

**Checklist for On-Site Limited Monitoring and Section 504 Reviews (Continued)**

**Project Name:**

**FHA/Project#**

**Section 8/PAC/PRAC#**

**PART D**

**DOCUMENTS REVIEWER SHOULD OBTAIN FROM OWNER/AGENT**

The reviewer will only bring back documents upon request from FHEO. If the reviewer receives a request from FHEO to obtain certain documents, indicate in column a. During the on-site review, request the documents and indicate the status in columns b, c, or d. For items checked in column c, the reviewer must provide the owner/agent the FHEO address for forwarding the documents.

| Document(s)  | a. FHEO has requested that the reviewer obtain the following documents: | b. The document has been gathered and is attached to the Checklist | c. The Owner/Agent agrees to forward the checked document to FHEO within ten (10) business days. | d. The document is not available. |
|--|---|--|--|-----------------------------------|
| <b>For Part A</b>  |   |  |  |                                   |
| 1. Accessible Units/Program Accessibility, Sections I, II, and III (as applicable)   |   | <input type="checkbox"/>   |  | <input type="checkbox"/>          |
| <b>For Part B:</b>   |   |  |  |                                   |
| 2. Most recent Affirmative Fair Housing Marketing Plan (AFHMP)   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| 3. Any of the following documents that are used for outreach as specifically stated in the project's AFHMP or used for other affirmative fair housing marketing. |   |  |  |                                   |
| Newspapers/Publications  | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Copy of Radio Ads and Announcements  | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Copy of TV Ads and Announcements   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Photograph of billboards   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Letterhead   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Handouts   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Brochures and Leaflets   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Photograph and site signs  | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| Other (Specify):   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| 4. Project Profile showing occupancy data (See Part B, Question 5).  | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |
| 5. Written Tenant Selection Plan   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>          |

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| <p><b>Please Note:</b> The information below only pertains to Section 504 compliance.<br/><br/> <b>If this project is unsubsidized, the reviewer should not complete this section.</b></p> | <p>a. FHEO has requested that the reviewer obtain the following documents:</p> | <p>b. The document has been gathered and is attached to the Checklist.</p> | <p>c. The Owner/ Agent agrees to forward the checked document to FHEO within ten (10) business days.</p> | <p>The document is not available.</p> |
|--|--|--|--|---------------------------------------|
| <b>For Part C:</b>   |  |  |  |                                       |
| 6. Written Grievance Procedure (Part C, Question 3 and 24 CFR 8.53)  | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>              |
| 7. Application for Occupancy   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>              |
| 8. Reasonable Accommodation Policy   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>              |

FHEO requested that the reviewer observe the following:

The result of the observation is: