Section 504 Plan

THE CRAWFORD COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Section 504 of the Rehabilitation Act of 1973

Self-Evaluation and Transition Plan

of Crawford County

2019

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INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 provides that no qualified person with handicaps shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Section 794 C.F.R. Part 8.

Qualified Individual

A qualified individual with disabilities is anyone who meets all eligibility requirements of the program or activity.

Discrimination

To avoid discriminating against Individuals with Disabilities, Crawford County will provide:

- Program accessibility – No one may be denied access solely by reason of disability;
- Program benefits – Benefits may not be denied solely because of disability;
- Most integrated setting appropriate – Judgement should be based on individual need;
- No support to discrimination – Provide no assistance or support to entities that discriminate;
- Opportunity to serve on boards – Board membership must be open to all qualified persons;
- Equal Rights and privileges – Disabled individuals may not be denied equal treatment;
- Physically accessible sites – Programs, activities, and workplaces must be physically accessible;
- Administrative accommodation – Alternatives or modifications should be made as needed

Elements of the Plan

Self-Evaluation

Crawford County will consult with interested citizens about plans to study the accessibility of Crawford County's facilities, programs and/or activities. Crawford County will involve those who have disabilities, relatives of person with disabilities, and advocacy groups representing the disabled. This involvement helps to ensure that the self-evaluation is conducted from the viewpoint of person with disabilities, and therefore, more accurately reflects their needs.

The self-evaluation of Crawford County consists of its facilities, administrative practices, and employment practices of the municipality, as well as the annual projects and activities funded through federal grants. In the event that the municipality uses facilities or other municipalities

or organizations to conduct the programs and activities funded with federal funds, those facilities, administrative practices and employment practices are also subject to self-evaluation.

See Self-Evaluation Attached

Modification of Policies and Practices

When it is found that policies and practices impact negatively upon the disabled, Crawford County will modify the appropriate policy or practice so that the problem is eliminated.

Transition Plan

In the event that Crawford County's facilities, programs and/or activities cannot be made accessible by making administrative changes, structural changes will be necessary. A transition plan outlining those changes will be developed. The plan should identify the steps required to complete the structural modifications. Interested citizens, especially disabled citizens, should be recruited to help develop the plan.

1) Identify the physical obstacles that limit the program's accessibility to persons with disabilities;
2) Describe in detail the method to be used in making the facilities in question accessible;
3) Set forth the schedule of tasks, identifying actions to be taken within the first year;
4) Identify the official responsible for implementing the plan (the Section 504 Officer mentioned below); and
5) Identify those who assisted the recipient in preparing the transition plan.

See Transitional Plan Attached

Longevity of Plan

I. Municipality – Self-Evaluation and transition plans, if necessary, once competed and brought into compliance for Crawford County will remain in effect until such a time as location or new process changes and another self-evaluation is necessary.

   Documentation must be kept in the Master (CDBG/HOME/ESG/CDBG-DR) file of the Municipality

II. Projects/Activities – Self-Evaluation and transition plan, if necessary are required yearly for every new project of the municipality.

   Documentation must be kept in the (CDBG/HOME/ESG/CDBG-DR) program file.

(For Grantees with 15 or more employees (full or part-time), the following must be in place)

Designation of Section 504 Officer

Crawford County has designated a person to oversee Crawford County's compliance efforts. The Section 504 Officer has a thorough working knowledge of federal accessibility requirements since she or he is responsible for ensuring the municipality's compliance and for initiating continued compliance efforts. The Section 504 Officer will take the lead in evaluating the municipality's facilities, programs and practices, and in drafting the transition plan if one is needed. All the accompanying administrative details (securing assistance from interested disabled citizens, publishing notices of non-discrimination, etc.) should be monitored or carried out by this compliance officer. Keeping the municipality on target with the transition plan schedule is also part of her or his responsibility.

Victoria Kapopoulos
Assistant Planning Director, Crawford County Planning
Crawford County Planning Office
903 Diamond Park
Meadville, PA 16335
814-333-7341
tkapopoulos@co.crawford.pa.us

Grievance Procedure

The grievance procedure provides for timely resolution of discrimination complaints which are lodged against Crawford County and which pertain to the accessibility of the municipality's policies and practices.

See Grievance Procedure Attached.

(Includes appropriate due process standards, such as an appeals process and specific methods for filing complaints are incorporated into the procedure. The length of time allotted for the municipality to review and respond to the complaint, as well as, the identification and location of any required complaint forms will be no more than 15 days.)

Discrimination Complaints

Any person who believes that he or she has been discriminated against or any representative of such a person may file a confidential complaint with:

Mark Peaster
Assistant to the Commissioners, Crawford County
903 Diamond Park
Meadville, PA 16335
814-333-7300 ext.7343
mpeaster@co.crawford.pa.us

Or

U.S. Department of Housing and Urban Development
FHEO/Regional III Office Mid-Atlantic Office
100 Penn Square East, 12th Floor
Philadelphia, PA 16107
(215) 861-7643
Fax: (215) 656-3449
TTY: (800) 927-9275

Or

U.S. Department of Housing and Urban Development
PITTSBURGH FHEO FIELD OFFICE
Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 644-5449 or (412) 644-6343
Fax: (412) 644-6516

The written complaint will be filed within 180 days of the alleged discriminatory act unless good cause can be shown for the delay. The complaint will show the name and address of the offending party, along with the details of the events leading to the charge of discrimination.

Notice of Nondiscrimination

Crawford County will make initial and continuing efforts to notify their participants, beneficiaries, applicants, and employees that the municipality does not discriminate on the basis of disability in its federally funded programs, services, activities, and practices. The Section 504 Officer will be available for questions and comments. Initial and ongoing notification of nondiscrimination will be published using media that can be expected to reach vision and hearing-impaired individuals, which may include radio announcements and large-print flyers and newspaper notices. Also notifications will be published in multi-languages to reach persons of the community with Limited-English proficiency.

Subrecipient Remedial and Affirmative Action

All sub-recipients of federal grant funds through Crawford County are required to adhere to the regulations of Section 504 in their provision of services or projects. Should Crawford County determine that disabled individuals have been discriminated against by a sub-recipient of funding; appropriate remedial and affirmative action will be required to the extent that Crawford County deems necessary. Crawford County will also determine what action should be taken in order to remedy prior discrimination.

Review of Non-Housing Activities

A person with disabilities who is otherwise qualified to participate in Crawford County's program and activity or use publicly owned facilities of the municipality should not be denied the benefits of or excluded from participation in those programs or activities simply because the buildings or structures which house them are inaccessible. Facilities, programs and activities will be designed so that persons with disabilities can generally participate in all the activities that are federally funded.

Review of Housing Activities

Housing Units *(if applicable)*

Generally, new multifamily housing projects should be designed and built to be readily accessible to and usable by disabled individuals, according to Section 8.22 (a) of the final Rule. Further, the Section states that at least 5 percent of the total dwelling units, or at least one unit in a multifamily housing project (whichever is greater) shall be made accessible to individuals who have impaired mobility.

Another 2 percent - or at least one unit - will be made accessible or adaptable for those who have hearing and vision impairments. In this case, accessibility means that the unit is on an accessible route and is either already accessible or adaptable.

When substantial alterations are made to an existing housing project with at least fifteen units and the cost is at least 75 percent of the facility's replacement cost, and then at least 5 percent - or at least one - of the units will be located on an accessible or adaptable route and will be made accessible or adaptable. Another 2 percent - or at least one - unit will be made accessible or adaptable to persons who have hearing or vision impairments. When other alterations are made to existing housing units, the recipient should, to the maximum extent feasible, make the units readily accessible. This is also the case when common areas are altered and when a single space in a dwelling unit is altered. The recipient should continue to create accessible units as units are rehabilitated until at least 5 percent of the units in the project have been made accessible or adaptable.

In determining whether facilities meet federal accessibility requirements, Crawford County will refer to the Uniform Federal Accessibility Standards (UFAS) for details such as acceptable door widths, lavatory heights, and ramp dimensions.

In the event that Crawford County is able to make programmatic changes that enhance the accessibility of its housing program to disabled applicants or residents, those changes should be identified and implemented.

However, when the only remedy is to make structural changes, the recipient will prepare a transition plan itemizing the changes. Input from interested citizens, especially disabled residents, will be included, and the other transition plan requirements listed above apply in this case.

See Transitional Plan Attached.

Other Housing Related Programs

Homeowner Rehabilitation Program *(If applicable)*

Crawford County participates in a Homeowner Rehabilitation Program; Crawford County will give priority to the selection of projects that will result in dwelling units being made readily accessible to persons with disabilities.

Homeownership Programs *(If applicable)*

Any housing units newly constructed or rehabilitated using federal assistance will be made accessible upon the request of a prospective buyer. Any required alterations will adhere to the UFAS standards, and the cost of the changes becomes the buyer's responsibility. The cost may be added to the mortgage amount, except that the added cost will not raise either the sales price or the mortgage amount beyond established limits.

Historic Properties

Generally, historic properties will be made accessible when they are altered with federal dollars, unless accessibility would substantially impair the "significant historic features" of the property or result in undue financial and administrative burdens.

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED
SELF EVALUATION

GENERAL REQUIREMENTS

Crawford County's self-evaluation will be completed prior to the municipality's use of federal funds either initially and/or start of project or activity. In preparation of the self-evaluation, Crawford County must consult with individuals with disabilities or organizations representing them.

Keep on file for

Municipality Self Evaluation, as long as CDBG/HOME/ESG/CDBG-DR recipient, in Master file:

a. A list of interested persons consulted;
b. A description of area examined and any problems identified; and
c. A description of modifications made and remedial steps taken.

Project/Activity Self Evaluation until released by DCED, in Program file:

a. A list of interested persons consulted;
b. A description of area examined and any problems identified; and
c. A description of modifications made and remedial steps taken.

Adopt and implement a grievance procedure for timely resolution of discrimination complaints.

Make initial and continuing efforts to notify applicants, tenants, and employees that Crawford County does not discriminate on the basis of disability.

ELEMENTS

- Evaluation of current facilities, policies and practices relative to the Section 504 regulations.
- Evaluation of projects and/or activities to be funded with federal funds.
- Modifications of any facilities, policies and practices that do not meet the Section 504 requirements.
- Corrective action to remedy any discrimination found.

AREAS TO BE EVALUATED

- Buildings or facilities for physical accessibility, program outreach and communication
- Eligibility and admission criteria and practice
- Distribution and occupancy policy and practice
- Percentage of accessible units
- Employment (including pre-employment)
- Complaint processing procedures

REASONABLE ACCOMMODATION

Definition: an adjustment in a federally assisted or conducted program or activity in order to accommodate the known physical or mental limitations of an otherwise qualified individual with a disability.

a. Must be provided unless it:
   1. Imposes an undue financial or administrative burden, as determined by the municipality and reviewed and approved by DCED, or
   2. It alters the fundamental nature of the program.

b. Must be equally effective.

c. Should not be of a personal nature.

d. Should be provided and applied on a case-by-case basis.

Methodology

Surveys

In order to identify the County's nonstructural and administrative barriers to persons with disabilities, Surveys were advertised in both local papers in Crawford County in order to get input from the public and local organizations that represent disabled individuals in Crawford County.

Crawford County completed this outreach by releasing a public survey and an organizational survey. These can be found in the attachments. Though the surveys were available to the public for over a month and were advertised through social media and the County website, as well as paper copies available in the Crawford County Commissioners Office, Crawford County did not receive any feedback.

Section 504 Committee

The County formed a Section 504 Committee to review and provide input into the Transitional Plan, as well as approve individual projects administered through the CDBG program. The Committee included members from County Administration and personnel of organizations representing persons with disabilities. Specifically, members of the Section 504 Committee are:

- Brittany Johnston, Human Resources Director
- Tori Kapopoulos, Crawford County Planning
- Lynn McCumber, CHAPS Director
- Mark Peaster, Assistant to the Commissioners
- Mark Phelan, Assistant Director of Maintenance
- Heidi Shiderly, District Court Administrator

Implementing Compliance Recommendations

Crawford County has set a goal to provide equal access to its programs, services and activities to all residents of the County. Through the undertaking of this Self-Evaluation, it has become evident this goal can only be reached by enhancing the County's leaders' and staff's knowledge of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Through better knowledge and understanding, the County's administration and staff will be better able to assure compliance and accommodate the special needs of the County's residents.

The Architectural Barriers study has identified items needing addressed to assure easy access and mobility by residents in County owned and leased facilities. The ongoing removal and maintenance of accessible amenities will help to assure compliance with ADA regulations and provide the independence and mobility for residents requiring mobility aiding devices.

Ongoing planning, budgeting and review of the Transitional Plan, along with staff training, interdepartmental coordination and collaboration will be required in moving forward to compliance and reaching the stated goal of equal access. The County will document all ongoing efforts to implement the 2019 Transitional Plan and will resist the entire plan on an annual basis in order to note successes and make revisions as necessary to reflect changes in internal administration, ADA requirements and facility changes.

