

## A. HOME Program Income Limits – State of NJ 2020 Income Schedule

U.S. DEPARTMENT OF HUD  
STATE: NEW JERSEY

PROGRAM	2020 ADJUSTED HOME INCOME LIMITS							
	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
<b>Warren County, NJ HUD Metro FMR Area</b>								
30% LIMITS	20650	23600	26550	29500	31900	34250	36600	38950
VERY LOW INCOME	34450	39350	44250	49150	53100	57050	60950	64900
60% LIMITS	41340	47220	53100	58980	63720	68460	73140	77880
LOW INCOME	54950	62800	70650	78500	84800	91100	97350	103650
<b>Atlantic City-Hammonton, NJ MSA</b>								
30% LIMITS	17450	19950	22450	24900	26900	28900	30900	32900
VERY LOW INCOME	29050	33200	37350	41500	44850	48150	51500	54800
60% LIMITS	34860	39840	44820	49800	53820	57780	61800	65760
LOW INCOME	46450	53100	59750	66350	71700	77000	82300	87600
<b>Bergen-Passaic, NJ HUD Metro FMR Area</b>								
30% LIMITS	21900	25000	28150	31250	33750	36250	38750	41250
VERY LOW INCOME	36500	41700	46900	52100	56300	60450	64650	68800
60% LIMITS	43800	50040	56280	62520	67560	72540	77580	82560
LOW INCOME	54950	62800	70650	78500	84800	91100	97350	103650
<b>Jersey City, NJ HUD Metro FMR Area</b>								
30% LIMITS	20750	23700	26650	29600	32000	34350	36750	39100
VERY LOW INCOME	34550	39450	44400	49300	53250	57200	61150	65100
60% LIMITS	41460	47340	53280	59160	63900	68640	73380	78120
LOW INCOME	55250	63150	71050	78900	85250	91550	97850	104150
<b>Middlesex-Somerset-Hunterdon, NJ HUD Metro</b>								
30% LIMITS	25100	28700	32300	35850	38750	41600	44500	47350
VERY LOW INCOME	41850	47800	53800	59750	64550	69350	74100	78900
60% LIMITS	50220	57360	64560	71700	77460	83220	88920	94680
LOW INCOME	57800	66050	74300	82550	89200	95800	102400	109000
<b>Monmouth-Ocean, NJ HUD Metro FMR Area</b>								
30% LIMITS	23000	26250	29550	32800	35450	38050	40700	43300
VERY LOW INCOME	38300	43800	49250	54700	59100	63500	67850	72250
60% LIMITS	45960	52560	59100	65640	70920	76200	81420	86700
LOW INCOME	54950	62800	70650	78500	84800	91100	97350	103650
<b>Newark, NJ HUD Metro FMR Area</b>								
30% LIMITS	22300	25450	28650	31800	34350	36900	39450	42000
VERY LOW INCOME	37100	42400	47700	53000	57250	61500	65750	70000
60% LIMITS	44520	50880	57240	63600	68700	73800	78900	84000
LOW INCOME	54950	62800	70650	78500	84800	91100	97350	103650

## B. HOME Program Rent Limits – State of NJ 2020 Rent Limits Schedule

U.S. DEPARTMENT OF HUD  
STATE NEW JERSEY

----- 2020 HOME PROGRAM RENTS -----

PROGRAM	EFFICIENCY	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>Warren County, NJ HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	845	963	1163	1344	1500	1655	1809
HIGH HOME RENT LIMIT	845	963	1171	1463	1641	1887	2133
For Information Only:							
FAIR MARKET RENT	845	963	1171	1463	1641	1887	2133
50% RENT LIMIT	905	970	1163	1344	1500	1655	1809
65% RENT LIMIT	1156	1241	1491	1714	1893	2069	2246
<b>Atlantic City-Hammonton, NJ MSA</b>							
LOW HOME RENT LIMIT	726	778	933	1079	1203	1328	1452
HIGH HOME RENT LIMIT	872	993	1193	1369	1508	1645	1782
For Information Only:							
FAIR MARKET RENT	872	1028	1305	1745	1980	2277	2574
50% RENT LIMIT	726	778	933	1079	1203	1328	1452
65% RENT LIMIT	925	993	1193	1369	1508	1645	1782
<b>Bergen-Passaic, NJ HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	933	1000	1200	1386	1546	1706	1865
HIGH HOME RENT LIMIT	1151	1280	1538	1768	1953	2136	2320
For Information Only:							
FAIR MARKET RENT	1151	1377	1623	2023	2481	2853	3225
50% RENT LIMIT	933	1000	1200	1386	1546	1706	1865
65% RENT LIMIT	1194	1280	1538	1768	1953	2136	2320
<b>Jersey City, NJ HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	863	925	1110	1281	1430	1578	1725
HIGH HOME RENT LIMIT	1103	1183	1421	1633	1803	1970	2138
For Information Only:							
FAIR MARKET RENT	1292	1439	1691	2107	2291	2635	2978
50% RENT LIMIT	863	925	1110	1281	1430	1578	1725
65% RENT LIMIT	1103	1183	1421	1633	1803	1970	2138
<b>Middlesex-Somerset-Hunterdon, NJ HUD Metro</b>							
LOW HOME RENT LIMIT	1046	1120	1345	1553	1733	1912	2091
HIGH HOME RENT LIMIT	1193	1382	1727	1987	2196	2405	2614
For Information Only:							
FAIR MARKET RENT	1193	1382	1770	2228	2572	2958	3344
50% RENT LIMIT	1046	1120	1345	1553	1733	1912	2091
65% RENT LIMIT	1340	1438	1727	1987	2196	2405	2614
<b>Monmouth-Ocean, NJ HUD Metro FMR Area</b>							
LOW HOME RENT LIMIT	957	1026	1231	1422	1587	1751	1914
HIGH HOME RENT LIMIT	1088	1270	1578	1815	2005	2194	2383
For Information Only:							
FAIR MARKET RENT	1088	1270	1639	2251	2523	2901	3280
50% RENT LIMIT	957	1026	1231	1422	1587	1751	1914
65% RENT LIMIT	1225	1314	1578	1815	2005	2194	2383

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

Effective Date: July 1, 2020



## D. Affirmative Marketing Policy – City of Paterson Requirements

**DEPARTMENT OF COMMUNITY  
DEVELOPMENT**

Barbara A. Blake-McLennon,  
Acting Director

**CITY OF PATERSON**



André Sayegh  
Mayor

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PATERSON, NJ 07505  
Phone (973) 321-1212 / Fax (973) 321-1202

**City of Paterson's Affirmative Marketing Plan**

**Outlined below is the Affirmative Marketing Plan; which can be found in the City of Paterson's Annual Action Plan.**

The City's Affirmative Marketing Plan applies to all low and moderate income housing units created in the City of Paterson and housing projects containing 5 or more units. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups within Paterson's housing region, regardless of sex, age or number of children (unless units are age-restricted), to affordable housing units created within the City. The plan prohibits discrimination in the sale, rental, financing or other services related to housing on the basis of color, race, sex, religion, handicap, disability, gender expression and sexual orientation, age (except for designated age-restricted units), familial status, or national origin.

**The City's established procedures require:**

- Advertising at least 120 days prior to rent up or sale of property in local newspapers including those in other languages and utilizing the grantees affirmative marketing policy.
- Each owner must provide an opportunity for applicants to receive counseling on such topics as budget, credit, lease and foreclosure.
- Providing copies of all marketing material to a listing of local agencies and offices where interested applicants may have access to the material.

Outreach for all newspaper articles, advertisements, announcements and requests for applications pertaining to low moderate income housing units shall appear in the following daily regional newspapers.

Herald News/Bergen Record	Arab Voice	El Especialito
North Jersey Media Group	85-89 Hazel Street	3711 Hudson Avenue
1 Garret Mountain Plaza	Paterson, N.J. 07503	Union City, N.J. 07087
West Paterson, N.J. 07424	Email: <a href="mailto:walidrabah9@gmail.com">walidrabah9@gmail.com</a>	(201) 348-1959
(973) 569-7427		

The primary marketing shall take the form of a least one press release sent to the above publications and a paid display advertisement in each of the above newspapers. Additional advertising and publicity shall be on an "as needed" basis. The developer of a HOME funded project must adhere to process of selecting tenants



or homebuyer on the first come first served basis or the implementation of lottery system. Developer must ensure that eligible and qualified applicants are carefully chosen; if first come applicants or the applicants selected by the lottery are not "qualified", then the developer must select the next person.

**The advertisement shall include a description of the following:**

1. Street address (es) of the units;
2. Directions to the housing units;
3. Number of units currently available;
4. The bedroom size (s) of the units;
5. The minimum/maximum household sizes;
6. The minimum/maximum household income permitted to qualify for the housing units
7. Contract information regarding potential issues and questions;
8. The sales prices or rental rates of the units;
9. Where and how applications may be obtained, including business hours at each location

**The Department of Community Development** shall encourage participation by minority-owned businesses in assisted housing and other activities. Minorities make up more than half of the City's population. Since more than half the population is of minority ethnicity all marketing, advertising and outreach efforts shall target this community. The Department of Community Development shall maintain records concerning the participation of minority-owned businesses to assess the results of its efforts. Any contractor interested in bidding on available jobs will be screened and, if qualified, be included on a list of contractors to receive announcements about the availability of bidding opportunities when applicable.

**The Department of Community Development** will make periodic site visits for all housing rehabilitation and minor home repair projects as necessary and appropriate depending on the nature and scope of each activity. Before approving any partial or final reimbursements for such work the Department of Community Development will inspect all work covered within the reimbursement request to insure it has been completed in accordance with specifications.

**The Department of Community Development** shall regularly monitor housing projects supported with federal funds. Subject to the Consolidated Plan, properties will be monitored to ensure compliance with occupancy and affordability requirements. Where assistance is provided to homeowners for housing activities, the City will follow written residential rehabilitation program procedures. These procedures provide oversight in the development of work write-ups, cost estimates, project specification packages and compliance with local building codes. These will promote the satisfactory completion of the project and ensure the timely release of any payments.

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City of Paterson  
Department of Community Development  
EMAIL: [bmclennon@patersonnj.gov](mailto:bmclennon@patersonnj.gov) or [www.patersonnj.gov](http://www.patersonnj.gov)

## E. HUD Accessibility Notice Section 504 of the Rehabilitation Act





U.S. Department of Housing and Urban Development  
Community Planning and Development

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Special Attention of:

**Notice:** CPD-05-09

All Secretary's Representatives  
All State/Area Coordinators  
All CPD Office Directors  
All HOME Coordinators  
All HOME Participating Jurisdictions  
All CDBG Grantees  
All FHEO Field Directors

Issued: November 3, 2005  
Expires: November 3, 2006

**SUBJECT:** Accessibility Notice: Section 504 of the Rehabilitation Act of 1973 and The Fair Housing Act and their applicability to housing programs funded by the HOME Investment Partnerships Program and the Community Development Block Grant Program

## **I. PURPOSE**

The purpose of this Notice is to remind recipients of Federal funds for the HOME Investment Partnerships Program (HOME) or the Community Development Block Grant (CDBG) Program of their obligation to comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and HUD's implementing Regulations (24 CFR Parts 8 and 100, respectively), which prohibit discrimination based on disability and establish requirements for program accessibility and physical accessibility in connection with housing programs. This Notice describes key compliance elements for housing assisted under the HOME and CDBG programs. However, recipients should review the specific provisions of the Fair Housing Act, Section 504, and their respective regulations in order to assure that their programs are administered in full compliance. Note that with respect to Section 504, this Notice does not address the applicability of Section 504's physical accessibility requirements to homeownership programs financed with HOME/CDBG assistance.

The Notice also recommends that recipients conduct updated self evaluations as a useful tool for enhancing efforts to comply with accessibility requirements in HOME/CDBG programs, as well as to document those efforts.

## **Applicability**

This Notice applies to new construction and rehabilitation of housing under the HOME and CDBG programs. Each primary recipient of Federal funds from the HOME or CDBG program is responsible for providing this notice to each organization or other entity participating in the construction or rehabilitation of projects receiving such funding and for establishing policies and practices that it will use to monitor compliance of all covered programs, activities, or work

performed by subrecipients, contractors, subcontractors, management agents, etc.

Distribution: W-3-1



## **II. SECTION 504 OF THE REHABILITATION ACT OF 1973**

### **Background**

The HOME and CDBG programs, through State and local governments, provide assistance that may be used for the construction or rehabilitation of affordable housing. HOME and CDBG funds may be used to construct or rehabilitate rental housing, to rehabilitate owner-occupied housing, and to finance homeownership programs.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. HUD regulations implementing Section 504 contain accessibility requirements for new construction and rehabilitation of housing as well as requirements for ensuring that the programs themselves are operated in a manner that is accessible to and usable by persons with disabilities (see 24 CFR Part 8).

For the purposes of this Notice, the references to multifamily housing projects covered by Section 504 only apply to multifamily rental housing projects.

The Section 504 regulations define "recipient" as any State or its political subdivision, any instrumentality of a state or its political subdivision, any public or private agency, institution, organization, or other entity, or any person to which Federal financial assistance is extended for any program or activity directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance (24 CFR 8.3). A family that will receive CDBG or HOME funds for the rehabilitation of an owner-occupied unit is not subject to the requirements of Part 8, since it is the ultimate beneficiary of the funds.

### **New construction**

HUD regulations implementing Section 504 at 24 CFR 8.22(a) require that new construction of multifamily projects be designed and constructed to be readily accessible to and usable by persons with disabilities. Multifamily housing projects are defined at 24 CFR 8.3 as "projects containing five or more dwelling units." Both the individual units and the common areas in the building must be accessible.

For new construction of multifamily rental projects, a minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments. An additional 2 percent of the dwelling units (but at a minimum, not less than one unit) must be accessible to individuals with sensory impairments (i.e., hearing or vision impairments) unless HUD prescribes a higher number pursuant to 24 CFR 8.22(c).

### **Rehabilitation**

**Substantial alterations** - Section 504 requires that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75 percent or more of the replacement cost of the completed facility, then such developments are considered to have undergone "substantial alterations" (24 CFR 8.23 (a)). For substantial alterations of multifamily



rental housing, the accessibility requirements contained in 24 CFR 8.22 must be followed -- a minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional 2 percent, at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.

**Other alterations** -- When **other alterations** that do not meet the regulatory definition of substantial alterations are undertaken in multifamily rental housing projects of any size, these alterations must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with disabilities, until a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments, unless HUD prescribes a higher number pursuant to 24 CFR 8.23(b)(2). If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, then the entire dwelling unit shall be made accessible. For this category of rehabilitation the additional 2 percent of the dwelling units requirement for individuals with sensory impairments does not apply. Alterations to common spaces must, to the maximum extent feasible, make those areas accessible. A recipient is not required to make a dwelling unit, common area, facility or element accessible, if doing so would impose undue financial and administrative burdens on the operation of the multifamily housing project (24 CFR 8.23(b)). Therefore, with regards to covered alterations, recipients are only required to provide access up to the point of being an undue financial and administrative burden.

### **Accessibility Standards**

Dwelling units designed and constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) will be deemed to comply with the Section 504 regulation. For copies of UFAS, contact the HUD Distribution Center at 1-800-767-7468; hearing or speech-impaired persons may access this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339. Accessible units must be, to the maximum extent feasible, distributed throughout the projects and sites, and must be available in a sufficient range of sizes and amenities so as not to limit choice.

