

Americans with Disabilities Act
Self Evaluation and Transition Plan

TOWN OF DAYTON

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External Complaint of Discrimination

Town of Dayton, Indiana

March 17, 2026

Dear Citizen,

It is my pleasure as ADA Coordinator of The Town of Dayton to adopt, implement and present this ADA Transition Plan. This Transition Plan represents and encompasses The Town of Dayton's ongoing and continuous effort on behalf of our fully committed staff to serve all persons living in, doing business with or visiting The Town of Dayton.

As Commissioner, it is my duty and responsibility to ensure that The Town of Dayton remains fully committed to ensuring and promoting accessibility and nondiscrimination in all our program areas and facilities. This ADA Transition Plan demonstrates and effectuates our commitment to ongoing barrier removal, compliance monitoring, public participation, and program evaluation that provide a means to the most inclusive future of The Town of Dayton. Our Town's efforts to improve accessibility are a part of our Town's program to build a better future and promote access for all Town facilities and programs. Your voice is vital to these efforts. Public comments may be submitted at any time to carla.snodgrass@dayton.in.gov or by calling our office at (765) 296-2533.

Thank you in advance for your participation! Your voice matters.

Sincerely,

Carla Snodgrass

Town of Dayton

ADA Coordinator

List of Abbreviations/Acronyms

AA – Affirmative Action
AASHTO – American Association of State Highway and Transportation Officials
ABA – Architectural Barriers Act of 1968
ADA – Americans with Disabilities Act of 1990
ADASAD – Americans with Disabilities Act Standards for Accessible Design
CDBG – Community Development Block Grant
CEMP – Comprehensive Emergency Management Plan
CFR – Code of Federal Regulations
D.A.R.E. – Drug Abuse Resistance Education
DDRS – Indiana Division of Disability & Rehabilitative Services
DHHS – Deaf & Hard of Hearing Services, Indiana Division of Disability & Rehabilitative Services
DOJ – U.S. Department of Justice
DOT – U.S. Department of Transportation
EEOC – Equal Employment Opportunity Commission
EMS – Emergency Medical Services
FHWA – U.S. DOT Federal Highway Administration
FTA – U.S. DOT Federal Transit Administration
G.E.D. – General Educational Development
GIS – Geographic Information System
HR – Human Resources Department
HTML - Hyper Text Markup Language
INDOT – Indiana Department of Transportation
ISA – International Symbol of Accessibility
IT – Information Technology Department
NCA – National Center on Accessibility
OTRB – Over-the-Road Buses
PDF – Portable Document Format
PROWAG – Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way
RA – Rehabilitation Act of 1973
ROW – Right-of-Way
RTF – Rich Text Format
SETP– Self-Evaluation and Transition Plan
TDD – Telecommunications Devices for Deaf Persons
TTY – Teletypewriter
UFAS – Uniform Federal Accessibility Standards

Executive Summary

The Americans with Disabilities Act (ADA) is a comprehensive Federal civil rights statute enacted in 1990. Comprised of five major parts, or “titles”, the ADA’s stated purpose was to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. It is estimated by the U.S. Census Bureau that over 50 million U.S. residents have a disability, and over 50% of senior citizens age 65 or older have a disability. Title II requires that all public entities with 50 or more employees perform a self-evaluation, prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure.

The Town began working on their Self-Evaluation and Transition Plan (SELF-EVALUATION AND TRANSITION PLAN) in 2014 and was completely updated in January of 2026. From 2025, the Town will allocate funds yearly for completion of the building and site evaluations. In 2025, they contracted with INTAC Management Group, LLC to complete the remaining self-evaluation components and prepare the Transition Plan which outlines the necessary steps to be fully compliant with the requirements of Title II of the ADA. The Town will strive to ensure that all residents and visitors are able to access all services, programs and activities and will promptly investigate any formal grievance filed according to the grievance procedures outlined. Additionally, the Town will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where physical access cannot be provided, alternate means to provide program access to persons with disabilities will be provided.

In performing this self-evaluation, only areas open to the public were assessed at the following Town-owned or leased facilities where Town programs/services are provided:

Town Facilities

- Town Hall
- Police Station
- Utility Building
- Gazebo

Areas of these facilities open to the public generally included parking lots, walks, park amenities, and areas within buildings that are not restricted to employees. Some buildings or areas of certain buildings have infrequent public access and were evaluated under the same guidelines.

In addition to the Town facilities, the self-evaluation reviewed existing Town policies and procedures within each department. The focus of this review will begin with the distribution of a questionnaire to each department, followed by other data gathering if needed to better understand the responses or the operation of each department. Key items reviewed within each department will include ADA-specific training of employees, interaction, and accommodations of persons with disabilities, writing of publications produced by each department, and staff suggestions to help them accommodate all persons with disabilities. Following this review, recommendations will be made to improve accessibility of programs for each department.

It is the goal of the Town of Dayton to make facilities for all services, programs, and activities fully accessible within the next eight (8) years, though this will be largely dependent on a number of economic factors and future changes to the ADA Standards for Accessible Design (ADASAD) or other unforeseen requirements that would necessitate additional improvements to Town facilities. The Town is committed to provide training for all staff on the requirements of the ADA and make accommodations for employees with disabilities, many of which can be done without costly architectural renovations. This Transition Plan will be reviewed and updated periodically to ensure the Town is fully compliant with ADASAD standards.

The results of the self-evaluation will identify all architectural barriers at Town facilities. The degree to which these barriers limited accessibility and their priority for corrective action will be subjectively categorized as “high”, “medium”, or “low”. “High” priority included barriers that effectively prohibited access to a service or program or present a safety hazard. “Medium” priority included barriers that either partially prohibited access or made it quite difficult. “Low” priority barriers typically do not limit access but are not compliant with standards. The improvements will be categorized into a eight (8) year phasing program to spread the cost for implementation out and address the most serious deficiencies at the most used Town facilities. The actual implementation schedule, budgeting, and prioritization is up to the administration and is likely to be impacted by complaints, new regulations and requirements, and availability of funding. Note that these costs are to resolve accessibility issues by making architectural improvements and in many instances, there are procedural or other modifications that can be made to provide equal access to Town programs and some modifications are not required until renovations are completed.

Introduction and Overview

Introduction

As a state agency, The Town of Dayton must meet the requirements of Title I and Title II of the Americans with Disabilities Act.

The Americans with Disabilities Act of 1990 (ADA), enacted on July 26, 1990, is a Federal civil rights statute, under the jurisdiction of the United States Department of Justice (DOJ), which provides civil rights protection to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, transportation, and telecommunications. The law states its purpose is “to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Similar protections are provided by Section 504 of the Rehabilitation Act of 1973. The ADA was signed into law by President George Bush on July 26, 1990, extending civil rights protections to individuals with physical or mental disabilities in the following areas:

Title I – Title I covers employment opportunities and requires reasonable accommodations by employers for persons with disabilities. Title I also defines what is a disability under the ADA.

Title II – Title II covers public services and applies to state and local governments. It requires all public entities to make their programs, services and activities accessible to individuals with disabilities and outlines what is required to identify and plan for the removal of barriers to access.

Title III – Title III covers public accommodations and public services provided by private entities. It requires private businesses to make reasonable modifications to their programs

An American with Disabilities Act (ADA) **Transition Plan** is a living **document** that assesses the accessibility of Indiana’s transportation system, highlighting **compliance** efforts and charting a course for improvements. prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, promotion/demotion, compensation, and job training. This document will focus on Title II of the ADA, which applies to state and local government entities, and, in subtitle A, protects qualified individuals with disabilities from discrimination in services, programs, and activities provided by state and local government entities. and facilities and to take steps necessary to communicate with customers who may have a disability.

Title IV – Title IV covers telecommunications and requires telephone and internet companies to provide services that accommodate persons with disabilities.

Title V – Title V contains miscellaneous provisions that apply to the ADA as a whole and cover how it is to integrate with other laws and protect individuals who are seeking accommodations from retaliation.

The Town of Dayton is located in west central Indiana with a population of approximately 16,400 and land area of approximately 8 square miles. It is classified as a “public entity” pursuant to Title II of the ADA. The Town is also required to comply with Title I, which requires state and local government entities to practice nondiscrimination in all parts of the employment process.

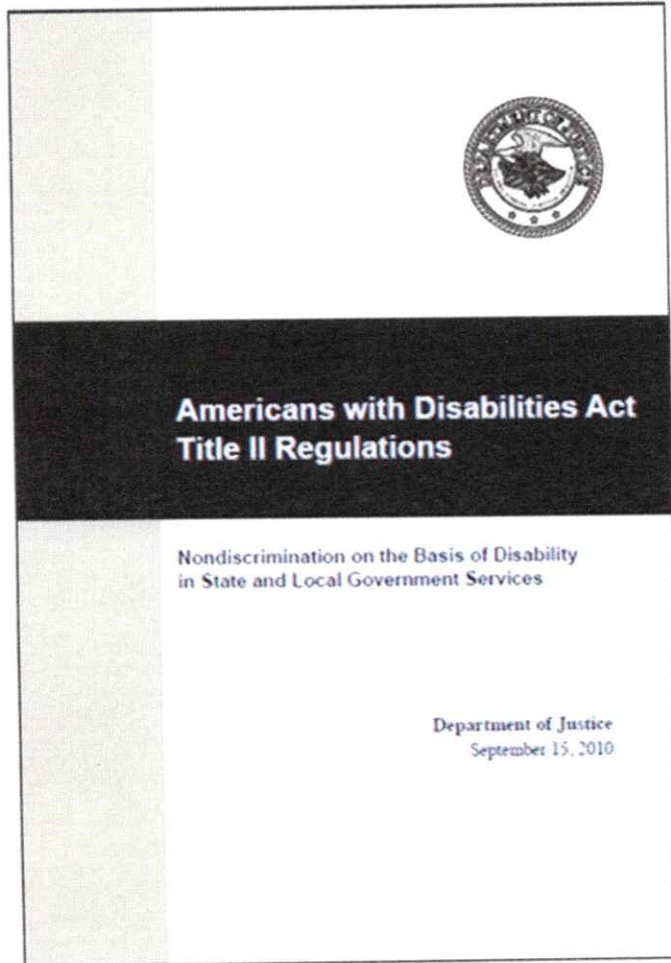
The DOJ is the lead agency that oversees the ADA. The ADA in itself is not enforceable by any state or local governmental unit code official.

Purpose

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

Relative to the ADA on July 26, 1990, the DOJ issued rules implementing Title II, which is codified at **28 CFR Part 35**, which applies to The Town of Dayton. Title II requires state and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events, but also to policy changes that state and local governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments.

The ADA regulations [*ref. U.S. DOJ, 28 CFR Part 35, Subpart A, 35.105 and 35.150(a) and (d)*] require state and local governments to conduct a self-evaluation of their programs and services to identify barriers to access. One of the fundamental reasons for performing the self-evaluation is to identify potential problems before they occur, so that discrimination complaints won't be necessary. By identifying the policies, programs, services, and activities that do not comply, the Town can take action to remove those barriers to ensure that the Town is not discriminating against individuals with disabilities. Title II of the ADA stipulates that The Town of Dayton is required to perform six administrative responsibilities:



1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance [28 CFR 35.107 (a)]
2. Administer and write a self-evaluation of the programmatic barriers in services offered by the local government and provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [28 CFR 35.105]
3. Publicize and inform applicants, participants, and beneficiaries of the Town's policy of nondiscrimination on the basis of disability related to Town services, programs, and activities [28 CFR 35.106]
4. Establish a complaint/grievance procedure to respond to complaints of noncompliance from the public [28 CFR 35.107 (b)]
5. Develop a transition plan if structural changes are necessary for achieving program accessibility [28 CFR 35.150 (a) and (d)]
6. Retain the self-evaluation and provide it for public inspection for three years [28 CFR 35.105 (c)]

The Town is committed to complying with the tenets of Title II of the ADA of 1990, and other Federal and state statutes and regulations

intended to make Town-owned and operated facilities, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SELF-EVALUATION AND TRANSITION PLAN) establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

Legislative Background & Framework

For more than 45 years, The Town of Dayton has been subject to many of the non-discrimination provisions contained in the ADA. Significant precursory legislation to the ADA includes the **Architectural Barriers Act of 1968** (ABA) and **Section 504 of the Rehabilitation Act of 1973** (RA).

Congress' first significant effort to address discrimination on the basis of disability was its enactment of the ABA, which provided that all buildings constructed, altered, leased, or financed by the U.S. Government shall be accessible to, and usable by, individuals with physical disabilities.

Section 504 of the Rehabilitation Act states: "*No otherwise qualified individual with a disability in the United States shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive Agency*". It also requires Federal agencies to provide accessible programs and facilities.

The ADA was modeled on Section 504. The ADA applies to state and local government entities, public accommodations, public transportation, and commercial establishments. The key points of understanding for ADA are:

- The ADA is fundamentally civil rights legislation. This legislation protects the rights of people with disabilities in employment, transportation, public accommodation, and access to services offered by the public.
- The ADA addresses facility access and access to programs and services. Buildings are required to be accessible and the activities that are offered inside and outside those buildings also must be accessible.
- Outdoor recreation standards as they relate to ADA for a variety of facilities were included in the 2010 ADA Standards for Accessible Design (ADASAD). Standards for amusement rides, boating and fishing facilities, exercise machines and equipment, golf and miniature golf facilities, and play areas went into effect on March 15, 2012 for all new or altered facilities. Standards for swimming/wading pools and spas went into effect in 2013 for all new or altered facilities.