Signature of person completing Plan: Victoria Kapopoulos

Printed Name and Title: Victoria Kapopoulos, Assistant Planning Director for Community Development, Crawford County Planning Office

Date of Plan Competition: April 23, 2019

Date Section 504 Plan was presented to Municipal Governing Body for Action: April 24, 2019

Approval of Section 504 Plan by Crawford County

Francis F. Weiderspahn, Jr., *Chairman* — Date 04/24/2019

John M. Amato, *Vice-Chairman* — Date

John Christopher Soff, *Secretary/Treasurer* — Date 4/24/2019

Attest:

Gina Chatfield, *Chief Clerk* — Date 4.24.19

ADA Survey for Crawford County Program and Facility Users

Name (optional):_____

Address (optional):_____

Phone Number(optional):_____

Name of County Facility or Type of Program or Service you are providing input on:

_____

Please return this survey to the Crawford County Commissioners Office. It will be collected by County Staff. Or, you may mail it to: **Crawford County Planning**, **903 Diamond Park, Meadville, PA 16335**, email it to tkapopoulos@co.crawford.pa.us. Any questions or concerns regarding this survey should be addressed to **Tori Kapopoulos** at **814-333-7341** or tkapopoulos@co.crawford.pa.us

What is your relationship to the County of Crawford? (Circle all that apply.)

Visitor ☐ Contractor ☐ ☐ Participant of a Program, Service, or Activity

Community Member ☐ Employee ☐ ☐ Other:

Circle all programs, services, or activities in which you participate at the facility.

Voting ☐ Meetings ☐ Classes ☐ Work (Volunteer) ☐ Work (Employee) ☐

Recreation ☐ Entertainment Events ☐ Other (please describe): ☐

QUESTION	YES	NO	NA	DK	COMMENTS
1. Have you ever requested an accommodation for a disability from the County?	◯	◯	◯	◯	If yes, please describe
2. If an accommodation was requested, was your accommodation made by the County?	◯	◯	◯	◯	If yes, what accommo-dations were made?
3. Have you experienced any exterior barriers, nonaccessible areas, or nonaccessible programs? (Examples: no accessible parking spaces, diffi-culty reaching an accessible entrance, steep ramps, uneven sidewalks, etc.)	◯	◯	◯	◯	If yes, please describe.
4. Have you experienced any interior barriers, nonaccessible areas, or nonaccessible programs inside the facility? (Examples: stairs only to the facility, narrow doorways, protruding objects in the hallways, lack of assistive devices, missing or inappropriate sign-age, lack of interpreters, etc.)	◯	◯	◯	◯	If yes, please describe.

QUESTION	YES	NO	NA	DK	COMMENTS
5.. Is accessible seating provided for individuals with disabilities at programs, community events, etc. held at the facility?	◯	◯	◯	◯	If no, please describe
6. Are you aware of any programs, services, or activities that are **not accessible** to individuals with disabilities?	◯	◯	◯	◯	If yes, please describe
7. Are you aware of any areas and elements of the facility that are **not accessible** to individuals with disabilities?	◯	◯	◯	◯	If yes, please describe
8. Is information provided regarding accommodations, auxiliary aids (such as assistive listening systems, interpreters), alternate formats, specialized equipment, or assisted services, etc.?	◯	◯	◯	◯	If no, please describe
9. Is there adequate directional and informational signage provided at the facility?	◯	◯	◯	◯	If no, please describe
10. If you have requested auxiliary aids, interpreters, or specialized equipment, was your request accommodated?	◯	◯	◯	◯	If no, please describe
11. Do you know who to contact to request accommodations for yourself, a relative, or a friend with a disability	◯	◯	◯	◯	
12. Is the attitude of the County (or its employees) towards you, or someone you know with a disability, generally helpful, supportive, positive, and proactive in solving accessibility issues?	◯	◯	◯	◯	Please describe.
13. Other Comments (if more space is needed, please write on the back of the survey or attach additional sheets):					
14. What do you feel is the **highest priority** for accessibility in the Crawford County Accessibility Plan?					
15.Would you like a copy of Crawford County's ADA Transition Plan or Self-Evaluation?					

Thank you for your time and input

ADA Survey for Organizations Representing Individuals with Disabilities

Crawford County is currently updating its Americans with Disabilities Act Self-Evaluation and Transition/Barrier Removal Plans. In order to enhance access to programs and services for individuals with disabilities, the County is asking for your input.

Name of organization: _____

Address: _____

Contact Person _____

Position: _____ Phone: _____

Name of person completing this form: _____

Name of the ADA Coordinator(s) for your organization: _____

The following questions have been developed to determine how organizations and advocacy agencies perceive Crawford County's ability to provide services and accommodations for individuals with disabilities and to ask for input regarding how programs, services and activities can be more accessible for individuals with disabilities.

1. What direct communications have you had with Crawford County to facilitate services and accommodations for individuals with disabilities?

2. Are there any specific complaints or problems regarding access for individuals with disabilities to any of the programs, services or activities provided by the County?

3. What information or other resources can you supply to help educate or inform the County about your organization and your services for individuals with disabilities?

4. What general guidance, advice or assistance could your organization provide to the County to protect against potential discrimination of individuals with disabilities in its programs, services and activities?

5. What do you feel is the highest priority for the County to improve accessibility for individuals with disabilities?

Please add any additional comments on the back of this survey or attach any additional documents.

Thank you for your input.

Please return this survey to: **Crawford County Commissioners Office, 903 Diamond Park, Meadville, PA 16335** or by email to tkapopoulos@co.crawford.pa.us. If you have questions or comments to address directly with the County, please call the Crawford County Planning Office at (814)-333-7341.

Administrative Requirements Checklist					
Requirement	Standards	Compliance			Description/ Modification
		Crawford County	City of Meadville	Vernon Twp	
Designation of responsible employee	Municipalities employing fifteen or more employees must designate a Section 504 Officer (24 CFR Part 8.53(a)).	Yes	N/A	N/A	The County has a designated 504 Officer. The County OBO's Meadville and Vernon Twp fall under the County.
Adoption of Grievance Procedures	Municipalities employing fifteen or more employees must establish grievance procedures that provide for the submission and resolution of complaints from employees and program beneficiaries (24 CFR Part 8.53(b)).	Yes	N/A	N/A	The County has grievance procedures. The County OBO's Meadville and Vernon Twp fall under the County.
Public Notifcation Requirements	Municipalities employing 15 or more employees must take intital and continuing steps to notify beneficiaires, applicants, and employees that it does not discriminate on the basis of disability (24 CFR 8.54 (a)).	Yes	Yes	N/A	
	Recruitments materials or publications containing general info that is available to development residents, applicants, and employees must contain an appropriate non-discrimination statement and be in languagges that meet any Limited-English Proficiency Plan (24 CFR Part 8.54 (b)).	Yes	Yes	Yes	
Assurances required	Municipalities must provide assurance that its project operates in compliance with Section 504 (24 CFR Part 8.50).	Yes	N/A	N/A	In collaboration with County

Self-Evaluation	Municipalities must consult with Disabled persons/organizations. The self-evaluation must cover the development's policies, practices, problems identified and remidial steps taken.	Yes	Yes	Yes	In collaboration with County
	All municipalities must maintain on file the self-evaluation for the municipality for as long as they are a grantee of federal funds. Plans must be reviewed annually for additions and completions.	Yes	Yes	Yes	County will ensure plan is updated on an annual basis
Transition Plan	Required when structural changes to facilities are required, and it must include the following: 1. Identification of phsyical obstacles in facilities. 2. Idenficiation of methods used to achieve accessibility. 3. Schedule for achieveing accessibility. 4. Identification of responsible official. 5. Idenficiation of persons or grousp who assisted in the preparation of the plan (24 CFR Part 8.24 (d)).	Yes	Yes	Yes	In collaboration with County
Resident marketing and outreach must ensure that interested persons can obtain information concerning the development (24 CFR Part 8.6).	The owner shall use telecommunication devices for deaf persons (TDDs) and make applications and leases available in braille or on audio tape for visually impaired applicants/residents.	Yes	No	Yes	The County is investigating options to provide these services for the City
Vacant accessible unit - offered first to resident of project with disability - if no such resident exists, to an eligible qualified applicant on the waiting list with a disability.		N/A	N/A	N/A	

Employment Requirements Checklist					
Requirement	Standards	Compliance			Description/ Modification
		Crawford County	City of Meadville	Vernon Twp	
Job Announcements	The announcement process encompasses a nondiscrimination statement and must be posted in accessible areas; Must be effectively announced to inidivudals who have disabilities that impair their ability to communicate	No	Yes	Yes	The County is working to streamline this process as some departments send out their own announcemenets
Interviews	Interviews must address the applicant's qualifications for the position. Recipients must not make inquiries about an applicant's disability and its severity.	Yes	Yes	Yes	
Personnel Actions: Recruitment, Selection, Promotion, Hiring, Upgrading, etc.	The criteria for processing personnel actions must not limit the eligibiliity of qualified Disabled employees.	Yes	Yes	Yes	
Leave Administration: Leave of absence, Sick/Annual Return from leave of absence	Policies for granting leave must not adversely affect qualified Disabled employees.	Yes	Yes	Yes	
Training: Internships, Apprecenticeships, On-the-job training, etc.	Training programs must be administered in a manner that allows equal participation by qualified Disabled employees.	Yes	Yes	Yes	
Testing	Tests and other Criterion must measure essential job requirements only. Tests must be job-related and nondiscriminatory towards persons with impaired communication abilities.	N/A	Yes	Yes	The County does not require testing. Some departments may individually

Medical Examination/ Questionnaires	Pre-employment medical examinations are permissable only after conditional employment offers. Medical history questionnaires must not request information as to the nature or severity of an applicant's disability.	Yes	Yes	Yes	
Social/Recreational Program	Social/Recreational programs sponsored by the owner must be accessible to Disabled employees.	N/A	N/A	Yes	The County does not have social/recreational programs.
Fringe Benefits	Disabled employees must be given the same employee benefits as nondisabled employees.	Yes	Yes	Yes	
Collective Bargaining Agreements	Terms and practices of collective bargaining agreements must not contain provisions that limit the participation of qualified disabled employees.	Yes	Yes	Yes	
Wage and Salary Administration	Employees with disabilities must not be offered different rates of compensation solely on the basis of disability.	Yes	Yes	Yes	

TRANSITION PLAN

Name of Municipality: Crawford County (& OBOs Vernon Twp & City of Meadville)
Date of the completion of the Transition Plan: February 11, 2019
Section 504 Officer: Victoria Kapopoulos, Assistant Planning Director

Names of persons developing plan, telephone number and their organizational affiliation:
1 Brittany Johnston, Human Resources
2 Lynn McCumber, CHAPS
3 Heidi Shiderly, District Court Administrator
4 Mark Peaster, Assistant to Commissioners
5 Tori Kapopoulos, Crawford County Planning

**Crawford County Planning holds documents with photographs to supplement this plan*

Project Facilities Needing Modification	Modification Needed	Scheduled for Completition	Person/Organization Assigned Task of Modification	Completed
Courthouse - 3rd floor stairs	Access to lower level offices from upper level elevator	2025 (remodel of building)	Commissioners	
Courthouse - 3rd floor bathrooms	Make doorways ADA compliant or provide alternative	2025 (remodel of building)	Commissioners	
Courthouse - Register & Records	Single door is less than 32" - keep both doors open	2019	Department Head	
Courthouse - Adult Probation	Provide alternative to stairs at entrance	2019	Department Head	
Courthouse Elevator	Some buttons are out of reach	2025 (remodel of building)	Commissioners	
Courthouse Curb Cut	Make ADA accessible	2025 (remodel of building)	Commissioners	
Juvenile Probation Stairs	Provde alternative to stairs	2019	Department Head	
Vernon Twp - Municipal Bldg Front Entrance	Need to make front entrance accessible - automatic double door	2019 (CDBG funding)	Department Head	
Vernon Twp - Municipal Bldg Parking	Need to make adjustments to parking, curb cuts, and sidewalks to make accessible	2019 (CDBG funding)	Department Head	
Meadville Ainsworth Female Bathroom	Remove vanity for knee clearance	2024	Department Head	
Meadville Ainsworth Storage Room	Make doorways ADA compliant	2024	Department Head	
Meadville City Hall Stairs	Provide plan for access to upper offices	2019	Department Head	
Meadville Fire Department Entrance	Make doorways ADA compliant	2024	Department Head	
Meadville Public Works Bathroom	Remove vanity for knee clearance	2024	Department Head	
Conservation District - accessible ramp	Need to adjust slope of ramp, add signage, and handrail at outside door	2024	Department Head	
Conservation District - stairs	Access to upper offices	2019	Department Head	

