

SECTION 504

The purpose of this plan is to effectuate section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), to the end that no otherwise qualified individual with handicaps in this local government shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any local government program or activity.

The Section 504 Coordinator for the Town shall be the Municipal Director of Planning.

Definitions:

“Accessible”, when used with respect to the design, construction, or alteration of a facility or a portion of a facility other than an individual dwelling unit, means the facility when designed, constructed or altered, can be approached, entered and used by individuals with physical handicaps.

“Accessible”, when used with respect to the design, construction, or alteration of an individual dwelling unit, means the unit is located on an accessible route and when designed, constructed, or altered, can be approached, entered and used by individuals with physical handicaps.

“Accessible Route”, means a continuous unobstructed path connecting accessible elements and spaces of a building or facility that complies with the space and reach requirement.

“Individual with Handicaps” means any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. For purposes of employment, this term does not include, (1) alcoholics and/or drug abusers whose current use of the substance prevents the individual from performing the duties of the job in questions, or whose employment, by reason of current alcohol or drug abuse, would constitute a direct threat to property or safety of others, (2) or any other individual who has a currently contagious disease or infection and who, by reason of such, would constitute a direct threat to health or safety of others, or is unable to perform the duties of the job.

“Physical or mental impairment” includes (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems identified in 24 CFR Part 8, or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

SELF EVALUATION

The Process:

- A. Review the inventory of programs and activities conducted by the local government that was completed as a part of the transition plan process.
- B. Collect and document the policies and practices that govern the administration of the local government's programs and activities.
- C. Analyze how the policies and practices affect individuals with handicaps who seek to participate in the programs and activities.
- D. Make and document changes and additions to local policy.
- E. Obtain comments on the self-evaluation from persons with handicaps and other interested persons.

The attached Facility Review Form should be completed for each building.

This self-evaluation revealed some needed improvements. See attached report.

Individuals consulted on this self-evaluation included the clerk. Policies reviewed include Fair Housing Ordinance (proposed) and personnel policies. Codes and standards used are those of the Town.

In order to comply with the requirement of 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development, the Town has conducted an evaluation of its current policies and procedures.

The Self-Evaluation documents local efforts to comply with the appropriate nondiscrimination based on handicap regulations.

1. Evaluate the current policies and practices to determine whether, in whole or in part, they do not or may not meet with the requirements of 24 CFR Part 8.

Employment policies and practices were also evaluated. The clerk is the individual designed to coordinate nondiscrimination activities and handle grievances. Grievance procedures are detailed in the personnel policies. Job advertisements carry the "equal opportunity employer" or EOE logo and the CDBG citizens participation policies provide for participation of those with handicaps.

Public hearings and meetings are held in the Town Hall which is accessible to handicap persons and as discussed in the citizens participation plan, interpreters are available in needed.

2. Modify any policies and practices that do not meet the requirements of this part.

At this time it appears the current policies and practices are succeeding in meeting the requirements thus modification of policies and/or practices is not necessary.

3. Corrective steps to remedy the discrimination revealed by this self-evaluation are discussed in the transition plan.

Transition Plan

In 1978 Congress amended section 504 of the Rehabilitation Act of 1973 to extend the coverage of section 504 to the programs and activities conducted by government. Regulations implementing section 504 call upon the local government to complete a transition plan, when structural changes are necessary to make one or more of their programs accessible to individuals with handicaps, and to conduct a self-evaluation of their programs and activities. The transition plan sets out the steps to make the facilities used by the local government accessible. Regulations implementing section 504 generally require that local governments determine if physical barriers in facilities they occupy cause discrimination against individuals with handicaps by preventing or interfering with their participation in programs conducted in those facilities. Barriers that result in discrimination must be removed or the program otherwise modified to ensure that individuals with handicaps have access to programs and activities. The transition plan must detail how and when any necessary structural changes will be made. Structural changes are to be made as soon as possible, but generally no later than three years from the indication of a problem. The plan is to be completed with the assistance of individuals with handicaps and other interested persons and should be available for review by interested persons.

Through the self-evaluation, the local government identifies and changes any policies or practices that discriminate against qualified individuals with handicaps. The effect of these requirements is to cause the local government to review their facilities, programs, policies and practices and make changes required to permit individuals with handicaps to participate fully in the local government's programs and activities.

Process:

- A. Inventory the programs and activities conducted by the local government.
- B. Inventory the facilities in which programs and activities are conducted.
- C. Evaluate Barrier Act facilities and correct any problems identified.
- D. Analyze how the programs or activities are conducted in the facilities.
- E. Survey the facilities not subject to the Barriers Act and develop information that will help determine if barriers exist to program access.
- F. Determine if there are physical barriers to program participation in the facilities.
- G. Develop solutions to the problems identified in F.
- H. Provide interested groups with the opportunity to review and comment on the draft transition plan.

	Building	Date to be Corrected
See Facility Review Form	City Hall	
1. Accessible Route	Good	
2. Outside paths and walks	Good	
3. Parking	Good	
4. Curb Ramps	Good	
5. Ramps	Good	
6. Entrances and interior doors	Good	
7. Elevators	Good	
8. Lifts	N/A	
9. Toilet Rooms	Good	
10. Drinking Fountains	N/A	
11. Warning Signals	N/A	
12. Assembly Areas	Good	
13. Public Telephones	Available in Clerk's Office	
14. Other Building elements and specialized facilities	N/A	

	Building	Date to be Corrected
See Facility Review Form	MERE Ball Park	
1. Parking	Good	
2. Toilet Rooms	Good	

GRIEVANCES

The individual responsible for implementing the plan is the Municipal Director of Planning. Grievances/complaints should be in writing and should be brought to the attention of the Director immediately. The Director will handle the grievance as soon as possible, but no longer than 30 days after receipt of a written complaint. If still needing consideration, the complaint can be reviewed by the local governing body. If no resolution of the issue is made either with the Director or the local governing body, the complainant can request the State of Florida review the issue. The Director will assist in determining which State Office is most likely the agency best suited to consider the complaint; however, the complainant can still send the complaint to any office they deem fit.

Policy Approved this _____ day of _____, 2022.

Mayor

City Clerk

FACILITY REVIEW FORM
BUILDING ELEMENTS INCLUDED IN THE FACILITY REVIEW FORM

Building: City Hall Date: _____

NOTE ANY PROBLEMS

1. Accessible Route (at least one accessible route connected to facility, note: width, surface, slope, passing space, head room, changes in level, gratings).
Good
2. Outside paths and walks (at least one accessible route to parking, streets, etc.).
Good
3. Parking (at least one if any visitor parking is provided, accessible route/entrance, width of space, width of aisle, slope, signage).
Good.
4. Curb Ramps (wherever an access, route crosses a curb, slope, width, surface, side design).
Good.
5. Ramps (slope, surface, handrails, edge protection).
Good
6. Entrances and interior doors (at least one near route, type, width, hardware, landings).
Good.
7. Elevators (location, type, opening, hall call button, controls, opening force, thresholds).
Good
8. Lifts (clear floor space, height controls).
N/A
9. Toilet Rooms (number, location, doors, wheelchair clearance, stall dimensions, grab bars, seat height, toilet paper dispenser, sink clearance, mirror, towel dispenser).
Two - Good
10. Drinking Fountains (number, location, height, controls, clearance).
None
11. Warning Signals (if provided-must be visual/audible).
N/A
12. Assembly Areas (location, doors).
Entrance through Old City Hall.
13. Public Telephone.
One at front desk - handicap accessible.
14. Other Building elements and specialized facilities.

N/A

FACILITY REVIEW FORM
BUILDING ELEMENTS INCLUDED IN THE FACILITY REVIEW FORM

Building: Ball Park Date: _____

NOTE ANY PROBLEMS

1. Parking -
Delineate required handicap spaces with sign and markings. Good
2. Toilet Rooms -
Bathrooms fully handicap accessible. Good