



HANCOCK COUNTY 2024 ADA TRANSITION PLAN

Adopted by: Hancock County Board of Commissioners
Date: September 19, 2023

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Hancock County Government ADA Transition Plan

I. Introduction

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of the ADA is a section that pertains to the programs, activities and services public entities provide. Because Hancock County provides public services and programs, the organization is committed to complying with this section of the Act as it specifically applies to state public service agencies and state transportation agencies. Title II of the ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 U.S.C. Sec. 12132; 28 C.F.R. Sec. 35.130)

As required by Title II of the ADA, Hancock County is conducting a self-evaluation of its facilities and has developed this Transition Plan detailing how the organization will ensure all facilities, services, programs, and activities are accessible to all individuals.

ADA and Its Relationship to Other Laws

Title II of the ADA is companion legislation to two previous federal statutes and regulations; the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act requires access to facilities designed, built, altered, or leased with Federal funds. Passed by Congress in 1968, it marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of the ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

When addressing accessibility needs and requirements it is important to note that the ADA and Title II do not supersede or preempt state or local laws that may offer equivalent or greater protections.

II. Program Location & Support

Staffing

The management and implementation of Hancock County's transition plan will utilize a multidiscipline approach that encompasses policy development, outreach, technical support, and oversight. To accomplish its objectives, the County will assign responsibility for compliance to the internal ADA Coordinator. The following individual was appointed to serve in such capacity:

Ryan Hartley
ADA Coordinator
921 West Osage Street
Greenfield, IN 46140
(317) 477-1130
rhartley@hancockcoingov.org

The ADA Coordinator is responsible for developing policy and procedure to integrate Title II requirements into Hancock County practices to ensure the obligations of ADA and the transition plan can be met. The ADA Coordinator will also function as chair of the Internal ADA committee and is designated by and reports to the Hancock County Board of Commissioners.

Americans with Disabilities Act Advisory Committee (ADAAC)

In 2011 Hancock County convened an internal advisory committee with representation from a cross section of functional areas to assist in the development of policy and practice to integrate ADA into Hancock County project delivery and operations. The functions that make up ADAAC's membership follows:

- County Engineer
- Maintenance Supervisor
- GIS Coordinator / IT Support
- ADA Coordinator – Board of Commissioners

Consultants to the committee on an as needed basis are Planning & Zoning, Health Department, Jail Commander, LifeTime Resources Director, and the Highway Superintendent.

County Expertise

Members of the internal ADAAC and consultants each serve as technical experts and provide support and feedback on ADA policies and practices within the County. Each individual on the committee is responsible for notifying the ADA Coordinator of any ADA issues or concerns in their area of responsibility. The ADA Coordinator is responsible for tracking ADA requests in the County and ensuring compliance with the ADA Transition Plan and policies.

Additionally, the ADA Coordinator will designate and train additional personnel in each Campus building to respond to and direct ADA complaints appropriately.

Transition Plan Management

Hancock County's transition plan is a **living** document that will be updated on a regular basis, as appropriate. A formal update to the Hancock County ADA Transition Plan will occur every three years. On the recommendation of the ADA Coordinator, the update schedule may be altered at the discretion of the Hancock County Board of Commissioners. To streamline the updating process and keep the document current and relevant, appendices will be updated annually by the ADA Coordinator.

III. Grievance Procedure

Under the Americans with Disabilities Act, users of Hancock County facilities and services have the right to file a grievance if they believe the County has not provided reasonable accommodation. All complaints should be presented in writing to Hancock County's ADA Coordinator.

Please consult the Grievance Procedure found in Appendix A or Hancock County's website at <https://www.hancockin.gov/> for details. A formal complaint must be filed within 180 calendar days of the alleged occurrence. Hancock County Government will not officially act or respond to complaints made verbally.

IV. Communications

According to Section 35.160(a) of the ADA, "...A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others." This means that Hancock County is required to provide equally effective communication to individuals with disabilities. Equally effective communication can be provided by offering alternative formats, auxiliary aid(s) and/or services upon request. For example, interpreters may be hired as requested, or as needs are identified, for the hearing impaired.

Website Communications

Hancock County Government is committed to ensuring its websites comply with ADA accessibility requirements. By the end of 2014, it is expected that the Hancock County Government website is in full compliance with ADA access requirements. Until full compliance is attained, the ADA Advisory Committee (ADAAC) will review the website, recommending and implementing modifications and improvements on a regular basis.

To assist our customers with website navigation, Hancock County has provided a mechanism to request ADA assistance and/or file a grievance through its website and by paper. An accessibility statement is posted on the Hancock County website at: <https://www.hancockin.gov/157/ADA-Title-VI>.

If a document is needed in an alternative format, customers are able to contact the Hancock County ADA Coordinator to obtain the format they require at: rhartley@hancockcoingov.org.

V. Public Involvement

All public meetings and hearings held by Hancock County are required to be accessible to all. Hancock County is able to make qualified interpreters available with advance request and provide documents in accessible electronic format or other alternative formats such as large print or Braille.

Public meetings, training, programs, or other events must be in an accessible location and indicated on the meeting notice.

VI. Self-Evaluation

As required by Title II of ADA, Hancock County Government must conduct a self-evaluation of physical assets and current policies and practices. As inventories are completed, they will be included as appendices to the transition plan and modified ongoing, as appropriate.

Fixed Work Sites

The 9 buildings below were reviewed for ADA Compliance July 2023.

Hancock County Courthouse – 3 floors

9 E. Main Street, Greenfield, IN 46140

Hancock County Courthouse Annex – 2 floors

111 American Legion Place, Greenfield, IN 46140

Hancock County Highway Department Office – 1 floor

921 W. Osage St., Greenfield, IN 46140

Hancock County 911 Center – 1 floor

640 S. Franklin St., Greenfield, IN 46140

Hancock County Community Corrections – 1 floor

233 E. Main St., Greenfield, IN 46140

Prosecutor's Office – 1 floor

123 E Main St., Greenfield, IN 46140

Hancock County Ext Office – 1 floor

972 E. Park Ave., Greenfield, IN 46140

Hancock County Memorial Building – 3 floors

98 E. North St., Greenfield, IN 46140

Sherriff's Dept./Jail – 1 floor

398 Malcolm Grass Way

A list of the identified buildings and non-compliance issues can be found in **Appendix F**. This is a “living and working” document that will be updated ongoing as modifications are completed. Any Hancock County owned buildings that are constructed, remodeled, or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standard.

Curb Ramp and Sidewalks

A key element of the County’s transition plan is the self-evaluation of pedestrian facilities with its public right of way. In 2023, Hancock County completed a self-evaluation on these facilities. Sidewalk and ramps constructed as part of planned development or replaced by or for Hancock County shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards. (Appendix F).

Transit

As the sponsoring agency for HCSS, Hancock County is required to ensure that Life Time Resources is compliant with the Americans with Disabilities Act. Specific transit-related aspects of the ADA fall into two distinct categories: (1) ensuring that transit services and facilities are designed to allow access by individuals with disabilities and (2) ensuring that transit vehicles purchased with federal funds meet the accessibility standards of the ADA.

Pedestrian Bridges and Walkways

Hancock County owns and maintains one (1) pedestrian bridge and one walkway. Both structures were evaluated in 2012. It was verified that they meet PROWAG standards.

Policies

Hancock County is committed to reviewing its policies and procedures to ensure they comply with ADA Title II and Section 504.

Correction Program

Hancock County is committed to addressing the issues identified in the self-evaluation (Appendix F). All new construction, reconstruction, and alteration projects in Hancock County’s right of way are required to provide for accessibility needs in the project’s scope per ADA requirements.

Funding & Scheduling

Hancock County will use funding from the Cumulative Capital Development Fund to repair, modify or reconstruct facilities. The county budgets \$30,000 to this fund annually. Sidewalk and ADA ramps will be paid for from MVH funds.

Sidewalk replacements or upgrades will be prioritized based on proximity to schools, downtown, parks, and trails. ADA ramp upgrades will be prioritized based on schools, downtown, the parks, and businesses. Building upgrades will be prioritized based on building accessibility and room accessibility.

VII. Design Standards

Sidewalks: Sidewalk curbs constructed as part of planned development, sidewalk curbs replaced by or for Hancock County, or sidewalk curbs replaced by or for a property owner through a county match funding program shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

Buildings: Any Hancock County-owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

VIII. Training

Following formal adoption of the Hancock County ADA Transition Plan (**Appendix A**), the ADA Advisory Committee (ADAAC) will conduct department-wide training on the policies and procedures outlined herein. As a key element of the training, all employees designated (in each building) as ADA Compliance Assistants will receive more in-depth training on how to assist and respond to ADA accommodation requests, general concerns, and grievances. Considering personnel changes that may occur from time to time, the ADA Coordinator will monitor and ensure there is an adequate number of ADA Compliance Assistant's throughout the County offices ongoing.

IX. Public Involvement Opportunities

The public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator and/or submittal of a completed grievance form as outlined in this plan. Notices were posted at county buildings.

The Hancock County Transition Plan is available in the Hancock County Plan Commission office for viewing. A copy of the Transition Plan may also be available on the Hancock County website - [ADA / Title VI | Hancock County, IN \(hancockin.gov\)](https://www.hancockin.gov/ada-title-vi).

A public hearing requesting public input into the ADA Transition Plan will be held on September 5th, 2023.

X. APPENDICES

Appendix A: Resolution of Adoption

Appendix B: How to file a Grievance

Appendix C: ADA Complaint / Grievance Form

Appendix D: Disability Accommodation Request Form

Appendix E: Non-Discrimination Notice

Appendix F: Self-Evaluations

RESOLUTION 2023-9-7

A RESOLUTION BY HANCOCK COUNTY, INDIANA
APPOINTING THE AMERICANS WITH DISABILITIES ACT (ADA) & TITLE VI
COORDINATOR AND ADOPTING PROCEDURES

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities;

WHEREAS, in compliance with Title II of the ADA, Hancock County, Indiana shall name an ADA & Title VI Coordinator;

WHEREAS, in compliance with Title II of the ADA, Hancock County, Indiana shall adopt grievance and complaint procedures for resolving complaints alleging violation of Title II of the ADA; and complaints for Title VI; and

WHEREAS, in compliance with Title II of the ADA, Hancock County, Indiana shall publish notice to the public regarding the ADA and Title VI plan; and

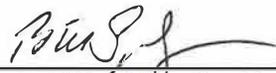
WHEREAS, in compliance with Title II of the ADA, Hancock County, Indiana shall post the ADA & Title VI coordinator's name, office address, and telephone number along with the ADA & Title VI Notices and grievance procedures on its website.

NOW, THEREFORE, BE IT RESOLVED by Hancock County, Indiana:

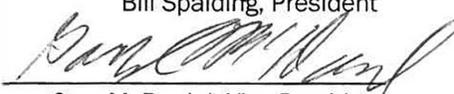
1. Ryan Hartley is designated as the ADA for Hancock County, Indiana.
2. Misty Moore is designated as the Title VI Coordinator for Hancock County, Indiana.
3. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice under the Americans with Disabilities Act.
4. The ADA Transition Plan Public Input, a copy of which is attached hereto, is adopted as the Public Input notice to the ADA/Title VI Coordinator.
5. The Hancock County Grievance Procedure under the ADA, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination based on a disability in the provision of services, activities, programs, or benefits by the government agencies of Hancock County.
6. The Hancock County Complaint Procedure under Title VI, a copy of which is attached hereto, is adopted for addressing complaints alleging discrimination based on race, color, national origin, gender, age, disability, religion, low-income status, or Limited English Proficiency in violation of Title VI of the Civil Rights Act of 1964.
7. In compliance with Federal and State laws as set forth above, Hancock County resolves to post the required information regarding the ADA coordinator, notice under the Americans with Disabilities Act, and Hancock County Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

RESOLVED AND ADOPTED this 19th day of Sep, 2023.

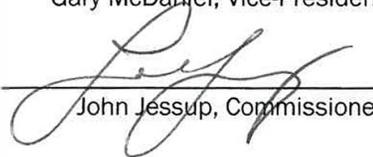
HANCOCK COUNTY BOARD OF COMMISSIONERS



 Bill Spalding, President



 Gary McDaniel, Vice-President



 John Jessup, Commissioner

Attest: 

 Debra A. Carnes, Auditor

Appendix B: How to file a Grievance

The procedure to file a grievance is as follows:

1. A formal written grievance should be filed on the ADA Grievance Form. An oral grievance can be filed by contacting the ADA Coordinator. The oral grievance will be reduced to writing by the ADA Coordinator utilizing the ADA Grievance Form. Additionally, individuals filing a grievance are not required to file a grievance with Hancock County but may instead exercise their right to file a grievance with the Department of Justice. The grievance must include:
 - The name, address, and telephone number of the person filing the grievance.
 - The name, address, and telephone number of the person alleging the ADA violation, if other than the person filing the grievance.
 - A description and location of the alleged violation and the remedy sought.
 - Information regarding whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
 - If a complaint has been filed, the name of the agency or court where the complaint was filed, and the date the complaint was filed.
2. The grievance will be either responded to or acknowledged within 10 working days of receipt. If the grievance filed does not concern a Hancock County facility, it will be forwarded to the appropriate agency and the grievant will be notified.
3. Within 60 calendar days of receipt, the ADA Coordinator will conduct the investigation necessary to determine the validity of the alleged violation. If appropriate, the ADA Coordinator will arrange to meet with the grievant to discuss the matter and attempt to reach a resolution of the grievance. Any resolution of the grievance will be documented in Hancock County's ADA Grievance File. The ADA Coordinator may, at his/her discretion, request an appropriate member of the ADAAC to be present at the meeting with the grievant.
4. If a resolution of the grievance is not reached, a written determination as to the validity of the complaint and description of the resolution, if appropriate, shall be issued by the ADA Coordinator and a copy forwarded to the grievant no later than 90 days from the date of Hancock County's receipt of the grievance.
5. The grievant may appeal the written determination. The request for reconsideration shall be in writing and filed with the Indiana Department of Transportation Ombudsman within 30 days after the ADA Coordinator's determination has been mailed to the grievant. Hancock County's Ombudsman shall review the request for reconsideration and make a final determination within 90 days from the filing of the request for reconsideration.
6. If the grievant is dissatisfied with Hancock County's handling of the grievance at any stage of the process or does not wish to file a grievance through the Hancock County's ADA Grievance Procedure, the grievant may file a complaint directly with the United States Department of Justice or other appropriate state or federal agency.

The resolution of any specific grievance will require consideration of varying circumstances, such as the specific nature of the disability; the nature of the access to services, programs, or facilities at issue and the essential eligibility requirements for participation; the health and safety of others; and the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to Hancock County. Accordingly, the resolution by Hancock County of any one grievance does not constitute a precedent upon which Hancock County is bound or upon which other complaining parties may rely.

File Maintenance

Hancock County's ADA Coordinator shall maintain ADA grievance files for a period of three years.

**Appendix C: ADA Complaint / Grievance Form
Hancock County, Indiana**

Complainant: _____ **Date:** _____

Person Preparing Form (if different from Complainant):

Relationship to Complainant: _____

Street Address & Apt. No.: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ E-mail: _____

Please provide a complete description and location(s) of the specific complaint or grievance:

Please state what you think should be done to resolve the complaint or grievance:

Your concerns are important to us. Someone will contact you shortly.

If you prefer not to be contacted, please check here:

Signature: _____ **Date:** _____

Return to: Ryan Hartley
Hancock County ADA Coordinator
921 W Osage Ave
Greenfield, IN 46163 Phone: (317)477-1112
Email: rhartley@hancockcoingov.org

Created: 10/7/22

**Appendix D: Disability Accommodation Request Form
Hancock County Government**

Hancock County Government is committed to assisting disabled individuals with access to the services, information, and resources they need as Citizens of our community.

If you or someone you know is in need of special assistance or accommodation, please complete this form and return it to the address below. Our ADA Coordinator will contact you promptly to work out reasonable accommodation. Thank you.

Person Needing Accommodation: _____

Date of Request: _____ **Form completed by:** _____

Follow up Contact Information:

Street Address & Apt. No.:

City: _____ State: _____ Zip: _____

Phone: (____) _____ E-mail: _____

Please provide a complete description of the Accommodation you are requesting, including the date & time the assistance is needed:

Signature: _____ **Date:** _____

Return to: Ryan Hartley
Hancock County ADA Coordinator
921 W Osage Ave
Greenfield, IN 46163 Phone: (317)477-1112
Email: rhartley@hancockcoingov.org

Created: 10/7/22

Appendix E: Non-Discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), Hancock County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Hancock County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Hancock County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Hancock County programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Hancock County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcome in Hancock County offices, where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Hancock County, should contact the ADA Coordinator at 317-477-1130, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Hancock County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Hancock County is not accessible to persons with disabilities should be directed to Ryan Hartley, ADA Coordinator, 317-477-1130 or rhartley@hancockcoingov.org.

Hancock County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Appendix F: Self-Evaluations

HANCOCK COUNTY

ADA Self Evaluation & Compliance Barriers

Evaluation dates (6/28/23, 6/29/2023, 7/5/2023, 7/6/2023, and 7/10/23) for the following locations:

- I. Hancock County Courthouse 1st Floor
- II. Hancock County Courthouse 2nd Floor
- III. Hancock County Courthouse 3rd Floor
- IV. Hancock County Courthouse Annex 1st Floor
- V. Hancock County Courthouse Annex 2nd Floor
- VI. Hancock County Memorial Building 1st Floor
- VII. Hancock County Memorial Building 2nd Floor
- VIII. Hancock County Memorial Building 3rd Floor
- IX. Hancock Prosecutor's Office and Community Corrections
- X. Hancock County Highway Department Office
- XI. Hancock County Extension Office
- XII. Hancock County 911 Center
- XIII. Hancock County Sheriff's Department Administration
- XIV. Hancock County Jail

Prepared by: USI Consultants

July 2023



I. HANCOCK COUNTY COURTHOUSE 1ST FLOOR, Entrance, and Elevator

(Priority 1-High, 2-Med, 3-Low)

COURTHOUSE 1 ST FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. Access aisles are not marked	Mark access aisles to discourage parking in them	\$1,500	1
2. The bottoms of both parking signs are less than 60"	Raise the signs	\$0	1
3. Install on the signs "van accessible" at van accessible spaces	Install "van accessible" signs	\$200 each/Total \$400	1
4. Parking spaces are not located on the closest accessible route	Reconfigure spaces	\$3,000	1
5. The running slope of exterior accessible route is steeper than 1:20	Regrade to 1:20 max	\$3,000	1
6. The running slope of the curb ramp is steeper than 1:12	Regrade curb ramp to 1:12 max	\$3,000	1
7. There is no level landing on the ramp when changed direction that is 60 x 60 inches	Alter the ramp so that there is a level landing space when changing direction	\$500	1
8. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
9. AED is protruding more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
10. The sign on elevator indicating which floor they are on has a baseline of the highest character greater than 60" on both sides of the door	Lower the signs	\$0	2
11. Adult Probation and Alcohol and Drug Probation signs have their highest characters baseline greater than 60"	Lower the sign	\$0	2
12. Controls such as a light switch have a height greater than 48"	Lower the height of control	\$600 each/Total \$3,000	2

HANCOCK COUNTY – SUMMARY OF DEFICIENCIES

13. 1st Desk of X-ray machine or farthest East is less than 36" wide	Lengthen section of counter with additional table	\$500	2
14. The sign mounted for the Women's restroom by entrance is not on the latch side	Relocate the sign	\$0	3
15. Men's and Women's restrooms by the entrance have less than a 60" maneuvering clearance to the point where the Men's door can't open to a full 90 degrees.	Relocate the X-Ray machine that is causing the clearance issue	\$0	3
16. The mirrors over the lavatory in the men's and women's restroom in the hallway are higher than 40"	Maintenance staff to lower mirrors	\$0	3
17. Both men's restrooms lavatory/counter are higher than 34"	Lower sinks in both restrooms	\$250 each/Total \$500	3
18. All the sinks toe clearance exceeds 6" deep from the wall	Alter lavatory piping/shielding	\$250 each/Total \$500	3
19. Operable parts of the towel dispenser in the women's restroom in the hallway exceeds 48"	Lower dispenser	\$0	3
20. The centerline of the toilet in the women's hallway restroom is greater than 18" from the side wall	Move toilet closer to the side wall	\$500	3
21. The grab bar in the women's hallway restroom on the side of the water closet is less than 42"	Install a new grab bar	\$200	3
22. Men's restroom by the entrance and both hallway restrooms have grab bars on the side wall located in an improper location	Maintenance staff to relocate grab bars	\$0	3
23. Both hallway restrooms have their grab bars along the rear wall less than 36"	Install new grab bars	\$200 each/Total \$400	3
24. Both restrooms rear grab bars at the entrance need to be relocated	Maintenance staff to adjust grab bars	\$0	3
25. Men's hallway restroom stall door does not self-close	Install self-closer on stall door	\$100	3
10% CONTINGENCY FACTOR		\$1,710	

HANCOCK COUNTY – SUMMARY OF DEFICIENCIES

	TOTAL	\$18,810	
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II. HANCOCK COUNTY COURTHOUSE 2ND FLOOR

COURTHOUSE 2 ND FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. Door handle to Public Space in the Clerks Office is less than 34" high	Raise door handle	\$0	1
2. The width of the service counter for the Superior Court 2 Admin is less than 36"	Widen counter window ¾" on each side	\$1000	2
10% CONTINGENCY FACTOR		\$100	
TOTAL		\$1,100	

III. HANCOCK COUNTY COURTHOUSE 3RD FLOOR

COURTHOUSE 3 RD FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. Clear floor space is not 30" by 48" for a forward approach in both Conference Rooms.	Alter table or add accessible table or workspace	\$500	2
2. Knee space is less than 30" for both Conference Rooms	Alter table or add accessible table or workspace	\$500	2
3. Women's restroom does not have a clear path that is at least 36"	Remove some of the privacy wall	\$1,000	3
4. Both restroom's mirrors are higher than 40"	Maintenance staff to lower the mirrors	\$0	3
5. Coat hooks in both bathrooms need lowered	Maintenance staff to lower the coat hooks	\$0	3
6. All the sinks toe clearance exceeds 6" deep from the wall	Alter lavatory piping/shielding	\$250 each/Total \$500	3
7. The centerline of the toilet in the Men's restroom is greater than 18" from the side wall	Move toilet 1" closer to the side wall	\$500	3
8. Neither restroom's side grab bars are in the proper location	Maintenance staff to adjust grab bars	\$0	3
9. The Women's restroom has a protruding object above the side grab bar that does not have at least 12" of clearance	Relocate objects	\$0	3
10. Neither restroom's rear grab bars are in the proper location	Maintenance staff to adjust grab bars	\$0	3
11. Men and Women's restroom toilet paper dispensers are not 7" to 9" from toilet	Maintenance staff to move toilet paper dispenser	\$0	3
12. Women's restroom stall door does not self-close	Install self-closer on stall door	\$100	3
13. The men's stall is less than 60" wide	Widen stalls 1 ½"	\$500	3
10% CONTINGENCY FACTOR		\$360	
TOTAL		\$3,960	

IV. HANCOCK COUNTY COURTHOUSE ANNEX 1ST FLOOR, ENTRANCE, AND ELEVATOR

COURTHOUSE ANNEX 1 ST FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. South Side parking spaces and aisles for van accessible are not at least 8' wide each, South Side regular accessible aisles are not 5', and East Side spaces and aisles are not at least 11' with a 5' aisle	Reconfigure by repainting lines	\$3,000	1
2. West and East Side spaces and aisles are steeper than 1:48 in all directions	Regrade surface	\$3,000	1
3. East Side signs are yellow and hard to see	Replace signs	\$200 each/Total \$400	1
4. The east side's ADA ramp in parking lot is not compliant with slopes	Reconstructing ADA ramps	\$3,000	1
5. The west side curb ramp has a running slope steeper than 1:12	Regrade curb ramp to 1:12 max	\$3,000	1
6. AED is protruding more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
7. The sign on elevator indicating which floor they are on has a baseline of the highest character greater than 60" on both sides of the door	Maintenance staff to lower the sign	\$0	2
8. Signs have their highest characters baseline greater than 60"	Maintenance staff to lower signs	\$0	2
9. Women's restroom sign has their highest characters baseline greater than 60"	Maintenance staff to lower sign	\$0	3
10. Coat hooks in both bathrooms need lowered	Maintenance staff to lower coat hooks	\$0	3
11. Operable parts of the accessible towel dispensers over the lavatories in both restrooms are higher than 44"	Maintenance staff to lower operable part of dispenser	\$0	3
12. Side and Rear grab bars are not in the proper location for both restrooms	Maintenance staff to adjust grab bars	\$0	3
13. Men and Women's restroom toilet paper dispensers are not 7" to 9" from toilet	Maintenance staff to move toilet paper dispenser	\$0	3
14. Women's restroom stall door does not self-close	Install self-closer on stall door	\$100	3
15. The spout for the water fountain is less than 15" from the wall	Adjust water fountain	\$2,500	4
10% CONTINGENCY FACTOR		\$1,500	
TOTAL		\$16,500	

V. HANCOCK COUNTY COURTHOUSE ANNEX 2ND FLOOR

COURTHOUSE ANNEX 2 ND FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. AED is protruding more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
2. Assessor and County Assessor overhead sign are less than 80" high	Maintenance staff to raise the signs	\$0	2
3. Signs have their lowest and highest characters baseline greater than 60"	Maintenance staff to lower the signs	\$0	2
4. The door to County Treasurer Public Workroom has a maneuvering clearance that is less than 18"	Expand maneuvering area	\$500	2
5. Tables on the outside patio are not within the range of 17"-25" of clear floor space underneath	Alter table/work surface or add accessible table/work surface	\$500	2
6. The accessible portion of the counter does not extend to the same depth as the higher countertop for the County Treasurer Office	Alter accessible portion	\$1,500	2
7. Coat hooks in both bathrooms need lowered	Maintenance staff to lower coat hooks	\$0	3
8. The height to the bottom of the sinks is less than 27" for both restrooms	Raise sinks in men and women's restrooms	\$250 each/Total \$500	3
9. Operable parts of the accessible towel dispensers over the lavatories in both restrooms are higher than 44"	Maintenance staff to lower the operable parts of the dispenser	\$0	3
10. Side grab bars are not in the proper location for the men's restroom	Maintenance staff to adjust grab bars	\$0	3
11. Rear grab bars are not in the proper location for the men's restroom	Maintenance staff to adjust grab bars	\$0	3
12. Men and Women's restroom toilet paper dispensers are not 7" to 9" from toilet	Maintenance staff to move toilet paper dispenser	\$0	3
13. The men's restroom stall door does not self-close	Install self-closer on stall door	\$100	3
10% CONTINGENCY FACTOR		\$310	
TOTAL		\$3,410	