Conservation District - Doorways	Make doorways ADA compliant	2024	Department Head	
Conservation District - Ramp	Provide ramp at 7.5 inch curb	2024	Department Head	
Conservation District - Bathrooom	Remove vanity for knee clearance; add grab bars	2024	Department Head	
Conservation District - Kitchen	Provide knee clearance under sink	2024	Department Head	
Cooperative Extension - Doorways	Make doorways ADA compliant	2024	Department Head	
Cooperative Extension - Bathroom	Provide ADA compliant clearance around urinals	2024	Department Head	
Cooperative Extension - Kitchen	Provide knee clearance under sink	2024	Department Head	
Correctional Facility - Kitchen	Provide knee clearance under sink	2024	Department Head	
Diamond Park District Court - Doorways	Make doorways ADA compliant	2024	Department Head	
Fairgrounds - Doorways	Make doorways ADA compliant	2024	Commissioners	
Fairgrounds - Bathrooms	Needs handicap accessible stall	2024	Commissioners	
Human Services - Doorways	Make doorways ADA compliant	2024	Department Head	
Linesville District Court - Doorways	Make doorways ADA compliant	2024	Department Head	
Perry Highway District Court - Interior Access	Provide accessible turning radius by removing furniture in seating area	2024	Department Head	
Perry Highway District Court - Interior Access	Make doorways ADA compliant	2024	Department Head	
Titusville District Court - ramp	Provide handrail for ramp	2024	Department Head	
Titusville District Court - Doorways	Make doorways ADA compliant	2024	Department Head	
Titusville District Court - Bathrooms	Needs handicap accessible stall	2024	Department Head	
Veterans Services - Doorways	Make doorways ADA compliant	2024	Department Head	

Crawford County Facility Checklist
Date of Completion: 4/22/2019

Requirements / Facility	Compliance			Description	Modification
	Yes	No	N/A		
Residential Units			X		
Parking					
Adult Probation Annex	X			133 shared spaces/ 5 ADA	
Courthouse	X				
Judicial Center	X				
Care Center	X			120 spaces total/ 12 ADA	
Conservation District		X		Gravel lot	Lined spaces and signage
Cooperation Extension		X		7 spaces total/ 2 ADA	Lined spaces and signage
Correctional Facility	X			119 spaces total/ 6 ADA	
District Court Diamond Park	X			Street parking	
District Court Linesville		X		5 spaces total/ no ADA	Lined spaces and signage
District Court Perry HWY		X		11 spaces total/ no ADA	Lined spaces and signage
District Court Titusville		X		52 spaces total/ no ADA	Lined spaces and signage
Domestic Relations	X			Street parking	
Fairgrounds		X		Paved unlined/ 2 ADA	Lined spaces and signage
Human Services		X		141 spaces total/ 5 ADA	Lined spaces and signage
Juvenile Probation	X			40 spaces total/ 1 ADA	
Public Defender	X			Street parking	
Quality Living Center	X			QLC not currently in operation/ 3 ADA	
Veterans Services		X		78 spaces total/ 4 ADA	Lined spaces
Woodcock Lake Park		X		Paved unlined/ 9 ADA	Lined spaces and signage
Public Telephones			X		
Drinking Founations	X				
Elevators		X		Crawford County Courthouse Elevator - some buttons are high	
Toilet/Bathing Facilities					
Adult Probation Annex	X			1 unisex ADA	
Care Center	X			1 male/ 1 female ADA	
Conservation District		X		4 unisex that are not fully accessible	Make one restroom ADA compliant
Cooperation Extension	X			2 male/ 1 unisex ADA; 4 female that are not fully accessible	
Correctional Facility	X			2 male/ 2 female ADA	
Courthouse	X			1 male/ 1 female ADA; 3 male/ 3 female that are not fully accessible	
District Court Diamond Park	X			3 male/ 2 female/ 1 unisex ADA; 1 unisex that is not fully accessible	
District Court Linesville	X			1 unisex ADA; 1 unisex that is not fully accessible	
District Court Perry HWY	X			1 unisex ADA; 1 unisex that is not fully accessible	
District Court Titusville		X		1 female/ 2 unisex not fully accessible	Make one unisex restroom ADA compliant
Domestic Relations	X			1 female/ 1 unisex ADA	

Fairgrounds	X			5 male/ 7 female ADA; 8 male/ 11 female/ 1 unisex that are not fully accessible	
Human Services	X			2 male/ 2 female ADA; 3 male/ 3 female that are not fully accessible	
Judicial Center	X			5 male/ 5 female ADA	
Juvenile Probation		X		1 unisex that is not fully accessible	Make unisex restroom ADA compliant
Public Defender	X			1 unisex ADA; 1 male/ 1 female that is not fully accessible	
Quality Living Center		X		1 male/ 2 female/ 6 unisex that are not fully accessible (QLC not currently operating)	ADA compliant restrooms
Veterans Services		X		2 unisex that are not fully accessible	Make 1 unisex restroom ADA compliant
Woodcock Lake Park		X		17 male/ 19 female that are not fully accessible	
Picnic Areas					
Fairgrounds		X		Paved pavillions/ no ADA tables	Add ADA picnic tables
Woodcock Lake Park		X		Paved pavillions/ no ADA tables	Add ADA picnic tables
Trails					
Fairgrounds			X		
Woodcock Lake Park	X			1 mile/8' wide - Compact gravel	
Game Areas			X		
Management Office Facilities			X		

City of Meadville Facility Checklist Date of Completion: 4/22/2019					
Requirements Facility	**Compliance**			**Description**	**Modification**
	Yes	No	N/A		
Residential Units			X		
Parking					
On Street handicap Meters	X			1 Handicap meter	
Chestnut Street and Market Alley	X			1 Handicap meter	
Arch Street and Clinton Court	X			1 Handicap meter	
Clinton Court and Chestnut Street	X			1 Handicap meter	
W. Steers Street and North Street	X			1 Handicap meter	
Chestnut Street and Market Alley	X			1 Handicap meter	
Water Street and Mulberry Street	X			1 Handicap meter	
S. Main Street and Chancery Lane	X			1 Handicap meter	
Mulberry Street and Market Street	X			1 Handicap meter	
Mulberry Street and Market Street	X			1 Handicap meter	
Clinton Court and Chestnut Street	X			1 Handicap meter	
E. Diamond Park and Chancery Lane	X			1 Handicap meter	
E. Diamond Park and Chancery Lane	X			1 Handicap meter	
W. Center and W. Steers	X			1 Handicap meter	
Academy Theatre	X			21 spaces; 1 Handicap meter	
Market Square Ramp		X		285 spaces; 7 Handicap meters	Add 5 more ADA spaces
Market Square		X		28 spaces	Add 2 ADA spaces
Keystone View		X		12 spaces	Add 1 ADA space
Park Avenue Central		X		68 spaces	Add 3 ADA spaces
Robert Smith Memorial		X		90 spaces; 2 Handicap meters	Add 2 more ADA spaces
Mill Run Lot		X		136 spaces; 5 Handicap meters	Add 1 more ADA space
Pine Street Lot		X		36 spaces	Add 2 ADA spaces
PNC Lot		X		9 spaces	Add 1 ADA space
On street South Main Street			X	8 spaces	
On street throughout city			X	462 Spaces	
City Building			X	No Facility Parking	
Former City Building			X	No Facility Parking	
Public Works Garage			X	No Facility Parking	
Fire Station			X	No Facility Parking	
Kepler Condo Unit			X	No Facility Parking	
Cora Clark Park		X		Unpaved lot	lines and signage
Bicentennial Park	X			15 spaces total/ 2 ADA	
HP Way Park		X		Unpaved lot	lines and signage
Huidekoper Park		X		Gravel lot	lines and signage
Shadybrook Park	X			5 spaces total/ 1 ADA	
Elizabeth Park			X	Greenspace	
De Arment Park			X	Greenspace	
Pomona Park			X	Greenspace	
Diamond Park	X			Street parking/ ADA available	
Fifth Ward Playground		X		Gravel lot	lines and signage
General Mead Park			X	Greenspace	
Total Parking spaces city				1451 spaces	
Public Telephones			X		
Drinking Founations	X				
Elevators	X				
Toilet/Bathing Facilities					

