



SECTION 504 PLAN
FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

SECTION 504 PLAN	
Date Presented to Municipal Governing Body	9/20/2016
Date Approved by Governing Body	9/27/2016
Approval of Section 504 Plan by the <i>City of Titusville</i>	 <hr/> <i>Esther M. Smith, Mayor</i> <i>Chief Elected Official</i>
Signature of person completing Plan	 <hr/> <i>Diana A. Durstine</i> <i>Finance Director/CDBG Grant Administrator</i>

ANNUAL REQUIRED REVIEWS			
	Date	Signature	Title
2017 Review			
2018 Review			
2019 Review			
2020 Review			
2021 Review			





SECTION 504 PLAN FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

CITY OF TITUSVILLE

INTRODUCTION

In accordance with Section 504 of the Rehabilitation Act of 1973, the City of Titusville is required to have a Section 504 plan for all Department of Housing and Urban Development (HUD) programs. This includes the Community Development Block Grant (CDBG) Program. This plan is developed to protect qualified individuals with disabilities from discrimination. This plan protects qualified individuals with disabilities such as physical or mental impairment including hearing, speaking, and visual impairments. It also ensures reasonable accommodations to the disabled.

SECTION 504

Because a Section 504 plan is both required of the federal CDBG Program, and because it is a valuable part of the planning process, The City of Titusville shall undertake the following steps:

1) Published advertisements for the above program shall include:

- No persons with disabilities will be denied participation in public hearings;
- Persons with specific needs can call ahead to obtain certain accommodations for their participation;
- Disabled person will not be denied program services or opportunities to participate;
- Disabled persons will not be denied employment opportunities;
- Date, location, and time of a public hearing to invite project discussion and proposals;
- Offer of assistance to disabled persons

2) Section 504 Master File will contain:

- A copy of the self-evaluation;
- A copy of the transition plan, if needed;
- A list of interested persons who were consulted;
- A description of areas and building examined and any problems identified;
- A description of modifications made and remedial steps taken to comply with the regulations as needed;
- Evidence that new or substantial rehab multi-family projects were constructed/rehabilitated to meet 504 standards where applicable.

CONTACT INFORMATION

For more information regarding the CDBG program please contact the City Manager's Office, 107 North Franklin Street, Titusville, PA 16354-1734. admins@cityoftitusvillepa.gov; Phone: (814) 827-5300 x303, Fax (814) 827-4359.





SECTION 504 OFFICER
FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

CITY OF TITUSVILLE

DESIGNATION OF SECTION 504 OFFICER

The *City of Titusville* has designated a person to oversee the *City of Titusville's* compliance efforts. The Section 504 Officer has a thorough working knowledge of federal accessibility requirements since she or he is responsible for ensuring the municipality's compliance and for initiating continued compliance efforts. The Section 504 Officer will take the lead in evaluating the municipality's facilities, programs and practices, and in drafting the transition plan if one is needed. All the accompanying administrative details (securing assistance from interested disabled citizens, publishing notices of non-discrimination, etc.) should be monitored or carried out by this compliance officer. Keeping the municipality on target with the transition plan schedule is also part of her or his responsibility. In accordance with Section 504 of the Rehabilitation Act of 1973, the City of Titusville names the following individual as its Section 504 Local Officer:

[Tim Lorenz](#)
[Building Inspector/Code Enforcement Officer](#)
[107 N Franklin St](#)
[Titusville PA 16354-1734](#)
[\(814\) 827-5300 x 313](#)
bldginspector@cityoftitusvillepa.gov

REGIONAL SECTION 504 CONTACTS

U.S. Department of Housing and Urban Development
 FHEO/Regional III Office Mid-Atlantic Office
 100 Penn Square East, 12th Floor
 Philadelphia, PA 19107
 (215) 861-7643
 Fax: (215) 656-3449
 TTY: (800) 927-9275

U.S. Department of Housing and Urban Development
 PITTSBURGH FHEO FIELD OFFICE
 Moorhead Federal Building
 1000 Liberty Avenue
 Pittsburgh, PA 15222
 (412) 644-5449 or (412) 644-6353
 Fax: (412) 644-6516

CONTACT INFORMATION

For more information regarding the CDBG program please contact the City Manager's Office, 107 North Franklin Street, Titusville, PA 16354-1734. admins@cityoftitusvillepa.gov; Phone: (814) 827-5300 x303, Fax (814) 827-4359.





SECTION 504 GRIEVANCE PROCEDURE FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

CITY OF TITUSVILLE

INTRODUCTION

The City of Titusville, as a recipient of Community Block Grant Funds has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action by the Department of Housing and Urban Development (HUD) regulations implementing Section 504. The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The City of Titusville will undertake the following steps when a citizen chooses to file a grievance on aspect of a federal program where handicapped accessibility is addressed.

