

<b>Key 504 Terms and Phrases</b>		
<b>Term</b>	<b>Definition</b>	<b>Application</b>
<b>“Accessible”</b>	<p>For a facility or portion of a facility other than an individual dwelling unit, means that when designed, constructed, or altered, it can be approached, entered, and used by individuals with physical disabilities.</p> <p>For an individual dwelling unit, means that the unit is on an accessible route and when designed, constructed, altered or adapted can be approached, entered and used by individuals with physical disabilities.</p>	<p>Accessibility varies according to specific disabilities. Recipients should consult the applicable accessibility standards (e.g., UFAS) to determine whether a facility, site, or dwelling unit is accessible.</p>
<b>“Adaptability”</b>	<p>The ability of certain elements of a dwelling unit, such as kitchen counters, sinks, and grab bars to be added, raised, lowered, or otherwise altered to accommodate the needs of persons with different types or varying degrees of disability.</p>	<p>In a dwelling unit made adaptable for persons with hearing impairment, wiring for visible emergency alarms may be installed. Alarms need not be installed until the unit is made ready for occupancy by a person with a hearing impairment.</p>
<b>“Auxiliary aids”</b>	<p>Services or devices that allow persons with sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of any programs or activities receiving federal financial assistance.</p>	<p>Auxiliary aids for persons with impaired vision may include readers, Braille material, “seeing eye” dogs, and audio recordings. Auxiliary devices for persons with impaired hearing may include telephone handset amplifiers, telecommunication devices for the deaf (TDD), interpreters, note-takers, written material, and other similar services and devices.</p>
<b>“Program or activity”</b>	<p>This term refers to all the operations of:</p> <ul style="list-style-type: none"> <li>• Any state or local government entity that receives or distributes federal financial assistance;</li> <li>• Any educational entity that receives federal assistance;</li> <li>• An entire corporation or other organization which, as a whole, receives assistance, or which is principally engaged in providing education, health care, housing, social services, or parks and recreation;</li> <li>• The entire geographically separate facility of other organizations receiving federal financial assistance.</li> </ul>	<p>Key points of application are that:</p> <ul style="list-style-type: none"> <li>• The term applies to the entire operations of the organization, not just to certain program aspects;</li> <li>• Programs not specifically directed toward individuals with disabilities are also covered by Section 504;</li> <li>• Any organization, whether large or small, public or private, is governed by 504 if the entity receives or administers federal financial assistance.</li> </ul>

Term	Definition	Application
<b>“Recipient”</b>	<ul style="list-style-type: none"> <li>The term “recipient” refers to public or private organizations or instrumentalities charged with administering benefits provided by a federally assisted program.</li> <li>The ultimate beneficiaries of federally assisted programs, whether individuals or organizations, are not considered recipients for the purposes of the regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Any person or organization who merely receives housing assistance payments from a recipient on behalf of an eligible facility is not considered a recipient.</li> </ul>
<b>“Qualified individual with handicaps”</b>	<p>This term includes:</p> <ul style="list-style-type: none"> <li>Individuals who, with reasonable accommodation, can perform the essential functions of a job;</li> <li>Persons who meet the essential eligibility requirements of a program and whose participation does not require a fundamental alteration in the nature of the program.</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility requirements include both explicit and implicit requirements.</li> <li>An individual may be qualified for a program that provides necessary supportive services, and yet not be qualified for a similar program that does not provide those services.</li> </ul>
<b>“To the maximum extent feasible”</b>	<p>Recipients must take any action to accommodate individuals with disabilities unless the action poses an undue financial and administrative burden.</p>	<p>Accessible units may be provided on the ground level if putting them on other levels would require installation of an elevator.</p>
<b>“Undue financial and administrative burden”</b>	<p>Undue burden is determined by taking into account the size and budget of the program, the type of the recipient’s operation, and the nature of the accommodation needed.</p>	<p>Larger agencies or programs can be expected to make more extensive efforts than smaller ones.</p>
<b>“Most integrated setting appropriate”</b>	<p>Programs or services for individuals with disabilities should not be unduly segregated.</p>	<p>Accessible units should be distributed throughout a project or site. If a program provides benefits at more than one site, accessible units should not be confined to just one site.</p>
<b>“Equally effective”</b>	<p>Programs or services are not required to provide identical results, but must provide equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement.</p>	<p>An employee who has disabilities may or may not achieve the same level of responsibility as another employee with comparable credentials, but he or she must be guaranteed equal opportunity, through reasonable accommodation, to attain that position.</p>

HUD, Office of Fair Housing and Equal Opportunity, 1990.