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| --- | --- | --- |
| **Grant Recipient** | **Grant Number** | **Date** |
|  |  |  |
|  | **Yes** | **No** | **N/A** |
| 1. Has your government had any employment vacancies in the past three (3) months?
 | [ ]  | [ ]  |  |
| 1. If so, did you follow the equal employment opportunity guidelines in advertising the vacancies?
 | [ ]  | [ ]  | [ ]  |
| 1. Do you have written employment and personnel policies available for review?
 | [ ]  | [ ]  |  |
| 1. Do you have employment records available?
 | [ ]  | [ ]  |
| 1. Is your employment data detailed enough to determine composition by?
	1. Sex
	2. Race
	3. Disability Status
	4. National Origin
 |  |  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| 1. Is your position and salary information detailed enough to assess hiring, training, promotion, and compensation practices?
 | [ ]  | [ ]  |
| 1. Do your employment data support efforts to provide for equal employment opportunities?
 | [ ]  | [ ]  |
| 1. Have any civil rights complaints been filed against your government (within the past five years)?
	1. If so, has the complaint been satisfied?
 | [ ]  | [ ]  |
| [ ]  | [ ]  | [ ]  |
| * 1. If you answered yes to #8, provide the following information in the space provided. Add additional pages if necessary.
* Describe the complaint(s) and include the date of the complaint;
* State if the complaint(s) has any relation to a CDBG project and if so, which CDBG project;
* Describe the steps your government has taken to satisfy the complaint, and;
* Provide complaint’s current status (e.g., withdrawn, currently under Federal/State/Local review, mediation, etc.)
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|  |
| 1. As needed, please provide additional clarification for any of the above questions.
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| **The undersigned hereby certifies that the information contained in this Civil Rights Compliance Certification is correct to the best of his or her knowledge.** |
|  |  |  |
| **Chief Elected Official Signature** | **Title** | **Date** |
|  |  |  |
| **Preparer Signature** | **Title** | **Date** |