The primary focus of this report is to assess the compliance of The Town of Dayton facilities, programs, policies, services, and activities related to Title II of the ADA. Title II of the ADA was effective on January 26, 1992.

Governmental entities must ensure effective communication, including the provision of necessary auxiliary aids and services, so that individuals with disabilities can participate in civic functions. Public entities are not required to take actions that would result in undue financial and administrative burdens. However, they are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

One important way to ensure that Title II's requirements are being met in communities of all sizes is through self-evaluation, which is required by the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities, programs, and services that must be modified or relocated to ensure that local governments are complying with Title II requirements of the ADA. A public entity that employs 50 or more employees must retain its self-evaluation for a minimum of three (3) years.

ADA Self-Evaluation and Transition Plan Requirements

The purpose of this ADA SELF-EVALUATION AND TRANSITION PLAN is to document the Town's review of access to facilities, programs, services, and activities by individuals with disabilities in order to determine if there are any discriminatory or potentially discriminatory practices, policies, or procedures.

In accordance with the Title II requirements for self-evaluation, The Town of Dayton:

- 1) Will identify all of the public entity's programs, activities, and services.
- 2) Will review all the policies and practices that govern the administration of the Town's programs, activities, and services.

If structural changes are identified to provide program accessibility as part of the self-evaluation, the ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the Transition Plan are as follows and available in [28 CFR 35.150 \(d\)](#).

- 1) A list of the physical barriers in the Town's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period.
- 4) The name of the official responsible for the plan's implementation.

Self-Evaluation and Transition Plan Process

In 2025, The Town of Dayton was made aware of issues related to non-compliance with certain requirements of the ADA by the Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT). The Town responded by contracting INTAC Management Group, LLC to assist in evaluating their facilities from 2025 to 2028 and in preparing a Self-Evaluation and Transition Plan in 2026.

The Town began by establishing an ADA Coordinator position to spearhead efforts in accessibility including the development of grievance procedures. Following these initial steps, a work plan to assess Town-owned and operated facilities, programs, policies, services, and activities for compliance with ADA was initiated to methodically work towards the completion of an ADA SELF-EVALUATION AND TRANSITION PLAN. This work plan included:

- Facility audit (interior and exterior and public ROW)
- Self-evaluation of Town programs, services and activities
- Outreach to advocacy groups and the general public
- Prioritize facilities improvements for accessibility
- Develop a written transition plan
- Adoption of the transition plan

A public involvement process and the establishment of an ADA committee will oversee and guide the development of this SELF-EVALUATION AND TRANSITION PLAN. These recommendations are intended to serve as the transition plan and framework for implementation. All recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the Town Council and appropriation of funding to implement the improvements.

This transition plan is a living and dynamic document that will need periodic review and updating. In particular, additional evaluations will be required when updates are made to the ADA or supporting statutes or when existing accessibility guidelines change, or new guidelines are established. In its efforts to maintain compliance, the Town will have several mechanisms in place to provide for an ongoing update of the transition plan:

- Designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA.
- An ADA committee will be established to help guide the development and implementation of the Self-Evaluation and Transition Plan. The Committee began as a working group in November 2025 and will meet Regularly to review all progresses and any issues. The Committee functions in a planning and advisory role to Council and Board of Works members.
- Implementation activities will be part of the Town's annual Capital Improvement Plan.

Facility Audit

In 2025-2026, a review was completed from the evaluation previously supplied to the Town in 2014. Audits of buildings, facility interiors, and exterior site features at each location were performed. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements. In addition, only the site and pedestrian access route to the facility entry will be evaluated for the facilities owned by the Town.

Areas within Town-owned facilities that are not accessible to the public must also be accessible for employees with disabilities as a requirement of Title I. Accessibility in employee work areas will be assessed on a case-by-case basis based on the needs of the individual and nature of their disability and reasonable accommodations that can be provided to allow the person to perform essential job functions. The Town is committed to ensuring that all workspaces are accessible pursuant to the requirements of each job and making the necessary modifications when needed.

A key function of Town government in the State of Indiana lies with the Town Clerk for conducting all elections. In the Town of Dayton's governance of elections, the Town is not responsible, it is all conducted by Tippecanoe County.

Facility Access versus Program Access

Following the completion of facility audits, it is important to distinguish that the ADA addresses two (2) types of accessibility:

- Facility accessibility
- Program accessibility

Facility accessibility requires that a building or structure be physically accessible. Individuals with disabilities cannot be provided access to programs, services, and activities if a building is inaccessible. Program accessibility includes facility accessibility, but also means that a person with a qualified disability receives the same benefits from a program or service and has an equal opportunity to participate as any other participant. The ADA requires all Town programs, but not all Town buildings, to be accessible. The regulation implementing Title II, 28 CFR Part 35 (as amended September 15, 2010) contains two "safe harbor" provisions. Under the first "safe harbor" provision, elements of existing facilities that already comply with either the 1991 ADA Standards or Uniform Federal Accessibility Standards (UFAS) are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012. Under the second "safe harbor" provision elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

There is some flexibility with regard to program accessibility. Not every building (or each part of every building) needs to be accessible. Structural modifications are required only when there is no alternative available for providing program access. The Town is required to provide program access, which means that programs, services, and activities when viewed in their entirety, are readily accessible to and usable by individuals with disabilities.

When choosing a method of providing program access, the Town will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In accordance with Title II program accessibility requirements, the Town is required to:

- Provide equal access to programs, services, and activities as provided to other members of the community. [28 CFR 35.130(a)-(b)(1) (vii)]
- Provide programs, services and activities in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity. [28 CFR 35.130(b)(2); (d)]
- Absorb any costs necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. [28 CFR 35.130(f)]
- Allow a person with a disability to participate in a program, service or activity regardless of disability. [28 CFR 35.130(g)]
- Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy programs, services or activities unless necessary for the provisions of the program, service or activity. [28 CFR 35.130(b)(8)]
- Modify policies, practices, or procedures that deny equal access to individuals with disabilities [28 CFR 35.130(b)(7)]
- Furnish auxiliary aids and services when necessary to ensure effective communication. [28 CFR 35.160(b)(1)-(2)]
- Provide appropriate signage and structural communication to inform and alert individuals with visual, mobility, and hearing disabilities. [28 CFR 35.163]
- Eliminate physical barriers to programs, services, and activities by remodeling existing facilities, constructing new facilities, or moving programs, services or activities to an accessible location. [28 CFR 35.150(b)(1)]
- Ensure that newly constructed or altered buildings and facilities are free of physical and communication barriers that restrict accessibility of people with disabilities. [28 CFR 35.151]

Undue Burden

The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. A fundamental alteration is a change to such a degree that the original program, service, or activity is no longer the same. For example, a Town sponsors college-level classes that may be used toward a college degree. To be eligible to enroll, an individual must have either a high school diploma or a General Educational Development certificate (“G.E.D”). If someone lacks a diploma or G.E.D. because of a cognitive disability, it is unlikely that the Town would have to alter the requirement to provide equal access. Modifying the rule would change the class from college level to something less than college level and would fundamentally alter the original nature of the class.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the Town must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

Department Self-Evaluation

As part of this self-evaluation, INTAC will provide a questionnaire to the ADA Coordinator to better understand the operation and services offered by various Town departments regarding ADA compliance. The sample questionnaire is included in Appendix C. Answers will be used to compile the information in this Self-Evaluation and Transition Plan. Policies, programs, activities, and services will be evaluated and, in the case where policies are not currently in place, this report will provide recommendations for the implementation of corrective actions to comply with the ADA. Refer to Section 2.18 Department Self-Evaluation - Findings & Recommendations.

Public Outreach

Public outreach will begin early in the self-evaluation phase by publishing a notice in the local newspaper (The Times) to solicit input from the public about barriers or perceived barriers that might exist to access or use of Town facilities. Notices will also be sent by U.S. mail to several local and regional disability advocacy groups (see *Appendix C*). The public comment period will be opened from March 2 to March 20, 2026.

Following completion of the draft Self-Evaluation and Transition Plan, it will be made available for public review. It was placed at the following locations in Dayton:

- Town Hall (721 Walnut St. Dayton, IN 47941)

The report will be available from May 4 to May 29, 2026. A meeting to receive public comments on the draft ADA Self-Evaluation and Transition Plan will be held at the regularly scheduled Town Council Meetings. Meeting minutes and the information presented will be available for review, once posted on the Town website.

Self-Evaluation of Town Policies, Services, Activities, and Programs - Findings & Recommendations

This section of the self-evaluation will summarize the review of current Town-wide policies, services, activities, and programs based on meetings with Town staff and responses to the program accessibility questionnaire received from Town departments and divisions. The findings and recommendations contained in this section will provide the basis for the implementation of specific improvements for providing access to Town programs.

Program Evaluation Interdepartmental Memo

The self-evaluation of the Town's services, programs, and activities will require and involve the participation of every Town department. The Town of Dayton will evaluate its policies, procedures, and programs to determine current levels of service and the extent to which its policies and programs create barriers to accessibility for persons with disabilities. INTAC will distribute a questionnaire to the Town ADA Coordinator as one measure to determine the level of ADA compliance. Each department will also be issued a questionnaire to provide specific information about each department. (See *Appendix C*.)

The primary purpose of this questionnaire will allow INTAC staff to better understand how each department operates and the programs provided by each so that an accurate assessment can be made of architectural and procedural barriers and how each can be corrected to provide access. The level of investigation into the operations of the various departments will generally be consistent with the amount of interaction with the public and the extent of the public programs offered by each.

Overall Findings – General Policies and Practices

The self-evaluation of the Departments identified common accessibility issues between all Town Departments. The findings from the Town Departments can be organized into the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Polling Places
- Special Events and Private Events on Town Property
- Contracted Services and Contractors
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Fees and Surcharges
- Information and Signage
- Staff Training
- Emergency Evacuation Procedures
- Employment

The findings and recommendations in the following subsections apply to all departments except where noted.

Public Information

The Town is required to notify the public of their rights and protections under the ADA (**28 CFR 35.106**), which states: “*A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.*” In addition, notices regarding ADA should be included in a number of other situations to inform the public of their rights and opportunities to ensure accessibility, including signage directing the public to accessible routes and entrances.

Self-Evaluation Findings:

- Completed

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Designation of ADA Coordinator

The ADA regulations require any public entity with fifty (50) or more employees to designate at least one employee to coordinate ADA compliance (**28 CFR 35.107 (a)**). Federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA Coordinator. The ADA Coordinator’s role is to plan, coordinate, organize, facilitate, and promote compliance efforts. The Coordinator responds to requests for accommodations or barrier removal. The Coordinator also receives and investigates complaints and grievances.

Self-Evaluation Findings:

- The Town of Dayton Town Council appointed Carla Snodgrass as the ADA Coordinator in _____.

Ms. Carla Snodgrass, ADA Coordinator
Phone: 765-296-2533
Email: carla.snodgrass@dayton.in.gov

- Department liaisons to the ADA Coordinator have not yet been identified.

Recommendations:

- Information regarding the identity of the Town's ADA Coordinator should be clearly communicated. This information should be provided to staff, posted at all Town facility locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the Town website.
- Activities related to ADA compliance should be directed to the Coordinator. Each Town department should designate a liaison for ADA issues who is knowledgeable and can respond to issues that arise within their department and assist the ADA Coordinator.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the Town.

Grievance/Uniform Complaint Procedures

A public entity that employs 50 or more employees must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA (**28 CFR 35.107 (b)**).

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Public Meetings

Public meetings are routinely held by various Town departments, boards, and commissions. The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities (**28 CFR 35.150 (a)(1); (b)(1)**). While most of the meetings are open to the general public and advertised as required by law, the public does not regularly attend several of the meetings of the groups noted.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Accommodations to Access Programs, Services, and Activities

The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. A public entity may not adopt policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral, but have discriminatory effect. The law does allow

a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities (28 CFR 35.130 (b)(3); 35.150 (a)(1); (b)(1)).

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Special Events and Private Events on Town Property

The Town provides opportunities for private organizations to utilize Town facilities for special or private events. Contained within the ADA are two titles that pertain to public and private entities. Public entities are not subject to Title III of the ADA. Conversely, private entities are not subject to Title II. In many situations, however, public entities have close relationships with private entities that are covered by Title III (Public Accommodations), with the result that certain activities may be at least indirectly affected by both Titles. This is the case with certain special events or private organizations that may use Town facilities.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Contracted Services and Contractors

Public entities cannot use contract procurement criteria that discriminates against persons with disabilities (28 CFR 35.130 (b)(5)). In addition, selected contractors should be held to the same nondiscrimination rules as the Town.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Customer Service, Satisfaction, and Input

ADA requires a public entity to provide an opportunity to interested persons and organizations to participate in the self-evaluation process. For three years after completion of the self-evaluation, a public entity must maintain a record of any problems identified (28 CFR 35.105).

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Equally Effective Communication

ADA calls for public entities to provide applicants, participants, members of the public, and companions with disabilities with communication access that is equally effective as that provided to persons without

disabilities (**28 CFR 35.160(a)-(d)**). The regulations also require that the public entity provide the appropriate auxiliary aids and services where necessary to give people with disabilities an equal opportunity to participate in, and enjoy the benefits of a service, program, or activity of a public entity. The law stipulates that the individuals can request the auxiliary aids and services of their choice and that the Town will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the Town may provide qualified interpreters via video from a remote location as long as it can meet the performance requirements of **28 CFR 35.160(d)**.