VI. HANCOCK COUNTY MEMORIAL BUILDING 1ST FLOOR, ENTRANCE, AND STAIR LIFT

MEMORIAL BUILDING 1 ST FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. No sign for accessible space	Install sign	\$100	1
2. The curb ramp by Kirkwood Dentistry is not compliant with slopes	Reconstructing ADA ramp	\$3,000	1
3. Ramp on accessible route is steeper than 1:12	Reconstructing ramp	\$3,000	1
4. Handrail does not extend at least 12" on the bottom of the ramp at a flat surface	Add 12" handrail extensions	\$200	1
5. The surface of the ramp does not extend at least 12" beyond the inside face of the handrail	Extend ramp	\$500	1
6. There is not a curb or barrier that prevents the passage of a 4" diameter sphere	Add curb or barrier	\$1,000	1
7. Inaccessible entrances do not have signs indicating the location of the nearest accessible entrance	Install ADA alternate entrance sign	\$200 each/Total \$400	1
8. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
9. Fire extinguisher protrudes more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
10. Signs inside the building are not ADA compliant	Add new tactile signs	\$100 each/Total \$700	2
11. The door width to the main room is less than 32" wide	Widen doorway	\$2,500	2
12. No sign that states the restroom is accessible	Add new tactile sign	\$100	3
13. The path to at least one of the fixtures in the restroom is not at least 36" wide	Maintenance staff to remove bench inside	\$0	3
14. The coat hook in the bathroom needs to be lowered	Maintenance staff to lower coat hooks	\$0	3
15. The sink is connected to the floor allowing for no space of toe clearance	Alter lavatory piping/shielding	\$250 each/Total \$500	3
16. The left faucet does not work	Repair faucet	\$100	3
17. Operable parts of the soap dispenser are higher than 48" above the floor	Maintenance staff to lower soap dispenser	\$0	3
18. The centerline of toilet is greater than 18" from the side wall	Move toilet 5" closer to the wall	\$500	3
19. Side grab bars are not in the proper location for the restroom	Maintenance staff to adjust grab bars	\$0	3

HANCOCK COUNTY – SUMMARY OF DEFICIENCIES

20. Rear grab bars are not in the proper location for the restroom	Maintenance staff to adjust grab bars	\$0	3
21. Protruding objects above grab bar along the rear wall are shorter than 12" for both restrooms	Maintenance staff to relocate objects	\$0	3
22. Flush control is on the wrong side of the toilet	Install new toilet	\$500	3
23. Toilet paper dispenser is less than 7" from the front of the toilet	Maintenance staff to relocate dispenser	\$0	3
24. Front approach to the pull side of the stall is not at least 18"	Extend stall wall 9"	\$500	3
25. The stall door is not self-closing	Install self-closer on stall door	\$100	3
26. No audible and visual fire alarms	Install visual fire alarm	\$1,000	4
10% CONTINGENCY FACTOR		\$1,470	
TOTAL		\$16,170	

VII. HANCOCK COUNTY MEMORIAL BUILDING 2ND FLOOR

MEMORIAL BUILDING 2 ND FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. Fire extinguisher protrudes more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
2. Signs inside the building are not ADA compliant	Add new tactile signs	\$100 each/Total \$600	2
3. Objects are in the way of light switches	Maintenance staff to remove objects	\$0	2
4. Operable parts of both light switches are higher than 48"	Change height of control	\$600	2
5. No spots for wheelchairs in the gym	Reconfigure seating to add wheelchair spaces	\$0	2
6. Both bathrooms are not accessible	Configure toilet rooms	\$10,000	3
7. No signs at inaccessible toilet rooms that give directions to accessible toilet rooms	Install ADA alternative restroom sign	\$100	3
8. Water fountain is not ADA compliant	Install new water fountain	\$2,500	4
9. No audible and visual fire alarms	Install visual fire alarm	\$1,000	4
10% CONTINGENCY FACTOR		\$1,480	
TOTAL		\$16,280	

VIII. HANCOCK COUNTY MEMORIAL BUILDING 3RD FLOOR

MEMORIAL BUILDING 3 RD FLOOR	RECOMMENDATION	TOTAL COST	PRIORITY
1. Signs are not ADA compliant	Add new tactile signs	\$100 each/Total \$500	2
2. Objects in the way to light switches	Maintenance staff to remove objects	\$0	2
3. Operable parts of the light switches are higher than 48"	Change height of control	\$600	2
4. No audible and visual fire alarms	Install visual fire alarm	\$1,000	4
10% CONTINGENCY FACTOR		\$210	
TOTAL		\$2,310	

IX. HANCOCK PROSECUTOR'S OFFICE AND COMMUNITY CORRECTIONS

PROSECUTOR'S OFFICE AND COMMUNITY CORRECTIONS	RECOMMENDATION	TOTAL COST	PRIORITY
1. ADA Ramps are not compliant with slopes	Reconstructing ADA ramps	\$3,000	1
2. The outside maneuvering space for the entrance is steeper than 1:48	Regrade maneuvering space	\$3,000	1
3. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
4. Signs inside the building are too high	Maintenance staff to lower signs	\$0	2
5. Operable parts of the light switch are higher than 48"	Lower light switches	\$600	2
6. Signs for restrooms are too high	Maintenance staff to lower signs	\$0	3
7. Restroom door closes faster than 5 seconds	Adjust or replace existing closer	\$800	3
8. Not enough space for a wheelchair to turn around in either a 60" diameter or a T-shaped space within a 60" square	Maintenance staff to remove small table	\$0	3
9. Rear grab bars are not in the proper location for the men's restroom	Maintenance staff to adjust grab bars	\$0	3
10% CONTINGENCY FACTOR		\$740	
TOTAL		\$8,140	

