

## Section 504 Self-Evaluation Survey

### Instructions

Subrecipients of Harris County CDBG, HOME, ESG, SPC, and SHP funds are required to complete a Section 504 self-evaluation survey and if needed a transition plan, and maintain it on file for review during program monitoring. In many cases, an agency may have already completed such a review several years ago as required. If you have an existing self-evaluation and transition plan in place, you should review your existing evaluation and plan, attach it to this completed survey, make updates if needed to your existing plan, and maintain it in a readily accessible file for review during program monitoring.

This survey instruction is separated into three sections. All subrecipients are required to complete Parts I and III. Subrecipients that employ 15 or more full time employees are required to complete Part I, Part II, and Part III. All subrecipients are required to complete the relevant portions of this survey and maintain this information on file for public review and on-site monitoring by Harris County and HUD.

The Survey has been made available for users to fill out online and "Save As" a document to your files. Please go to <http://www.hctx.net/CmpDocuments/103/504/Section-504-Survey-Form.xls>

**Organization/Subrecipient Name:**

**Name of person completing self-evaluation survey:**

**Title of person completing self-evaluation survey:**

**Phone Number:**

**E-Mail Address:**

**Project Name and Physical Location(s):**   
**Brief Description of Program including purpose, scope, activities, and participants (include target populations if applicable i.e. youth, seniors,**

**How many full-time employees does your organization have?**

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