Auxiliary Aids and Services

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Interpreter Services

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Telecommunications Devices for the Deaf

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Website

Websites currently have no standard applicable to Title II or Title III entities. The existing Web Content Accessibility Guidelines (WCAG 2.0) and Section 508 of the Rehabilitation Act include requirements for federal agency websites. However, numerous court cases annually are in conflict on the actual obligations for Title II and III entities related to discrimination due to websites not meeting these guidelines. It is likely that an enforceable standard for Title II and Title III entities is forthcoming and these entities should consider updates to their websites to reflect the "best practice" recommendations of WCAG, which will very likely establish the baseline for future website standards.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Alternate Communication Formats

A public entity has a responsibility to provide information in alternative formats to comply with **28 CFR 35.160**. This section of the ADA requires state and local government entities to communicate effectively with individuals who are deaf, hard-of-hearing, or have a speech, vision, or learning disability. Communication access involves providing content in methods that are understandable and usable by people with reduced or no ability to: speak, see, or hear and limitations in learning and understanding. Some alternative formats can be produced in-house at minimal costs, i.e. large print, disks, and e-mail attachments. Other formats, such as Braille and audio-formats, may need to be produced by a vendor. Alternate communication formats that are likely to be requested include, but are not limited to: audio-formats, Braille, large print, captioned films and video, electronic text/disk/CD-ROM, or sign interpreted films and video.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Fees and Surcharges

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities, programs, services, or activities accessible to persons with disabilities (**28 CFR 35.130(f)**).

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Information and Signage

A public entity is required to ensure that individuals with disabilities are directed to an accessible entrance to a building and to the location and existence of accessible services, activities, and facilities. The ISA shall be used at each accessible entrance of a facility (**28 CFR 35.163**). Paragraph (b) requires the public entity to provide signage at all inaccessible entrances to each of its facilities that directs users to an accessible entrance or to a location with information about accessible facilities.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Staff Training

On-going compliance with the ADA can only be achieved if Town staff receives training and education about the rights of persons with disabilities and the obligations of public entities and its employees under Title II of the ADA. Although training is not required by the ADA, training regarding the requirements of the ADA is recommended.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Emergency Evacuation Procedures

The Town is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These plans and procedures should include identification of assembly locations for persons with disabilities in each facility, staff assigned to ensure that assembly areas are checked prior to leaving buildings during an emergency, identification of assembly locations for pickup and transport of persons with disabilities, and location of accessible shelters to be used for various types of emergencies. Depending on the nature of the emergency, some shelters may not be appropriate.

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Employment

Title I of the ADA requires public entities not to discriminate against persons with disabilities in all parts of the recruitment and employment process (28 CFR 35.140 and 29 CFR 1630.4).

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Facility Self-Evaluation Findings and Recommendations

INTAC will perform a self-evaluation of all Town facilities. A comprehensive review of accessibility at all public areas of these facilities was performed consistent with ADASAD. All departments evaluated have barriers present, nearly all of which can be addressed by architectural modifications, various methods of equal accommodation, or changes in procedures. Funding will be a key component in some instances but many improvements in service to persons with disabilities can be done inexpensively and within a short timeframe. Note that some facilities not altered or constructed since March 15, 2012, may be subject to the 1991 ADA Accessibility Guidelines. In these cases, some non-compliant items do not have to be addressed until triggered by an alteration as stated in the ADASAD.

Town Facilities to be Evaluated (Owned or Leased):

- Town Hall
- Police Station
- Utility Building

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Self-Evaluation of Pedestrian Facilities with the Public Right-Of-Way – Project Approach

This segment of the self-evaluation plan will review and summarize the current ROW of all facilities. The findings and recommendations contained in this segment will provide the basis for the implementation of specific improvements for pedestrian access within the Public Right-Of-Way.

Data Collection and Guidelines

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Barrier Ranking

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

The main categories used for The Town of Dayton's barrier ranking are the ***Physical Impedance Factors:***

- **High priority** - High priority areas include areas with conditions that make travel difficult or impossible for the independent pedestrian and affect the ability of persons with disabilities to access or use a facility or program, or are generally hazardous conditions to any pedestrian. These included, but are not limited to, missing curb ramps, steep slopes, particularly cross slopes impacting lateral balance, changes in level over 1", and fixed obstructions limiting vertical and horizontal clearance, trip hazards, extreme slopes, and major obstructions and protrusions.
- **Medium priority** – Medium priority areas include areas with conditions that make travel moderately difficult, but passable and affect the quality of usage for persons with disabilities to a greater extent than that afforded the non-disabled. These included, but are not limited to, moderate deviations in running and cross slopes, changes in level ½" to 1", obstructions that allow tight passage and landing and PAR width deviations.
- **Low priority** – Low priority areas include areas with conditions that deviate from codes and standards, but alternative means of use may be available to provide equal access or opportunities. In low priority areas, conditions may be an inconvenience, but neither travel nor safety is greatly impacted. These areas allow significant usability and independent travel is possible in most cases. These included, but are not limited to, minor deviations in running and cross slopes, changes in level, landings and PAR width deviations, and presence of standard elements such as detectable warnings not in compliance with guidelines.

Additional Right-Of-Way Elements

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

According to PROWAG, *'An accessible pedestrian signal and pedestrian push button is an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibro-tactile surfaces) to pedestrians who are blind and have low vision.'* Per R209, *'where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals (APS) and pedestrian push buttons complying with sections 4E.08 through 4E.13 of the 2009 Manual on Uniform Traffic Control Devices (MUTCD).'* At such time as the Town plans infrastructure improvement projects where new pedestrian signal construction or alterations to existing pedestrian signals including signal controller, software or signal head replacement occurs, accessible pedestrian signals should be considered for inclusion.

Future Improvements

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Self-Evaluation of Pedestrian Facilities with the Public Right-Of-Way – Sidewalks

This segment of the self-evaluation plan summarizes the requirements of sidewalks within the public ROW. The findings and recommendations contained in this segment will provide the basis for the implementation of specific improvements to accessibility on Town sidewalks. New construction or alterations would require that non-compliant sidewalks be improved to meet ADA standards.

Pedestrian Access Route

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Per R204 of the PROWAG, *'a pedestrian access route is a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path in the public Right of Way. Pedestrian Access Routes in the public Right of Way ensure that the transportation network used by pedestrians is accessible to pedestrians with disabilities....Pedestrian access routes must be provided within sidewalks, and other pedestrian circulation paths located in the public right-of-way; pedestrian street crossings, and at-grade rail crossings, including median and refuge islands; and overpasses, underpasses, bridges and similar structures that contain pedestrian circulation paths.'*

Width

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements and Findings:

Per R302.3, the continuous clear width shall be 4' minimum exclusive of the width of curb. Five feet of width is preferred, as when the clear width is less than 5', passing spaces must be provided every 200' maximum. This provides greater flexibility for changes in direction, passing movements, and turning space. Nearly all locations lacked adequate width due to turf overgrowth or degradation of sidewalk.

Running Slope and Cross Slope

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R302.5, the grade (running slope) of the sidewalk PAR shall not exceed the grade of the adjacent street. Otherwise, a 5% maximum is imposed. Per R302.6, the cross slope of the sidewalk PAR shall be

2% maximum. Frequently, heaving and settling of sidewalks result in panels that exceed the maximum slopes.

Changes in Level / Surface Condition

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R302.7, the surface of the PAR shall be firm, stable, and slip-resistant. Grade breaks shall be flush. Vertical surface discontinuities (changes in level) shall be $\frac{1}{2}$ " maximum with those between $\frac{1}{4}$ " and $\frac{1}{2}$ " being beveled at slope not steeper than 50% across the entire discontinuity. Horizontal openings such as grates and joints may not exceed $\frac{1}{2}$ ". Elongated openings should be placed perpendicular to dominant direction of travel.

During the evaluation, surface condition was found to be a major issue including extensive cracks, spalling, and displacements.

Obstructions, Protrusions, and Utility Considerations

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R402.2, protruding objects are those objects with leading edges more than 27" and not more than 80" above the finish surface which project more than 4" horizontally into pedestrian circulation paths.

Per R210, street furniture and other objects may not reduce the minimum clear width of the PAR. These items would be considered an obstruction of the continuous clear width provided.

Obstructions may include light and utility poles, newspaper and mail boxes, vegetation protrusions, signs, hydrants, and site furnishings. Other barriers include, but are not limited to, manholes, valve covers, open grate castings, and access boxes. These conflicts are generally classified as vertical displacements and slip hazards.

Sidewalk Barrier Removal

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Self-Evaluation of Pedestrian Facilities with the Public Right-Of-Way – Curb Ramps

This segment of the self-evaluation plan summarizes the curb ramps within the public ROW. The findings and recommendations contained in this segment will provide the basis for the implementation of specific improvements to accessibility on Town curb ramps.

Curb ramps are a relatively small but important part of making sidewalks, crossings at intersections, and other pedestrian routes accessible to people with disabilities. A curb ramp (or sometimes referred to as a curb cut) is a short sidewalk ramp cutting through a curb or built up to it. The ADA requires state and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps (28 CFR 35.150 (d)(2); 35.151(a), (b), and (i)). The law stipulates that the public entity provide curb ramps, or other sloped areas where pedestrian walks cross curbs, that are accessible.

Curb Ramp Types

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Curb ramps types are classified based on the orientation of the ramp to the adjacent curb. As stated in Advisory R304.1 of the PROWAG, the following types of curb ramps exist:

Perpendicular Curb Ramp

Perpendicular curb ramps have a running slope that cuts through or is built up to the curb at right angles or meets the gutter break at right angles where the curb is curved.

Parallel Curb Ramp

Parallel curb ramps have a running slope that is in-line with the direction of sidewalk travel (parallel to the curb) and lower the sidewalk to a level turning space where a turn is made to enter the pedestrian street crossing. Parallel ramps can be useful where ROW is limited to get a pedestrian from street level to the sidewalk in a shorter depth space.

Combination Curb Ramp

Parallel and perpendicular curb ramps can be combined. A parallel curb ramp is used to lower the sidewalk to a mid-landing and a short perpendicular curb ramp connects the landing to the street. Combination curb ramps can be provided where the sidewalk is at least 6.0 feet wide and can provide access in situations where the sidewalk is much higher than 6" above the street elevation.

Blended Transition

Blended transitions are raised pedestrian street crossings, depressed corners, or similar connections between pedestrian access routes at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of 5 percent or less. Blended transitions are suitable for a range of sidewalk conditions

Diagonal Curb Ramp

Under the R207.1 of the proposed PROWAG standards, two curb ramps are typically required at all corners. Per R207.2, where existing physical constraints prevent compliance with R207.1, a single diagonal curb ramp shall be permitted to serve both pedestrian street crossings. Diagonal curb ramps are

not the preferred method of construction due to lack of directional cues for pedestrians using the crossing and safety concerns created by vehicles misconstruing pedestrian intentions. When an agency invokes R207.2, it is important to document the constraint that prevents construction of two ramps at each intersection quadrant (ROW, existing structure, etc.).

Ramp Width and Slope

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R304.5.1, the clear width of curb ramp runs (excluding any flared sides), blended transitions, and turning spaces shall be 4.0 feet minimum.

Per R304.2.2, the running slope of the curb ramp shall cut through or shall be built up to the curb at right angles or shall meet the gutter grade break at right angles where the curb is curved. The running slope of the curb ramp shall be 5% minimum and 8.3% maximum but shall not require the ramp length to exceed 15 feet. Additionally, the counter slope of the gutter or street at the foot of curb ramp runs, blended transitions, and turning spaces shall be 5 percent maximum.

Per R304.5.3, the cross slope of curb ramps, blended transitions, and turning spaces shall be 2 percent maximum. At pedestrian street crossings without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade.

Per 304.5.2, grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.

Flares, Landings, and Turning Spaces

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

In addition to the sloped access point a curb ramp provides, other requirements cover the adjacent improvements to facilitate usability of the ramp. These include flared sides, landings, and turning spaces where applicable.

Per R304.2.3, where a pedestrian circulation path crosses the curb ramp, flared sides shall be sloped 10 percent maximum, measured parallel to the curb line.

Per R304.2 and R304.3, a turning space of 4.0 feet minimum by 4.0 feet minimum shall be provided at the top of the curb ramp and shall be permitted to overlap other turning spaces and clear spaces. Where

the turning space is constrained at the back-of-sidewalk, the turning space shall be 4.0 feet minimum by 5.0 feet minimum. The 5.0 feet dimension shall be provided in the direction of the ramp run.

Additionally, per R304.5.5, beyond the bottom grade break, a clear space 4.0 feet minimum by 4.0 feet minimum shall be provided within the width of the pedestrian street crossing and wholly outside the parallel vehicle travel lane. For parallel ramps (R304.3), this means at the bottom of the ramp behind the curb line. Diagonal ramps must also accommodate this turning space within the crosswalk and wholly outside the vehicle travel lanes. Per R304.5.3, the cross slope of curb ramps, blended transitions, and turning spaces shall be 2 percent maximum.

Detectable Warnings

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R208, detectable warning surfaces indicate the boundary to persons with vision loss between pedestrian and vehicular routes where there is a flush rather than curbed connection. Detectable warning surfaces shall be provided at the following locations:

- Curb ramps and blended transitions at pedestrian street crossings;
- Pedestrian Refuge Islands (unless at street level AND less than 6' in length);
- Pedestrian at-grade rail crossings not located within a street or highway and transit stops
- Detectable warnings should not be provided at crossings of residential driveways as the pedestrian ROW continues across residential driveway aprons. They should be provided at high traffic commercial drive ways provided with yield or stop control since these function similarly to roadways, such as those found at large commercial centers. The key in determining this is traffic volumes, not simply the presence of a traffic control sign. Excessive misuse of DW can be confusing to vision impaired users.