X. HANCOCK COUNTY HIGHWAY DEPARTMENT OFFICE

HIGHWAY DEPARTMENT OFFICE	RECOMMENDATION	TOTAL COST	PRIORITY
1. North most accessible space is less than 8'	Reconfigure by repainting lines	\$2,500	1
2. Both signs for accessible spaces are less than 60" high	Maintenance staff to raise signs	\$0	1
3. Entrance door closes faster than 5 seconds	Adjust or replace existing closer	\$800	1
4. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
5. Signs inside the building are not ADA compliant	Add new tactile signs	\$100 each/Total \$400	2
6. Operable parts of the light switch are higher than 48"	Lower light switches	\$600	2
7. Service Counter is higher than 36"	Provide alternate countertop area	\$500	2
8. There is an obstruction on the food counter that is deeper than 10" with a parallel approach	Maintenance staff to move obstruction closer to the edge of the counter	\$0	2
9. Clear floor space under sink is greater than 25"	Replace sink	\$500	3
10. Toe clearance under sink is greater than 6" deep	Alter lavatory piping/shielding	\$250 each/total \$500	3
11. The top portion of pipes under sink are not insulated	Install insulation around pipes	\$300	3
12. The operable parts on the hand dryer are higher than 48"	Maintenance staff to lower dispensers	\$0	3
13. Centerline of toilet is less than 16" from the side wall	Move toilet farther away from the side wall	\$500	3
14. The side grab bar in the restroom is less than 42"	Install new grab bars	\$200	3
15. The rear grab bar in the restroom is nonexistent	Install new grab bars	\$200	3
16. Toilet paper dispenser is more than 9" from the front of the toilet	Maintenance staff to relocate dispenser	\$0	3
17. No audible and visual fire alarms	Install visual fire alarm	\$1,000	4
10% CONTINGENCY FACTOR		\$750	
TOTAL		\$8,250	

XI. HANCOCK COUNTY EXTENSION OFFICE

EXTENSION OFFICE	RECOMMENDATION	TOTAL COST	PRIORITY
1. 2 ADA parking signs and van accessible signs missing	Install ADA parking signs	\$200 each/Total \$400	1
2. ADA Ramp does not have a flat landing area	Reconstruct ADA ramp	\$3,000	1
3. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
4. AED and Fire Extinguisher is protruding more than 4" and is higher than 27"	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
5. Signs inside the building are higher than 60"	Maintenance staff to lower signs	\$0	2
6. Light Switch in lobby area has cans of food in front of it obstructing the path	Maintenance staff to remove objects	\$0	2
7. Operable part of the light Switch in lobby area is higher than 48"	Lower the height of control	\$600	2
8. Service Counter is higher than 36"	Provide alternate countertop area	\$500	2
9. Both signs for the restrooms are higher than 60"	Maintenance staff to lower signs	\$0	3
10. Both restrooms have a front approach maneuvering space on the pull side of the door less than 18"	Expand maneuvering area	\$500	3
11. Not enough space for a wheelchair to turn around in either a 60" diameter or a T-shaped space within a 60" square in both bathrooms	Maintenance staff to move or remove objects	\$0	3
12. Both restrooms have the height of the mirror greater than 40"	Maintenance staff to lower mirror	\$0	3
13. The coat hooks in both bathrooms need to be lowered	Maintenance staff to lower coat hooks	\$0	3
14. Both restrooms do not have a toe clearance of 6" deep or 9" high for their sinks	Alter lavatory piping/shielding	\$250 each/Total \$500	3
15. Both restroom's pipes are not insulated	Install insulation around pipes	\$300 each/Total \$600	3
16. Both restroom's operable parts for the hand dryers are higher than 48"	Maintenance staff to lower dispensers	\$0	3
17. Left side restroom needs a 42" side grab bar	Install new grab bars	\$200	3
18. Side grab bars are not in the proper for the right-side restroom	Maintenance staff to adjust grab bars	\$0	3
19. Both restrooms need a 36" rear grab bar	Install new grab bars	\$200	3

HANCOCK COUNTY – SUMMARY OF DEFICIENCIES

20. The left side restroom’s flush control is not on the open side of the water closet	Install new toilet	\$500	3
21. No audible and visual fire alarms	Install visual fire alarm	\$1,000	4
10% CONTINGENCY FACTOR		\$800	
TOTAL		\$8,800	

XII. HANCOCK COUNTY 911 CENTER

911 CENTER	RECOMMENDATION	TOTAL COST	PRIORITY
1. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
2. The Fire Extinguisher and Hand Sanitizer are both protruding more than 4" and are higher than 27"	Remove object or add tactile warning such as permanent planter or partial walls	\$0	2
3. Signs inside the building are not ADA compliant	Add new tactile signs	\$100 each/Total \$500	2
4. Signs inside the building are too high	Maintenance staff to lower signs	\$0	2
5. Restroom sign is not ADA compliant	Add new tactile signs	\$100 each/Total \$200	3
6. Coat hooks in bathroom need lowered	Maintenance staff to lower coat hooks	\$0	3
7. Toe clearance under sink is greater than 6" deep	Alter lavatory piping/shielding	\$250	3
8. Operable parts of hand dryer are higher than 48"	Maintenance staff to lower dispensers	\$0	3
9. The center line of toilet is less than 16" away from the side wall	Move toilet farther away from the side wall	\$500	3
10. Side grab bars are not in the proper location for the restroom	Maintenance staff to adjust grab bars	\$0	3
11. No audible and visual fire alarms	Install visual fire alarm	\$1,000	3
10% CONTINGENCY FACTOR		\$245	
TOTAL		\$2,695	

