

WASHINGTON COUNTY, MARYLAND

ADA SELF EVALUATION

2023 UPDATE

5 YEAR UPDATE



CONTACTS

Questions, concerns or requests for additional information regarding the Americans with Disabilities Act (ADA) at Washington County's Government may be forwarded to the County ADA Title II Compliance Coordinator.

Name: Chip Rose

Title: ADA Title II Compliance Coordinator

Office Address:

100 West Washington Street
Hagerstown, MD 21740

Days/Hours Available:

7:30 AM to 4:30 PM
Monday through Friday

Mailing Address:

ADA Title II Compliance Coordinator
100 West Washington Street
Hagerstown, MD 21740

Phone Number: (240) 313-2356

TDD: Maryland Relay 711

E-mail: crose@washco-md.net

Website: <https://www.washco-md.net/health-human-services/americans-with-disabilities-act-compliance/>

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EXECUTIVE SUMMARY

Washington County performed a Self-Evaluation of pedestrian facilities within County maintained public right-of-way in 2014. The survey inventoried all existing sidewalks and curb ramps and identified pedestrian facilities that were not accessible according to the Americans with Disabilities Act (ADA) Standards for Transportation Facilities.

The Self-Evaluation is a comprehensive report that outlines the barriers to programs for people with disabilities as they seek to use local government services and practices. 28 CFR § 35.105.

Responsibilities of the Self-Evaluation include:

- Evaluate current services, policies, practices, and the effects thereof, that do not or may not meet the requirements of this part.
- Provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
- Maintain a list of interested persons consulted, a description of examined area, any problems identified, and a description of any modifications made.

The initial Self-Evaluation has been updated with new data collected for this 5-year update. The results of the survey were used to develop a Transition Plan to address all non-compliant facilities identified.

Currently, the County has approximately 21.29 miles of sidewalk and 468 curb ramps on inventory. The Self-Evaluation identified 1.2 miles of sidewalk and 68 curb ramps that were non-compliant. The majority of deficiencies included missing curb ramps, curb ramps that require detectable warning surfaces, missing and cracked sidewalks, and no passing zones. A list of the deficiencies is included with the Survey Results in Appendix A.

INTRODUCTION

Overview of the Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 was signed into law on July 26, 1990 by President George H. W. Bush. The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin and other characteristics illegal, and Section 504 of the Rehabilitation Act of 1973, which ensures that no qualified individuals with disabilities are discriminated against under any program or activity receiving federal financial assistance or government agencies that receive federal financial assistance. The ADA was amended when President George W. Bush signed into law the ADA Amendments Act of 2008

on September 25, 2008. The ADA gives broader protections for disabled workers and includes a list of impairments to major life activities.

The main sections of the ADA include: Title I – Employment; Title II – Non-discrimination on the Basis of Disability in State and Local Government Services; Title III – Nondiscrimination on the Basis of Disability by Accommodations and in Commercial Facilities; Title IV – Telecommunications; and Title V – Miscellaneous Provisions.

Washington County Policy

The County is committed to providing safe, adequate access to public right-of-way for the general public regardless of ability or disability.

Questions, comments, and complaints should be directed to the County-wide ADA Title II Coordinator, who will then forward the matter to the most appropriate County agency. For example, issues regarding pedestrian accessibility in public road right-of-way under County jurisdiction will be forwarded to the Division of Engineering or complaints regarding pedestrian accessibility into County buildings or facilities will be forwarded to the Division of Public Works. Complaints will be addressed in accordance with the County's Complaint/Grievance policy included as Appendix D.

Questions, comments, and complaints may be filed via telephone, TTY, fax, email, regular mail, or in person. Other accommodations are available upon request.

County-wide ADA Title II Coordinator
Division of Health and Human Services
Chip Rose
100 W. Washington Street
Hagerstown, MD 21740
Phone: (240) 313-2356
Email: crose@washco-md.net

The County is committed to upholding the intent and spirit of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 to the fullest extent possible. The commitment extends to all programs, services, and activities of the County, such that no qualified individual with a disability shall be discriminated against on the basis of his or her disability.

It is the County's responsibility and desire that no person within the County be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity supported by the County based on their disability, as provided by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. It is also the responsibility of County employees to work cooperatively to achieve the goals and objectives of this statement.

The County is fully committed to the goal of achieving equal opportunity and non-discrimination for all persons in their interactions with the County.

As a requirement of the ADA, a Self-Evaluation and Transition Plan provides a method to schedule and implement ADA required improvements.

SELF-EVALUATION INVENTORY AND METHODOLOGY

The inventory in this document shows the baseline of existing pedestrian facilities within the County public road right-of-way and the data is used to improve pedestrian facilities to comply with ADA requirements.

The initial Self-Evaluation has been updated with new data collected for this 5-year update.

Washington County conducted a Self-Evaluation of all pedestrian facilities in County-maintained right-of-way in the months of August and September 2014. This survey included roads constructed by developers in right-of-way dedicated to public use that were subsequently accepted by the County as public right-of-way, as well as roads constructed by the County, and those transferred to the County by other public agencies.