## **III. FAIR HOUSING ACT**

### **Background**

The Fair Housing Act applies to most housing sold or rented in the United States. The Fair Housing Act prohibits discrimination in housing practices on the basis of race, color, religion, sex, and national origin. The Fair Housing Act was amended in 1988 to provide protections from discrimination in any aspect of the sale or rental of housing for families with children and persons with disabilities. The Fair Housing Act also establishes requirements for the design and construction of new rental or for sale multifamily housing to ensure a minimum level of accessibility for persons with disabilities (see 24 CFR 100.200 et seq.).

Section of the Fair Housing Act at 804(f)(3)(C) requires that covered multifamily dwelling units designed and constructed for initial occupancy after March 13, 1991, be designed and constructed in a manner that:

- (i) the public and common use portions of such dwellings are readily accessible to and usable by disabled persons;
- (ii) the doors are designed to allow passage into and within the premises of such dwelling units and are sufficiently wide to allow passage by disabled persons in wheelchairs; and
- (iii) all premises within such dwelling units contain the following features of adaptive design:
  - (I) an accessible route into and through the dwelling unit;
  - (II) light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
  - (III) reinforcements in bathroom walls to allow later installation of grab bars; and
  - (IV) usable kitchens and usable bathrooms such that an individual in a wheelchair can maneuver about the space.

Covered multifamily dwelling units are:

- dwelling units in buildings consisting of 4 or more units served by one or more elevators, or
- ground floor dwelling units in other buildings with 4 or more units.

Information about housing designs that provide accessible features in compliance with the Fair Housing Act can be found in the HUD's Fair Housing Accessibility Guidelines, which were published in the Federal Register on March 6, 1991 (56 F.R. 9472) and in HUD's Fair Housing Act Design Manual. These can be obtained from the HUD Distribution Center at 1-800-767-7468. Hearing-impaired or speech-impaired individuals also may access this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339.

The design and construction requirements in the Fair Housing Act apply only to a building designed and constructed for initial occupancy after March 13, 1991. The Fair Housing Act regulations define a building for initial occupancy as a building that has never been used for any purpose. Thus, the design and construction requirements in the Fair Housing Act will not apply to rehabilitation projects or activities.

### **Illustrations**

It must be noted that, in many cases, new construction of rental projects funded in the HOME/CDBG Programs must meet both the Fair Housing Act and the Section 504 new construction requirements. Where two or more accessibility standards apply, the housing provider is required to follow and apply both standards, so that maximum accessibility is obtained.

The following examples illustrate how these requirements will (or will not) apply.



A rental building with an elevator constructed with HOME/CDBG funding would be required to have 5% of its dwelling units meet the Section 504 accessibility requirements at 24 CFR 8.22 and the remaining 95% of the dwelling units would be required to comply with the Fair Housing Act design and construction requirements at 24 CFR 100.205. Note: An additional 2% of the dwelling units are required to be accessible for people with vision and hearing impairments.

- \* A newly constructed 100 unit two-story garden apartment development with no elevator that received HOME/CDBG assistance, with half (50) of its dwelling units on the ground floor and half (50) on the second floor, would be required to have 5 of its ground floor dwelling units built to comply with the Section 504 accessibility requirements at 24 CFR 8.22, and the remaining 45 ground floor dwelling units built to comply with the Fair Housing Act design and construction requirements at 24 CFR 100.205. Note: An additional 2% of the dwelling units are required to be accessible for people with vision and hearing impairments in accordance with Section 504.
- A development consisting entirely of multistory rental townhouses constructed with Federal financial assistance is not a covered multifamily dwelling for purposes of the design and construction requirements of the Fair Housing Act at 24 CFR 100.205, since none of the dwelling units qualify as ground floor units, but the project would still have to meet the Section 504 5% + 2% accessibility requirements at 24 CFR 8.22. (A townhouse development of 5 or more single story dwelling units would still have to comply with both Section 504 and the Fair Housing Act design and construction requirements at 24 CFR 100.200 et. seq.)