	City Building	X				
	Former City Building	X				
	Public Works Garage		X		Vanity	Remove vanity for knee clearance
	Fire Station	X				
	Kepler Condo Unit	X				
	Cora Clark Park			X		
	Bicentennial Park	X			1 male, 1 female both accessable	
	HP Way Park			X		
	Huidekoper Park			X		
	Shadybrook Park	X			2 unisex, both accessable	
	Elizabeth Park			X	Greenspace	
	De Arment Park			X	Greenspace	
	Pomona Park			X	Greenspace	
	Diamond Park			X		
	Fifth Ward Playground			X		
	General Mead Park			X	Greenspace	
Picnic Areas						
	Cora Clark Park	X				
	Bicentennial Park	X				
	HP Way Park	X				
	Huidekoper Park	X				
	Shadybrook Park	X				
	Elizabeth Park			X	Greenspace	
	De Arment Park			X	Greenspace	
	Pomona Park			X	Greenspace	
	Diamond Park	X				
	Fifth Ward Playground			X	Playground only - no picnic area	
	General Mead Park			X	Greenspace	
Trails						
	Cora Clark Park			X		
	Bicentennial Park			X		
	HP Way Park			X		
	Huidekoper Park			X		
	Shadybrook Park			X		
	Elizabeth Park			X		
	De Arment Park			X		
	Pomona Park			X		
	Diamond Park			X		
	Fifth Ward Playground			X		
	General Mead Park			X		
Game Areas				X		
Management Office Facilities				X		

Vernon Township Facility Checklist Date of Completion: 4/22/2019					
Requirements Facility	**Compliance**			**Description**	**Modification**
	Yes	No	N/A		
Residential Units			X		
Parking					
Municipal Building	X			55 Spaces total / 1 ADA	Add one more space (will be completed as 2018 CDBG activity)
Lincoln Ave Park		X		Unlined spaces / no ADA	Lines and signage
Roche Park	X			90 spaces total / 4 ADA	
Public Telephones			X		
Drinking Founations	X				
Elevators			X		
Toilet/Bathing Facilities					
Municipal Building	X			1 male/ 1 female both ADA	
Lincoln Ave Park			X		
Roche Park	X			2 male/ 2 Female, 1 each ADA	
Picnic Areas					
Lincoln Ave Park		X		no ADA picnic tables	Add ADA picnic tables
Roche Park		X		no ADA picnic tables	Add ADA picnic tables
Trails					
Lincoln Ave Park	X			1.5 mile lenght, 5' wide; compact gravel	
Roche Park	X			1 mile length, 5' wide; paved	
Game Areas			X		
Management Office Facilities			X		

Crawford County's Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Crawford County. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Victoria Kapopoulos
Assistant Planning Director & ADA Coordinator
903 Diamond Park, Meadville, PA 16335
Phone: 814-333-7341
Email: tkapopoulos@co.crawford.pa.us

Within 15 calendar days after receipt of the complaint, the ADA Coordinator designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Crawford County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Chairman of the Board of Commissioners.

Within 15 calendar days after receipt of the appeal, the Chairman of the Board of the Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Chairman of the Board of Commissioners will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

If the individual remains unsatisfied, they may choose to contact the Department of Community and Economic Development (DCED) to further discuss the grievance. The contact person and phone number will be provided to the individual by Crawford County Planning staff upon request.

All written complaints received by the ADA Coordinator designee, along with appeals and responses from these two offices will be retained by Crawford County for at least three years.

EQUAL HOUSING OPPORTUNITY

Facility List		
Name of Facility	**Owned/Managed by**	**Address**
Adult Probation Annex	Crawford County	903 Diamond Park Meadville, PA 16335
Care Center	Crawford County	20881 State Hwy 198, Saegertown, PA 16433
Conservation District	Crawford County	21742 German Rd, Meadville, PA 16335
Cooperation Extension	Crawford County	1099 Morgan Village Rd, Ste A, Meadville, PA 16335
Correctional Facility	Crawford County	2100 Independence Dr., Saegertown, PA 16433
Courthouse	Crawford County	903 Diamond Park Meadville, PA 16335
District Court Diamond Park	Crawford County	903 Diamond Park Meadville, PA 16335
District Court Linesville	Crawford County	6121 US Hwy 6, Linesville, PA 16424
District Court Perry HWY	Crawford County	10996 Perry Hwy, Meadville, PA 16335
District Court Titusville	Crawford County	324 West Central Ave, Suite A, Titusville, PA 16354
Domestic Relations	Crawford County	898 Park Ave, Meaville, PA 16335
Fairgrounds	Crawford County	903 Diamond Park Meadville, PA 16335
Human Services	Crawford County	18282 Technology Dr., Ste 101, Meadville, PA 16335
Judicial Center	Crawford County	359 E. Center St, Meadville, PA 16335
Juvenile Probation	Crawford County	286 Chestnut St, Meadville, PA 16335
Public Defender	Crawford County	903 Diamond Park Meadville, PA 16335
Quality Living Center	Crawford County	16871 Craig St, Saegertown, PA 16433
Veterans Services	Crawford County	900 Water St, Ste 2, Meadville, PA 16335
Woodcock Lake Park	Crawford County	23050 Woodcock Lake Park, Meadville, PA 16335
City Building	City of Meadville	894 Diamond Park Square # 101, Meadville, PA 16335
Former City Building	City of Meadville	984 Water St, Meadville, PA 16335
Public Works Garage	City of Meadville	South Cottage Street
Fire Station	City of Meadville	850 Park Ave, Meadville, PA 16335
Kepler Condo Unit	City of Meadville	900 Market St., Meadville, PA 16335
Cora Clark Park	City of Meadville	632 Arch St, Meadville, PA 16335
Bicentennial Park	City of Meadville	1057 N. French St. Meadville, PA 16335
HP Way Park	City of Meadville	Corner of Limber Rd and Highland Ave., Meadville, PA 16335
Huidekoper Park	City of Meadville	533 Williamson Rd., Meadville, PA 16335
Shadybrook Park	City of Meadville	761 Maple St., Meadville, PA 16335
Elizabeth Park	City of Meadville	Clinton Ct. Exd, Meadville, PA 16335
De Arment Park	City of Meadville	French Creek Parkway, Meadville, PA 16335
Pomona Park	City of Meadville	518 French Freek Pkwy., Meadville, PA 16335
Diamond Park	City of Meadville	903 Diamond Park Meadville, PA 16335
Fifth Ward Playground	City of Meadville	218 Lyons St, Meadville, PA 16335
General Mead Park	City of Meadville	Corner of Terrace St., and Randolph St., Meadville, PA 16335
Municipal Building	Vernon Township	16678 McMath Ave, Meadville, PA 16335
Lincoln Ave Park	Vernon Township	218 Lyons St, Meadville, PA 16335
Roche Park	Vernon Township	Patricia Drive, Meadville, PA 16335

