

**Directions to:  
Coes Pond Village  
39 First Street  
Worcester, MA 01602**

**Going West from Boston**

Follow the Mass Pike to Exit 290 East. From 290 East, take the College Square exit.

\*At bottom of ramp, you will come to your first set of lights. Go straight under the underpass to next set of lights.

Take a left onto Cambridge Street. There will be a church on your left before you take the turn.

Stay on Cambridge Street until you come to Webster Square and go straight. (The Webster House Restaurant will be on your left).

At next set of lights - take that right onto Mill Street. (Mobile Gas Station will be on your right).

Stay in left lane and at next light, bear left on Mill Street. You will pass Dunkin Donuts and it will be on your right after you make the turn.

You will continue on Mill Street and you will pass a pond your right.

About 1 mile, you will see First Street on your left. (Bay State Savings Bank will be at the corner of Mill and First Street). Half way up the hill on your left you will see the sign for Coes Pond village.

**Going South (From NH)**

Take 495 to 1-290 West. From 290 West take the College Square Exit. \*Follow directions

For more training information, visit our website at [www.neahma.org](http://www.neahma.org)  
Phone: 781-380-4344  
Fax: 781-380-4842  
[julie.kelliher@neahma.org](mailto:julie.kelliher@neahma.org)



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

**neahma**  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

**Reasonable Accommodations/  
504 Coordinator**

**Coes Pond Village  
39 First Street  
Worcester, MA 01602**

**February 16, 2012**

**This training will examine Federal requirements to provide persons with disabilities reasonable accommodations throughout the occupancy cycle.**

**Presenter:  
Debbie Piltch, Piltch Associates**

## Program Overview

This training will examine Federal requirements to provide persons with disabilities reasonable accommodation throughout the occupancy cycle. It will shed light on the confusion regarding what a housing provider's legal obligations are in the area of reasonable accommodation. We will also discuss how state and local law may have an impact on a site's obligation as well. In addition, we will review the role of a 504 coordinator in general and in the context of reasonable accommodations as well as the 504 grievance procedure.

### Morning Presentation:

What is the legal framework (statutes, regulations, federal guidance) for reasonable accommodation/physical modification as well as the 504 coordinator and grievance procedure, what is a reasonable accommodation, what are the limits on providing an accommodation/modification, when can a housing provider deny a reasonable accommodation/modification, what must a housing provider do if a requested accommodation is denied, who can request an accommodation/modification, what can/can't a housing provider ask/verify when a request is made, and the role of the 504 coordinator and grievance procedure in re to reasonable accommodation.

### Afternoon Presentation:

We will explore how to analyze specific common requests for reasonable accommodations/modifications throughout the occupancy cycle including, but not limited to, assistance animals, live-in aides, physical modifications and transfers. Case studies will be provided and specific guidance contained in the 4350.3 Rev-1 will be explored.

## Agenda

### Registration

**8:30 am - 9:00 am**

**(Continental breakfast included)**

### Morning Presentation

**9:00 am - 12:00 pm**

**12:00 pm - 1:00 pm**

**(Lunch Included)**

### Afternoon Presentation

**1:00 pm - 4:00 pm**

Registration Info or Questions?  
Call NEAHMA 781-380-4344

Participants who attend the full 6 hours of this workshop will earn 6 CEU's.

NEAHMA would like to thank WinnResidential and the Staff at Coes Pond Village for hosting this workshop.

## REGISTRATION FORM

Fax In Registration (781) 380-4842

**Registration Deadline: February 10, 2012**  
**Reasonable Accommodations/504 Coordinator**  
**February 16, 2012**

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at [www.neahma.org](http://www.neahma.org)

### Registration Fees:

\_\_\_\_\_ Member \$299 \_\_\_\_\_ Non Member \$369

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Management Co: \_\_\_\_\_

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Cancellation Policy:**

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### **Outstanding Collection Policy:**

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.