The early stages of this effort consisted of identifying County roads with sidewalks, training staff, and developing a survey methodology and documentation strategy. Washington County had no preexisting inventory of pedestrian facilities in County right-of-way prior to this effort. Staff reviewed 2011 aerial photographs using Geographic Information Systems (GIS) to develop a list of County roads that appeared to have associated sidewalks and curb ramps.

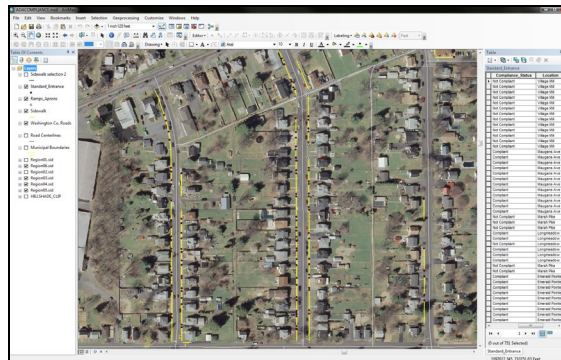


Figure 1: GIS Sidewalk Inventory Using 2011 Aerial Photographs

The existence of these potential facilities was confirmed during the subsequent field work. Roads constructed since 2011 and accepted by the County were added to the list as they were encountered during the course of the survey. A GIS map displaying the public right-of-way survey areas is included as Appendix C.

The data collected in the field was recorded on customized paper forms. The forms were later input into electronic spreadsheets for data processing and archival purposes. Sample forms used for field data collection are included as Appendix E.

Sidewalk recordation forms inventoried the length of all sidewalks in County maintained right-of-way, including those built by developers, and provided the location and extent of non-compliant features. The resulting data provides a total number of various non-compliant features, and linear quantity of sidewalk that needs replacement. In many places several non-compliant features may be addressed with a single repair. The total quantity of work required to achieve compliance will be determined at the project level. Most of the sidewalk compliance issues were due to deteriorated concrete, excessive cross or running slope, and narrow sidewalk width without passing zones.

The County utilized the standards developed by the State Highway Administration (SHA) when identifying non-compliant cross slopes. The SHA, with Federal Highway Administration (FHWA) approval, uses a margin of error of +/- 1% when evaluating sidewalk, ramp, and driveway cross slopes. In other words, a cross slope of less than or equal to 3% is considered compliant, while a cross slope of 3.01% or more is considered non-compliant. The County did not apply the standards developed by the SHA when evaluating cross slopes on new construction. Standard 403.3 (2% maximum allowable cross slope) was applied in these areas.

Pedestrian ramp recordation forms prompt for curb height, transition length, ramp width, ramp cross slope, ramp running slope, presence/absence of a landing area and its size, presence/absence of a detectable warning surface, and presence/absence of a median crossing. If a ramp did not comply with applicable standards in one or more of these areas, it was listed as a “failing” ramp and the inspector proceeded to the next ramp. The “pass/fail” approach to data collection focused on identifying non-compliant ramps as quickly as possible, rather than documenting every feature that is regulated by ADA accessibility standards. More detailed information would not change the ramps “failed” status or the outcome of the survey and this data can be collected at a later time when specific retrofits or replacement projects are planned at that location.

Washington County noted during the survey process that a number of curb ramps were labeled as a “failed” status due to not having a detectable warning surface. The warning surface is a relatively recent change in the ADA regulations and can be remedied with the addition of a removable warning surface, at a reduced financial cost.

Results

Field notes generated during the survey have been transferred into an electronic format and the original paper forms have been archived. Applicable standards listed below are derived from the Americans with Disabilities Act (ADA) Standards for Transportation Facilities, adopted by the U. S. Department of Transportation (2006). Results of the survey can be found in Appendix A.

TRANSITION PLAN SUMMARY

The Transition Plan is the direct outgrowth of the Self-Evaluation survey. The purpose of the Transition Plan is to ensure access by persons with disabilities to the programs, activities and services offered by a public institution. The plan has specifically been developed in a way that it is continually updated to ensure the ongoing needs of the community continue to be met.

In its Transition Plan, the County has developed a prioritization system for determining where the greatest need for ADA compliance exists. The implementation schedule is based on those prioritization criteria and shows projects scheduled over a 20-year period.

As described in this document, Washington County's Self-Evaluation and Transition Plan are "living documents" that will be updated. The database of non-compliant elements is updated as new features are added and/or brought up to standard. In addition, prioritization can be updated as new information becomes available, such as public input on specific barriers to mobility or new information on pedestrian incidents. This report has been prepared in a format to allow for the most up to date information to be available at all times

The Transition Plan has been prepared so that the body of the report stays constant and the appendices can be updated to show current funding levels and projects scheduled for implementation. This plan is a direct result of input and coordination of a number of County departments and its citizens.

