# DEIA (Diversity, Equity, Inclusion, and Accessibility) Checklist for Partners

Refer to this checklist to help your programs and services align with DEIA best practices and foster an inclusive and supportive environment for all tenants.

#### **Accessibility**

All facilities and event spaces used, aim to be accessible to tenants with disabilities (e.g., ramps, elevators, accessible restrooms). Additional assistance may be provided for locations with limited accessibility.

We are providing transportation assistance if needed (e.g., shuttle services, accessible vehicles).

We are providing communication materials in multiple languages to accommodate linguistic diversity.

#### **Cultural Sensitivity**

Our programs and services respect and reflect the diverse cultural backgrounds of tenants.

We are providing cultural competency training for staff and volunteers to ensure effective communication and engagement.

We are collaborating with local cultural organizations to design and deliver inclusive programs.

We are offering diverse programming options that cater to the cultural interests and preferences of tenants.

#### **Diversity Representation**

We ensure diversity in leadership teams, staff members, and volunteers involved in designing and delivering programs and services. We actively engage with diverse communities to understand their unique needs and preferences.

We celebrate cultural diversity with events and initiatives that highlight different traditions and contributions

### Inclusive Language and Communication

We use inclusive and respectful language in all written and verbal communications.

We use gender-inclusive terminology and provide options for individuals to self-identify their gender preferences.

We provide communication materials in accessible formats (e.g., large print, braille, audio recordings).

We offer alternative communication methods (e.g., telephone hotlines, online chat services) to ensure tenants can access information and support.

## Program and Service Design

We conduct regular needs assessments to understand the evolving requirements of tenants.

We have established feedback mechanisms to collect tenant input and improve programs and services.

We ensure resources are allocated equitably to provide high-quality programs and services to all tenants.

