

Appendix C

City Questionnaires

City-Wide Questionnaire
Department Heads Questionnaire

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Dayton – Overall Authority Programs Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department’s interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout DAYTON to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout DAYTON to provide equal access to programs and activities to everyone, without exception.

- A. Provide a list of Departments, responsibilities, and address of each. In addition, provide a brief description of the primary duties of each department and copies of any payments, publications, applications, forms, etc. that are used for each (**electronic preferred**).

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Administrative Procedures			
Do you have an ADA Coordinator? Provide info regarding appointment and contact info.			
Do you have a grievance procedure? Provide copy			
Do you have a grievance form? Provide copy			
Have you published an ADA Notice of Non-Discrimination? Provide copy.			
Do you have an internal ADA committee/team and/or a special appointed Commission for ADA?			
Do all board and commission agendas include an ADA accommodation notice? Provide copies of all board and commission agendas.			
Do you have a dedicated page on your website for ADA where related documents are posted?			
Have you provided any outreach to the public or advocacy groups on ADA topics? Provide info.			
Do documents provided to the public include information about how to obtain accessible copies?			
Do you have a centralized location for tracking of all civil rights related complaints? Is there a process for ensuring these complaints get to the coordinator for each?			
Effective Communication			
Please provide a detailed list of instances that your staff from different departments have interacted with people with disabilities. Include how often, general number per month/year, types of disabilities encountered, and how staff tried to accommodate their needs to assist them.			
Who is responsible for development and maintenance of your website? How often is it updated and when was the last update?			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Do you and/or individual departments have social media pages? Please list by department and website.			
Have you used or been requested to provide any interpreters (sign language, foreign language)? Provide details.			
Do you have any on-call contracts with interpreters?			
Do any departments have TTY/TDD capability and training to use special equipment?			
Have any departments utilized the services of a relay service to assist communicating with the deaf?			
Public Meetings			
Provide a list of all locations where public meetings have been held, including facilities you do not own.			
Do any of your public meeting facilities include an audio amplification system?			
Do any of the above include required Assistive Listening System and Listening Devices? Provide detail on make, model, and number of receivers.			
Are any meetings broadcast live on either local television or internet? Specify.			
Are any meetings recorded and rebroadcast?			
Are live and/or recorded meetings provided with closed captioning?			
Personnel Policies			
Are all employees covered under 1 Personnel Policy Manual? Provide copies of all different manuals.			
Provide samples of recent job postings.			
Provide examples of job descriptions for various classifications within your organization.			
Do you have only 1 application for employment for all departments? Provide copies of all.			
Have you been requested to provide accommodations for employees due to a disability? Please provide details of the types of requests, whether approved or not and reason, and other information that can legally be disclosed by law.			
Do you have a formalized process for employees to request reasonable accommodations? Is there a form? Please provide.			
Staff Training			
Provide a list of staff that has received training specific to ADA, including webinars, conferences, etc. and the provider, date(s), and location.			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Have law enforcement officers received any special training related to communicating with and/or recognizing when a person may have a disability? Provide details.			
If you have plan reviewers or inspectors, have they received any training on ADA requirements? Provide details.			
Special Events and Facility Use/Rental			
Do you sponsor any special events on properties owned by you? Owned by others? Please provide details about event and your role.			
Do you allow outside organizations to use or rent your facilities? Provide details.			
Emergency Planning and Evacuation			
Do you have a published emergency management plan for your facility/community? Please provide.			
Do you have individual emergency evacuation and/or sheltering plans for any buildings? Please provide copies of all.			
Are any of your facilities used as an emergency shelter? Please list.			
Do you have or subscribe to a community-wide emergency notification system (Nixle, Code Red, etc.)?			
Do you maintain a list of homebound clients and group homes that may need additional assistance during an emergency or evacuation?			
Design Standards, Details, and Codes			
Do you have your own Engineering Design standards or do you use a "standard" for details, etc. such as state DOT? If you have your own please provide.			
Please provide a listing of all standard codes by name and version/year for all technical designs done by/for you.			
Ordinances and Policies			
Please provide a copy of your Code of Ordinances, if applicable.			
Do you prohibit pets at any facilities? If so, do you allow service animals as an exception? Do you have a policy for service animals at your facilities?			
If you have park or recreation facilities, do you have any rules pertaining to animals or motorized vehicles? Please provide.			
Do you have an ordinance/written policy on use of golf carts and other motorized vehicles on your properties? Please provide.			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Do you have a pedestrian or non-motorized master plan? Please provide.			
Do you have a sidewalk replacement program? Is it a cost-shared system with homeowners? Provide copy.			
Do you have a system for residents to request an accessible parking space and sign be placed at their home?			
Do you have an ordinance prohibiting the obstruction of sidewalks by parked vehicles, trash/recycling containers, and similar objects? Please provide a copy.			
If applicable, do you have a snow removal policy for your properties and/or ordinance that requires sidewalks be cleared within a prescribe timeframe and which prohibits storage of snow in accessible parking? Provide a copy.			
Recreation			
Do you sponsor recreation programs at facilities you do not own (schools, etc.)? Provide details.			
Do you have online registration for recreation programs?			
Do you publish a recreation program guide? If so, does it provide information about requesting accommodations to allow residents with disabilities to participate? Provide copy.			
Unusual & Unique Services/Amenities/Facilities			
Do you have any courtrooms or hearing rooms within your facilities?			
Do you have any responsibility related to voting and providing polling places for elections?			
Are there any transit services provided by your organization or within your community? Provide details.			
Are there transit stops and/or shelters within your boundaries? If so, who is responsible for maintenance?			
Other – Client Specific			

- A. Requested Documents/Information to be Provided (if available, electronic preferred)**
1. Floor plans of facilities from attached list
 2. Personnel Policy Manuals for all departments, including job descriptions for all positions
 3. Applications for Employment for all departments
 4. All ADA Documents Adopted or in Use (designation of ADA Coordinator, grievance info, etc.)
 5. Publications provided to the public for all departments (various applications, etc.)
 6. Emergency Management Plan
 7. Evacuation plans for all facilities

8. List of all boards and commissions, meeting location, meeting schedule, and copies of most recent agenda and minutes for each
9. List of all special public or private events on your properties and copy of rental or other agreements
10. List of all ADA-specific or related training attended by staff, with dates, location, and details
11. Any written department policies or procedures for ADA accommodation
12. Any other documents or information you believe will be helpful
13. Others as they are identified during the project

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Dayton, Ohio – Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the City to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the City to provide equal access to programs and activities to everyone, without exception.

Name of Department: _____ **Contact Person:** _____

1. Provide a brief description of the primary duties and responsibilities of your department and blank copies of any publications, applications, forms, etc. that are provided to the public or internally to employees or prospective employees (electronic preferred). If some documents are typically provided by Human Resources, please provide only public documents and those not provided by HR.

2. Does your department sponsor Public Meetings? If no, please skip to #3: YES NO
 - a. Please state the locations where your meetings are held.

3. Accommodations:
 - a. Are you aware of any instances where your staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.

 - b. Has your department ever been asked to provide special accommodation for printed materials? If so what was requested and provided?

 - c. Do you use Telecommunication Devices for the Deaf (TDD) or have access to a relay service to communicate to persons with hearing loss on the telephone?

4. Are emergency procedures in place in your department for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for your building? Please identify.

5. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.

6. Are there any specific suggestions or thoughts anyone at the City has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful?