

BARTHOLOMEW COUNTY, INDIANA

Americans with Disabilities Act Self-Evaluation and Transition Plan



FINAL

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Prepared by:



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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 County compiled a Report on Facilities for Compliance with the Americans With Disabilities Act in October of 1992. Since that time, the County has made several efforts to improve accessibility, including the completion of this new Self-Evaluation and Transition Plan (SETP). Bartholomew County has completed a self-evaluation of all County facilities, including the public right-of-way (ROW), programs, and procedures and prepared a Transition Plan that outlines the necessary steps to be fully compliant with the requirements of Title II of the ADA. The County 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 County 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 access cannot be provided, alternate means to provide the same opportunities to persons with disabilities will be provided.

In performing this self-evaluation, only areas open to the public were assessed at the following County facilities identified by Bartholomew County as having programs/services provided:

County Facilities (Owned or Leased)

- Courthouse
- Court Services Building
- Government Office Building
- Sheriff/Jail
- Community Corrections
- Youth Services Center
- Emergency Operations Center
- Recycling Center
- County Garage
- Purdue Extension Office
- Soil and Water Conservation
- Foxpointe Suites B&C (Health Department)

County Parks

- Anderson Falls
- Azalia
- Clifford
- Dunn Stadium
- Elizabethtown
- Grammer
- Heflen
- Mt. Healthy
- Owens Bend
- Petersville
- Rock Creek
- Wayne

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. The decision to exclude areas of County facilities, or entire facilities, restricted to employees does not obviate the need of the County to

ensure full accessibility is provided to employees with disabilities, consistent with the requirements of Title I of the ADA.

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

It is the goal of Bartholomew County to make facilities for all services, programs and activities fully accessible within 20 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 County facilities. The County has committed to provide training for staff on the requirements of the ADA and make accommodations for employees with disabilities, many of which can be done without costly architectural renovations. The Transition Plan will be reviewed and updated periodically to ensure the County is fully compliant with ADASAD standards.

The results of the self-evaluation identified a number of architectural barriers at County facilities. The estimated cost to correct these deficiencies is \$522,665. In addition, approximately \$114,760 in pedestrian Right-of-Way facility deficiencies was identified. The degree to which these barriers limited accessibility and their priority for corrective action was 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 20 year phasing program to spread the cost for implementation out and address the most serious deficiencies at the most used County 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 County programs and some modifications are not required until renovations are completed. These modifications are noted within this report.

1.0 Introduction and Overview

1.1 Introduction

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:



1. **Title I** – Employment (all Title II employers and employers with 15 or more employees)
2. **Title II** – Public Services (state and local government including public school districts and public transportation)
3. **Title III** – Public Accommodations and Services operated by Private Entities
4. **Title IV** – Telecommunications
5. **Title V** – Miscellaneous

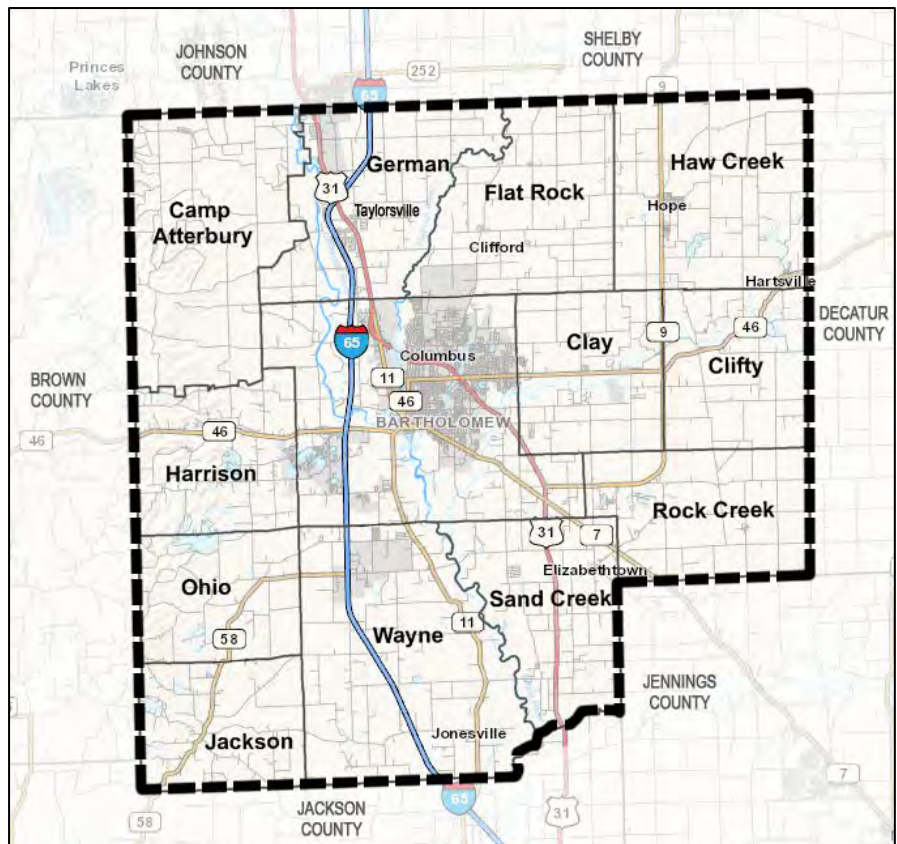


Figure 1 – Bartholomew County Location Map

Bartholomew County is located in southeast Indiana (Figure 1) with a population of approximately 81,160 and contains a total land area of 409 square miles. It is classified as a “public entity” pursuant to Title II of the ADA. The County 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.

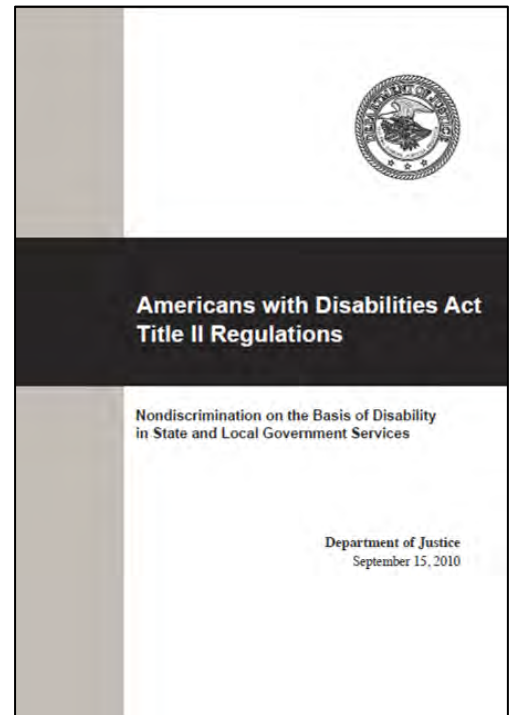
1.2 Purpose

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 Bartholomew County. 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 County can take action to remove those barriers to ensure that the County is not discriminating against individuals with disabilities. Title II of the ADA stipulates that Bartholomew County 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 County's policy of nondiscrimination on the basis of disability related to County 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 County 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 County-owned and operated facilities, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SETP) establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

1.3 Transition Plan Overview

In recent years, Bartholomew County 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 County responded by contracting DLZ Indiana, LLC to assist in preparing a SETP in 2016.

A work plan to assess County-owned and operated facilities, programs, policies, services, and activities for compliance with ADA was initiated to complete the ADA SETP. This work plan included:

- Facility audit (interior and exterior and public ROW)
- Self-evaluation of County programs, services and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Outreach to advocacy groups and the general public
- Prioritize facilities improvements for accessibility
- Develop written transition plan
- Adoption of the transition plan

Facility audits were performed only in those areas open to the public for this project. Areas within County-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. The County is committed to ensuring that all workspaces are accessible pursuant to the requirements of each job and making the necessary modifications when needed. In addition, the County-owned pedestrian facilities within the public county right-of-way (ROW) were evaluated. Other ROW within the City of Columbus, other incorporated Towns/Cities, and INDOT's jurisdiction were not included as part of Bartholomew County's ROW facility evaluation. The County is largely rural outside of the incorporated areas of the City of Columbus.

A public involvement process was incorporated to assist in the development of this SETP. These recommendations are intended to serve as the transition plan and framework for implementation. All of the 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 Board of County Commissioners and appropriation of funding to implement the improvements.