Per R305.1, Detectable warning surfaces shall extend 2.0 feet minimum in the direction of pedestrian travel. At curb ramps and blended transitions, detectable warning surfaces shall extend the full width of the ramp run (excluding any flared sides), blended transition, or turning space.

Additionally, per Advisory R305.2, some detectable warning products require a concrete border for proper installation. The concrete border should not exceed 2 inches. See Figure R305.1.4 above from the PROWAG regarding placement and dimensions.

Drainage

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

According to the FHWA publication "Designing Sidewalks and Trails for Access", *poor drainage at the bottom of a curb ramp is inconvenient to all pedestrians. It is a particular nuisance for people who rely*

on the curb ramp for access and who will, therefore, not be able to avoid the area. When the water eventually dries up, debris, which further impedes access, is usually left at the base of the ramp. In cold-weather locations, water that does not drain away can turn into slush or ice, creating a more hazardous situation'.

Obstructions, Protrusions, and Utility Considerations

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R402.2, protruding objects are those objects with leading edges more than 27" and not more than 80" above the finish surface which protrude more than 4" horizontally into pedestrian circulation paths. Per R210, street furniture and other objects may not reduce the minimum clear width of the PAR. These items would be considered an obstruction of the continuous clear width provided.

Obstructions that might be observed include light and utility poles, traffic signs, fire hydrants, and utility cabinets. Ground plane utility conflicts, include, but are not limited to, manholes, valve covers, open grate castings, and access boxes. These conflicts were generally classified as vertical displacements and slip hazards.

Changes in Level / Surface Condition

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Requirements:

Per R302.7, the surface of the PAR shall be firm, stable, and slip-resistant. Grade breaks shall be flush. Vertical surface discontinuities (changes in level) shall be $\frac{1}{2}$ " maximum with those between $\frac{1}{4}$ " and $\frac{1}{2}$ " being beveled at slope not steeper than 50% across the entire discontinuity. Horizontal openings such as grates and joints may not exceed $\frac{1}{2}$ ". Elongated openings should be placed perpendicular to dominant direction of travel. Displacements are frequently observed at the gutter line or other ramp joints including horizontal and/or vertical displacements and exaggerated gutter line exceeding $\frac{1}{2}$ " bevel.

Level Changes

- Temporary placement of concrete or asphalt to ramp from adjacent surface
- Grinding edge at surface changes of up to $\frac{1}{2}$ " to achieve allowable bevel
- Replacement of ramp panel or gutter

Surface Condition

- Replacement of damaged ramp panel
- Maintenance to keep free of vegetation and debris

Curb Ramp Barrier Removal

Self-Evaluation Findings:

- In process

Recommended Action:

- To be evaluated after Self-Evaluation findings have been reported.

Transition Plan

The Transition Plan describes how the Town of Dayton will be transitioning to full compliance with the ADA and applicable standards. Public entities, like the Town, are required to provide access to Town programs, services, and activities for all of the recipients. Thus, the Town must provide access for individuals with disabilities and document areas of non-compliance. Additional documentation is provided as barriers are removed.

ADA identifies specific elements to be included in the transition plan where structural changes are identified to provide program accessibility as part of the self-evaluation. At a minimum, the elements of the Transition Plan are as follows and available in [28 CFR 35.150 \(d\)](#).

- 1) A list of the physical barriers in the Town's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities [\[28 CFR 35.150 \(d\)\(3\)\(i\)\]](#)
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible [\[28 CFR 35.150 \(d\)\(3\)\(ii\)\]](#)
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period [\[28 CFR 35.150 \(d\)\(3\)\(iii\)\]](#)
- 4) The name of the official responsible for the plan's implementation. [\[28 CFR 35.150 \(d\)\(3\)\(iv\)\]](#)

The Transition Plan is a reaction to the findings of the facility audits, assessments of Town policies, services, programs, and activities, and input from advocacy groups and the public.

Prioritization of Barrier Removal

A phased implementation of the required corrections to remove physical barriers at Town-owned facilities is required and recommended. The Town has limited funds and cannot immediately make all facilities fully compliant with ADA standards. Prior to setting priorities, baseline criteria needed to be established to develop a starting point for ranking the deficient facilities identified during the self-evaluation.

Each facility summary will contain a list of items that do not meet current ADASAD or PROWAG standards and barrier removal actions. Not all of these barriers must be removed by making renovations to the facilities in order to provide program compliance with the ADA. Removing barriers limiting access to programs or those which present a safety hazard should be the Town's first priority.

In creating priorities, it is the Town's intent to evaluate all areas of potential deficiency and to make structural changes where necessary and when equal accommodation cannot be made in another manner. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the Town's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

Facility priorities were determined by evaluating each site's level of use, social need, civic function, and the general uniqueness of the site. At the time of the development of this report, few public complaints had been received about Town-owned facilities. Complaints were not used as criteria to determine the phasing of improvements for any particular site, though future complaints could be the basis for funding improvements. Each of these criteria is assumed to have equal weight and no priority over another:

- **Level of Use:** Is the facility utilized quite frequently and by a large cross-section of the public?
- **Social Need:** Does the facility provide a social service or program for less fortunate or transient citizens?
- **Civic Function:** Does the facility provide access to civic programs and services that implement the civil and political rights provided by the government?
- **General Uniqueness of the Site:** Does the building, facility, or site provide a distinct program or service that cannot occur at a different location or facility?

In addition to the above criteria, the suggested improvements to overcome physical barriers present at Town facilities were split into three priority groups: High, Medium, and Low. All barriers are not equal in the impact they have on persons with disabilities to have equal access to Town facilities or programs.

1. **High priority** barriers prohibit access for disabled persons, make access extremely troublesome, or present safety hazards to all users. These barriers likely do not have acceptable alternative routes or treatments to overcome the barrier. Typically, these barriers are significant obstacles located at entry walks and doors, interior corridors, curb ramps, restrooms, and transaction and information counters. Examples of high priority barriers would include:
 - lack of barrier-free parking
 - non-compliant accessible route from parking to the accessible entrance
 - stairs where ramps or level surface are needed
 - doors that are too narrow
 - lack of elevator in a multi-level building
 - extremely non-compliant slopes for accessible routes or ramps
 - displacements in walks or high thresholds
 - missing handrails
 - some signage
2. **Medium priority** barriers partially prohibit access or make access quite difficult for disabled persons. For medium priority barriers, alternative routes or treatments to overcome the barrier may or may not exist. Typically, these barriers are obstacles to amenities such as secondary entry points, light switches, vending machines, and drinking fountains. Medium priority barriers may also be barriers which are significant obstacles prohibiting access but for which alternative access is available or assistance is readily available to navigate around the barrier. The presence of the medium priority barrier possibly causes a minor danger to a disabled person who is attempting to use the facility. Examples of medium priority barriers would include:
 - minor non-compliant slopes
 - some signage
 - minor issues with doors
 - non-compliant dimensional issues (vestibules, corridors, etc.)
 - stairwell/stair issues, particularly where an elevator is not available
 - accessible restrooms
 - accessible work and service counters
 - moderately non-compliant dimensional issues
 - protruding objects

over two or more phases. The Town of Dayton has the right to modify the priorities based on funding levels and changes in Town programs, activities, and services to have flexibility in accommodating community requests and complaints. Interim resolutions, such as assigning aids, temporary signing for alternate routes or sites, and modifications of programs, activities, and services may be implemented at the Town's discretion to handle existing insufficiencies or access complaints received. Multiple phases of projects, multiple bidding packages, design parameters, etc. all have an impact on project costs that cannot be finitely identified in a study with this level of detail and uncertainty related to funding.

The Town of Dayton's ADA committee should work to identify the most urgent access needs based on their experiences. There may be grants available to make some of these improvements and this should be investigated further.

Pedestrian ROW Facilities

Public Outreach

Public participation on the final contents of the Transition Plan, including setting of priorities and the phasing of improvements, is critical to the success of the endeavor and is required by law.

Plan Updates and Enforcement

Changes to The Town of Dayton's policies and programs should be drafted, implemented, and documented by the ADA Coordinator with the assistance of the ADA Committee. Examples of some of these changes will be provided in the Self-Evaluation. These changes should have little cost of implementation, mainly consisting of the time to develop the language of the policy and program changes, time to train Town staff, and administrative costs. Some of the suggested language for Town ADA documentation has been suggested in this report, but these suggestions are not exhaustive.

ADA Tool Kit

Introduction

In order to facilitate access to all Town programs and Departments, the Town will maintain program accessibility guidelines, standards, and resources. This information is available to all employees and volunteers. The Town will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteer members communicate with individuals with a variety of disabilities. The Town will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

If you need any additional assistance, please contact:

Ms. Carla Snodgrass, ADA Coordinator

Phone: 765-296-2533

Email: carla.snodgrass@dayton.in.gov

Federal Accessibility Standards and Regulations

U.S. Department of Justice

The U.S. DOJ provides many free ADA materials including the ADA text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TDD)]. Publications are available in standard print as well as large print, audiotope, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the DOJ website (www.ada.gov/).

Unless noted, the ADA publications have not been updated to reflect the recent revisions to the ADA regulations that took effect on March 15, 2012.

- *ADA Regulation for Title II.* This publication describes Title II of the ADA (http://www.ada.gov/regs2010/ADAREgs2010.htm#titleII_final_2010), Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth Standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- *Title II Technical Assistance Manual (1993) and Supplements.* This 56-page manual (www.ada.gov/taman2.html) explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.
- *Accessibility of State and Local Government Websites to People with Disabilities.* This is a 5-page publication providing guidance (www.ada.gov/websites2.htm) on making state and local government websites accessible.

U.S. Access Board

The full texts of Federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded from the Access Board's website (www.access-board.gov/the-board/laws). In addition to regular print, publications are available in large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov.

In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing Federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

Guidelines and Standards for Facilities

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

- *ADA Standards for Accessible Design* (ADASAD). This document (www.ada.gov/2010ADAstandards_index.htm) contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the ADA, including special provisions where applicable for elements designed specifically for children ages 12 and under. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the DOT, under the ADA.
- *Accessibility Guidelines for Play Areas*. The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be an accessible route, and the requirements for accessible routes within play areas. (www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/play-areas)
- *Accessibility Guidelines for Recreation Facilities*. The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADAAG. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas. These summaries were updated following issuance of ADASAD (www.access-board.gov/guidelines-and-standards/recreation-facilities/guides)
- *Accessibility Guidelines for Outdoor Developed Areas*. The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed Section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication (www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/draft-final-guidelines/text-of-the-guidelines).

Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities. Note that several websites have been reconfigured and some outdated information removed. Some web addresses or hyperlinks may not be functional and not all information contained in the documents references current standards.

- *Using ADAAG Technical Bulletin*. This bulletin was developed to serve the specific needs of architects and other design professionals who must apply the ADAAG to new construction and alterations projects covered by Titles II and III of the ADA. It is also intended to clarify accessibility regulations generally, including those that apply to existing facilities covered by the ADA.

- *Assistive Listening Systems Technical Bulletins*. Assistive listening systems are devices designed to help people with hearing loss improve their auditory access in difficult and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers, and stadiums, where they are piggybacked on a public address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This web site provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications (<https://www.nad.org/resources/technology/assistive-listening/assistive-listening-systems-and-devices/>)

Applicable Best Practices and Standards for Public ROW

- *Department of Transportation ADA Standards for Transportation Facilities (2006)* - DOT's ADA standards (2006) apply to facilities used by state and local governments to provide designated public transportation services, including bus stops and stations, and rail stations. They include unique provisions concerning location of accessible routes, detectable warnings on curb ramps, bus boarding and alighting areas, and rail station platforms. It is significant to note that, when adopting these standards, the DOT added Section 406.8, which requires detectable warnings at curb ramps. (<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/ada-regulations>) Joint technical assistance is available and may be helpful for understanding ADA requirements where roads are resurfaced and what work is considered alteration vs. maintenance. (https://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm and https://www.fhwa.dot.gov/civilrights/programs/ada_resurfacing_webinar.pdf)
- *Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way*-These proposed guidelines (dated July 26, 2011) provide design criteria for public streets and sidewalks, including pedestrian access routes, street crossings, curb ramps and blended transitions, on-street parking, street furniture, and other elements. The specifications comprehensively address access that accommodates all types of disabilities, including mobility and vision impairments, while taking into account conditions and constraints that may impact compliance, such as space limitations and terrain. (<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>)
- *Shared Use Paths – Supplemental Notice of Proposed Rulemaking* – According to www.accessboard.gov, ‘Shared use paths provide a means of off-road transportation and recreation for various users, including pedestrians, bicyclists, skaters, and others, including people with disabilities... Shared use paths, unlike most sidewalks, are physically separated from streets by an open space or barrier. They also differ from trails because they are designed not just for recreation purposes but for transportation as well.’ These pedestrian facilities are undergoing a separate process to supplement the rulemaking on public rights-of-way. (<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/supplemental-notice>)

Guidelines for Transportation

- *ADAAG for Transportation Vehicles*. This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the ADA, including over-the-road bus and tram systems. (www.access-board.gov/guidelines-and-standards/transportation/vehicles/adaag-for-transportation-vehicles).
- *Securement of Wheelchairs and Other Mobility Aids*. As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but also the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. Various publications can be found that report on the experience of transit agencies

that have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems.

- *American Association of State Highway and Transportation Officials (AASHTO)*. AASHTO is the organization that maintains the “Green Book” for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website (<http://transportation.org/>), address accessible circulation systems, including: *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities* (1st edition) and *Guide for the Development of Bicycle Facilities* (3rd edition).

