

# FHEO REMOTE MONITORING SUBMISSION CHECKLIST

DCED Use Only:

**For which**

**Type of**

**Grant:** CDBG \_\_\_\_ CDBG-DR \_\_\_\_ HOME \_\_\_\_ ESG \_\_\_\_

In Submission  
Packet

## Documentation Required

- 1 2015 - DCED-CMT 179 - Applicant Data for Direct Benefit Activities
- Do Not Send Completed Form** Send support documentation of the number of applicants for FY 2015 activities that directly benefit household. Broken down by activity, race, ethnicity and gender.

**Please note:** Activities that include Acquisition, Demolition, Clearance, and/or Direct Assistance for Multi-Family rental or Homeownership Programs, even if no funds are going into the construction of the units, must maintain this information for the completed units.

- 2 2015 - DCED-CMT 4710 - Labor Standards Enforcement Report
- Do Not Send Completed Form** Send support documentation on all contracts awarded during the reporting periods (2) in 2015, including contract amount, contractor name, race, ethnicity and gender

- 3 2015 - Send support Documentation of Racial, Ethnic, and Single Head of Households by Gender  
Both Applicants and Beneficiaries For the following Activities:

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- a
- b
- c
- (OBO's: one activity per Entitlement)
- d
- e

If there has been no activity in the activity selected, please note that and choose an activity that has had activity. If nothing for 2015, choose one from 2014.

## Anti-Displacement

- 4 Copy of Anti-Displacement Policy - approved by governing body within the last 5 years. Make sure approval signatures are on the policy.

- 5 No 2015 Activities Caused Displacement (check if accurate)  Move to #6 if marked

If activity did cause displacement: Name of activity:

- a. Support Documentation of Persons affected by the Displacement

*Should include: Racial, Ethnicity, Gender, Head of Household, Address of Relocation*

- b. Documentation Provided to Displacees as part of URA process

*Uniform Relocation Information, Fair Housing Rights, Fair Housing Officer contact info.*

## Administrative Contract Management

- 6 Sample Subcontract Agreement (OBO or Administrative Agreement) signed by all parties

**Corrective Action Activities from Previous Monitoring**

- 7 Documentation of Affirmative Action Measures Taken to Overcome Prior Discrimination if found by HUD or EEOC.
- No Affirmative Actions where found (check if accurate)  Move to #8 if marked

**Equal Employment Opportunity**

- 8 Send Support Documentation of Previous Employment Statistics for the Grantee in relation to their latest EEO-4 submission.
- If grantee has under 15 employees; documentation for the latest DCED- CMT-169
- 9 If there were any new hires during this period of reporting on the latest EEO-4 or CMT-169, please submit one of the job advertisements and job description
- 10 Please submit the grantee's hiring policy.

**Fair Housing**

- 11 Documentation of the 2015 Fair Housing Activity as reported on their 2015 Annual report, submitted Jan., 2016.   
*Handouts, Pamphlets, Pictures, Newspaper Advertisements, Public Service Announcements, etc.*
- 12 Notice of Fair Housing Officer & Documentation of Publication for 2015
- 13 Fair Housing Resolution of the grantee for 2015 & Documentation of its Advertisement or Posti
- 14 Examples of how the public, staff, program participants where made aware of the grantee's policy on Fair Housing   
*Copy of Letterhead with EEO symbol, Screen Shot of Website with FH Material on it*  
*Applicant Pamphlet with EEO symbol on it, Beneficiary Docs. that include Fair Housing Info.*

**Citizen Participation and Limited English Proficiency**

- 15 Written Citizen Participation Plan Approved by Governing Body within the last 5 years with approval signatures   
Must include how residents with Limited English Proficiency or Disabilities will be assisted
- 16 If Four-Factor Analysis indicated the Need for a Language Access Plan - The Plan approved by the governing body including approval signatures
- 17 Items that support document the utilization of the recommendations of the LAP   
*Ex: Citizen Participation items, Fair housing items, Posters, ERR Notices,*  
*Income survey including public notice, Service Intake items including public*  
*notice of project, intake forms, handout material, Outreach materials, etc.*

**Section 504**

- 18 Public Notices of both Public Hearings and Projects Being Proposed for 2015 application   
Include documents and proof of publication or posting
- 19 Public Notice for any Modifications to 2015 Contract Activities, if applicable   
Include documents and proof of publication or posting  
 No Modifications have been made to the contract



**Affirmatively Marketing Housing Units**

- 31 For Activities that include Rental Units or Homeownership, even if providing only Acquisition, Demolition, Clearance or Direct Assistance: Submit the Affirmative Marketing Plan for the grantee or one that is project specific,
- 32 Submit supporting documentation for steps utilized by the grantee, administrator, developer, or management group to affirmatively market new units and ongoing vacant units for the project.  

*Advertisements, posters, pamphlets, etc. advertising units. Listing of where these are posted, placed, and passed out*
- 33 Written agreement with Developer and/or management group that includes all of the required FHEO requirements for marketing units that have utilized federal funds.
- 34 Completed FHEO Checklist with items marked or filled out where applicable. Please place this on top of the documentation

May-17