

City of Bradford

Section 504 Plan

**Self-Evaluation and Transition Plan**

December 2018

## City of Bradford – Section 504 Plan Introduction

The City of Bradford is a recipient of U.S. Department of Housing and Urban Development (HUD) funds through the Pennsylvania Department of Housing and Urban Development. Under Section 504 of the Rehabilitation Act of 1973 as amended, state and local governments receiving federal assistance are required to make their programs, activities and service assessable to individuals with disabilities. Public entities that receive federal funds are subject to the requirements of both Section 504 and the American with Disabilities Act of 1990.

### Purpose

The purpose of this Plan is to update the existing City of Bradford Section 504 Self-Evaluation and Transition Plan dated November 1991. This update will includes the following items that will assist the City of Bradford with further compliance of Section 504 and ADA:

- Verifies the designated 504/ADA Coordinator's contact information.
- Collect and re-review policies and employment practices that govern the administration of the City of Bradford's programs and activities and prepare Transition Plan.
- Perform re-assessment of the City's facilities in terms of meeting ADA requirements.
- Consult with disabled organizations and persons on the City's policies and practices.
- Include City of Bradford's updated Employee Grievance Procedure dated February 2018.

## **Section 504 Plan**

### **Self-Evaluation and Transition Plan of City of Bradford**

**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 Bradford 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 Bradford will consult with interested citizens about plans to study the accessibility of the City of Bradford's facilities, programs and/or activities. The City of Bradford will involve those who have disabilities, relatives of person with disabilities, and advocacy groups representing the disabled. 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 Bradford 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 Self Evaluation Attached.*

##### **Modification of Policies and Practices**

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

## **Transition Plan**

In the event that the City of Bradford'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 has been 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). In the future, the City of Bradford may change the official responsible for implementing the plan by resolution; and
- 5) Identify those who assisted the recipient in preparing the transition plan.

*See Transitional Plan Attached.*

## **Longevity of Plan**

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

Documentation shall be maintained in the Master (*CDBG/HOME/ESG/CDBG-DR*) file of the City of Bradford.

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

Documentation shall be maintained in the (*CDBG/HOME/ESG/CDBG-DR*) Program file.

## **Designation of Section 504 Officer**

The City of Bradford has designated a person to oversee the City'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.

Local Section 504 Officer

Sara Andrews - 20 Russell Blvd, Bradford, Pa 16701. (814)368-7170 ext. 113.

sandrews@bradfordpa.org

TTY: 7-1-1; TDD Only: 1-800-654-5984; Voice Only: 1-800-654-5988

## **Grievance Procedure**

The grievance procedure provides for timely resolution of discrimination complaints which are lodged against the City of Bradford and which pertain to the accessibility of the municipality's policies and practices.

*See Grievance Procedure Attached.*

## **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:

Local Section 504 Officer  
Sara Andrews

Or

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

Or

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

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 Bradford 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.

## **Subrecipient Remedial and Affirmative Action**

All sub-recipients of federal grant funds through the City of Bradford are required to adhere to the regulations of Section 504 in their provision of services or projects. Should the City 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 the City deems necessary. The City 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 Bradford'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 Bradford 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 Bradford 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.

## **Other Housing Related Programs**

### ***Homeowner Rehabilitation Program***

The City of Bradford participates in a Homeowner Rehabilitation Program, the City 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.

# SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

## SELF EVALUATION

### GENERAL REQUIREMENTS

The City of Bradford's self-evaluation will be completed on an annual basis. In preparation of the self-evaluation, the City must consult with individuals with disabilities or organizations representing them.

To be maintained on file for

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

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

Adopt and implement a grievance procedure for timely resolution of discrimination complaints.

Make initial and continuing efforts to notify applicants, tenants, and employees that the 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 the 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 City of Bradford 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? ↓	<b><u>Follow the regular application procedures.</u></b>
Yes ↓	No ↓
<b><u>Process the application as for any other applicant.</u></b>	Could s(he) meet eligibility requirements with <u>any</u> 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? ↓	<b><u>Reject application.</u></b>
No ↓	Yes ↓
Does s(he) meet program eligibility requirements? ↓	<b><u>Follow the regular application procedures.</u></b>
Yes ↓	No ↓
<b><u>Process the application as for any other applicant.</u></b>	Could s(he) meet eligibility requirements with <u>any</u> 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? ↓	<b><u>Reject application.</u></b>
No ↓	Yes ↓
<b><u>Process the application and provide reasonable accommodation needed for eligibility.</u></b>	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. ↓
<b><u>Provide any other reasonable accommodation necessary for program participation.</u></b>	

## Self-Evaluation of the Municipality

Name of Municipality: City of Bradford

Date of the completion of the self-evaluation: October 11, 2018

Section 504 Officer: Sara Andrews

Names of persons evaluating this project, telephone number and their organizational affiliation:

1. Anita Dolan, (814)368-7170 ext. 117 - Comm/Econ Development Coordinator
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# SELF EVALUATION FOR SECTION 504 OF CITY OF BRADFORD

(Municipality)

Date of Completion September 28, 2018

## CHECKLIST OF ADMINISTRATIVE REQUIREMENTS

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Designation of responsible employee	Municipalities employing fifteen or more employees must designate a Section 504 Officer (24 CFR Part 8.53(a)).	<b>X</b>			<b>Sara Andrews-2016</b>	
Adoption of grievance procedures	Municipalities employing fifteen or more employees must establish grievance procedures that provide for the submission and resolution of complaints from employees and program beneficiaries (24 CFR Part 8.53(b)).	<b>X</b>			<b>Employee Policy &amp; Procedure Manual - 2018</b>	
Public notification requirements	Municipalities employing fifteen or more employees must take initial and continuing steps to notify beneficiaries, applicants, and employees that is does not discriminate on the basis of disability. All such notifications must be effective for those with impaired vision or hearing (24 CFR Part 8.54(a)) and follow the Limited English Proficiency requirements if applicable.	<b>X</b>			<b>Legal Notice - published 9/17/18.</b>	

**CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (2)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Public notification requirements (continued)	Recruitment materials or publications containing general information that is available to development residents, applicants, and employees must contain an appropriate non-discrimination statement (24 CFR Part 8.54(b)) and be in languages that meet any Limited-English Proficiency Plan for the municipality.	<b>X</b>				
Assurances required	Municipalities must provide assurance that its project operates in compliance with Section 504 (24 CFR Part 8.50).	<b>X</b>				
Self-evaluation	Municipalities must consult with Disabled persons/organizations. (Centers for Independent Living, etc.) The self-evaluation must cover the development's policies, practices, problems identified, and remedial steps taken.	<b>X</b>			<b>Letters sent to Agencies (9/12/18)- in file</b>	
Self-evaluation (continued)	All Municipalities must maintain on file the self-evaluation for the municipality for as long as they are a grantee of federal funds. Plans must be reviewed annually for additions and completions.					

**CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (3)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Transition Plan	A transition plan is required when structural changes to facilities are required, and it must include the following: 1. Identification of physical obstacles in facilities. 2. Identification of methods used to achieve accessibility. 3. Schedule for achieving accessibility. 4. Identification of responsible official. 5. Identification of persons or groups who assisted in the preparation of the plan. (24 CFR Part 8.24(d))		<b>X</b>		<b>See attached Transition Plan</b>	<b>OECD building - Parking space</b>  <b>Callahan Park - Shower accessibility</b>  <b>City Hall - Install TTY, TDD, Voice Elevator needs tactile signage</b>
Resident marketing and outreach must ensure that interested persons (including persons with impaired hearing or vision) can obtain information concerning the development. (24 CFR Part 8.6)	The owner shall use telecommunication devices for deaf persons (TDDs) and make applications and leases available in braille or on audio tape for visually impaired applicants/residents.		<b>X</b>			<b>City Hall - TTY, TDD, Voice</b>

**CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (4)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
<p>When an accessible unit becomes vacant, the unit is offered, first to a current resident of the project with disabilities requiring the features of the vacant unit, or if no such resident exists, then second, to an eligible qualified applicant on the waiting list with a disability requiring the features of the vacant unit. When offering an accessible unit to an applicant without disabilities requiring the features of the units, the owner/agent may require the applicant to agree (and may include this in the lease) to move to a non-accessible unit when available. (24 CFR Part 8.27)</p>				<p><b>X</b></p>		

## CHECKLIST OF FACILITY ACCESSIBILITY - On file

Name of Municipality \_\_\_\_\_

Date of Completion \_\_\_\_\_

Facility Name and Address \_\_\_\_\_

Requirements	Compliance Status			Description	Modification
	Yes	No	N/A		
<b>Residential Units</b>					
A. Total Number of Units _____					
B. Accessible Units					
Number by Bedroom Size					
_____ Eff. 0 BR      _____ #WC      _____ #H/V					
_____ 1 BR                _____ #WC      _____ #H/V					
_____ 2 BR                _____ #WC      _____ #H/V					
_____ 3 BR                _____ #WC      _____ #H/V					
_____ 4 BR                _____ #WC      _____ #H/V					
_____ 5 BR                _____ #WC      _____ #H/V					
_____ Eff. 0 BR      _____ #WC      _____ #H/V					
_____ 1 BR                _____ #WC      _____ #H/V					
_____ 2 BR                _____ #WC      _____ #H/V					
_____ 3 BR                _____ #WC      _____ #H/V					
_____ 4 BR                _____ #WC      _____ #H/V					
_____ 5 BR                _____ #WC      _____ #H/V					
Eff./0 BR is Efficiency/Zero Bedrooms WC - Wheelchair, H/V - Hearing/Vision					
<b>Parking Lots/Spaces</b>					
A. Reserved Spaces					
Number (Total _____ Accessible _____ )					
Resident (Total _____ Accessible _____ )					
Visitor (Total _____ Accessible _____ )					
Office (Total _____ Accessible _____ )					
Location (in relation to facility)					
Vehicle access clearance					
Signage					
B. Ramps/Curb Cuts					
Location					
Dimensions					
Handrails/Handgrips					
C. Passenger Loading/Unloading					
Spaces					
Signage					
Location					

**CHECKLIST OF FACILITY ACCESSIBILITY (2)**

Requirements	Compliance Status			Description	Modification
	Yes	No	N/A		
<b>Public Telephones</b> Signage Clear floor space (wheelchair access) Reach Height Controls Equipment					
<b>Drinking Fountains (Interior &amp; Exterior)</b> Location Clearance Height Spouts Control					
<b>Elevators</b> Automatic Location Doors Control Panel Emergency communications Floor identification Lobby call buttons Outside floor/direction indicators Signage					
<b>Toilet/Bathing Facilities</b> Number (according to gender) Location/Signage Doors/Fixtures/Dispensers Stalls Urinals Lavatories/sinks Tubs/showers Lockers Number Height Clear floor space					



**CHECKLIST OF FACILITY ACCESSIBILITY(3)**

Requirements	Compliance Status			Description	Modification
	Yes	No	N/A		
<p align="center"><b>Picnic Areas</b></p> <p>Tables and Benches                      Number accessible to wheelchairs                      Location (adjacent to level paths)                      Access to open space areas                      Back and arm rests</p> <p>Grills                      Height of cooking surface                      Location (adjacent to level paths)</p> <p>Trash receptacles                      Location (adjacent to level paths)                      Safety &amp; facility of equipment</p> <p>Picnic Shelters                      Location (accessible by wide, firm path)                      Located near accessible water fountains, trash receptacles, restrooms, parking, etc.)</p>					
<p align="center"><b>Trails</b></p> <p>Surface                      Dimensions                      Rails                      Signage</p>					
<p align="center"><b>Game Areas</b></p> <p>Equipment                      Safe for Disabled persons                      Access to Equipment                      Firm level paths</p> <p>Sufficient space between play equipment for wheelchair maneuvering</p>					
<p align="center"><b>Management Office Facilities</b></p> <p>Access                      Telephone (TDD)                      Signage                      Safety</p>					

## CHECKLIST OF EMPLOYMENT REQUIREMENTS

Name of Municipality City of Bradford

Date of Completion September 28, 2018

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Job Announcements	The announcement process encompasses the following elements: Nondiscrimination statement on announcements;	X				
	Announcements must be posted in accessible areas;	X				
	Announcements must be effectively announced to individuals who have disabilities that impair their ability to communicate.	X				
Interviews	Interviews must address the applicant's qualifications for the position. Recipients must not make inquiries about an applicant's disability and its severity.	X				
Personnel Actions						
Recruitment Selection Promotion Hiring Upgrading, etc.	The criteria for processing personnel actions must not limit the eligibility of qualified Disabled employees.	X				
Leave Administration						
Leave of Absence Sick/Annual Return from leave of absence	Policies for granting leave must not adversely affect qualified Disabled employees.	X			<b>Employee Policy &amp; Procedure Manual - 2018</b>	
Training						
Internships Apprenticeships On-the-job training, etc.	Training programs must be administered in a manner that allows equal participation by qualified Disabled employees.	X				

**CHECKLIST OF EMPLOYMENT REQUIREMENTS (2)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Testing	Tests and other criterion must measure essential job requirements only. Tests must be job-related and nondiscriminatory towards persons with impaired communication abilities.	<b>X</b>				
Medical Examination/ Questionnaires	Pre-employment medical examinations are permissible only after conditional employment offers. Medical history questionnaires must not request information as to the nature or severity of an applicant's disability.	<b>X</b>				
Social/Recreational Program	Social/recreational programs sponsored by the owner must be accessible to Disabled employees.			<b>X</b>		
Fringe Benefits	Disabled employees must be given the same employee benefits as nondisabled employees.	<b>X</b>				
Collective Bargaining Agreements	Terms and practices of collective bargaining agreements must not contain provisions that limit the participation of qualified disabled employees.	<b>X</b>				
Wage and Salary Administration	Employees with disabilities must not be offered different rates of compensation solely on the basis of disability.	<b>X</b>				

# Self-Evaluation of Project

Name of Project/Activity: \_\_\_\_\_

CDBG/HOME/ESG/CDBG-DR Contract: \_\_\_\_\_

Date of completion of the self- evaluation: \_\_\_\_\_

Section 504 Officer: \_\_\_\_\_

Names of persons evaluating this project and their organizational affiliation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
<b>Is the project accessible to:</b>			
learning impaired persons			
mobility impaired persons			
visually impaired persons			
hearing impaired persons			

**NOTE: One of these needs to be completed each year for each new CDBG activity.**



Signature of person completing Plan: Anita Doban  
Printed Name and Title: Anita Doban, Comm/Econ. Dev. Coord.  
Date of Plan Completion: Nov. 30, 2018  
Date Section 504 Plan was presented to Municipal Governing Body for action: 12/11/18

### **Approval of Section 504 Plan by the City of Bradford**

Date:

Signature(s):

# SELF EVALUATION FOR SECTION 504

OF City of Bradford  
(Municipality)

Date of Completion \_\_\_\_\_

## CHECKLIST OF ADMINISTRATIVE REQUIREMENTS

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Designation of responsible employee	Municipalities employing fifteen or more employees must designate a Section 504 Officer (24 CFR Part 8.53(a)).	✓			Sara Andrews 2016	
Adoption of grievance procedures	Municipalities employing fifteen or more employees must establish grievance procedures that provide for the submission and resolution of complaints from employees and program beneficiaries (24 CFR Part 8.53(b)).	✓			Employee Policy & Procedure Manual 2018	
Public notification requirements	Municipalities employing fifteen or more employees must take initial and continuing steps to notify beneficiaries, applicants, and employees that is does not discriminate on the basis of disability. All such notifications must be effective for those with impaired vision or hearing (24 CFR Part 8.54(a)) and follow the Limited English Proficiency requirements if applicable.	✓			Notice published 9/17 Job postings incl. non-discrimination wording. Posted on bulletin boards at City Buildings	

**CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (2)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Public notification requirements (continued)	Recruitment materials or publications containing general information that is available to development residents, applicants, and employees must contain an appropriate non-discrimination statement (24 CFR Part 8.54(b)) and be in languages that meet any Limited-English Proficiency Plan for the municipality.	✓				
Assurances required	Municipalities must provide assurance that its project operates in compliance with Section 504 (24 CFR Part 8.50).	✓				
Self-evaluation	Municipalities must consult with Disabled persons/organizations. (Centers for Independent Living, etc.) The self-evaluation must cover the development's policies, practices, problems identified, and remedial steps taken.	✓			Letters sent to agencies - 9/12/18	
Self-evaluation (continued)	All Municipalities must maintain on file the self-evaluation for the municipality for as long as they are a grantee of federal funds. Plans must be reviewed annually for additions and completions.	✓				



CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (3)

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
Transition Plan	A transition plan is required when structural changes to facilities are required, and it must include the following: 1. Identification of physical obstacles in facilities. 2. Identification of methods used to achieve accessibility. 3. Schedule for achieving accessibility. 4. Identification of responsible official. 5. Identification of persons or groups who assisted in the preparation of the plan. (24 CFR Part 8.24(d))		✓		See attached narrative	OECD Parking Designation  Callahan Park - Pool Shower accessibility  City Hall - TTY, TDD, Voice Electrics - tactile Signage
Resident marketing and outreach must ensure that interested persons (including persons with impaired hearing or vision) can obtain information concerning the development. (24 CFR Part 8.6)	The owner shall use telecommunication devices for deaf persons (TDDs) and make applications and leases available in braille or on audio tape for visually impaired applicants/ residents.	OECD ✓	City Hall ✓		OECD - Compliant	City Hall - Needs TTY TDD Voice

**CHECKLIST OF ADMINISTRATIVE REQUIREMENTS (4)**

Requirement	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
<p>When an accessible unit becomes vacant, the unit is offered, first to a current resident of the project with disabilities requiring the features of the vacant unit, or if no such resident exists, then second, to an eligible qualified applicant on the waiting list with a disability requiring the features of the vacant unit. When offering an accessible unit to an applicant without disabilities requiring the features of the units, the owner/agent may require the applicant to agree (and may include this in the lease) to move to a non-accessible unit when available. (24 CFR Part 8.27)</p>				✓		

# City of Bradford Transition Plan

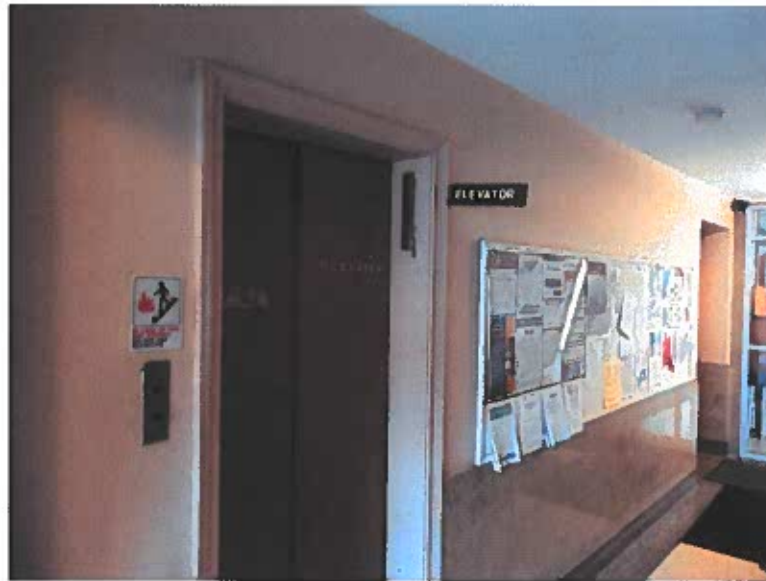
Updated November 2018

Facility Reviewed	Description of Barriers	2019	2020	2021
Bradford City Hall	<ul style="list-style-type: none"> <li>Tactile signage needs installed at Elevator</li> <li>TTY, TDD, Voice systems need to be installed</li> </ul>	X		
Callahan Park	<ul style="list-style-type: none"> <li>Pool house showers (mens and ladies locker rooms) need to be modified to be accessible</li> </ul>			X
Habgood Building	<ul style="list-style-type: none"> <li>Designated handicapped parking and signage needs to be installed in front of the building</li> </ul>		X	

- Members involved: Jeff Andrews, Construction Manager (OECD) and Anita Dolan, Community/Economic Development Coordinator (OECD).
- Walk through tour of City Hall (23 Kennedy Street), Callahan Park (Interstate Parkway), Hanley Park (Davis Street) and the Robert Habgood Building (20 Russell Blvd).
- Observation was made concerning improvements to be made to comply with ADA and identify accessibility problems and solutions.
- The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal was used for existing facilities for technical review.

## Bradford City Hall Observations

- Tactile signage needs to be installed at the Elevator door areas.
- TTY, TDD, Voice systems need to be installed.



Tactile signage needs to be installed at elevator entrance

### **Callahan Park Observations**

- Pool house showers – men’s and ladies locker rooms need to be modified to allow for handicapped accessibility. Currently, there is a raised ledge at the entry to the shower area, which needs to be removed. Because of this, drainage will also need to be modified.



Sink/shower area showing raised ledge that needs to be removed

### **Habgood Building Observations**

- There needs to be a designated handicapped parking space with appropriate signage in front of the building. Currently, there is not a specifically designated space.



Proposed area in front of building where a designated handicapped parking space will be installed

**APPOINT SARA ANDREWS AS SECTION 504 COORDINATOR FOR THE CITY OF BRADFORD: OECD**

By Riel/Proper

**CITY COUNCIL CHAMBERS**

No. 33763

Bradford, Pa. September 13, 2016

**RESOLVED**, By the City Council of the City of Bradford, that

**WHEREAS**, as a recipient of Community Development Block Grant funding with more than fifteen employees, the City of Bradford is responsible for implementing Section 504 regulations governing discrimination related to the City's facilities, hiring practices and citizen participation and is required to designate a coordinator to oversee the City's compliance efforts.

**NOW, THEREFORE BE IT RESOLVED**, that the proper officers of the City of Bradford hereby appoint Sara Andrews, Executive Director of the Office of Economic and Community Development as the City of Bradford's Section 504 Coordinator.

Motion for adoption Riel 2<sup>nd</sup> Proper Yea 3 Nay 0 Abstain 0 Absent 2

Attest

Passed by the Bradford City Council September 13, 2016

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor



# City of Bradford

<b>Date of Issue:</b> February 2018	<b>Effective Date:</b>	<b>Policy #4</b>	<b>Distribution: All</b>
<b>Subject: Non Discrimination</b>			<b>Amends:</b>
<b>Reference:</b>			

### **Purpose**

To establish guidelines for the promotion of fair practice and nondiscrimination in activities relating to employment and treatment of all citizens.

### **Policy**

The City of Bradford shall promote and afford equal treatment and service to all citizens and to assure that all applicants are assured equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, familial status, ancestry familial status, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties required by the position and which are bonafide occupational qualifications and which cannot be accommodated without undue hardship, including but not limited to guide/support animals because of blindness, deafness or physical handicap.

The City shall operate within the principles of equal employment opportunity and affirmative action guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion training and termination shall be conducted in a nondiscriminatory manner.

The City of Bradford will cooperate fully with all organizations and Commissions organized to promote fair practices and equal employment opportunity.



# City of Bradford

<b>Date of Issue:</b> February 2018	<b>Effective Date:</b>	<b>Policy #5</b>	<b>Distribution: All</b>
<b>Subject: Americans With Disabilities Act (ADA) Policy and Grievance Procedure</b>			<b>Amends:</b>
<b>Reference:</b>			

### **Purpose**

To provide a reasonable policy and procedure that will ensure:

1. Equal opportunities for disabled persons to participate in and benefit from services, programs, or activities sponsored by the City;
2. A bias free environment for disabled employees, or for disabled persons who seek employment with the city; and,
3. Prompt and equitable resolution of complaints alleging discrimination on the basis of a disability.

### **Policy**

Statement of Policy: The City of Bradford does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, familial status, ancestry or disability in employment or the provision of services. It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to allow disabled employees a bias free work environment. The City, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA), including but not limited to guide/support animals because of blindness, deafness or physical handicap.

The City is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the City will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the City. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration. Communication of accessibility will be included in City publicity announcements.

The City has a commitment to ensure equal opportunities for disabled city employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees. Detailed policies and procedures regarding employment practices are contained in the City's Personnel Policies and Procedures Manual.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The City is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations requested auxiliary aids will be provided, and accommodation provided during the selection process of board and commission members. Through the recruitment process, the City will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of City-owned buildings and facilities will be carried out in accordance with Pennsylvania Barrier-Free Code regulations and ADA Accessibility Guidelines (ADAAG).

In the event citizens, employees, or other participants in the City's programs, services, and activities feel the City has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

City staff will be trained to ensure that disabled persons may participate in and benefit from City programs, services, and activities.

#### **Grievance Procedure**

The City of Bradford adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing Title I of the ADA and the U.S. Department of Justice regulations implementing Title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

#### **Complaints Should Be Addressed To:**

ADA Coordinator:

Valerie Figula HR Director

24 Kennedy St. Bradford, PA 16701.



The ADA Coordinator has been designated to coordinate ADA compliance efforts. He or she shall maintain the files and records of the City relating to the complaints filed and ensuing investigations.

1. A complaint may be filed either in writing or verbally. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within twenty (20) calendar days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be commenced by the ADA Coordinator, or the designee of the ADA Coordinator, within ten (10) calendar days following the filing of complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.
3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the ADA Coordinator and a written copy mailed to the complainant within thirty (30) calendar days following the filing of the complaint.
4. The complainant may request a reconsideration of the case determination of the ADA Coordinator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (10) calendar days following the date the complainant receives the determination of the ADA Coordinator. The request for reconsideration shall be made to the City Administrator (or other appropriate official), City of Bradford (list agency name, address and phone number). The City Administrator shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The City Administrator shall issue his or her decision on the request for reconsideration within twenty (20) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainant may request a reconsideration of the case determination of the City Administrator in instances where he or she is dissatisfied with the decision of the City Administrator. The request for reconsideration should be made within ten (10) calendar days following the date the complainant receives the determination of the City Administrator. The request for reconsideration shall be made to the City Council (list name of governing body) through the City Clerk, or the designee of the City Clerk (list appropriate title), (list agency name, address and phone number). The City Council shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within thirty (30) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant. The decision of the council is final.
6. The complainant's right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to:
- Protect the substantive rights of interested persons
  - Meet appropriate due process standards, and
  - Comply with the ADA and implementing regulations.

AFFP

Legal NOTICE of City of Bradfo

# Affidavit of Publication

STATE OF PENNSYLVANIA } SS  
COUNTY OF MCKEAN }

Kellie S. Lipps, being duly sworn, says:

That she is Bookkeeper of the Bradford Era, a daily newspaper of general circulation, printed and published in Bradford, McKean County, Pennsylvania; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

September 17, 2018

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Kellie S. Lipps  
Bookkeeper

Subscribed to and sworn to me this 17th day of September 2018.

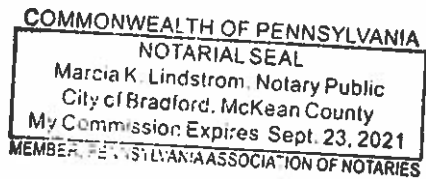
Marcia K. Lindstrom  
Marcia K. Lindstrom, Notary Public, McKean County, Pennsylvania  
My commission expires: September 23, 2021

Legal  
NOTICE of City of Bradford's  
Section 504  
Officer and  
Process for  
Grievance

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The City of Bradford does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. Grievance Procedures for any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance with the City of Bradford's Section 504 Officer, Sara Andrews. The Officer can be reached at:

20 Russell Blvd., Bradford, Pa 16701  
(814)368-7170  
ext. 113  
Fax:  
(814)368-6894  
TTY: 7-1-1  
TDD Only:  
1-800-654-5984  
Voice Only:  
1-800-654-5988  
sandrews@bradfordpa.org



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OFFICE OF ECONOMIC AND  
COMMUNITY DEVELOPMENT  
20 RUSSELL BLVD PO BOX 490  
BRADFORD, PA 16701