Guidance Material for Communication

- *Standards for Electronic and Information Technology*. The Access Board is issuing final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with section 508. (www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards)
- Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (www.section508.gov/)
- *Bulletin on the Telecommunications Act Accessibility Guidelines*. As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered include: wired and wireless telecommunication devices, such as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as computers with modems, and equipment that carriers use to provide services, such as a phone company's switching equipment. (www.access-board.gov/the-board/laws/telecommunications-act)

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

Resources for Providing Accessible Programs & Facilities

- *ADA Document Portal*: This website (www.adaportal.org) provides links to more than 7,400 documents on a wide range of ADA topics. The ADA Document Portal is supported by the 10 ADA & IT Technical Assistance Centers.
- *DisabilityInfo.Gov*: A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.
- *National Center on Accessibility (NCA)*: The Center (<http://ncaonline.org>) is a cooperative effort between the National Park Service (NPS) and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. Initiated in 2005, this longitudinal study is primarily the result of questions that the National Center on Accessibility has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an

unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities.

- *National Center on Health, Physical Activity, and Disability:* The Center (www.ncpad.org) provides information and resources on physical activity to help people with disabilities find ways to become more active and healthy. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.
- *National Park Service:* NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. These include Wilderness Accessibility for People with Disabilities (www.ncd.gov/publications/1992/December1992#8-1a) and Director's Order #42-Accessibility, which establishes the purpose and role of the NPS Accessibility Program (www.nps.gov/accessibility.htm), lists applicable laws, standards, and authorities, implementation strategies, roles, and responsibilities. It also addresses NPS policies and provides links to additional information sources.

Technical Resources

The Town will utilize the many disability-related resources available through the internet. Begin at AbleData (www.abledata.com), maintained by the National Institute on Disability and Rehabilitation Research of the U.S. Department of Education. The site provides up-to-date links to assistive technologies and disability-related resources. AbleData's mission is to provide objective information on such assistive products as:

- *Architectural elements:* Products that make the built environment more accessible, including indoor and outdoor architectural elements, vertical lifts, lighting, and signs.
- *Blind and low vision:* Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).
- *Communication:* Products to help people with disabilities related to speech, writing and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.
- *Computers:* Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware, and computer accessories.
- *Controls:* Products that provide people with disabilities with the ability to start, stop, or adjust electric or electronic devices including environmental controls and control switches.
- *Deaf and hard of hearing:* Products for people with hearing disabilities, including amplification, recreational electronics, signal switches, and telephones.
- *Deaf and blind:* Products for people who are both deaf and blind.
- *Education:* Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments including classroom and instructional materials.
- *Recreation:* Products to assist people with disabilities with their leisure and athletic activities including crafts, electronics, gardening, music, photography, and sports.
- *Seating:* Products that assist people to sit comfortably and safely including seating systems and therapeutic seats.
- *Transportation:* Products to enable people with disabilities to drive or ride in cars, vans, trucks and buses including mass transit vehicles and facilities and vehicle accessories.
- *Wheeled mobility:* Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors including wheelchairs (manual, sport, and powered), wheelchair alternatives (scooters), wheelchair accessories, and carts.
- *Workplace:* Products to aid people with disabilities at work including agricultural equipment, office equipment, tools, and work stations.

Assistive Technology Vendors and Service Providers

International Commission on Technology and Accessibility

Initiates, facilitates, and provides information regarding technology and accessibility through the internet. This information is available to people with disability, advocates, and professionals in the field of disability, researchers, legislative bodies, and the general community. (www.ictaglobal.org)

National Center for Accessible Media

A research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. NCAM has developed an authoring tool to make web- and CD-ROM-based multimedia materials accessible to persons with disabilities. Called Media Access Generator (MAGpie, versions 1.0 and 2.01) create captions and audio descriptions of rich media and can be downloaded on their website (ncam.wgbh.org).

American Sign Language Interpreters

A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a 24-hour basis to handle emergency procedures. The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, unique circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality. Resources and contacts for qualified sign language interpreters and information for the deaf and hard of hearing are at the following locations:

- o Deaf & Hard of Hearing Services (DHHS), Division of Disability & Rehabilitative Services (DDRS)
402 W. Washington St., Rm. W453
P.O. Box 7083
Indianapolis, IN 46207-7082
1-800-545-7763
DHHSHelp@fssa.IN.gov
www.in.gov/fssa/ddrs/2637.htm
- o Registry of Interpreters for the Deaf – www.rid.org/

Assistive Listening Systems and Devices

Systems and devices amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.

- o *Relay Indiana*: [Relay Indiana](http://RelayIndiana.org), a service of InTRAC, is a free service that provides full telecommunications accessibility to people who are deaf, hard of hearing, or speech impaired. This service allows users with special telecommunication devices to communicate with standard users through specially trained Relay Operators. InTRAC also provides free, loaned equipment to those who qualify.
- o *Closed Caption Machine* - To the extent practical, Town Departments should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
- o *Enlarging Printed Materials* - A copy machine capable of enlarging printed materials should be available for each site where programs or transaction counter services are provided to the public.
- o *Optical Readers* - Equipment that can translate printed information into an audio format should be available to Departments.

- o *TDD* - To the extent necessary, Town Departments should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.
- o *TDI* – TDI’s (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI’s online resources (<http://www.tdiforaccess.org/>) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

Guide to Disabilities and Disability Etiquette

A summary guide to disabilities and disability etiquette has been included below. The guide will allow staff members to become familiar with a variety of types of disabilities, and help them to be more sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

The National Organization on Disability reports that more than 59 million Americans have a disability. This section is for anyone — with or without a disability — who wants to interact more effectively with people who are disabled.

The ADA was conceived with the goal of integrating people with disabilities into all aspects of American life, particularly the workplace and the marketplace. Sensitivity toward people with disabilities is not only in the spirit of the ADA, it makes good business sense. It can help the Town expand its services to citizens, better serve its customers and improve relationships with its employees.

When supervisors and co-workers use disability etiquette, employees with disabilities feel more comfortable and work more productively. Practicing disability etiquette is an easy way to make all people feel more comfortable and welcomed in their environment.

There is no reason to feel awkward when dealing with a person who has a disability. This section provides some basic tips for Town staff to follow. If a Town employee is ever unsure how to best serve a person with a disability, just ask them.

Ask Before You Help

Just because someone has a disability, don’t assume he/she needs your help. If the setting is accessible, people with disabilities can usually get around fine without assistance. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. If they do want help, ask what type of help they would like before you offer any assistance. What you think they may need may not be what they really need.

Do Not Touch!

Some people with disabilities depend on their arms for balance. Grabbing them – even if you mean well – could knock them off balance and create an injury. This is especially true of a person using a cane, crutches, or walker.

When someone is in a wheelchair, never pat their head or touch their wheelchair (or scooter) without permission. This equipment is part of their personal space and touching it is considered rude.

Engage Your Mind Before Engaging Your Mouth

Always speak directly to the person with the disability NOT to their companion, aide, or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him/her like you would anyone else. Respect his/her privacy and don’t ask questions about their disability unless they invite the discussion. If you are with a child who asks, don’t make the situation awkward for everyone; let the person with the disability respond directly to the child. They are used to children’s questions.

Make No Assumptions

People with disabilities are the best judge of what they can or cannot do. Do not make any decisions for them about participating in any activity or what they may or may not be able to do. Simply respond to their questions and let them make their own decisions. Depending on the situation, it may be a violation of the ADA to exclude someone because of a wrong decision on what they're capable of doing.

Respond Graciously To Requests

When people who have a disability ask for an accommodation at a Town-owned property, it is not a complaint. It shows they feel comfortable enough in your establishment to ask for what they need. If they get a positive response, they will enjoy their transaction and feel comfortable to come back again and again. Unless they are asking for something outlandish, provide what is asked for. If they request something unreasonable, contact your ADA Coordinator for a direction toward a resolution.

Terminology

PUT THE PERSON FIRST! Always say "person with a disability" rather than "disabled person". This recognizes that they are a person first, not a disability first. If someone has a specific disability, it would be a "person who is blind", a "person who is deaf", or a "person with dwarfism". Each person may have their own preferred terminology, and if you're not sure what to use, just ask them. Most, however, will recognize the effort when you just refer to them as "people".

Avoid outdated, politically incorrect terms like "handicapped" or "crippled". Be aware that many people with disabilities dislike jargon and euphemistic terms like "physically challenged" and "differently abled". Say "wheelchair user" instead of "confined to a wheelchair" or "wheelchair bound". The wheelchair is what enables the person to get around, but they are neither confined by it nor bound to it. The wheelchair is liberating, not confining.

With any disability, avoid negative, disempowering words like "victim" or "sufferer". Say "person with AIDS" instead of "AIDS victim" or person who "suffers from AIDS".

It's okay to use idiomatic expressions when talking to people with disabilities. For example, saying "It was good to see you" and "See you later" to a person who is blind is completely acceptable. They will use the same terminology and it's inappropriate to respond with questions like, "How are you going to see me later?"

People in wheelchairs will say things like, "Let's go for a walk" and it's okay for you to say it too. The situation will only become awkward if you make it so.

Many people who are Deaf communicate with sign language and consider themselves to be members of a cultural and linguistic minority group. They refer to themselves as Deaf (with a capital D) and may be offended by the term "hearing impaired." Others may not object to the term, but in general it is safest to refer to people who have hearing loss but communicate through a spoken language as "people with hearing loss" and those who have a profound hearing loss as "people who are Deaf".

Community Groups, Organizations, Associations and Commissions

There are a large number of groups nationally, regionally, and within each state that provide specialized services, information, and advocacy for persons with all disabilities. A number of advocacy groups are listed below, the list is not intended to be complete by any means:

- *Ability Resources, Inc.:* Ability Resources Inc. (www.ability-resources.org/home.org) was founded in 1976. Their mission is to assist people with disabilities in attaining and maintaining their personal independence. One way this can be achieved is in the creation of an environment in which people with disabilities can exercise their rights to control and direct their own lives.
- *ADA National Network:* The ADA National Network (<http://adata.org/>) provides information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business,

government and individuals at local, regional and national levels. The ADA National Network consists of ten Regional ADA National Network Centers located throughout the United States that provide local assistance to ensure that the ADA is implemented wherever possible.

- *American Council of the Blind:* ACB (www.acb.org) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800.424.8666) or by e-mail at info@acb.org.
- *American Association of People with Disabilities:* The American Association of People with Disabilities (www.aapd.com/) is the largest non-profit, non-partisan, cross-disability organization in the United States.
- *National Association of the Deaf:* NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website (www.nad.org).
- *National Federation of the Blind:* NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided online resources (www.nfb.org) for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed circuit TV (CCTVs).
- *National Organization on Disability:* The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources (www.nod.org).
- *Paralyzed Veterans of America:* PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website (<http://www.pva.org/adaptive-sports>) provides information on useful sports publications and a list of contacts.
- *United Spinal Association:* United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website (www.unitedspinal.org).
- *World Institute on Disability:* WID is an international public policy center dedicated to carrying out research on disability issues and overcoming obstacles to independent living. WID maintains an on-line information and resource directory on technology, research, universal design, and the ADA. (www.wid.org/resources).
- *State of Indiana Division of Disability & Rehabilitative Services (DDRS):* www.in.gov/fssa/ddrs/2637.htm
- *State of Indiana Protection and Advocacy Services (IPAS):* www.in.gov/ipas/
- *Disability Resources, Inc., Guide to Disability Resources on the Internet – IN:* Disability Resources, inc. is a nonprofit 501(c)(3) organization established to promote and improve awareness, availability and accessibility of information that can help people with disabilities live, learn, love, work and play independently.
- *Indiana Resource Center for Families with Special Needs (IN*SOURCE):* The mission of IN*SOURCE is to provide parents, families, and service providers in Indiana the information and training necessary to assure effective educational programs and appropriate services for children and young adults with disabilities. IN*SOURCE employs nearly 13 staff at their central office in South Bend and 16 staff in other regional sites around the state. Insource.org
- *ADA-Indiana:* The mission of ADA-Indiana is to serve as a statewide resource for promoting the implementation of the Americans with Disabilities Act in Indiana. www.adaindiana.org/

Great Lakes ADA Center: The Great Lakes ADA Center provides information, materials, technical assistance and training on the ADA. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities. This includes access to the information technology used by these entities including but not limited to websites, software, kiosks, etc.

The Great Lakes ADA Center's Accessible Technology Initiative encourages incorporation of accessible information technology in K-12 and post secondary school settings. Accessible Information Technology incorporates the principles of universal design so that people with a wide range of abilities and disabilities can access information disseminated electronically.

www.adagreatlakes.org/

- *Statewide Independent Living Council.* The Indiana council values the belief that individuals with disabilities should have the same civil rights, choices, options and control over choices in their lives as do individuals without disabilities. www.in.gov/fssa/ddrs/2770.htm
- *The Arc of Indiana:* The Arc of Indiana is committed to all people with developmental disabilities realizing their goals of learning, living, working and playing in the community. www.arcind.org/
- *Deaf Link:* Provides video remote interpreting (VRI) to provide the highest standard of inclusion for persons who are Deaf, Blind, Hard-of Hearing and Deaf-Blind. www.deafink.com/

Potential Funding Opportunities

Grants may be available from a wide variety of sources from state and federal agencies to private agencies and non-profits. A number of potential programs are listed below. The list is not intended to be complete by any means and not all grants are funded at all times.