PROGRAM RESPONSIBILITY

The officials responsible for implementation of the County's ADA Transition Plan in public right-of-way are:

Director, Division of Engineering
Scott Hobbs
80 W. Baltimore Street
Hagerstown, MD 21740
Phone: (240) 313-2407
Email: shobbs@washco-md.net

Director, Division of Public Works
Andrew Eshleman
100 W. Washington Street
Hagerstown, MD 21740
Phone: (240) 313-2252
Email: aeshleman@washco-md.net

County-wide ADA Title II Coordinator
Division of Health and Human Services
Chip Rose
100 W. Washington Street, Room 251
Hagerstown, MD 21740
Phone: (240) 313-2356
Email: crose@washco-md.net

GRIEVANCE PROCEDURE

Pursuant to requirements of applicable federal regulations, the Board of County Commissioners of Washington County, Maryland, has adopted this grievance procedure to provide for prompt and equitable resolution of complaints under section 504 of the Rehabilitation Act of 1973 and amendments (the “Rehabilitation Act”), and the Americans with Disabilities Act of 1990 and amendments (the “ADA”). It is intended for use by any individual who wishes to file a complaint alleging discrimination on the basis of disability in the access of facilities or provision of services, activities, programs, or benefits by the Board of County Commissioners of Washington County, Maryland. The Board of County Commissioners of Washington County, Maryland’s Personnel Policy PR-31 governs employment-related complaints of disability discrimination.

The Grievance Form should be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of programs, services and benefits by the Washington County Commissioners. A complainant can request reconsideration of the case in instances where he or she is dissatisfied with the resolution. A copy of the Grievance Procedure and Complaint Form is provided as Appendix D.

PUBLIC INVOLVEMENT RECORD

The ADA requires that public agencies seek public input to help identify accessibility needs and prioritize remediation efforts. The Self-Evaluation/Transition Plan, Grievance Policy, and Form are available to the public for review, and documents are posted on the County website.

The Washington County Disabilities Advisory Committee maintains contact with the community of persons with disabilities, assesses community needs, and advocates services and programs relating to the quality of life for all residents. The Committee holds monthly meetings that are open to the public and where the citizen comments can be submitted on a regular basis. A list of current members is attached as Appendix F.

On September 10, 2014, a public meeting was held with Washington County's Disability Advisory Committee to solicit their input on the ADA Self-Evaluation and Transition Plan and allow the public to comment on the plans. No comments were received.

On November 13, 2018, a public meeting was held with the Board of County Commissioners about updates to the ADA Grievance Procedure. No comments were received.

A draft of this update was shared with the Washington County Disability Advisory Committee at its meeting on October 18, 2023, and on December 12, 2023, the County hosted a public meeting to share the draft and solicit input from the public. No comments were received.

The County has continued to respond to public comments received regarding ADA accessibility. The table below provides a summary of the comments received to date.

Table 1: Summary of Public Comments to Date

| Comment | Response |
|---|--|
| Halfway Blvd and Virginia Ave intersection. Request for curb ramps. | MDOT SHA intersection. MDOT SHA to review request. |
| Washington County Library. Request for additional ADA parking. | Verified number of ADA parking spaces for the new building is appropriate. |
| Edgewood Drive in Funkstown. No existing sidewalk. Request for sidewalk installation. | Project will be considered during the Capital Improvement Plan review process. |

Additionally, comments can be submitted at any time by e-mail link on the County website or at a Disability Advisory Committee meeting.

CONCLUSION

Based on the data collected in 2019, Washington County continues to make progress towards the goal of fully accessible pedestrian facilities within County right-of-way. A comparison of the 2014 data and the 2019 data indicates that Washington County has increased its compliance rates to the following:

| <u>Category</u> | <u>2014 Compliance</u> | <u>2019 Compliance</u> |
|-----------------|------------------------|------------------------|
| Sidewalks | 92.7% | 95.0% |
| Curb Ramps | 82.3% | 93.2% |

Future County-wide reassessments will investigate the condition of all existing pedestrian facilities and be used to modify the Transition Plan as needed. At this time the County anticipates that such assessments will take place every five (5) years. The next five-year assessment will be conducted in 2024.

APPENDICES

- A. Survey Results
- B. Program Accomplishments
- C. GIS Map of Surveyed Area
- D. Grievance Procedure and Form
- E. Sample Data Collection Forms
- F. Disability Advisory Committee Members

APPENDIX A

SURVEY RESULTS

| Sidewalks | 2014 | | |
|--|-------------|---------------|-------|
| Total length of sidewalk | 88,392 feet | (16.75 miles) | 100% |
| Total length of compliant sidewalk | 81,948 feet | (15.52 miles) | 92.7% |
| Total length of non-compliant sidewalk | 6,444 feet | (1.23 miles) | 7.3% |

| Sidewalks | 2019 | | |
|--|--------------|---------------|-------|
| Total length of sidewalk | 112,414 feet | (21.29 miles) | 100% |
| Total length of compliant sidewalk | 106,770 feet | (20.22 miles) | 95.0% |
| Total length of non-compliant sidewalk | 5,644 feet | (1.07 miles) | 5.0% |

| Curb Ramps | 2014 | |
|--|----------|-------|
| Total Number of Curb Ramps | 384 | 100% |
| Total Number of compliant Curb Ramps | 316 each | 82.3% |
| Total Number of non-compliant Curb Ramps | 68 each | 17.7% |

| Curb Ramps | 2019 | |
|--|----------|-------|
| Total number of Curb Ramps | 468 | 100% |
| Total number of compliant Curb Ramps | 436 each | 93.2% |
| Total number of non-compliant Curb Ramps | 32 each | 6.8% |

Self-Evaluation: Deficiencies

Location

Alpine Drive at Distant View Drive
Broadfording Road at US 40 (Clear Spring)
Broadfording Road in front of Elementary School (Clear Spring)
Colonial Drive (Mid Block)
Colonial Drive at Birch Knoll Road
Delwood Avenue (Mid Block)
Delwood Avenue At Garden Wood Drive
Delwood Avenue at West Washington Street (MD 144)
Emerald Pointe Drive at Marsh Pike
Emerald Pointe Drive at Sapphire Drive
Fairway Lane (between Sand Wedge Drive and Par Three Drive)
Fairway Lane at Clubhouse Drive
Fairway Lane at Par Three Drive
Fairway Lane at Putter Drive
Fairway Lane at Sand Wedge Drive
Fenton Avenue at Clearspring Road
Funkstown Road at Hebb Road
Glenside Avenue (Mid Block)
Glenside Avenue at Oak Ridge
Greenmount Avenue (Mid Block between Lexington Avenue and Wolford Avenue)
Greenmount Avenue (Mid Block between Wolford Avenue and York Road)
Greenmount Avenue at Wolford Avenue
Halfway Boulevard at Northbound Ramp to I-81
Halfway Boulevard at Southbound Ramp to I-81
Halfway Boulevard at Stotler Road
Highlane Street (Mid Block)
Honeyfield Road at Limerick Road
Iroquois Avenue at Ottawa Drive
Iroquois Avenue at Seminole Drive
John F. Kennedy Drive at Danesfield Drive
John F. Kennedy Drive at Fairmont Court
John F. Kennedy Drive at Hayfield Court
John F. Kennedy Drive at Thorngrove Court
Lexington (Mid Block between Scarlet Oak Drive and Greenmount Avenue)
Lexington Avenue at Scarlet Oak Drive
Lincoln Avenue (between Gay Street and Lincolnshire Avenue)
Lincoln Avenue (Mid Block between Lexington and Virginia Avenue)
Linwood Road at Sherman Avenue
Longmeadow Road in front of Elementary School (Paramount)
Maugans Avenue at Oliver Drive
Maugans Avenue at Seneca Ridge Drive
Maugansville Road at Eby Lane
Maugansville Road at Leona Avenue
Misty Acres Drive at Coatbridge Lane (Westfields)
Morning Walk Drive at Berwick Terrace
Morning Walk Drive at Misty Acres Drive (Westfields)
Morning Walk Drive at Misty Field Lane (Westfields)

Deficiency

Missing and cracked sidewalk.
No curb ramp.
No curb ramp and no dws.
Curb at standard entrance.
No curb ramp.
Missing and cracked sidewalk.
Missing and cracked sidewalk.
No detectable warning surface.
No curb ramp.
No curb ramp.
No passing zone.
No curb ramp.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
Missing and cracked sidewalk.
No detectable warning surface.
Missing and cracked sidewalk.
No curb ramp.
Missing and cracked sidewalk.
Missing and cracked sidewalk.
Missing and cracked sidewalk.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
Curb at standard entrance.
Missing and cracked sidewalk.
No curb ramp.
No curb ramp.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
Missing and cracked sidewalk.
No curb ramp and no dws.
Missing and cracked sidewalk.
Missing and cracked sidewalk.
No curb ramp.
No detectable warning surface.
No curb ramp and no dws.
No detectable warning surface.
Missing and cracked sidewalk.
Missing and cracked sidewalk.
No curb ramp.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.
No detectable warning surface.