This transition plan is an on-going, 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 County has 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.
- Implementation activities will be part of the County's annual Capital Improvement Plan.

1.4 Legislative Background & Framework

For more than 40 years, Bartholomew County 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, play areas, and swimming/wading pools and spas went into effect on March 15, 2012 for all new or altered facilities.

The primary focus of this report is to assess the compliance of Bartholomew County 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.

1.5 Facility Access versus Program Access

The ADA addresses two 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 County programs, but not all County buildings, to be accessible. The regulation implementing Title II, 28 CFR Part 35 (as amended September 15, 2010) contain 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 County 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 County 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 County 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](#)]

1.6 Undue Burden

The County 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 county 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 county 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 County must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

1.7 ADA Self-Evaluation and Transition Plan Requirements

The purpose of this ADA SETP is to document the County’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, Bartholomew County:

- 1) Identified all of the public entity's programs, activities, and services. [[28 CFR 35.105\(a\)](#)]
- 2) Reviewed all the policies and practices that govern the administration of the County's programs, activities, and services. [[28 CFR 35.105\(a\)](#)]

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:

- 1) A list of the physical barriers in the County’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 \(d\)\(3\)\(iv\)](#)]

1.8 Self-Evaluation and Transition Plan Process

A work plan and method to assess County-owned and operated facilities, programs, policies, services, and activities for compliance with the ADA was implemented to complete the ADA SETP. This work plan included:

- Facility audits (interior and exterior)
- Self-evaluation of County programs, services and activities
- Public outreach to advocacy groups
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Identify required/suggested training for County staff
- Prioritize facilities improvements for accessibility
- Develop transition plan
- Public involvement
- Adoption

Recommendations are intended to serve as the transition plan and framework for implementation. All of the 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 Board of County Commissioners.

1.9 Facility Audit

In 2016, audits of building and facility interiors and exterior site features at each were performed. These audits included only in those areas of each facility that are open to the public. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements.

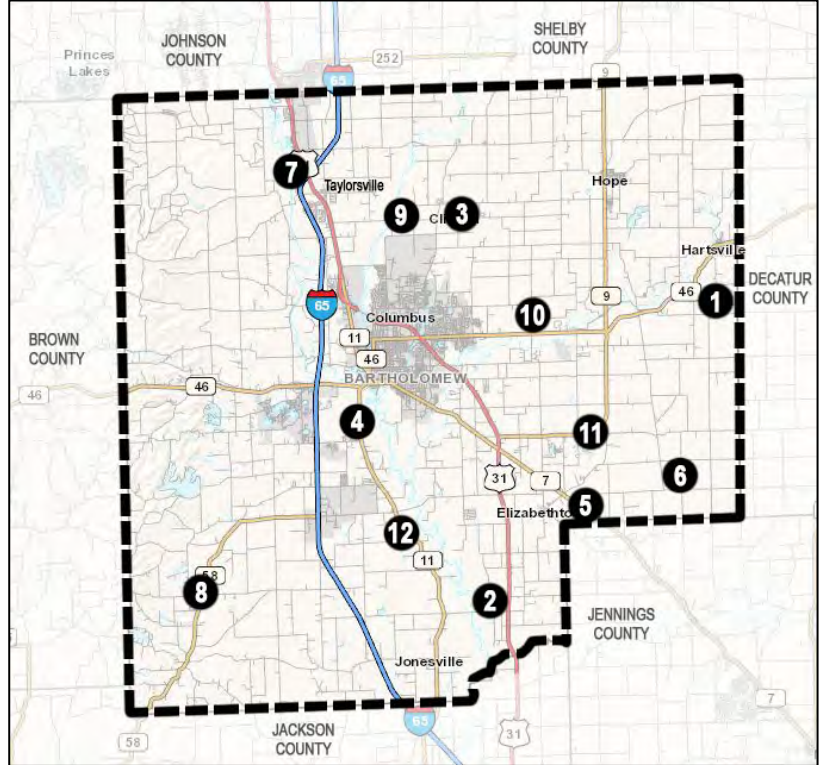
Photographs of architectural and site conditions at the time of the inspection for all building amenities were taken for the record. The specific site and architectural improvements recommended to remove barriers and improve accessibility are listed in the appendices.