#### **IV. Increasing Program Accessibility**

HUD's Section 504 regulations require that a recipient of Federal financial assistance ensure that its program, when viewed in its entirety, is accessible to persons with disabilities (24 CFR 8.20). In order to meet this obligation, participants in the HOME/CDBG program must:

- To the maximum extent feasible, distribute accessible units throughout the projects and make them available in a sufficient range of sizes and amenities so as not to limit choice.
- Adopt suitable means to assure that information regarding the availability of accessible units reaches eligible individuals with disabilities. They must also take reasonable nondiscriminatory steps to maximize use of such units by eligible individuals.
- When an accessible unit becomes vacant, before offering the unit to an individual without a disability, offer the unit: first, to a current occupant of the project requiring the accessibility feature and, second, to an eligible qualified applicant on the waiting list requiring the accessibility features.
- When an applicant or tenant requires an accessible feature or policy modification



to accommodate a disability, a federally assisted provider must provide such feature or policy modification unless doing so would result in a fundamental alternation in the nature of its program or an undue financial and administrative burden. See 24 CFR 8.4, 8.24, and 8.33 for further requirements and guidance.

- Providers are required to ensure that information about their programs is disseminated in a manner that is accessible to persons with disabilities. For example, special communication systems can greatly increase the effectiveness of outreach and ongoing communication (e.g., Telecommunications Devices for the Deaf (TTY), materials on tape or in Braille).

\* Providers must ensure that activities and meetings are conducted in accessible locations.

Participants in the HOME/CDBG program may:

- Ask applicants for information that demonstrates they can meet the obligations of tenancy, including financial information, references, prior tenancy history, etc. However, housing providers may not inquire into the nature and severity of an applicant or tenant's disability, nor may they ask persons with disabilities questions not asked of all applicants, apply different types of screening criteria, or assess an applicant's ability to live independently.
- Ask if the applicant qualifies for a housing program or unit designed for persons with a disability when the housing program or unit is designed for such persons.
- Consider including a lease provision that requires a nondisabled family occupying an accessible unit to move if a family with a disability needing that size unit applies and there is an appropriately sized nonaccessible unit available for the relocating family.

## **V. Visitability**

### **Visitability Concept**

Although not a requirement, it is recommended that all design, construction and alterations incorporate, whenever practical, the concept of visitability **in addition** to the requirements under Section 504 and the Fair Housing Act.

Visitability is a design concept, which for very little or no additional cost, enables persons with disabilities to visit relatives, friends, and neighbors in their homes within a community.

### **Design Considerations**

Visitability design incorporates the following in all construction or alterations, in addition to the applicable requirements of Section 504 and the Fair Housing Act, whenever practical and possible for as many units as possible within a development:

- Provide a 32" clear opening in all bathroom and interior doorways.
- Provide at least one accessible means of egress/ingress for each unit.

## **Benefits**

Visitability also expands the availability of housing options for individuals who may not require full accessibility. It will assist project owners in making reasonable accommodations and reduce, in some cases, the need for structural modifications or transfers when individuals become disabled in place. Visitability will also improve the marketability of units. Further information regarding the concept of visitability may be obtained through the HUD web page (<http://www.huduser.org/publications/pubasst/strategies.html>).

## **VI. Self-Evaluation**

The Section 504 regulations required recipients of Federal financial assistance to conduct a self-evaluation of their policies and practices to determine if they were consistent with the law's requirements. This self-evaluation was to have been completed no later than July 11, 1989. The regulatory deadlines are long past. Nonetheless, recipients who have not completed a self-evaluation are encouraged to conduct a self-evaluation to be in compliance with requirement under these regulatory provisions.

Involving persons with disabilities in the self-evaluation process is very beneficial. This will assure the most meaningful result for both the recipient and for persons with disabilities who participate in the recipients programs and activities. It is important to involve persons and/or organizations representing persons with disabilities, and agencies or other experts who work regularly with accessibility standards.