XIII. HANCOCK COUNTY SHERRIF’S DEPARTMENT ADMINISTRATION AND PARKING LOT

SHERRIF’S DEPARTMENT ADMINISTRATION	RECOMMENDATION	TOTAL COST	PRIORITY
1. Cross slope for accessible route is steeper than 1:48	Regrade to 1:48 max	\$3,000	1
2. ADA ramp in the parking lot is not compliant with slopes	Reconstructing ADA ramp	\$3,000	1
3. Top of curb ramp is steeper than 1:48	Regrade top of curb ramp or reconfigure	\$500	1
4. On the outside of the entrance door the ground is steeper than 1:48	Regrade entrance	\$500	1
5. Carpet mat edges not secured	Maintenance staff to secure carpet mat	\$0	1
6. AED protrudes more than 4” and is higher than 27”	Relocate object or add tactile warning such as permanent planter or partial walls	\$0	2
7. The conference room sign is not ADA compliant	Add new tactile signs	\$100	2
8. Companion seat is not equivalent in size, quality, etc. to seating in the immediate area due to no table	Add additional table	\$500	2
9. Tables in conference room extend underneath less than 17”	Add additional table	\$500	2
10. Service Counter is higher than 36”	Provide alternate countertop area	\$500	2
11. Coat hooks in all bathrooms need lowered	Maintenance staff to lower coat hooks	\$0	3
12. Toe clearance under sink is greater than 6” deep for all sinks	Alter lavatory piping/shielding	\$250	3
13. All toilet’s centerline is greater than 18” away from side wall	Move toilet closer to the wall	\$500	3
14. Space is less than 1 ½” between the side grab bar and projecting objects below	Maintenance staff to relocate objects	\$0	3
15. Both the women’s and the unisex bathroom have space that is less than 1 ½” between the rear grab bar and projecting objects below	Maintenance staff to relocate objects	\$0	3
10% CONTINGENCY FACTOR		\$935	
TOTAL		\$10,285	

XIV. HANCOCK COUNTY JAIL

COUNTY JAIL	RECOMMENDATION	TOTAL COST	PRIORITY
1. Signs do not have braille	Add new tactile signs	\$100	2
2. Coat hooks in bathroom need lowered	Maintenance staff to lower coat hooks	\$0	3
3. Toe clearance under sink is greater than 6" deep	Alter lavatory piping/shielding	\$250	3
4. Toilet's centerline is greater than 18" away from side wall	Move toilet closer to the wall	\$500	3
5. Bathroom has space that is less than 1 ½" between the rear grab bar and projecting objects below	Maintenance staff to relocate objects	\$0	3
6. The waiting room telephone does not have a volume control	Install volume control or replace telephone with one that has volume control	\$100	4
7. Both telephones do not have a TTY	Have the phone company add TTY service to pay phone	\$0	4
10% CONTINGENCY FACTOR		\$95	
TOTAL		\$1,045	

Total Cost Summary:

Hancock County Courthouse 1st Floor Cost: \$18,810.00
Hancock County Courthouse 2nd Floor Cost: \$1,100.00
Hancock County Courthouse 3rd Floor Cost: \$3,960.00
Hancock County Courthouse Annex 1st Floor Cost: \$16,500.00
Hancock County Courthouse Annex 2nd Floor Cost: \$3,410.00
Hancock County Memorial Building 1st Floor Cost: \$16,170.00
Hancock County Memorial Building 2nd Floor Cost: \$16,280.00
Hancock County Memorial Building 3rd Floor Cost: \$2,310.00
Hancock Prosecutors Office and Community Corrections Cost: \$8,140.00
Hancock County Highway Department Office Cost: \$8,250.00
Hancock County Extension Office Cost: \$8,800.00
Hancock County 911 Center Cost: \$2,695.00
Hancock County Sherriff's Department Cost: \$10,285.00
Hancock County Jail Cost: \$1,045.00

Total Project Costs: \$117,755

		Walks						
Location	Compliance Item	Corrective Action	Priority - High Medium, Low	Responsible Dept	Proposed Year	Date Complete	Estimated Cost	
Boulder Creek	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Briarwood Trace	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Briarwood Trace	Cross slope substantially non-compliant	replace	med	Highway			\$ 0.00	
Bristol Ridge	Cross slope substantially compliant	replace	low	Highway			\$ 7,500.00	
Bristol Ridge	Cross slope substantially non-compliant	replace	med	Highway			\$ 3,800.00	
Centennial	Cross slope substantially compliant	replace	low	Highway			\$ 1,800.00	
Fox Cove	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Fox Cove	Cross slope substantially non-compliant	replace	med	Highway			\$ 0.00	
Havens	Cross slope substantially compliant	replace	low	Highway			\$ 29,000.00	
Havens	Cross slope substantially non-compliant	replace	med	Highway			\$ 11,000.00	
Heron Creek	Cross slope substantially compliant	replace	low	Highway			\$ 900.00	
Meadow Lake	Cross slope substantially compliant	replace	low	Highway			\$ 30,000.00	
Meadow Lake	Cross slope substantially non-compliant	replace	high	Highway			\$ 13,000.00	
Mt Vernon Point	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Richman Platz	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Richman Platz	Cross slope substantially non-compliant	replace	med	Highway			\$ 0.00	
Stansbury	Cross slope substantially compliant	replace	low	Highway			\$ 0.00	
Stansbury	Cross slope substantially non-compliant	replace	med	Highway			\$ 0.00	
Village Green	Cross slope substantially compliant	replace	low	Highway			\$ 1,000.00	
Woodhaven	Cross slope substantially compliant	replace	low	Highway			\$ 4,000.00	
Woodhaven	Cross slope substantially non-compliant	replace	med	Highway			\$ 2,000.00	
Greyhawk Woods	Cross slope substantially compliant	replace	low	Highway			\$ 10,000.00	
Greyhawk Woods	Cross slope substantially non-compliant	replace	high	Highway			\$ 45,000.00	
Willow Branch	75% of walks missing; 25% non-accessible	remove remaining walks	high	Highway			\$ 5,000.00	
Charlottesville	85% of walks missing, 15% non-accessible	remove remaining walks	high	Highway			\$ 3,000.00	
Total							\$ 167,000.00	

On Going 30 year Plan

Subdivision Walks