Indiana Department of Natural Resources offers a number of grants for parks and recreation facilities. Refer to their website for a matrix of grant programs (www.in.gov/dnr/outdoor/2602) and details on currently funded programs at www.in.gov/dnr/3190. Some that might be applicable to accessibility improvements include:

- The **Recreational Trails Program** is a matching assistance program that provides funding for the acquisition and/or development of multi-use recreational trail projects. Both motorized and non-motorized projects may qualify for assistance. The assistance program is sponsored by the U.S. Department of Transportation's Federal Highway Administration (FHWA) and is administered by IDNR Division of Outdoor Recreation.
- The **Land and Water Conservation Fund** was passed by Congress in 1965 to assist eligible governmental units in the provision of new park areas. The LWCF is a matching assistance program that provides grants for 50% of the cost for the acquisition and/or development of outdoor recreation sites and facilities. Funds are provided through the National Park Service of the U.S. Department of the Interior, but the program is administered by the Indiana Department of Natural Resources' Division of Outdoor Recreation. All land to be developed must be controlled by the park board through direct ownership. All facilities should be universally designed for persons with disabilities and the Park board's facilities, programs and activities must be open to the public without discrimination on the basis of race, color, national, origin, age or handicap. Examples of types of projects include:
 - Acquiring park or natural area
 - Picnic areas
 - Sports and playfields, such as playgrounds, ballfields, court facilities and golf courses
 - Water oriented facilities for boating, swimming, and access to lakes, rivers and streams
 - Natural areas and interpretive facilities
 - Campgrounds

- Fishing and hunting areas
- Winter sports facilities
- Amphitheaters and bandstands
- Parks adjacent to schools for mutual use
- Outdoor natural habitat zoo facilities
- Roads, restrooms, utilities, park maintenance buildings
- Nature Centers

Indiana Department of Transportation offers a number of grants for construction of right-of-way facilities. Examples include the following:

- The new **Community Crossings Grant** is part of the 2016 Indiana legislation for road and bridge improvements. There is a 50% match and the ADA sidewalk and curb ramp improvements are to be done in connection with road resurfacing and reconstruction projects.
- An INDOT LPA program called **Safe Routes to School (SRTS)** is federally funded and is designed to make walking and bicycling to school safe and routine. Funds cover eligible infrastructure projects, as well as for encouragement, education, enforcement and other non-infrastructure activities to increase safe biking and walking to school. Examples of eligible work include construction or replacement of sidewalks, curb ramps, and crosswalks, making this a great alternative for achieving ADA compliance with grant funding. <http://in.gov/indot/2605.htm>

Office of Community and Rural Affairs offers a number of grants for smaller communities and projects. One example is the *Place Based Investment Fund*. This program for parks, restorations, and other improvements up to \$50,000 may cover certain ADA improvements.

Other local funding mechanisms that may be utilized include Tax Increment Financing districts (TIF), Town Option Income Taxes (COIT), Town Economic Development Tax (CEDIT), Motor Vehicle Highway (MVH), Wheel Tax (LOHUT), Local Road and Street (LRS), and other similar means.

Definitions

The words, phrases and definitions summarized below are included in the ADA. Refer to the ADA 28 CFR 35.104 for full definitions. A list of common terms and definitions are included below.

2010 Standards: the 2010 Standards for Accessible Design (SAD), which consist of the 2004 ADAAG and requirements contained in 35.151.

Access Board: an independent Federal agency devoted to accessibility for people with disabilities. The [Access Board](#) developed the accessibility guidelines for the ADA and provides technical assistance and training on these guidelines.

Accessible: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

Affirmative Action (AA): a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain and advance qualified workers from diverse backgrounds, including persons with disabilities. Affirmative action means inclusion, not exclusion. Affirmative action does not mean quotas and is not mandated by the ADA.

Alteration: a change to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

Americans with Disabilities Act (ADA): a comprehensive, Federal civil rights law that prohibits discrimination against people with disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

ADA Standards for Accessible Design (ADASAD): consist of the 2004 ADAAG and requirements contained in 35.151 with scoping and technical requirements (dated September 15, 2010) to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the Department of Transportation (DOT).

Auxiliary Aids and Services: under Titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.

Civil Rights Act of 1991: Federal law that capped compensatory and punitive damages under Title I of the ADA for intentional job discrimination. The law also amended the ADA's definition of an employee, adding "with respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

Complaint: a written statement, alleging violation of the ADA, which contains the complainant's name and address and describes the Town's alleged discriminatory action in sufficient detail to inform them of the nature and date of the alleged violation. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

Covered Entity: under the ADA, "covered entity" is an entity that must comply with the law. Under Title I, covered entities include employers, employment agencies, labor organizations, or joint labor-management committees. Under Title II, covered entities include state and local government instrumentalities, the National Railroad Passenger Corporation, and other commuter authorities, and public transportation systems. Under Title III, covered entities include public accommodations such as restaurants, hotels, grocery stores, retail stores, etc., as well as privately owned transportation systems.

Cross Slope: the grade that is perpendicular to the direction of pedestrian travel.

Curb Ramp: a ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

Direct Threat: a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Disability: with respect to an individual, means: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Discrimination on the basis of disability: means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the Town's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Employer: a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person, except that, for two years following the effective date of this subchapter, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such person. Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club

(other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

Equal Employment Opportunity Commission (EEOC): the Federal agency charged with enforcing Title I of the ADA.

Essential Job Functions: the fundamental job duties of the employment position that the individual with a disability holds or desires. The term "essential functions" does not include marginal functions of the position.

Equal Employment Opportunity: an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

Existing Facility: refers to buildings that were constructed before the ADA went into effect. A public building constructed before the effective date of Title II does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

Facility: all or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

Grade Break: the line where two surface planes with different grades meet.

Historic Properties: those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

Job Analysis: a formal process in which information about a specific job or occupation is collected and analyzed.

Job Description: a detailed summary, usually written, of the major components of a job. A typical job description consists of six major components: essential job functions, knowledge and critical skills, physical demands, environmental factors, the roles of the ADA and other Federal laws such as the Occupational Safety Health Act, and any explanatory information that may be necessary to clarify job duties or responsibilities.

Job Related and Consistent with Business Necessity: standard used to determine whether a qualification standard or employment policy concerns an essential aspect of the job and is required to meet the needs of the business.

Light Duty: generally, "light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties. Some employers use the term "light duty" to mean simply excusing an employee from performing those job functions that s/he is unable to perform because of an impairment. "Light duty" also may consist of particular positions with duties that are less physically or mentally demanding created specifically for the purpose of providing alternative work for employees who are unable to perform some or all of their normal duties. Further, an employer may refer to any position that is sedentary or is less physically or mentally demanding as "light duty". The term is often associated with workers compensation programs.

Major Life Activity: term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty, such as walking, seeing, speaking, hearing, breathing,

learning, performing manual tasks, caring for oneself, and working. These are examples only. Other activities such as sitting, standing, lifting, or reading are also major life activities.

Marginal Job Functions: functions that are not considered essential to a job. Employers must consider removing marginal job functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

Medical Examination: a procedure or test that seeks information about an individual's physical or mental impairments or health. The following factors should be considered to determine whether a test (or procedure) is a medical examination: (1) whether the test is administered by a health care professional; (2) whether the test is interpreted by a health care professional; (3) whether the test is designed to reveal an impairment or physical or mental health; (4) whether the test is invasive; (5) whether the test measures an employee's performance of a task or measures his/her physiological responses to performing the task; (6) whether the test normally is given in a medical setting; and, (7) whether medical equipment is used. In many cases, a combination of factors will be relevant in determining whether a test or procedure is a medical examination. In other cases, one factor may be enough to determine that a test or procedure is medical.

Mitigating Measures: medical treatment or devices that lessen the effects of an impairment, such as medication, a prosthesis, or a hearing aid. When determining whether a person has a disability under the ADA, the effect of mitigating measures is to be considered.

Pedestrian Access Route (PAR): a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path: a prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Physical or Mental Impairment: a physical or mental limitation that may include, but are not limited to: vision, speech, and hearing impairment; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: tranvestism, illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

PROWAG: Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way.

These proposed guidelines (dated July 26, 2011) provide design criteria for public streets and sidewalks, including pedestrian access routes, street crossings, curb ramps and blended transitions, on-street parking, street furniture, and other elements. The specifications comprehensively address access that accommodates all types of disabilities, including mobility and vision impairments, while taking into account conditions and constraints that may impact compliance, such as space limitations and terrain.

Public Accommodations: entities that must comply with Title III. The term includes facilities whose operations affect commerce and fall within at least one of the following 12 categories: places of lodging (e.g., inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms);

establishments serving food or drink (e.g., restaurants and bars); places of exhibition or entertainment (e.g., motion picture houses, theaters, concert halls, stadiums); places of public gathering (e.g., auditoriums, convention centers, lecture halls); sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers); service establishments (e.g., laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals); public transportation terminals, depots, or stations (not including facilities relating to air transportation); places of public display or collection (e.g., museums, libraries, galleries); places of recreation (e.g., parks, zoos, amusement parks); places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools); social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies); and places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

Public Entity: entities that must comply with Title II. The term is defined as: any state or local government; any department, agency, special purpose district, or other instrumentality of a state or local government; or certain commuter authorities as well as Amtrak. It does not include the Federal government.

Qualified Individual with a Disability: an individual with a disability who, with or without reasonable modification to rules, policies, or practices, removal of architectural, communication, or transportation barriers, or the provision of auxiliary services or aids, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Town.

Readily Achievable: easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable, factors to be considered include nature and cost of the action, overall financial resources and the effect on expenses and resources, legitimate safety requirements, impact on the operation of a site, and, if applicable, overall financial resources, size, and type of operation of any parent corporation or entity. Under Title III, public accommodations must remove barriers in existing facilities if it is readily achievable to do so.

Reasonable Accommodation: under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key nondiscrimination requirement of the ADA.

Reasonable Program Modifications: if an individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable these individuals to perform the essential functions of the program or activity.

Reasonable program modification is any change in a program or activity, or in the way things are customarily done, that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities. Modification applies to known disabilities only. Modification is not required if it changes the essential nature of a program or activity for the person with a disability, it creates a hazardous situation, adjustments or modifications requested are primarily for the personal benefit of the individual with a disability, or it poses an undue burden on the Town.

Record of an Impairment: an individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity or has been diagnosed, correctly or incorrectly, as having such an impairment. An example: a man, who is in line for a promotion, has a history of cancer treatment, although he is now free of cancer. He is not given the promotion because his bosses are worried that, if his cancer returns, he won't be able to do the job. He does not, at this point, meet the first part of the definition of disability because he does not have a physical or mental impairment that substantially limits one or more major life activities. However, based on his "record of" an impairment, he is being discriminated against.

Regarded as Having a Disability: an individual is disabled if he or she is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists. An example: a woman applies for a job as a customer service representative at a department store. Her face is badly scarred from an automobile accident. The interviewer doesn't want to give her the job, in spite of her skills and experience, because he thinks customers will be uncomfortable looking at her. She is not substantially limited in any major life activity, but the interviewer is "regarding her as" if she has a disability.

Running Slope: the grade that is parallel to the direction of pedestrian travel.

Safe Harbor: elements of existing facilities that already comply with either the 1991 ADA Standards or UFAS are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012 and elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

Service Animal: any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. See the 2010 revised requirements at http://www.ada.gov/service_animals_2010.htm.

Substantial Limitation on Major Life Activities: an individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long term impact (or expected impact) of, or resulting from, the impairment.

Title V of the Rehabilitation Act of 1973: title of the law that prohibits discrimination on the basis of a disability by the Federal government, Federal contractors, by recipients of Federal financial assistance, and in Federally conducted programs and activities.

Transition Plan: refers to a requirement that state and local governments employing 50 or more people develop plans detailing structural changes necessary to achieve facility and program accessibility.

Undue Burden: means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the Town. Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to the Town, the Town shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the Town must consider whether funding for the modification is available from an outside source. If no such funding is available, the Town must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

Undue Hardship: with respect to the provision of an accommodation under Title I of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include the nature and cost of the accommodation in relationship to the size, resources, nature, and structure of the employer's operation. Where the facility making the accommodation is part of a larger entity, the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization. Employers do not have to provide accommodations that cause an undue hardship.

Uniform Federal Accessibility Standards (UFAS): one of two standards that state and local governments can use to comply with Title II's accessibility requirement for new construction and alterations that took place before March 15, 2012. The other standard is the ADA Accessibility Guidelines, which is the enforceable standard for new construction or alterations done after March 15, 2012.

U.S. Department of Justice: Federal agency that is responsible for enforcing Titles II and III of the ADA.

U.S. Department of Transportation: Federal agency that enforces nondiscrimination in public and private transportation. Nondiscrimination includes access to public bus, train and paratransit, as well as privately operated bus and shuttle transportation. The ADA does not cover air transportation, which is subject to the Air Carrier Access Act.



EXTERNAL COMPLAINT OF DISCRIMINATION

State Form 54516 (R3 / 7-15)
INDIANA DEPARTMENT OF TRANSPORTATION
ECONOMIC OPPORTUNITY DIVISION

Barbara Malone, ADA/Title VI Program Manager
INDIANA DEPARTMENT OF TRANSPORTATION
ECONOMIC OPPORTUNITY DIVISION
100 N Senate Ave. Room 755B
Indianapolis, IN 46204
Telephone number : (317) 234-6142
Fax number : (317) 233-0891
E-mail address: AccessForAll@INDOT.in.gov
www.in.gov/indot/

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the Indiana Department of Transportation (INDOT). If the complaint is against INDOT, INDOT's Title VI/ADA Program Manager will forward it to the appropriate federal agency for investigation.

You are not required to use this form. You may write a letter with the same information, sign it and return it to the address printed above.

All items in bold must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color and national origin in connection with programs or activities receiving federal financial assistance from the United States Department of Transportation, Federal Highway Administration and/or Federal Transit Administration. These prohibitions extend to INDOT as a direct recipient of federal financial assistance and to its sub-recipients, consultants, and contractors, whether federally funded or not. INDOT's non-discrimination policy also prohibits discrimination based on age, gender and income status.

INDOT is also required to implement measures to ensure that persons with limited English proficiency and persons with disabilities have meaningful access to the services, benefits, and information of all its programs and activities under Executive Order 13166 and the Americans with Disabilities Act of 1990, as amended.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats, such as computer disk, audiotape or Braille. For TTY customers, dial 711 to reach the Indiana Relay Service.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to INDOT. Additionally, you have a right to seek private counsel.

INDOT and its sub-recipients, consultants, and contractors are prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address above.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

****Your complaint cannot be processed without your signature.**

COMPLAINANT INFORMATION		
Name (first, middle, and last)		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -

Name of complainant	Date (month, day, year)
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PERSON / AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU

Name (first, middle, and last)	Title
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Name of company

Address (number and street, city, state and ZIP code)

Home telephone number () -	Work telephone number () -	Cellular telephone number () -
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When was the last alleged discriminatory act? (month, day, year) _____
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Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

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The alleged discrimination was based on: ☐ Race ☐ Color ☐ Gender ☐ National Origin ☐ Disability ☐ Age ☐ Retaliation

Describe the alleged act(s) of discrimination. (Use additional pages, if necessary.)

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Name of complainant	Date (month, day, year)
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Provide the names of any individuals with additional information regarding your complaint:		
Name of witness 1 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
.....		
Name of witness 2 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
.....		

Name of witness 3 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
.....		
How would you like your complaint to be resolved?		
.....		
.....		

Name of complainant	Date (month, day, year)
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Have you filed a complaint alleging the same discrimination with another state or federal agency? ☐ Yes ☐ No	
If yes, please provide the following information for each agency:	
Name of the agency	Date complaint filed (month, day, year)
Case number assigned to your complaint	Current status of your complaint
How did you learn about your right to file a discrimination complaint with INDOT?	
Signature	Date signed (month, day, year)



QUEJA DE DISCRIMINACIÓN EXTERNO

State Form 54516 (1-11)
INDIANA DEPARTMENT OF TRANSPORTATION
ECONOMIC OPPORTUNITY DIVISION

Barbara Malone, Title VI / ADA Program Manager
INDIANA INDOT Legal Division
100 N Senate RM N750
Indianapolis, IN 46204
Telephone number: (317) 232-3019
E-mail address: BaMalone@indot.in.gov
www.in.gov/dot/

INSTRUCCIONES:

El propósito de esta forma es para ayudar a cualquier persona quien está interesada en someter una queja de la discriminación con el Departamento del Transporte de Indiana (INDOT). Si la queja está contra INDOT, el Administrador del Programa del Título VI/ADA de INDOT lo remitirá a la agencia federal apropiada para la investigación.

A Ud. no le requieren utilizar esta forma. Usted puede escribir una carta con la misma información, firmarla y volverla a la dirección impresa arriba.

Todos los artículos en negrilla se deben rellenar para que su queja sea investigada. La falta de proporcionar la información completa puede deteriorar la investigación de su queja.

El Título VI de la Ley de las Derechos Civiles de 1964, como enmendado y sus estatutos relacionados y las regulaciones (Título VI) prohíben la discriminación en base de la raza, color, origen nacional, sexo, edad, discapacidad/estado de la desventaja o de la renta con respecto a los programas o las actividades que reciben ayuda financiera federal del Departamento del Transporte de los Estados Unidos, administración federal de la carretera y/o la Administración Federal del Tránsito. Estas prohibiciones extienden a INDOT como recipiente directo de la ayuda financiera federal y a sus secundario-recipientes, consultores, y contratistas, si están financiadas federalmente o no.

INDOT también se requiere para poner en práctica medidas de asegurarse de que las personas con habilidad limitada de hablar inglés y las personas con discapacidades tienen acceso significativo a los servicios, las ventajas, e información de todos sus programas y actividades bajo Orden Ejecutiva 13166 y la Ley de los Americanos con Discapacidades de 1990, como enmendado.

A petición, la ayuda será proporcionada si usted es un individuo con una discapacidad o tiene habilidad limitado de hablar inglés. Las quejas también se pueden estar sometidas usando formatos alternativos, tales como disco de la computadora, cinta magnética para audio o Braille. Para los clientes del equipo telescritor, marque 711 para alcanzar el Servicio del Transmitir de Indiana (Indiana Relay Service).

Usted también tiene la derecha de someter una queja con otras agencias estatales o federales que proporcionan ayuda financiera federal a INDOT. Además, usted tiene una derecha de buscar consejos privados.

INDOT y sus secundario-recipientes, consultores, y contratistas están prohibidos de represalias contra cualquier individuo porque él o ella opuso una política o una práctica ilegal, sometió las cargas, atestiguadas, o participó en cualquier acción de la queja según el Título VI u otro autoridades de no discriminación.

Haga por favor una copia de su impreso de la queja para sus archivos personales. Envíe el impreso original de la queja junto con cualquier copia de los documentos o de los expedientes relevantes a su queja a la dirección arriba. No envíe la versión original de sus documentos acreditativos, ya que no serán vueltos.

Las quejas de la discriminación se deben estar sometido en menos de 180 días de la fecha del acto discriminatorio alegado. Si el acto alegado de la discriminación ocurrió hace más de 180 días, explique por favor su retrasa en someter esta queja.

**** Su queja no pueda procesarse sin su firma.**

INFORMACIÓN DE RECLAMANTE		
Nombre (primero, segundo, y apellido)		
Dirección (número y calle, ciudad, estado, y código de ZIP)		
Número de teléfono en el hogar () -	Número de teléfono en el trabajo () -	Número de teléfono celular () -

Nombre de reclamante	Fecha (mes, día, año)
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PERSON / AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU		
Nombre (primero, segundo, y apellido)	Título	
Nombre de compañía		
Dirección (número y calle, ciudad, estado, y código de ZIP)		
Número de teléfono en el hogar () -	Número de teléfono en el trabajo () -	Número de teléfono celular () -
¿Cuándo fue el último acto discriminatorio alegado? (mes, día, año) _____		
Las quejas de la discriminación se deben estar sometido en menos de 180 días de la fecha del acto discriminatorio alegado. Si el acto alegado de la discriminación ocurrió hace más de 180 días, explique por favor su retraso en someter esta queja.		
La discriminación alegada estaba basado en:		
☐ Raza	☐ Color	☐ Edad
☐ Discapacidad	☐ Ascendencia	☐ Represalia
☐ Género	☐ Origen Nacional	☐ Afiliación Religiosa
Describa los actos alegados de discriminación. (Si es necesario, usa páginas adicionales.)		

Nombre de reclamante	Fecha (mes, día, año)
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Provea los nombres de individuos con información adicional con respecto a su queja:		
Nombre de testigo 1 (primero, segundo, y apellido)		Título
Nombre de compañía		
Dirección (número y calle, ciudad, estado, y código de ZIP)		
Número de teléfono en el hogar () -	Número de teléfono en el trabajo () -	Número de teléfono celular () -
Incluya una descripción breve de la información pertinente que puede proporcionar el testigo para apoyar su queja de discriminación.		
Nombre de testigo 2 (primero, segundo, y apellido)		Título
Nombre de compañía		
Dirección (número y calle, ciudad, estado, y código de ZIP)		
Número de teléfono en el hogar () -	Número de teléfono en el trabajo () -	Número de teléfono celular () -
Incluya una descripción breve de la información pertinente que puede proporcionar el testigo para apoyar su queja de discriminación.		

Nombre de testigo 3 (primero, segundo, y apellido)		Título
Nombre de compañía		
Dirección (número y calle, ciudad, estado, y código de ZIP)		
Número de teléfono en el hogar () -	Número de teléfono en el trabajo () -	Número de teléfono celular () -

Incluya una descripción breve de la información pertinente que puede proporcionar el testigo para apoyar su queja de discriminación.	
¿Como quisiera Ud. esté resuelta su queja?	
Nombre de reclamante	Fecha (mes, día, año)

¿Había sometido una queja que alega la misma discriminación con otra agencia estatal o federal? ☐ Sí ☐ No	
Si sí, por favor proporcione la información siguiente a cada agencia:	
Nombre de agencia	Fecha de queja sometido (mes, día, año)
Número de caso asignado a su queja	Estado actual de su queja
¿Cómo aprendió Ud. de su derecha de someter una queja de discriminación con INDOT?	
Firma	Fecha firmado (mes, día, año)

COUNCIL OF THE TOWN OF DAYTON, INDIANA

RESOLUTION 2026-8

**A RESOLUTION ADOPTING AN UPDATED ADA TRANSITION PLAN FOR THE
TOWN OF DAYTON**

The Federal government enacted the Americans with Disability Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment, access to facilities, services, and activities; and

In compliance with Title I and II of the ADA, the Town of Dayton, Indiana has named an ADA Coordinator; and

In compliance with Title I and II of the ADA, the Town of Dayton, Indiana has adopted a grievance procedure for resolving complaints alleging violation of the Title II of the ADA; and

In compliance with Title I and II of the ADA, the Town of Dayton, Indiana has posted the ADA Coordinator's name, office address, and telephone number, along with the ADA Notice and ADA Grievance Procedure on its website; and

In compliance with Title I and II of the ADA, the Town of Dayton, Indiana has adopted the new guidelines for Accessible Public Rights of Way, and the 2010 Americans with Disabilities Act Standards for Accessible Design, including but not limited to any enforceable standards or updates required by future changes to Title I and II of the ADA; and

This Document updates and replaces any previous Documents of the Town of Dayton, Indiana, in regard to ADA laws and procedures

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, INDIANA as follows:

SECTION I Carla Snodgrass is designated as the ADA and Title VI Coordinator for the Town of Dayton, Indiana with contact information of 721 Walnut Street, Dayton, IN 47941, phone 765-296-2533, and email carla.snodgrass@dayton.in.gov.

SECTION II The Notice under the Americans with Disabilities Act, a copy of which is attached hereto as Exhibit "A", is adopted as the Town of Dayton, Indiana's notice under the Americans with Disabilities Act (ADA).

SECTION III the Town of Dayton, Indiana's Grievance Procedure under the ADA, a copy of which is attached hereto as Exhibit "B", is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provisions of employment, access to facilities, services, and activities or benefits by the Town of Dayton, Indiana.

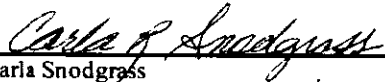
SECTION IV In compliance with Federal and State Laws as set forth above, the Town Council of the Town of Dayton, Indiana resolves to post the required information regarding the ADA Coordinator, Notice under the ADA, and the Town of Dayton, Indiana Grievance Procedure under the ADA on its website and at such other locations as may be determined from time to time.

SECTION V This Document shall be in full force and effect from and after its adoption by the Town Council.

The Signing of this Legal Document is Proof that the Town of Dayton, Indiana has Adopted The Americans with Disability Act (ADA).

Passed and adopted by the Town of Dayton, Indiana's Town Council in Dayton, Indiana, with unanimous consent on the date of its introduction, this 17th day of March, 2026.

TOWN COUNCIL
TOWN OF DAYTON, INDIANA



Carla Snodgrass



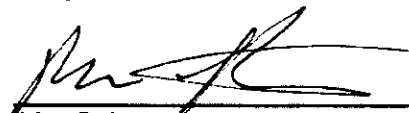
Steve Schuhle



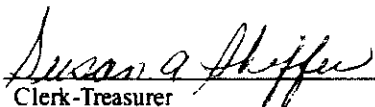
Mike Harris



Rocky Richards

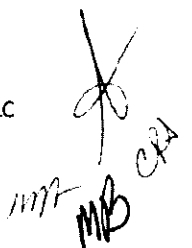


Marc Buhrmester

ATTEST: 

Clerk-Treasurer

Date: 3-17-26


MB CP

Town of Dayton Living Document

Town of Dayton - ADA Building Analysis

Town Hall					
Item #	Description	Priority	Probable Cost	Date Completed	Initials
1	Parking Lot				
1A	Add access aisle at handicap parking spot. 23 total, one is accessible	1	\$200.00		
	Corrective Action: see section 502				
1B	Sign needed for handicap spot	1	\$100.00		
	Corrective Action: see section 502				
1C	The accessible parking space is 112" wide with a cross slope of 2.8%	1	\$800.00		
	Corrective Action: see section 502				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
2	East Side of Facility				
2A	Five (5) areas along this accessible route have gaps exceeding a 1/2" max. and vertical rises exceeding a 1/4" max.	1	\$500.00		
	Corrective Action: see section 302, 303, 304				
2B	From the accessible route along Walnut St heading south on the east sidewalk, the running slope is 7.9% measureable up to 9.2%. Handrails are not provided along both sides of the ramp where running slopes exceed 5%.	1	\$2,500.00		
	Corrective Action: see section 302, 303, 304				
2C	No Braille and sign too high on both inside and outside of door	2	\$50.00		
	Corrective Action: see section 216				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
3	South Side of Facility				
3A	Four (4) areas along this accessible route have vertical rises exceeding a 1/4" max. and gaps greater than a 1/2" max.	1	\$500.00		
	Corrective Action: see section 302, 303, 304				
3B	A running slope of 6% exists from the accessible route along Dayton Rd heading east on the south sidewalk for approx. 20 lf. Handrails do not exist where slope exceeds 5% max.	1	\$2,500.00		
	Corrective Action: see section 302, 303, 304				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
4	West Side of Facility				
4A	Multiple gaps exceeding a 1/2" max. and vertical rises greater than a 1/4" max. exist along the entire accessible route.	1	\$100.00		
	Corrective Action: see section 302, 303, 304				
4B	Cross slopes exceed 2% max. along the entire accessible route.	1	\$1,000.00		
	Corrective Action: see section 302, 303, 304				
4C	Second floor accessible route has 6" step	3	\$500.00		
	Corrective Action: see section 405				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
5	North Side of Facility				

5A	No accessible directional signage	3	\$100.00		
	Corrective Action: see section 703.5				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
6	Entrances				
6A	Signage does not exist at the beginning of accessible routes or at the entrances themselves, directing individuals to the accessible entrance.	2	\$100.00		
	Corrective Action: see section 703, 206, 402, 305, 307				
6B	The east door has a door stop and is greater than 1/4" vertical rise mounted on the floor inside of concrete landing.	2	\$1,500.00		
	Corrective Action: see section 703, 206, 402, 305, 307				
6C	The south door has a protruding bolt greater than 1/4" vertically located in concrete landing from old door stop.	2	\$10.00		
	Corrective Action: see section 703, 206, 402, 305, 307				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
7	Walnut St Main Entrance				
7A	Two (2) steps exist at the facility's main entrance. The steps are uneven and are not uniform. One (1) riser height is 6" AFF. and one (1) is 7-1/2" AFF. Railing does not exist on both sides of the steps.	2			
	Corrective Action: see section 504, 505				
7B	A landing is provided located in front of the main entrance. The landing does not provide required clear floor space at the latch end of the entrance door. This entrance is not accessible, however, an accessible entrance is located on the east side of the facility and the south end as well.	2			
	Corrective Action: see section 504, 505				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
8	South Hall				
8A	Exit signage with raised characters accompanied by Braille do not exist at each of the building's designated exits and is too high	2	\$100.00		
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8B	Visual alarms do not exist in the building.	2	\$500.00		
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8C	Two (2) wall hung fire extinguishers exist protruding beyond 4" from the wall and are mounted higher than 27" AFF. as measured to the bottom leading edge.	2	\$10.00		
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8D	The door leading to the basement does not provide the 18" min. clear maneuvering space beyond the latch end of the door, pull side. The basement is accessed only by maintenance. The door requires 14 lbs of force to open.	2			
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8E	The electrical outlets are mounted 12-1/2" AFF.	2	\$500.00		
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8F	One drinking fountain is provided. The spout height is 36-1/2" AFF. as measured to the top of spout.	2	\$500.00		
	Corrective Action: see section 216, 703, 702, 308, 309, 404, 602				
8G	Basement door needs labeled as mechanical room	3	\$25.00		
	Corrective Action: see section 216				
8H	Lockbox outside of Clerk-Treasurer's office too high	2	\$10.00		
	Corrective Action: see section 205				

Item #	Description	Priority	Probable Cost	Date Completed	Initials
9	Women's Restroom				
9A	<i>The sign on the door is not tactile with raised characters accompanied by Braille and is too high</i>	2	\$25.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9B	<i>The door requires 10 lbs of force to open</i>	2	\$1,000.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9C	<i>The sinks do not provide the 29" min. clear knee space below the sinks. The sink rim is located below 34" AFF.</i>	3	\$500.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9D	<i>The centerline of the toilet is 22" as measured from the side wall. The toilet flush control requires 6 lbs of force to operate.</i>	3	\$1,500.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9E	<i>The stall does not provide rear or side wall grab bars.</i>	3	\$100.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9F	<i>The stall door swings into the clear floor space of toilet and does not have a latch on inside of door</i>	3	\$500.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
9G	<i>The toilet paper dispenser is greater than 36" from rear wall.</i>	3	\$10.00		
	Corrective Action: see section 703, 404, 606, 603, 309, 609				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
10	Men's Restroom				
10A	<i>The sign on the door is not tactile with raised characters accompanied by Braille and is too high</i>	2	\$25.00		
	Corrective Action: see section 404, 606, 305, 604, 309, 609, 605				
10B	<i>The door requires 13 lbs of force to operate</i>	2	\$1,500.00		
	Corrective Action: see section 404, 606, 305, 604, 309, 609, 605				
10C	<i>The sink rim height is mounted at 30-1/2" as measured to the top of sink rim. The sink does not provide the 29" min. clear knee space. Partition</i>	3	\$500.00		
	Corrective Action: see section 404, 606, 305, 604, 309, 609, 605				
10D	<i>The stall is 60" deep by 58" wide. The stall contains floor mounted panels. Turning space is not provided. Grab bars are not provided on the rear or side walls. The toilet is measured at 18-1/2" as measured to the centerline from side wall. A latch pull is not provided on the inside of door. The toilet paper dispenser is greater than 36" from back wall. The toilet flush control requires 7 lbs of force to operate.</i>	3	\$2,500.00		
	Corrective Action: see section 404, 606, 305, 604, 309, 609, 605				
10E	<i>The urinal rim is measured at 24" AFF. The flush control requires 7 lbs of force to operate. The 30" by 48" clear floor space is impeded by partition</i>	3	\$500.00		
	Corrective Action: see section 404, 606, 305, 604, 309, 609, 605				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
11	Break Room				
11A	<i>The door requires 10 lbs of force to open</i>	2	\$1,500.00		
	Corrective Action: see section 404, 308, 309				
11B	<i>The electrical outlets are mounted at 12" AFF.</i>	2	\$500.00		
	Corrective Action: see section 404, 308, 309				
11C	<i>Thermostat is too high</i>	3	\$10.00		

	Corrective Action: see section 205				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
12	Hallway				
12A	<i>The door from the east hall to the council chamber room requires 12 lbs of force to operate.</i>	2	\$1,500.00		
	Corrective Action: see section 404, 308, 305				
12B	<i>The council counter impedes the clear floor space required for door by 12".</i>	1	\$10.00		
	Corrective Action: see section 404, 308, 305				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
13	Council Chambers				
13A	<i>Speaker protrudes 9 1/2" from wall and bottom edge is measured at 71-1/2" AFF.</i>	1	\$50.00		
	Corrective Action: see section 307, 308, 309				
13B	<i>Outlets are below 15" AFF as measured to center of outlet.</i>	2	\$500.00		
	Corrective Action: see section 307, 308, 309				
13C	<i>Podium is not accessible</i>	3	\$100.00		
	Corrective Action: see section 205				
13D	<i>No Braille on Clerk-Treasurer's way-finding sign</i>	1	\$50.00		
	Corrective Action: see section 216				
13E	<i>ADA directional exit sign too high</i>	1	\$10.00		
	Corrective Action: see section 205				
14	Lobby				
14A	<i>The door leading outside contains knob type hardware.</i>	2	\$100.00		
	Corrective Action: see section 404, 206, 703				
14B	<i>The hall door requires 15 lbs of force to open</i>	2	\$1,500.00		
	Corrective Action: see section 404, 206, 703				
14C	<i>The Clerk-Treasurer's office door has a temporary sign. Signs posted for longer than 7 days are considered permanent and must comply with section 703 of the 2010 ADA Standards for Accessible Design.</i>	2	\$25.00		
	Corrective Action: see section 404, 206, 703				
14D	<i>The door to treasurer office requires 12 lbs of force to open.</i>	2	\$1,500.00		
	Corrective Action: see section 404, 206, 703				
Gazebo					
Item #	Description	Priority	Probable Cost	Date Completed	Initials
15	Accessible Route				
15A	<i>Three accessible route width is 45" to 47" wide. Eleven (11) gaps greater than a 1/2" exist from the parking to gazebo. Cross slopes exceed 2% approximately 16" from parking lot for a distance of 8'.</i>	1	\$500.00		
	Corrective Action: see section 302, 303, 405, 504				
15B	<i>From the sidewalk of Walnut Street leading up to the gazebo, the first 8' of walking surface has a running slope of 7.1%</i>	1	\$500.00		
	Corrective Action: see section 302, 303, 405, 504				
15C	<i>Four (4) gaps greater than a 1/2" exist.</i>	1	\$150.00		
	Corrective Action: see section 302, 303, 405, 504				

15D	<i>Flagpoles not accessible</i>	2	\$500.00		
	Corrective Action: see section 206				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
16	Picnic Tables				
16A	<i>Two (2) picnic tables exist within the space. One is a circular picnic table 46" in diameter with 41" seats that are 10" deep and resides within the gazebo. The other table is an 8' rectangular table that is 30" wide. The table provides 26 1/2" knee clearance, 19" seat height, and 10" deep</i>	2	\$500.00		
	Corrective Action: see section 902, 305, 306				

Police Department

Item #	Description	Priority	Probable Cost	Date Completed	Initials
28	Parking and Entrance				
28A	<i>Designated parking does not exist. Parking spaces are not marked or defined.</i>	1	\$50.00		
	Corrective Action: see section 502, 307.3, 404.2.7, 303, 402				
28B	<i>Overhead awning and triangular piece of metal protrudes into the accessible route</i>	1	\$50.00		
	Corrective Action: see section 502, 307.3, 404.2.7, 303, 402				
28C	<i>The entrance door has knob type hardware</i>	2	\$50.00		
	Corrective Action: see section 502, 307.3, 404.2.7, 303, 402				
28D	<i>The rear fire exit is not connected to the accessible route. The door has knob type hardware. A 4" surface level change exists on the exterior side of the emergency exit door.</i>	1			
	Corrective Action: see section 502, 307.3, 404.2.7, 303, 402				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
29	Interior				
29A	<i>Fire alarms do not exist within the space.</i>	2	\$500.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29B	<i>Exit signage with Braille do not exist.</i>	2	\$50.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29C	<i>All doors within the space use knob type hardware</i>	2	\$250.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29D	<i>The door to officer's office requires 20 lbs of force to open.</i>	2	\$1,500.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29E	<i>The service window is measured at 48-1/2" AFF.</i>	2	\$250.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29F	<i>The break room sink and counter is measured at 36 1/4" AFF. as measured to the top of counter</i>	2	\$200.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29G	<i>The break room cabinets use knob type hardware</i>	2	\$50.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
29H	<i>A fire extinguisher rests on the floor.</i>	2	\$25.00		
	Corrective Action: see section 702, 703, 404.2.7, 308, 309, 606				
Item #	Description	Priority	Probable Cost	Date Completed	Initials

30	Toilet Room				
30A	<i>The door has knob type hardware.</i>	2	\$50.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30B	<i>The centerline of the toilet is 19" from the side wall. The toilet rim height is below 17"-19" AFF.</i>	3	\$500.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30C	<i>Rear and side grab bars do not exist</i>	3	\$100.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30D	<i>The toilet paper dispenser is greater than 36" from the back wall and 36" AFF. as measured to the dispenser opening.</i>	3	\$25.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30E	<i>The sink is 37 1/2" AFF. as measured to the top of sink rim. Plumbing beneath sink is not insulated or configured to protect against contact.</i>	3	\$150.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30F	<i>The mirror is 51" AFF. as measured to the bottom edge of the reflective surface.</i>	3	\$25.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30G	<i>The light switch is mounted at 55" AFF</i>	3	\$25.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30H	<i>The paper towel dispenser is measured at 67" AFF.</i>	2	\$25.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
30I	<i>The shelving cart unit in the bathroom restricts clear floor space.</i>	2	\$0.00		
	Corrective Action: see section 404.2.7, 603, 609, 606, 309				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
31	Town Marshall's Office				
31A	<i>This door provides knob type hardware</i>	2	\$50.00		
	Corrective Action: see section 404.2.7				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
32	Western Building				
32A	<i>Vertical rises greater than a 1/4" exist at both the east and north entry doors.</i>	2	\$100.00		
	Corrective Action: see section 303, 305, 402				
32B	<i>A slope measured up to 9.1% exists at the north door entrance.</i>	1	\$500.00		
	Corrective Action: see section 303, 305, 402				
Item #	Description	Priority	Probable Cost	Date Completed	Initials
33	South Building				
33A	<i>The entrance door does not provide the required clear ground space for the door. Clear maneuvering space extends only 12" beyond latch end of the door, pull side. The approach to the door is on the the hinge side.</i>	1	\$2,500.00		
	Corrective Action: see section 402, 404, 303, 404.2.7, 309				
33B	<i>A 1/4" vertical rise exists at the door threshold.</i>	2	\$50.00		
	Corrective Action: see section 402, 404, 303, 404.2.7, 309				
33C	<i>The door provides knob type hardware.</i>	2	\$50.00		
	Corrective Action: see section 402, 404, 303, 404.2.7, 309				
33D	<i>An interior door provides knob type hardware</i>	2	\$50.00		

	Corrective Action: see section 402, 404, 303, 404.2.7, 309				
33F	<i>A fire extinguisher is mounted above 48" AFF.</i>	2	\$10.00		
	Corrective Action: see section 402, 404, 303, 404.2.7, 309				
33G	<i>A vertical rise greater than a 1/4" exists at the threshold of storage room.</i>	2	\$50.00		
	Corrective Action: see section 402, 404, 303, 404.2.7, 309				

Meter House

Item #	Description	Priority	Probable Cost	Date Completed	Initials
34	West door				
34A	<i>Step too high</i>	3	\$100.00		
	Corrective Action: see section 405				
34B	<i>Asphalt to concrete in parking- grade difference too high</i>	3	\$250.00		
	Corrective Action: see section 206				
34C	<i>No signage on doors</i>	3	\$50.00		
	Corrective Action: see section 216				

Year Completed
2025
2026
2027

Priority Level
1- High
2- Medium
3- Low