| | |
|---|--------------------------------|
| Pin Oak Road at Hickory Lane | No detectable warning surface. |
| Plantation Drive (between E. Oak Ridge Drive and Winding Oak Drive) | No detectable warning surface. |
| Plantation Drive at Hunter Woods Drive | No detectable warning surface. |
| Ramp from Halfway Boulevard at Valley Mall Road | No curb ramp. |
| Reiff Church Road at Shelby Circle | No detectable warning surface. |
| Robinwood Drive (between Mt. Aetna and Medical Campus Drive) | No passing zone. |
| Rockland Drive at Coatbridge Lane (Westfields) | No detectable warning surface. |
| Rockland Drive at Morning Dew Drive (Westfields) | No detectable warning surface. |
| Rockland Drive at Morning Walk Drive (Westfields) | No detectable warning surface. |
| Rockland Drive at Sharpsburg Pike (Westfields) | No curb ramp. |
| Rockland Drive at Shetland Way (Westfields) | No detectable warning surface. |
| Roessner Avenue (Mid Block) | Missing and cracked sidewalk. |
| Roessner Avenue at Alley | No detectable warning surface. |
| Smallwood Terrace (Mid Block) | No passing zone. |
| South Fork Drive at Villa Ridge Drive (South Pointe) | No detectable warning surface. |
| South Pointe Drive at Buttercup Drive (South Pointe) | No detectable warning surface. |
| South Pointe Drive at South Fork Drive (South Pointe) | No detectable warning surface. |
| South Pointe Drive at Southern Oak Drive (South Pointe) | No detectable warning surface. |
| South Pointe Drive at Sunflower Drive (South Pointe) | No detectable warning surface. |
| South Pointe Drive at Winding Oak Drive (South Pointe) | No detectable warning surface. |
| Sturgis Drive at Hebb Road | Missing and cracked sidewalk. |
| Village Mill at Eby Lane | No detectable warning surface. |
| Village Mill at Leona Avenue | No detectable warning surface. |
| Village Mill at Maugans Avenue | Missing and cracked sidewalk. |
| Village Mill Drive at Garden View Road | No curb ramp and no dws. |
| Village Mill Drive at Horst Lane | Curb at standard entrance. |

