

RESOLUTION 2012-92

WHEREAS, the City of Valley Grande would like to participate in the Community Development Block Grant Program;

WHEREAS, the City of Valley Grande recognizes that it must adopt certain procedures and policies in order to participate in the Community Development Block Grant Program with regards to Section 504;

THEREFORE BE IT RESOLVED, the City of Valley Grande adopts the attached Section 504 Plan.

DONE THIS _____ DAY of April 2012.

MAYOR

CITY CLERK

City of Valley Grande
SECTION 504
SELF-EVALUATION/TRANSITION PLAN GUIDE

Alabama Department of Economic
And Community Affairs
CDBG Program

INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. As such, all recipients of CDBG funds from ADECA or the U.S. Department of Housing and Urban Development must be in compliance with Section 504 and its implementing regulations found in 24 CFR, Part 8.

HUD Section 504 regulations require that all CDBG grantees complete a self-evaluation of their current policies and practices to determine whether, in whole or in part, they do not or may not meet the requirements of the Act. Furthermore, if the self-evaluation determines that structural changes to local government facilities are necessary to achieve program accessibility, the recipient must develop a transition plan setting forth the corrective actions that will be needed to come under compliance.

The purpose of this Self-Evaluation/Transition Plan Guide is to assist CDBG grantees in evaluating their programs and activities to determine whether they conform to the requirements of Section 504 and the regulations found in 24 CFR, Part 8. This guide only provides an example or model to go by, and recipients are free to use this guide or any other comparable approach to developing a self-evaluation and transition plan.

PART I: GENERAL REQUIREMENTS

SECTION 504 REQUIREMENT (A)	COMPLIANCE			COMMENTS/DEFICIENCIES IDENTIFIED (E)	MODIFICATIONS NEEDED/REMEDIES PLANNED (F)
	YES (B)	NO (C)	N/A (D)		
1. Grantees with 15 or more employees must designate a Section 504 Coordinator (give name/title in comments section).					
2. Grantees with 15 or more employees must establish a grievance procedure that provides for the prompt and equitable resolution of complaints alleging violations of Section 504 requirements.					
3. Grantees with a workforce of 15 or more persons must give employees, beneficiaries, and the general public Initial and continuing notice of non-discrimination on the basis of handicap using some or all of the following methods:					

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	YES (B)	NO (C)	N/A (D)		
a. post notices					
b. newspaper ads					
c. taped announcements					
d. employee memoranda					
e. distribution of Braille materials					
4. All recipients must consult with handicapped persons/organizations in the development of the self-evaluation (list individuals/groups consulted in comments section).					

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a. Grantee with 15 or more employees must maintain on file the self-evaluation for a period of three years after its completion.					
b. All recipients must develop a written transition plan outlining steps to be taken to eliminate all physical impediments to handicapped accessibility found in local government buildings/facilities, including a schedule for correcting each deficiency and the designation of the person(s) responsible for implementation.					

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5. All grantees must collect and maintain data showing to what extent handicapped individuals are beneficiaries of the CDBG and other Federally financed programs.					
a. applications for assistance					
b. survey forms					
c. census data					
d. other methods					

PART II: COMMUNICATIONS REQUIREMENTS

SECTION 504 REQUIREMENT (A)	COMPLIANCE			COMMENTS/DEFICIENCIES IDENTIFIED (E)	MODIFICATIONS NEEDED/REMEDIES PLANNED (F)
	YES (B)	NO (C)	N/A (D)		
<p>1. All grantees must develop an information dissemination process to provide program information to interested handicapped persons in the community.</p> <p>a. develop a mail out list to organizations who serve disabled persons in the community;</p> <p>d. make sure the wording on printed notices, brochures, and other program materials can be clearly read by disabled individuals;</p> <p>e. utilize the services of sign language interpreters at public meetings whenever there is reason to believe deaf persons will be in attendance.</p>					

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<p>c. All grantees must take steps to ensure effective communication with applicants, beneficiaries, and the general public:</p> <p>d. utilize a telecommunications device for the deaf (TDD) whenever conversing with hearing impaired applicants and beneficiaries over the telephone;</p> <p>e. furnish auxiliary aids (amplifiers, magnifying glasses, Braille materials, etc.) whenever necessary and appropriate for the handicapped to participate in programs and activities paid for with Federal assistance.</p>					

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PART III: EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

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	YES (B)	NO (C)	N/A (D)		
<p>1. No qualified individual with handicaps shall, solely on the basis of handicap, be subjected to discrimination in employment under any program or activity that receives CDBG or other Federal financial assistance. This prohibition applies to the following employment policies and practices;</p> <p>a. Recruitment</p> <p>* Job announcement must contain a nondiscrimination statement with respect to handicap.</p> <p>* Job announcement must be publicized in a manner that will adequately notify qualified disabled individuals in the community of employment opportunities</p>					

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<p>b. Selection</p> <ul style="list-style-type: none"> * Applications and interviews for employment must not make inquiries about an applicant's handicap, unless it can be clearly shown that such questions directly reflect upon the individual's ability to perform job-related functions. * Employment tests must be job-related and not discriminate against persons with impaired communications abilities. * Medical history questionnaires must not request the nature or severity of an applicant's handicap if not directly 					

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<p>* Pre-employment medical exams must be mandatory for all prospective employees, not just those suspected of disabilities, and the results must be kept confidential.</p> <p>c. Promotion/Upgrading</p> <p>The criteria for promotion, upgrading, tenure, transfer, etc. must not limit the eligibility of qualified handicapped employees.</p> <p>d. Training</p> <p>Training programs must be administered in a manner that will allow equal participation by qualified handicapped employees.</p>					

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<p>e. Compensation/Fringe Benefits</p> <p>Employees with disabilities must not be offered different rates of pay solely on the basis of handicap.</p> <p>* Handicapped employees must be given the same benefits (insurance, leave, etc.) as non-handicapped workers.</p>					
<p>f. Termination/Layoff</p> <p>Decisions on layoffs and job terminations must not discriminate against disabled employees.</p>					

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<p>2. No grantee may deny an employment opportunity to a qualified handicapped applicant or employee if the basis for denial is the need to make reasonable accommodation to the physical or mental limitations of the applicant or employee. As used here, reasonable accommodation pertains to;</p> <p>a. modification of the workplace (furniture, office equipment, vehicles, etc.) to be readily usable by handicapped employees;</p> <p>b. provision of assistive devices;</p>					

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<p>c. job restructuring, modification of work schedules, relocation of work station to more accessible facilities, etc.; and</p> <p>d. when none of the above measures are undertaken to accommodate handicapped employees, a determination has been made that to do so would impose an undue financial hardship or administrative burden on the grantee (explain in detail the basis for such a decision in the comments section).</p>					

PART IV: FACILITY ACCESSIBILITY REQUIREMENTS

SECTION 504 REQUIREMENT (A)	COMPLIANCE			COMMENTS/DEFICIENCIES IDENTIFIED (E)	MODIFICATIONS NEEDED/REMEDIES PLANNED (F)
	YES (B)	NO (C)	N/A (D)		
<p>c. The grantee's entire inventory of public buildings and other non-housing governmental facilities must be designed, constructed, and/or modified to be readily accessible and usable by handicapped employees, beneficiaries, and the general public unless it can be clearly shown that:</p> <p>c. to do so would impose an undue financial or administrative burden;</p> <p>d. alteration would result in substantial impairment to significant features of a certified historic property; or</p> <p>e. other alternatives are equally effective in achieving</p>					

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	YES (B)	NO (C)	N/A (D)		
<p>2. In determining each public facility's accessibility, the following factors should be analyzed with respect to Uniform Federal Accessibility Standards (UFAS):</p> <p>e. Does the facility have designated parking spaces for the handicapped, marked and of adequate width, near building entrances?</p> <p>City Hall</p>					

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<p>c. Are public restrooms handicapped accessible (wheelchair maneuverable, grab bars, lavatories/toilets at proper height, extended faucet handles, etc.)?</p> <p>City Hall</p>					

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e. Are elevators usable and accessible (sufficient width/depth for wheelchairs, tactile buttons, auditory floor indicators)? City Hall					

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	YES (B)	NO (C)	N/A (D)		
g. All federally assisted, multifamily housing projects must be accessible to the handicapped. The agency responsible for the design, construction, renovation, and management/operation of the community's public housing units must also conduct a self-evaluation to determine if Section 504 requirements have been met.					