Important steps in conducting a self-evaluation and implementing its results include the following:

- Evaluate current policies and practices and analyze them to determine if they adversely affect the full participation of individuals with disabilities in its programs, activities and services. Be mindful of the fact that a policy or practice may appear neutral on its face, but may have a discriminatory effect on individuals with disabilities.
- Modify any policies and practices that are not or may not be in compliance with Section 504 regulations.
- Take appropriate corrective steps to remedy those policies and practices which either are discriminatory or have a discriminatory effect. Develop policies and procedures by which persons with disabilities may request a modification of a physical barrier or a rule or practice that has the effect of limiting or excluding a person with a disability from the benefits of the program.
- Document the self-evaluation process and activities. The Department recommends



that all recipients keep the self-evaluation file for at least three years, including records of the individuals and organizations consulted, areas examined and problems identified, and document modifications and remedial steps.

The Department also recommends that recipients periodically update the self-evaluation, particularly, for example, if there have been changes in recipient owned housing stock, such as demolition of housing units and construction and/or alteration of housing, or changes in the programs and services of the agency.

## **VII. HUD Technical Assistance Concerning these Requirements**

Further information concerning compliance with any of these requirements may be obtained through the HUD web page (<http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>). Additional assistance and information may be obtained by contacting the local HUD Office of Community Planning and Development (CPD) and the Office of Fair Housing and Equal Opportunity (FHEO) listed below:



	CPD	FHEO
Boston, MA	617 994-8357	617 994-8300
Hartford, CT	806 240-4800 x3059	860 240-4800
New York, NY	212 542-7401	212 264-1290
Buffalo, NY	716 551-5755 x5800	716 551-5755
Newark, NJ	973 622-7900 x3300	973 622-7900
Philadelphia, PA	215 656-0624 x3201	215 656-0663
Pittsburgh, PA	412 644-2999	412 644-6970
Baltimore, MD	410 962-2520 x3071	410 962-2520
Richmond, VA	804 771-2100 x3766	804 771-2100
Washington, DC	202 275-9200 x3163	202 275-9200
Atlanta, GA	404 331-5001 x2449	404 331-5140
Birmingham, AL	205 731-2630 x1027	205 731-2630
South Florida	305 536-5678 x2257	305 536-5678 x2218
Jacksonville, FL	904 232-1777 x2077	904 232-1241
San Juan, PR	787 766-5201	787 766-5400
Louisville, KY	502 582-6163 x200	502 582-6163 x230
Jackson, MS	601 965-4700 x3140	601 965-4700 x2435
Knoxville, TN	865 545-4391 x125	865 545-4400
Greensboro, NC	336 547-4000	336 547-4050
Columbia, SC	803 765-5564	803 765-5938
Chicago, IL	312 353-1696 x2713	312 353-7776
Minneapolis, MN	612 370-3019 x2107	612 370-3185
Detroit, MI	313 226-7900 x8059	313 226-7900
Milwaukee, WI	414 297-3214 x8100	414 297-3214
Columbus, OH	614 469-5737 x8240	614 469-5737 x8170
Indianapolis, IN	317 226-6303 x6790	317 226-6303
Little Rock, AK	501 324-6375 x3300	501 324-6296
Oklahoma City, OK	405 609-8569	405 609-8435
Kansas City, KS	913 551-5485	913 551-6958
Omaha, NE	402 492-3147	402 492-3109
St. Louis, MO	314 539-6524	314 539-6583
New Orleans, LA	504 589-7214 x1047	504 589-7219
Fort Worth, TX	817 978-5934	817 978-5900
San Antonio, TX	210 475-6821	210 475-6885
Albuquerque, NM	505 346-7361	505 346-6463
Denver, CO	303 672-5414 x1326	303 672-5437
San Francisco, CA	415 489-6597	415 489-6524
Los Angeles, CA	213 894-8000 x3300	213 894-8000 x2600
Honolulu, HI	808 522-8180 x264	808 522-8175
Phoenix, AZ	602 379-7175	602 379-6699 x5261
Seattle, WA	206 220-5268	206 220-5170
Portland, OR	503 326-7018	503 326-2561
Manchester, NH	603 666-7510 x3017	617 994-8300
Anchorage, AK	907 677-9890	907 677-9837
Houston, TX	817 978-5934	713 718-3199