated differently because of their race, color, sex, national origin, religion, or disability? **If yes, issue a finding and explain in the box below:**
    - Check the proper box: [ ] Yes [ ] No

### III. Section 504/ADA [ ] N/A

(This section does not have to be completed at second and subsequent on-site visits if there were no findings or concerns at the first on-site visit, unless the Recipient has moved into a new building.)

1. Does the Recipient have a Section 504/ADA Coordinator? **For subgrants starting in FFY 2009, issue a finding if no.** If yes, complete the following:
   - Check the proper box: [ ] Yes [ ] No

   **Name:**
   - **Title:**

2. Has the Recipient published the Section 504/ADA Coordinator contact information quarterly? **For subgrants starting in FFY 2009, issue a concern if no.** (Posting the information on the Recipient’s website permanently can substitute for publishing.) If yes, list how it was published.
   - Check the proper box: [ ] Yes [ ] No [ ] N/A
### Civil Rights Monitoring Checklist

3. Has the Recipient established a system to record Section 504/ADA calls?  
   - Yes  
   - No  
   - N/A

4. Does the Recipient have an ordinance or resolution that is designed to eliminate discrimination against any person who a) has a physical or mental impairment which substantially limits one or more major life activities, b) has a record of such an impairment, or c) is regarded as having such an impairment? For subgrants starting in FFY 2009, issue a finding if no.  
   - Yes  
   - No

5. Does the Recipient have an employee grievance procedure which discusses how complaints based on handicap accessibility should be handled?  
   - Yes  
   - No

6. Has the Recipient prepared a self-evaluation of its policies, procedures, and facilities to determine if they in any way prevent access to handicapped individuals?  
   - Yes  
   - No

7. Are the Recipient’s policies, procedures, and facilities in compliance with Section 504/ADA? (If yes, skip to #13.)  
   - Yes  
   - No

#### Transition Plan

8. Has the Recipient completed a transition plan for all structural changes determined to be necessary based on the self-evaluation?  
   - Yes  
   - No  
   - N/A

9. Does the plan specify a schedule to achieve compliance?  
   - Yes  
   - No  
   - N/A

10. If steps are scheduled to be undertaken more than a year in the future, are goals to be reached each year identified in the plan?  
    - Yes  
    - No  
    - N/A

11. Is the plan up-to-date?  
    - Yes  
    - No  
    - N/A

12. Does the plan identify the official responsible for its implementation? If yes, complete the following:  
    - Yes  
    - No  
    - N/A
    
    **Name:**  
    **Title:**

#### Section 504 Comments:

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### Site Accessibility

Monitor the facilities in which the CDBG program activities are administered and the facilities or structures which are acquired, constructed, or improved with CDBG funds.

13. **Parking**  

   - Are there designated parking spaces for handicapped persons?  
     - Yes  
     - No

   - Are the spaces the required width?  
     - Yes  
     - No

   - Are the spaces marked with the universal handicap symbol?  
     - Yes  
     - No

   - Are they near the building’s entrance?  
     - Yes  
     - No

14. **Building Entrance**  

   - Is the main entry wheelchair accessible?  
     - Yes  
     - No

   - If not, is there a reasonable alternative?  
     - Yes  
     - No  
     - N/A
15. Meeting Room and CDBG Program Offices

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Check the proper box.

- Can all rooms used for meetings or program management be reached without the use of stairs or elevators? *(If yes, go to #16.)*
  - Yes [ ]
  - No [ ]
  - N/A [ ]

- If elevators are provided, are cars wide enough to allow entry by a wheelchair?
  - Yes [ ]
  - No [ ]
  - N/A [ ]

  - Are the controls accessible? [ ]
  - Yes [ ]
  - No [ ]

  - Are the controls in Braille? [ ]
  - Yes [ ]
  - No [ ]

  - Are the floor indicators audible? [ ]
  - Yes [ ]
  - No [ ]

16. Public and Employee Facilities

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- Do paths to the restrooms appear to be wheelchair accessible? [ ]
  - Yes [ ]
  - No [ ]
  - N/A [ ]

  - Are restroom doors wide enough to allow entry by someone in a wheelchair? [ ]
  - Yes [ ]
  - No [ ]

  - Is there adequate floor space in the restroom to allow for a wheelchair? [ ]
  - Yes [ ]
  - No [ ]

  - Are there grab bars in the restroom stall? [ ]
  - Yes [ ]
  - No [ ]

  - Are lavatories and paper products at a height to allow access by a person in a wheelchair? [ ]
  - Yes [ ]
  - No [ ]

  - Do the lavatory faucets meet the code for disabled persons? [ ]
  - Yes [ ]
  - No [ ]

- Are drinking fountains installed to allow access by a person in a wheelchair? [ ]
  - Yes [ ]
  - No [ ]
  - N/A [ ]

- Are public telephones, if any, at a height to allow wheelchair access? [ ]
  - Yes [ ]
  - No [ ]
  - N/A [ ]

- Are common use areas (break rooms, lunch rooms, etc.) accessible? [ ]
  - Yes [ ]
  - No [ ]
  - N/A [ ]

Facility Comments:

IV. Section 3

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1. Did the Recipient and/or its contractors/subcontractors take steps to hire qualified low- and very low-income residents for any job openings that existed on CDBG-funded projects in the community? Explain below:
  - Yes [ ]
  - No [ ]
  - N/A [ ]
2. Are there one or more populations of non-English speaking low-income residents within the Recipient’s jurisdictional boundaries?  
   - If yes, did the Recipient and/or its contractors/subcontractors take steps to make non-English speaking low-income residents aware of CDBG-funded job openings in the appropriate language(s)?

3. Has the Recipient and its prime contractors/subcontractors documented the number of low- and very low-income people who were hired to work on this project? (The Recipient should have copies of the Section 3 Compliance Information forms for prime contractors and subcontractors and the Section 3 Summary Report - HUD 60002 - on file.)

4. Do the records show that Section 3 persons were hired by the Recipient or its contractors/subcontractors to work on the project?  
   - If yes, how many Section 3 persons were hired?

5. Were any Section 3 firms hired to work on the project?  
   - If yes, list the firms that qualify for Section 3 status.

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<th>Section 3 Contractor/Subcontractor Name</th>
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6. Was the required Section 3 clause from 24 CFR Part 135.38 included in CDBG-funded contracts of $100,000 or more? (See Attachment K of the subgrant agreement or CDBG Supplemental Conditions for Infrastructure Construction Contracts.)  
For subgrants starting in FFY 2009, issue a finding if no.

| Section 3 Comments: |

V. Conclusions  
Explain any finding(s) or concern(s) and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.