PROCEDURE

- 1) Any citizen choosing to file a formal grievance may obtain a form at City Hall 107 North Franklin Street, Titusville PA 16354-1734, on-line at www.cityoftitusvillepa.gov, by calling (814) 827-5300 x 313, or on-line at <https://portal.hud.gov/FH0903/Form903/Form903Start.actionn>.
- 2) If the individual filing the grievance is in need of assistance to read or complete the form, assistance will be made readily available.
- 3) Once the grievance is received by the Section 504 Officer, a response will be made within fifteen (15) business days.
- 4) If the individual is not satisfied with the response, they may choose to contact the Department of Community and Economic Development (DCED) to further discuss the grievance. The contact person and phone number will be provided to the individual by City of Titusville staff upon request.
- 5) Once the grievance reaches the designated contact person at DCED, response time is at the discretion of DCED.
- 6) Documentation of the grievance process, the grievance form and resolution will be maintained in a file within the office of the Section 504 Officer in the City of Titusville Manager's Office.

CONTACT INFORMATION

For more information regarding the CDBG program please contact the City Manager's Office, 107 North Franklin Street, Titusville, PA 16354-1734. admins@cityoftitusvillepa.gov; Phone: (814) 827-5300 x303, Fax (814) 827-4359.





CITY OF TITUSVILLE

SECTION 504 GRIEVANCE FORM
FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

Please type or print this form and complete in its entirety.

Today's Date	
Grievant First and Last Name	
Mailing Address City, State Zip	
Best Contact Number	

Summarize in your own words the incident that prompted this grievance. Use this space for a brief and concise statement of the facts. Additional details may be submitted on an attachment if necessary.

When did the incident occur?

Are others affected by the possible violation? If so, please list their names and positions.

Indicate the suggested solution to the problem.

Describe any correction action you would like to see taken with regard to the possible violation. You can also include other information relevant to the grievance.

Signature of Grievant (First and Last Name)	Date	
Signature of Section 504 Officer (First and Last Name)	Date	



SECTION 504 PLAN FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

CITY OF TITUSVILLE

INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 provides that no qualified person with handicaps shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

Section 794 24 C.F.R. Part 8

Qualified Individual

A qualified individual with disabilities is anyone who meets all eligibility requirements of the program or activity.

Discrimination

To avoid discriminating against Individuals with Disabilities, the City of Titusville will provide:

- Program accessibility - No one may be denied access solely by reason of disability;
- Program benefits - Benefits may not be denied solely because of disability;
- Most integrated setting appropriate - Judgment should be based on individual need;
- No support to discrimination - Provide no assistance or support to entities that discriminate;
- Opportunity to serve on boards - Board membership must be open to all qualified persons;
- Equal Rights and privileges - Disabled individuals may not be denied equal treatment;
- Physically accessible sites - Programs, activities, and workplaces must be physically accessible;
- Administrative accommodation - Alternatives or modifications should be made as needed

Elements of the Plan

Self-Evaluation

The City of Titusville will consult with and survey interested citizens including residents of Central Towers and the Billie Brown Building where the largest number of disabled persons reside about plans to study the accessibility of the *City of Titusville's* facilities, programs and/or activities. The *City of Titusville* will involve those who have disabilities and relatives and caregivers of persons with disabilities. This involvement helps to ensure that the self-evaluation is conducted from the viewpoint of person with disabilities, and therefore, more accurately reflects their needs.

The self-evaluation of City of Titusville consists of its facilities, administrative practices, and employment practices of the municipality, as well as the annual projects and activities funded through federal grants. In the event that the municipality uses facilities of other municipalities or organizations to conduct the programs and activities funded with federal funds, those facilities, administrative practices and employment practices are also subject to self-evaluation.

See Master File.

Modification of Policies and Practices

When it is found that policies and practices impact negatively upon the disabled, the *City of Titusville* will modify the appropriate policy or practice so that the problem is eliminated.

Transition Plan

In the event that the *City of Titusville's* facilities, programs and/or activities cannot be made accessible by making administrative changes, structural changes will be necessary. A transition plan outlining those changes will be developed. The plan should identify the steps required to complete the structural modifications.

Interested citizens, especially disabled citizens, should be recruited to help develop the plan.

- 1) Identify the physical obstacles that limit the program's accessibility to person with disabilities;
- 2) Describe in detail the method to be used in making the facilities in question accessible;
- 3) Set forth the schedule of tasks, identifying actions to be taken within the first year;
- 4) Identify the official responsible for implementing the plan (the Section 504 Officer mentioned below);
and
- 5) Identify those who assisted the recipient in preparing the transition plan.