PART V: PROGRAM PARTICIPATION REQUIREMENTS

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	YES (B)	NO (C)	N/A (D)		
<p>1. Handicapped individuals must be eligible to participate in any project, program, service or activity financed with CDBG funds. List below all of the recipient's recently completed (last three years) and on-going CDBG projects; and then indicate how each is constructed, and/or administered to meet the needs of disabled persons:</p> <p>a. _____ _____</p> <p>b. _____ _____</p> <p>c. _____ _____</p>					

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<p>2. Handicapped individuals must have access to, or be eligible to participate in, any program, service, or activity of general local government provided by a recipient of CDBG funds or any other Federal financial assistance. As such, the following functions, activities, services, and/or programs must be analyzed to determine their availability or accessibility to disabled persons.</p> <p>a. Public Transportation</p> <p>* Do all sidewalks have curb ramps for wheelchair accessibility?</p> <p>* Are public transportation vehicles (vans, buses, etc.) equipped to provide access to the disabled?</p>					

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	YES (B)	NO (C)	N/A (D)		
<p>b. Recreation/Cultural Activities</p> <p>Are specialized, alternative recreation programs/facilities provided for the enjoyment of elderly, disabled or handicapped individuals?</p> <p>Does the public library provide alternative methods (Braille, taped recordings, etc.) for the blind to have access to reading material?</p> <p>Are hearing impaired individuals provided auxiliary listening devices for public assemblies, meetings, and performances?</p>					

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	YES (B)	NO (C)	N/A (D)		
<p>c. voting</p> <p>Are polling places physically accessible to disabled persons?</p> <p>Do election officials make voting convenient for the handicapped, including the blind?</p>					
<p>d. Senior Citizen Programs</p> <p>Are transportation services for the handicapped provided to elderly recreation/day care programs?</p> <p>Is home delivery an option for elderly nutrition programs?</p>					

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	YES (B)	NO (C)	N/A (D)		
<p>e. Legal/Administrative</p> <p>Do insurance or medical eligibility requirements limit the participation of handicapped individuals in local government programs or activities:</p> <p>f. Do any other administrative policies or procedures prevent disabled individuals from participating in programs, services, or activities provided by the grantee?</p> <p>Other Government Functions/ Activities</p> <p>_____</p> <p>_____</p>					

TRANSITION PLAN

When the self-evaluation indicates that public buildings or other non-housing facilities fail to meet Section 504 program accessibility standards, then the grantee must develop a transition plan setting forth the steps necessary to eliminate all instances of noncompliance. In formulating the plan, one of two strategies should be considered:

1. making structural changes to eliminate physical barriers to handicapped accessibility; or
2. making nonstructural changes in the program or activity conducted in each facility in order to avoid the effects of physical barriers.

As in the case of the self-evaluation, the transition plan must be developed with the assistance of interested disabled persons and/or organizations representing individuals with handicaps. Also, a copy of the plan must be made available for public inspection.

INSTRUCTIONS: List all physical impediments to handicapped accessibility identified in the self-evaluation (Part IV, Columns C, E, and F). Then indicate in detail the corrective measures that will be undertaken to alleviate each deficiency noted, along with the estimated cost and time frame for achieving compliance. In addition, identify the local government official who will be responsible for implementing each change.

TRANSITION PLAN

IDENTIFICATION OF PHYSICAL IMPEDIMENTS TO ACCESSIBILITY	MODIFICATIONS/CORRECTIVE ACTIONS TO BE UNDERTAKEN	EST. COST	SCHEDULE FOR COMPLIANCE		RESPONSIBLE INDIVIDUAL
			BEGIN	COMPLETE	

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*Refer to Evaluation, Part IV, Columns (C), (E), and (F).