Broadfording Road



Colonial Drive



Delwood Avenue



Fairway Lane Area



Fenton Avenue / Honeyfield Road



Glenside Avenue



Halfway Boulevard



Hebb Road Area



Iroquois Avenue Area



Marsh Pike / Longmeadow Road



Maugans Avenue Area



Maugansville Road / Village Mill Drive



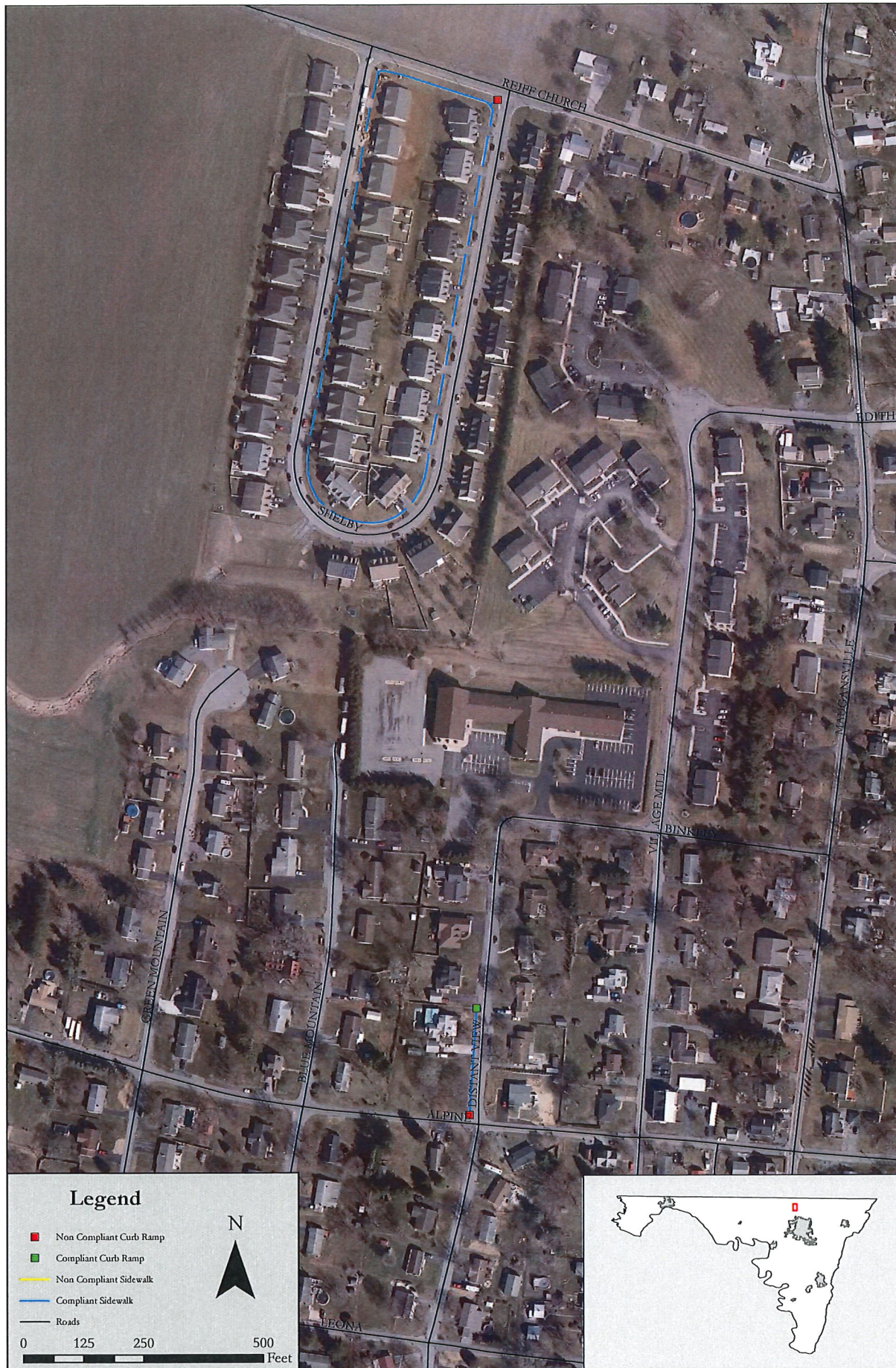
Pin Oak Drive



Robinwood Drive Area



Shelby Circle / Distant View Drive



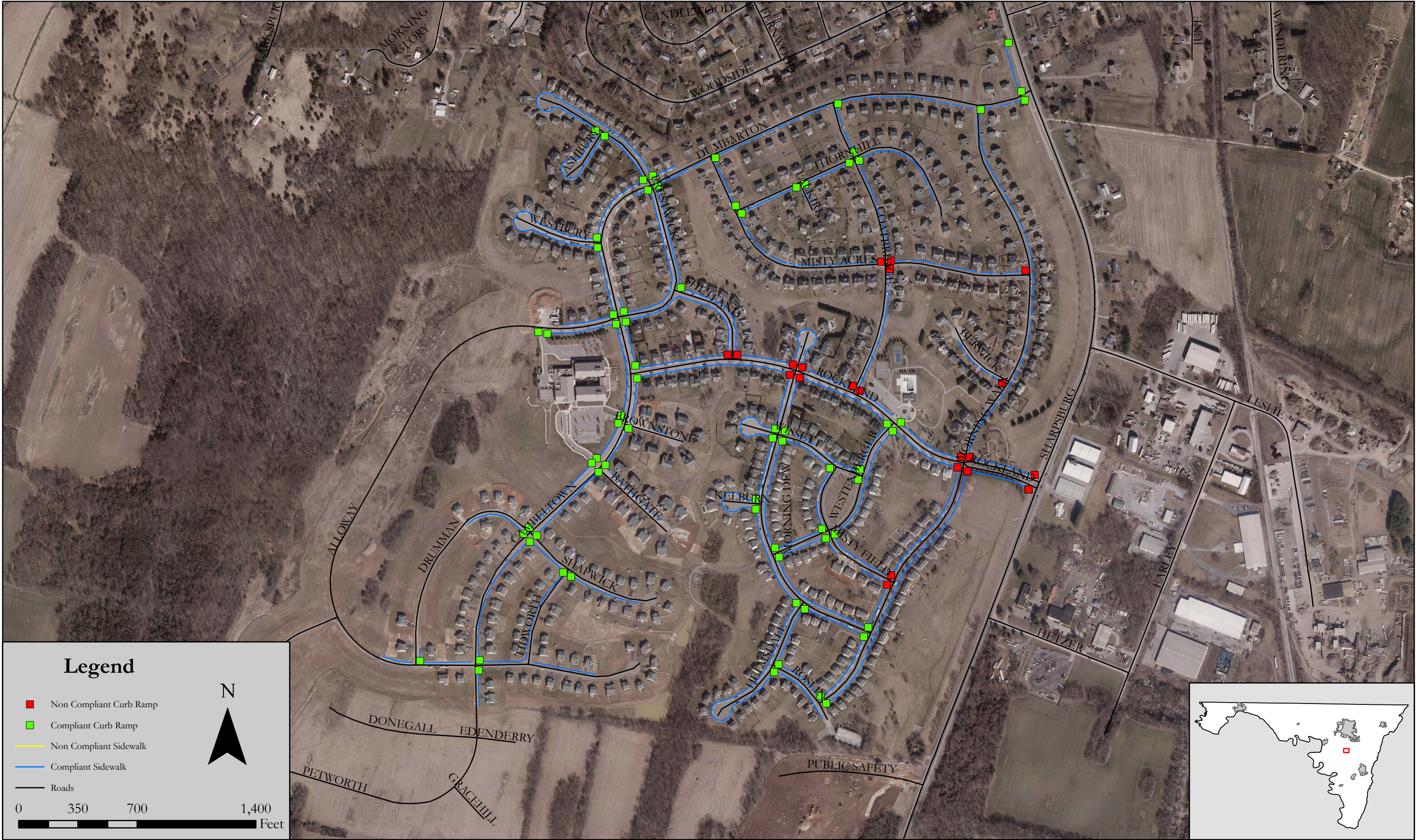
South Pointe Area



Virginia Avenue Area



Westfields Area



APPENDIX B

PROGRAM ACCOMPLISHMENTS

2015 Fiscal Year Capital Improvement Project Accomplishments

Lincolnshire SRTS Sidewalk: New construction of approximately 1,228 linear feet of 5.0 ft wide sidewalk, twelve (12) curb ramps, and eight (8) standard entrances.

Yale Drive Extended: New construction of approximately 6,717 linear feet of combined 5.0 ft wide sidewalk and 8.0 ft wide shared use path. The project also includes the construction of nineteen (19) curb ramps.

Maugansville Road: Removal of a deteriorated 40-ft section of 4.0 ft-wide unconnected sidewalk.