See Master File.

Longevity of Plan

- I. Municipality - Self-Evaluation and transition plans, if necessary, once completed and brought into compliance for the City of Titusville will remain in effect until such a time as location or new process changes and another self-evaluation is necessary.

Documentation must be kept in the Master (CDBG/HOME/ESG/CDBG-DR) file of the Municipality.

- II. Projects/Activities – Self Evaluation and transition plan, if necessary are required yearly for every new project of the municipality.

Documentation must be kept in the (CDBG/HOME/ESG/CDBG-DR) Program file.

(For Grantees with 15 or more Employees (full or part-time) the following must be in place)

Designation of Section 504 Officer

The *City of Titusville* has designated a person to oversee the *City of Titusville's* compliance efforts. The Section 504 Officer has a thorough working knowledge of federal accessibility requirements since she or he is responsible for ensuring the municipality's compliance and for initiating continued compliance efforts. The Section 504 Officer will take the lead in evaluating the municipality's facilities, programs and practices, and in drafting the transition plan if one is needed. All the accompanying administrative details (securing assistance from interested disabled citizens, publishing notices of non-discrimination, etc.) should be monitored or carried out by this compliance officer. Keeping the municipality on target with the transition plan schedule is also part of her or his responsibility.

Grievance Procedure

The grievance procedure provides for timely resolution of discrimination complaints which are lodged against the *City of Titusville* and which pertain to the accessibility of policies and practices.

See Master File.

(Includes appropriate due process standards, such as an appeals process and specific methods for filing complaints are incorporated into the procedure. The length of time allotted for the municipality to review and respond to the complaint, as well as, the identification and location of any required complaint forms will be no more than 15 days.)

Discrimination Complaints

Any person who believes that he or she has been discriminated against or any representative of such a person may file a confidential complaint with the City's designated Section 504 Officer.

The written complaint will be filed within 180 days of the alleged discriminatory act unless good cause can be shown for the delay. The complaint will show the name and address of the offending party, along with the details of the events leading to the charge of discrimination.

Notice of Nondiscrimination

The City of Titusville will make initial and continuing efforts to notify their participants, beneficiaries, applicants, and employees that the municipality does not discriminate on the basis of disability in its federally funded programs, services, activities, and practices. The Section 504 Officer will be available for questions and comments. Initial and ongoing notification of nondiscrimination will be published using media that can be expected to reach vision and hearing-impaired individuals, which may include radio announcements and large print flyers and newspaper notices. Also notifications will be published in multi-languages to reach persons of the community with Limited-English proficiency.

Sub-recipient Remedial and Affirmative Action

All sub-recipients of federal grant funds through City of Titusville are required to adhere to the regulations of Section 504 in their provision of services or projects. Should City of Titusville determine that disabled individuals have been discriminated against by a sub-recipient of funding; appropriate remedial and affirmative action will be required to the extent that *City of Titusville* deems necessary. *The City of Titusville* will also determine what action should be taken in order to remedy prior discrimination.

Review of Non-Housing Activities

A person with disabilities who is otherwise qualified to participate in a City of Titusville's program and activity or use publicly owned facilities of the municipality should not be denied the benefits of or excluded from participation in those programs or activities simply because the buildings or structures which house them are inaccessible. Facilities, programs and activities will be designed so that persons with disabilities can generally participate in all the activities that are federally funded.

Review of Housing Activities**Housing Units**

Generally, new multifamily housing projects should be designed and built to be readily accessible to and usable by disabled individuals, according to Section 8.22 (a) of the final Rule. Further, the Section states that at least 5 percent of the total dwelling units, or at least one unit in a multifamily housing project (whichever is greater) shall be made accessible to individuals who have impaired mobility. Another 2 percent - or at least one unit - will be made accessible or adaptable for those who have hearing and vision impairments. In this case, accessibility means that the unit is on an accessible route and is either already accessible or adaptable.

When substantial alterations are made to an existing housing project with at least fifteen units and the cost is at least 75 percent of the facility's replacement cost, and then at least 5 percent - or at least one - of the units will be located on an accessible or adaptable route and will be made accessible or adaptable. Another 2 percent - or at least one - unit will be made accessible or adaptable to persons who have hearing or vision impairments. When other alterations are made to existing housing units, the recipient should, to the maximum extent feasible, make the units readily accessible. This is also the case when common areas are altered and when a single space in a dwelling unit is altered. The recipient should continue to create accessible units as units are rehabilitated until at least 5 percent of the units in the project have been made accessible or adaptable.

In determining whether facilities meet federal accessibility requirements, the *City of Titusville* will refer to the Uniform Federal Accessibility Standards (UFAS) for details such as acceptable door widths, lavatory heights, and ramp dimensions.

In the event that the *City of Titusville* is able to make programmatic changes that enhance the accessibility of its housing program to disabled applicants or residents, those changes should be identified and implemented.

However, when the only remedy is to make structural changes, the recipient will prepare a transition plan itemizing the changes. Input from interested citizens, especially disabled residents, will be included, and the other transition plan requirements listed above apply in this case.

See Master File.

Other Housing Related Programs

Homeowner Rehabilitation Program

If the City of Titusville participates in a Homeowner Rehabilitation Program, the *City of Titusville* will give priority to the selection of projects that will result in dwelling units being made readily accessible to persons with disabilities.

Homeownership Programs

Any housing units newly constructed or rehabilitated using federal assistance will be made accessible upon the request of a prospective buyer. Any required alterations will adhere to the UFAS standards, and the cost of the changes becomes the buyer's responsibility. The cost may be added to the mortgage amount, except that the added cost will not raise either the sales price or the mortgage amount beyond established limits.

Historic Properties

Generally, historic properties will be made accessible when they are altered with federal dollars, unless accessibility would substantially impair the "significant historic features" of the property or result in undue financial and administrative burdens.

GENERAL REQUIREMENTS

The *City of Titusville's* self-evaluation will be completed prior to the municipality's use of federal funds either initially and/or start of project or activity. In preparation of the self-evaluation, the *City of Titusville* has consulted with individuals with disabilities, relatives, and caregivers representing them. The City will:

Keep on file for Municipality Self Evaluation, as long as CDBG/HOME/CDBG-DR recipient, in Master file:

- a) A list of interested persons consulted;
- b) A description of area examined and any problems identified;
- c) A description of modifications made and remedial steps taken.

Project/Activity Self Evaluation until released by DCED, in Program file:

- a) A list of interested persons consulted;
- b) A description of area examined and any problems identified;
- c) A description of modifications made and remedial steps taken.

Adopted and implemented a grievance procedure for timely resolution of discrimination complaints.

Made initial and continuing efforts to notify applicants, tenants, and employees that City of Titusville does not discriminate on the basis of disability.

ELEMENTS

- Evaluation of current facilities, policies and practices relative to the Section 504 regulations.
- Evaluation of projects and/or activities to be funded with federal funds.
- Modifications of any facilities, policies and practices that do not meet the Section 504 requirements.
- Corrective action to remedy any discrimination found.

AREAS TO BE EVALUATED

- Buildings or facilities for physical accessibility, program outreach and communication
- Eligibility and admission criteria and practice
- Distribution and occupancy policy and practice
- Percentage of accessible units
- Employment (including pre-employment)
- Complaint processing procedures

REASONABLE ACCOMMODATION

Definition: an adjustment in a federally assisted or conducted program or activity in order to accommodate known physical or mental limitations of an otherwise qualified individual with a disability.

- a. Must be provided unless it:
 1. Imposes an undue financial or administrative burden, as determined by the municipality and reviewed and approved by DCED, or
 2. It alters the fundamental nature of the program.
- b. Must be equally effective.
- c. Should not be of a personal nature.
- d. Should be provided and applied on a case-by-case basis.

PROGRAM ELIGIBILITY AND REASONABLE ACCOMODATION

Is the applicant an "individual with handicap" as defined by Section 504?	
Yes ↓	No ↓
Does s(he) meet program eligibility requirements? ↓	Follow the regular application procedures.
Yes ↓	No ↓
Process the application as for any other applicant.	Could s(he) meet eligibility requirements with any kind of accommodation? ↓
Yes ↓	No ↓
Would the accommodation result in: a) Undue financial and administrative burden; or b) Fundamental alteration in the nature of the program? ↓	Reject application.
No ↓	Yes ↓
Does s(he) meet program eligibility requirements? ↓	Follow the regular application procedures.
Yes ↓	No ↓
Process the application as for any other applicant.	Could s(he) meet eligibility requirements with any kind of accommodation? ↓
Yes ↓	No ↓
Would the accommodation result in: a) Undue financial and administrative burden; or b) Fundamental alteration in the nature of the program? ↓	Reject application.
No ↓	Yes ↓
Process the application and provide reasonable accommodation needed for eligibility.	Applicant must indicate that he/she will be obtaining those supportive services necessary to establish his/her eligibility. Recipient may inquire as to whether the applicant will supply the necessary accommodation. If no, applicant is ineligible. If yes, applicant is eligible. ↓
Provide any other reasonable accommodation necessary for program participation.	