Self-Evaluation of Project

Name of Project/Activity: Care Center Nurse Call System

CDBG/HOME/ESG/CDBG-DR Contract: C000063991

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Lessler
3. [signature]
4. [signature]
5. [signature]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Care Center Self-evaluation for 504 Plan

HUD Matrix Code: 03P Health Facilities
National Objective: LMC Presumed Benefit Severely Disabled
2015 Project budget: $24,000.00
Location: Saegertown, PA

Project Description:
The silent alarm system will replace a audible alarm system that startles nursing home residents who have dementia (the alarm system is being installed in the dementia ward). Currently, the dementia ward is a secured building which limits residents from leaving the building unattended. When residents bump into the doors or try to escape, the alarm sounds. The silent alarm system would allow nursing staff to assist individuals without alarming other residents.

Recommended ADA Compliance:
No 504 Implications

Self-Evaluation of Project

Name of Project/Activity: Centerville Blight Removal

CDBG/HOME/ESG/CDBG-DR Contract: C000063991

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Pessler
3. [illegible]
4. Lynn McUnder
5. Bettany L Jackson

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Centerville Self-evaluation for 504 Plan

HUD Matrix Code: 04 Clearance and Demolition
National Objective: Spot Blight Clearance and Acquisition
2015 Project budget: $27,000.00 ($20,000 CDBG)
Location: Centerville Borough

Project Description:
For the past several years, an abandoned trailer and two out buildings (less than 100 square feet each) have become overgrown with brush, trees, and various debris creating an eyesore for Centreville Borough's main community gateway. The buildings on the property have broken windows and doors and other debris creating an unsafe property that could effect children or animals should they wonder onto the property. Due to the location of the property close to Oil Creek and within the floodplain, the borough decided that the property would not be suitable for other uses such as new housing or a business. The borough believes that removing blight within the small community will help attract local investment and families. The property is located near the intersection of Erie Street (Route 8) and Centerville Road/Garland Street. The borough is proposing acquiring the property from the current owners. The abandoned trailer and 2 non-permanent outbuildings will be demolished. The lot will be graded, cleared of brush and trash, and finally replanted with grass. The cleared and restored lot will be kept as an open grass lot. The borough will retain ownership of the property and see that it is maintained.

Recommended ADA Compliance:
No 504 implications

Self-Evaluation of Project

Name of Project/Activity: OBO Vernon Township Paving Dunham, Vernon, Hank, & Glenn

CDBG/HOME/ESG/CDBG-DR Contract: C000063991 2015

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Pester
3. [illegible]
4. [illegible]
5. Bettany L Johnston

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	X		
mobility impaired persons	X		
visually impaired persons	X		
hearing impaired persons	X		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 11, 2019
RE: 2015 OBO Vernon Township Paving Self-evaluation for 504 Plan

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HUD Matrix Code: 03K Street Improvements
National Objective: LMA Survey
Project budget: $89,414
Location: Vernon Township – Vernon St, Hank St, Glenn St, Dunham Rd

Project Description:
Several streets in Vernon Township have substantial cracking and have become difficult to maintain. These roadways are to be resurfaced with new material to make maintenance more sustainable in the future. This project will consist of the streets to be milled, sealed and repaved.

Recommended ADA Compliance:
No 504 implications

Self-Evaluation of Project

Name of Project/Activity: OBO Vernon Township Paving Reynolds

CDBG/HOME/ESG/CDBG-DR Contract: C000066482 2016

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Forster
3. [signature]
4. [signature]
5. [signature]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 11, 2019
RE: 2016 OBO Vernon Township Paving Self-evaluation for 504 Plan

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HUD Matrix Code: 03K Street Improvements
National Objective: LMA Survey
Project budget: $92,269
Location: Vernon Township – Reynolds Rd

Project Description:
Several streets in Vernon Township have substantial cracking and have become difficult to maintain. These roadways are to be resurfaced with new material to make maintenance more sustainable in the future. This project will consist of the streets to be milled, sealed and repaved.

Recommended ADA Compliance:
No 504 implications

Self-Evaluation of Project

Name of Project/Activity: OBO Vernon Township Paving Reynolds/Williams

CDBG/HOME/ESG/CDBG-DR Contract: C000069483 2017

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Peister
3. [signature]
4. [signature]
5. [signature]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 11, 2019
RE: 2017 OBO Vernon Township Paving Self-evaluation for 504 Plan

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HUD Matrix Code: 03K Street Improvements
National Objective: LMA Survey
Project budget: $92,320
Location: Vernon Township – Reynolds Rd, Williams St.

Project Description:
Several streets in Vernon Township have substantial cracking and have become difficult to maintain. These roadways are to be resurfaced with new material to make maintenance more sustainable in the future. This project will consist of the streets to be milled, sealed and repaved.

Recommended ADA Compliance:
No 504 implications

Self-Evaluation of Project

Name of Project/Activity: Linesville Waterline Replacement Project

CDBG/HOME/ESG/CDBG-DR Contract: C000069483

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victor Kapopoulos
2. Mark Pesto
3. [illegible]
4. [illegible]
5. Brittany L. [illegible]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

Comments: Check to make sure alternate routes are accessible during construction.
Are cross guards available during sidewalk closure to access school?
Visibility and mobility impaired - accessible sidewalks during construction.