2016 Fiscal Year Capital Improvement Project Accomplishments

Underpass Way and Railway Lane Intersection Improvements: New construction of approximately 693 linear feet of sidewalk. The project also includes the construction of five (5) new curb ramps and one (1) curb ramp retrofit.

2017 Fiscal Year Capital Improvement Project Accomplishments

ADA Ramp RFQ (Bethlehem Court, Sweet Vale Drive): Two (2) curb ramp retrofits, and eight (8) new ramps.

PMP FY 17 (Maugans Avenue): Two (2) curb ramp retrofits.

2018 Fiscal Year Capital Improvement Project Accomplishments

ADA Ramp RFQ (Massey Boulevard): New construction of approximately sixty (60) linear feet of 4.0 ft wide sidewalk and ten (10) curb ramp retrofits.

Crayton Boulevard: New construction of approximately 2,864 linear feet of sidewalk and five (5) new ramps.

Southern Boulevard including Frederick Street and Oak Ridge Drive: New construction of approximately 8,768 linear feet of sidewalk, nineteen (19) new ramps, and eighteen (18) new standard entrances.

Colonel Henry K Douglas Drive: New construction of approximately 1,636 linear feet of sidewalk and five (5) new ramps.

Marsh Pike SRTS: New construction of approximately 600 linear feet of sidewalk, eleven (11) new ramps, and three (3) new standard entrances.

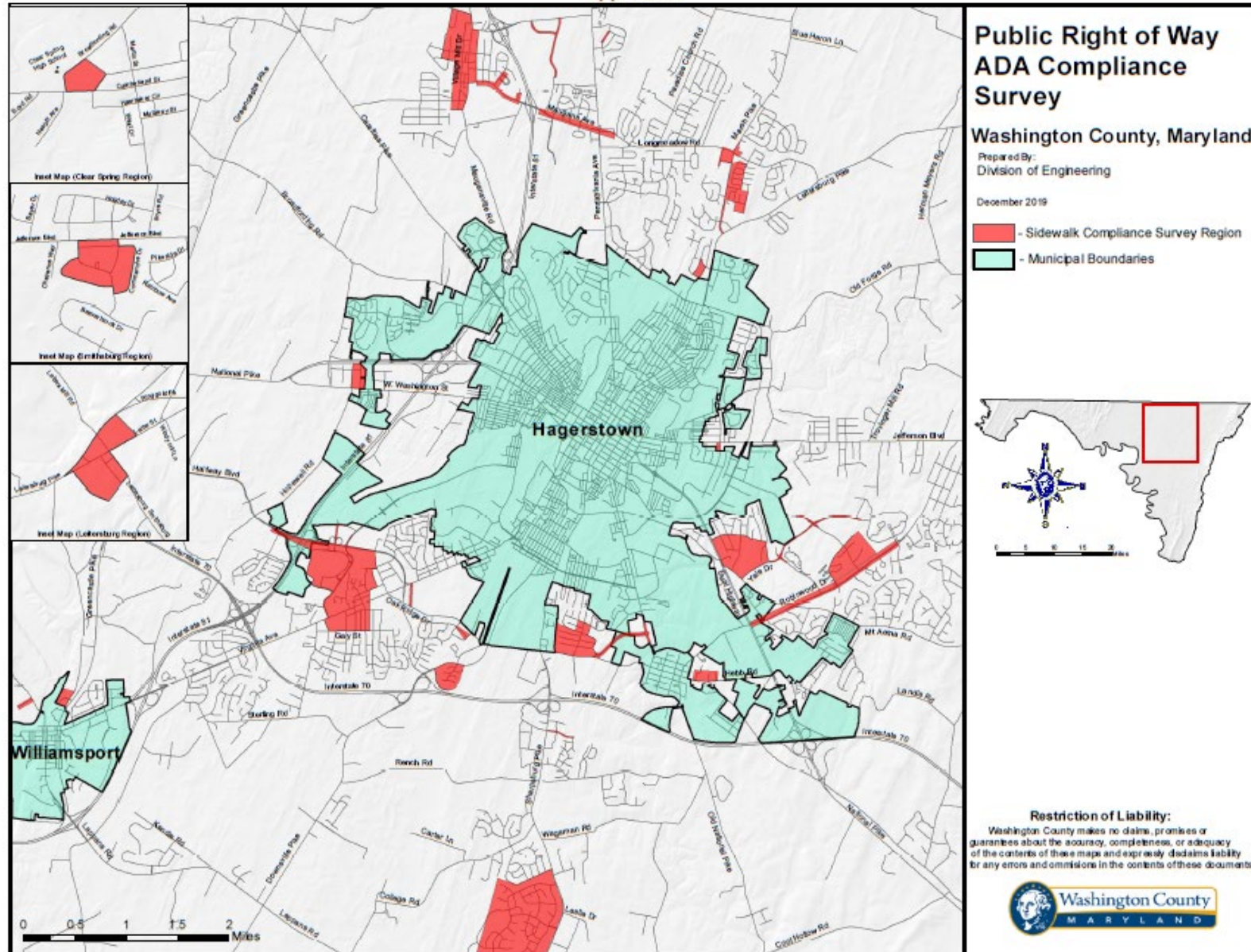
Professional Boulevard: New construction of approximately 966 linear feet of 8.0 ft-wide shared use path.

