

Module 9: Section 504 Loans and Grants
Learning Activity
Activity #2 – Suggested On-the-Job Learning Tasks



Put the information you know into action! This activity encourages you to complete several short, on-the-job learning tasks. Each task will introduce you to a different aspect of Section 504 Loans and Grants. A list of the activities and an organizer to assist in reflecting on the activities is provided.

Activity #2 Instructions: Print out the list of activities and the worksheet provided in this document. Discuss the tasks with your supervisor to ensure all are relevant to your position. Proceed with completing each task. After completing a task take time to collect your thoughts and think about how you will implement the task on your own in the future using the worksheet provided. You may prefer to print more than one worksheet/organizer for each task.

- Task #1** – Accompany your supervisor on a Section 504 home inspection.
- Task #2** – Familiarize yourself with the budget form by completing a 1944-3 for yourself.
- Task #3** – Accompany your trainer in completing the application and budget for a 504 applicant.
- Task #4** – Observe an actual Section 504 interview with your trainer.





On-the-Job Task Reflection

What? *Briefly Describe the Task:* _____

Why? *What purpose does this task serve in administering the Section 504 Program?*

When? *At what point in the loan/grant administration process will you complete this task?*

Who? *What parties are involved in completing this particular task? What is each party's responsibility in completing the task?* _____

How? *What are important steps and/or tips to remember as you complete this task in the future?* _____

What un-answered questions do you have about the task you completed? (Ask your supervisor about these questions.) _____