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Linesville Self-evaluation for 504 Plan

HUD Matrix Code: 03J Water/Sewer Improvements
National Objective: LMA Survey
2017 Project budget: $261,500 ($220,000 CDBG)
Location: Linesville Borough

Project Description:
Currently there is a 4" cast iron water main which has had numerous leaks over the last couple of years. The leaks have caused residents to experience times of low water pressure and reoccurring repair activity in the streets. During the repair of these leaks we have removed 4 lead goosenecks serving homes. There is only one fire hydrant servicing this area. The existing 4" cast iron pipe will be removed and replaced with 800' of CTS Waterline, 320' of PVC waterline, 620' of 8" waterline, and 60' of 6" waterline. Various valves, fittings, and curb stops will be installed where needed. Three new fire hydrants will be installed to help improve public safety. Finally, 800 CY of select backfill and 400 sq yards of asphalt will finish off the project.

Recommended ADA Compliance:
Alternate routes for sidewalks during construction

Self-Evaluation of Project

Name of Project/Activity: OBO Vernon Township Municipal Building Project

CDBG/HOME/ESG/CDBG-DR Contract: Pending 2018 CDBG

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Pester
3. [illegible]
4. [illegible]
5. [illegible]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: OBO Vernon Township ADA Self-evaluation for 504 Plan

HUD Matrix Code: 03 All Other Public Facilities
National Objective: LMC Presumed Benefit – Elderly and Severely Disabled
2018 Project budget: $85,760.00
Location: Vernon Township Municipal Building

Project Description:
The Vernon Township Municipal Building is an important building in the community where members of the community can come to inquire about zoning, permits, planning, etc. This is also the office of the PA Senator Michele Brooks. There are currently architectural barriers that make it difficult for elderly or disabled persons to gain access into the building. Removal of these architectural barriers will allow equal access for all community members. This project includes improved sidewalks, ramps, railings for wheelchair and more efficient access to the front doors. Handicap parking spaces and signage will be improved along with curb cuts to remove any barriers onto the sidewalks. Improvements to the entrance space including 2 pairs of automatic doors and two handicap push buttons will be installed.

Recommended ADA Compliance:
Provide alternate entrance into the facility while under construction
Provide alternate routes for sidewalks during construction

Self-Evaluation of Project

Name of Project/Activity: Richmond Recreation Building Project

CDBG/HOME/ESG/CDBG-DR Contract: Pending 2018 CDBG

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Coester
3. [signature]
4. [signature]
5. [signature]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

Comments: ensure access within the building during construction

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Richmond Self-evaluation for 504 Plan

HUD Matrix Code: 03 All Other Public Facilities
National Objective: LMC Presumed Benefit – Elderly and Severely Disabled
2018 Project budget: $29,875.00
Location: Richmond Township Recreation Building

Project Description:
The Richmond Township Recreation Building has architectural barriers for elderly and disabled persons. The gravel parking lot is a barrier for those who use wheelchairs or walkers. The entryway has a 4 inch barrier that makes it difficult for entry into the building. The doorway itself is also not in compliance with ADA requirements. These updates will allow for ease of access into the building. In order to fix these issues, a 24 x 76 area will be graded, paved, ramped and marked for ADA parking and entry into the building and a new door will be installed that is fire rated, ADA compliant, and includes handicap push buttons on either side.

Recommended ADA Compliance:
Provide alternate entrance into the facility while under construction
Ensure restroom is accessible

Self-Evaluation of Project

Name of Project/Activity: Cochranton Sewer/Water Extension

CDBG/HOME/ESG/CDBG-DR Contract: Pending 2018 CDBG

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victor Kapopoulos
2. Mark Pester
3. [illegible]
4. [illegible]
5. [illegible]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Cochranton Self-evaluation for 504 Plan

HUD Matrix Code: 03J Water/Sewer Improvements
National Objective: LMH New Construction
2018 Project budget: $90,000.00
Location: Cochranton Borough

Project Description:
With the development of the 39 unit elderly housing, Adam's Place, with Hudson Companies in Cochranton, PA, there is a need to extend the sewer and water lines to the property to allow for access of utilities to the newly constructed units. The sewer and water lines will connect in to the nearby lines servicing the next door housing units to the right and the Dollar General to the left. The new elderly housing unit will be built on North Franklin Street in Cochranton. These sewer and water lines will be installed to solitarily support the new housing units. Installation of 8" PVC SDR 35, 6" PVC SDR, 4" water lines, concrete encasement, and manholes will be installed to connect the sewer system. The water line will be connected with a 4" water line to the existing system. Additional work will be completed such as bituminous pavement, site restoration, and erosion & sediment control.

Recommended ADA Compliance:
Ensure no barriers exist during project construction

Self-Evaluation of Project

Name of Project/Activity: Hudson Adam's Place Project

CDBG/HOME/ESG/CDBG-DR Contract: Pending 2018 CDBG

Date of completion of the self- evaluation: 4/11/19

Section 504 Officer: Victoria Kapopoulos

Names of persons evaluating this project and their organizational affiliation:

1. Victoria Kapopoulos
2. Mark Lester
3. [signature]
4. [signature]
5. [signature]

Requirements	Compliance Status		Describe current accessibility and any deficiencies
	Yes	No	
Is the project accessible to:			
learning impaired persons	✓		
mobility impaired persons	✓		
visually impaired persons	✓		
hearing impaired persons	✓		

NOTE: One of these needs to be completed each year for each new CDBG activity.

CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

MEMO

TO: Crawford County 504 Committee
FROM: Zachary Norwood, Planning Director
DATE: April 10, 2019
RE: Hudson Self-evaluation for 504 Plan

HUD Matrix Code: 02 Disposition
National Objective: LMH New Construction
2018 Project budget: $115,000.00
Location: Cochranton Borough

Project Description:
Hudson Companies, the for profit developer, aims to build a 39 unit elderly housing development, called Adam's Place, in Cochranton Borough. There is a need for elderly housing units in Crawford County as the elderly population is significant. Based on the 2010 Census, the Cochranton region held a 16% population of elderly/disabled persons. This number is expected to have grown to 20% in 2017 and 23% in 2022. With an increasing population of elderly and disabled persons, the need for this housing development is clear. In order to prepare for this development, the property on North Franklin Street, owned by the Economic Progress Alliance, needs to be acquired. The property is currently owned by the Economic Progress Alliance. Crawford County will be purchasing the property and will then donate it to Hudson Companies through disposition for development of the elderly housing development.

Recommended ADA Compliance:
Ensure no barriers exist during project construction
New accessible sidewalks installed