2019 Fiscal Year Capital Improvement Project Accomplishments

ADA Ramp RFQ (Coffman Avenue, Roessner Avenue, Lexington Avenue): New construction of approximately nine (9) curb ramp retrofits.

Underpass Way Improvements: New construction of approximately 590 linear feet of sidewalk and five (5) new ramps.

Appendix C



Appendix D

Complaint/Grievance Policy

Washington County has updated the internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints related to the Title II of the ADA should be addressed to Human Resources Department Director, Chip Rose (240-313-2356, crose@washco-md.net). Mr. Rose is responsible for County-wide ADA compliance.

1. A complaint must be filed in writing and must contain the name and address of the person filing it and a brief description, including the date and location, of the alleged violation. If necessary, an alternative means of filing the complaint or receiving the response may be requested.
2. Complaints should be filed in as timely a manner as possible but no later than 60 business days after the alleged violation.
3. An investigation by the ADA Compliance Officer or designee, as may be appropriate, shall follow a filing of complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The ADA Compliance Officer or designee will provide a response in writing, or in an alternative format if requested, to the complainant within 30 business days after the complaint is received.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing, or in an alternative format upon request, to the County Administrator within 30 business days of receiving the ADA Compliance Officer's decision.
6. The County Administrator or designee will review the complaint, conduct an additional investigation if appropriate, and respond to the complainant in writing, or in an alternative format upon request, within 30 business days after receipt of the request for reconsideration. A copy of the County Administrator's response will be forwarded to the ADA Compliance Officer.
7. The ADA Compliance Officer will maintain copies of all written ADA complaints, appeals to the County Administrator, and responses from these two offices for at least 3 years.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Washington County complies with the ADA and implementing regulations.

9. Use of this grievance process does not preclude the complainant from filing an administrative complaint with the designated federal agency or filing a lawsuit for injunctive relief and damages. An individual may choose to pursue any or all of these methods.

Washington County, Maryland ADA/504 Complaint/Grievance Form

Name of Complainant: _____ Date: _____

Name of person preparing form, if different: _____

Contact Information:

P.O. Box/Apartment/Unit Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Best means of
contact: _____

Complaint/Grievance:

What is the nature of your complaint or grievance? Please include the date and location of the matter.
Please attach any related documents or additional materials (photographs, etc.) that relate to your case.

Location Information

Street: _____ Nearest house number _____

City/Community Name: _____ Zip: _____

Do you prefer any special accommodations that will assist us in contacting you?

Signature of Complainant/Preparer

Date

Return this form to: Chip Rose
ADA Title II Coordinator
Department of Health & Human
Services 100 West Washington Street
Hagerstown, MD 21740

Phone: (240) 313-2353
Fax: (240) 313-2351
crose@washco-md.net
TTY: Use Maryland
Relay

Appendix E
Sample Data Collection Form
Sidewalk Inventory

Start Point: _____

End Point: _____

Direction: _____

Reason Codes for NON-COMPLIANCE

Inspector Name: _____

VC = Vertical Clearance

DS = Driveway Cross Slope

PP = Pinch Point

PO = Protruding Object

Date: _____

CS = Panel Cross Slope

PZ = Passing Zone

WP = Width of Panel

Total Number of Driveways: _____

[illegible]

Ramp Inventory

| Ramp No. | Ramp Width | Ramp Cross Slope | Ramp Running Slope | Landing Area | Landing Size | Warning Surface (P/F) | Median Crossing (P/F) | Overall (P/F) | Comments |
|-----------|------------|------------------|--------------------|--------------|--------------|-----------------------|-----------------------|---------------|----------|
| Pass/Fail | | | | | | | | | |
| Notes | | | | | | | | | |
| Pass/Fail | | | | | | | | | |
| Notes | | | | | | | | | |
| Pass/Fail | | | | | | | | | |
| Notes | | | | | | | | | |
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| Notes | | | | | | | | | |
| Pass/Fail | | | | | | | | | |
| Notes | | | | | | | | | |
| Pass/Fail | | | | | | | | | |
| Notes | | | | | | | | | |

Draw Diagram on Back of Form

APPENDIX F

Washington County Disability Advisory Committee

2023

The Disabilities Advisory Committee for Washington County advises the Board of County Commissioners on citizen input relating to disabilities issues in Washington County, maintains contact with the community of persons with disabilities and assesses community needs, sponsors the annual Disabilities Awareness Week Activities, and advocates services and programs relating to the quality of life for all residents.

Current Membership:

Angie Auldridge

David Barnhart

Michael Butler

April Crohare

Kris Detrow

Lauren Feingold

Linda Kline

Troy Van Scoyoc

Robert Welty

Kristin Aleshire (non-voting member)

Randy Wagner (non-voting member)