A key function of County government in the State of Indiana lies with the County Clerk for conducting all elections. As such, the County Clerk is responsible for reviewing all polling locations to ensure that they meet accessibility requirements, most of which are not located in County facilities. The County Clerk has inspected polling places, but documentation of the findings is not available. Recommendations for future action are included in Section 3.7.

The locations of County facilities and parks (by number) are shown on the next page in Figure 2 and Figure 3, overlaid on maps provided via IndianaMAP. Maps of the Public Right-Of-Way facilities can be found in Appendix B.

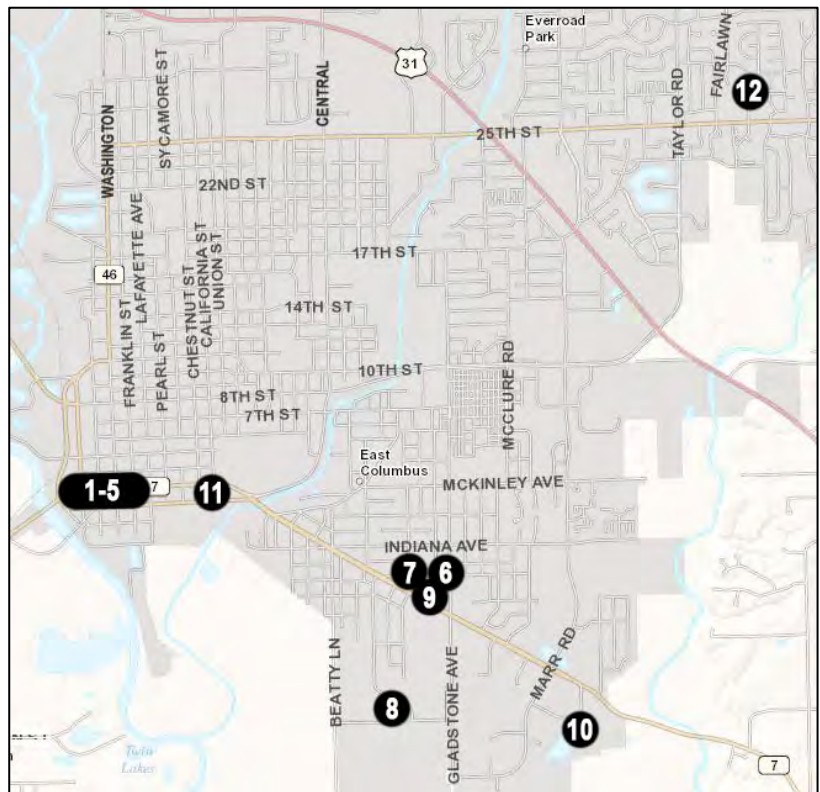
County Parks Facilities (Figure 2)

- 1) Anderson Falls
- 2) Azalia
- 3) Clifford
- 4) Dunn Stadium
- 5) Elizabethtown
- 6) Grammer
- 7) Heflen
- 8) Mt. Healthy
- 9) Owens Bend
- 10) Petersville
- 11) Rock Creek
- 12) Wayne



County Facilities (Figure 3)

- 1) Courthouse
- 2) Court Services Building
- 3) Government Office Building
- 4) Sheriff/Jail
- 5) Community Corrections
- 6) Youth Services Center
- 7) Emergency Operations Center
- 8) Recycling Center
- 9) County Garage
- 10) Purdue Extension Office
- 11) Soil and Water Conservation
- 12) Foxpointe Suites B&C (Health Department)



1.10 County Administration and Departments

There are several distinct departments that provide County services, programs, and activities that are accessible to the public. The level of interaction of each Department is classified as extensive (high numbers daily), regular (variable but generally low numbers daily to weekly), limited (generally weekly or less), or none. These Departments and descriptions of their functions and types and regularity of interaction with the public are:

- **Animal Control (440 Third St.)** - Bartholomew County Animal Control is charged with the care, management and enforcement of the laws and ordinances regarding animal-related issues. We promote responsible pet ownership, aid in the housing and care for abandoned and roaming domestic pets, investigate animal neglect and bite complaints, and encourage the adoption of pets in an effort to ensure the safety of the citizens and pets alike in our community. Interaction with the public is in on a regular basis.
- **Archives (234 Washington St.)** - The Bartholomew County Archives Department is responsible for the collection, arrangement, and cataloguing of the archived public records of the county, which includes the following: Deeds, Estates, Circuit Court, Probate, State, Common Plea, and Cemetery Records. Interaction with the public is on a regular basis.
- **Assessor (440 Third St.)**– The mission of the Assessor’s Office is to ensure that all assessments of both real and personal property are accurate and that the assessed values are calculated according to state regulations. The Assessor is an elected position and serves a four (4) year term. The primary duties of the Assessor are to certify the assessed values to the Auditor, serve as the secretary of the county property tax board of appeals, and equalize assessments. Interaction with the public is regular.
- **Auditor (440 Third St.)** – The Auditor is an elected position and serves a four (4) year term. The County Auditor is the fiscal officer of the county. Additionally, the Auditor serves as the clerk to the County Council and as a secretary to the Board of County Commissioners, recording all official proceedings in writing. Public meetings are typically held in the Commissioner’s Meeting Room, Chambers, or the Council Meeting Room. The Auditor’s Office has regular public interaction and extensive interaction with County staff in their function as Human Resources.
- **Clerk (234 Washington St.)** – The Clerk of the Circuit Court is an elected position and serves a four (4) year term. The Clerk has a wide range of duties covering areas including the collection of court payments and record keeping, voter registration, child support payments, and the issuance of various licenses and certificates. The clerk’s office has extensive public interaction, which is especially critical during the election process.
- **Code Enforcement (440 Third St.)**– The Department of Technical Code Enforcement of Columbus/Bartholomew County is responsible for assuring that all construction meets minimum health and life standards, building codes and zoning requirements as specified or referenced in the Ordinances of Bartholomew County and the City of Columbus, Indiana. The department issues permits for a variety of activities (including commercial and residential new construction, remodeling and swimming pools), reviews building plans, assigns addresses, answers requests for information on zoning, code requirements, flood plain coverage and number and type of permits issued. Code

Enforcement is also responsible for fire inspections of businesses, schools and other public buildings located out of the city limits. They also investigate nuisance complaints and zoning violations outside of the city limits. Code enforcement interacts with the public on a regular basis.

- **Coroner** - The Coroner has limited interaction with the public, mostly by appointment. Location varies.
- **County Commissioners (440 Third St.)** – The Bartholomew County Board of Commissioners, also referred to as the County Executive, is a three (3) member board, whose members are elected to four (4) year terms. Among the most important powers are those related to auditing and authorizing claims against the county, receiving bids and authorizing contracts, controlling, maintaining, and supervising county property including courthouses, jails, and public offices, supervising construction and maintenance of roads, bridges, and county buildings, exercising appointive powers including both the selection of members to fill positions on boards, commissions, and committees, and appointments of certain department heads, planning and implementing strategies for solid waste handling as members of solid waste district boards and serving on various county boards, commissions, and committees. Interaction with the public is on a regular basis.
- **County Council (440 Third St.)** – The County Council is comprised of seven (7) elected officials who are defined as the county's fiscal body. The Council members are divided into four (4) districts and three at-large positions, elected to staggered four (4) year terms. The council has the ultimate decision-making power regarding fiscal affairs. This body has the authority to view or review fiscal matters, determine proper policy, and set priorities for the allocation and expenditure of county funds. The General Assembly determines the powers of the county council in this area. Their duties include, but are not limited to approving and fixing annual operating budgets of all county government offices and agencies, establishing salaries, wages, per diems, and other compensation for all county officials and employees, fixing tax rates and establishing levies on all county property for the purpose of raising funds to meet budget requirements in conducting county business, as well as authorizing the borrowing of money in the form of bonds and notes, and appropriating public funds, i.e., authorizing the expenditure of county money by particular officials or departments for specific purposes. Interaction with the public is on a regular basis.
- **Emergency Management (131 S. Cherry St.)** - The mission of Bartholomew County Emergency Management is to reduce loss of life and property while protecting our county's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery. Emergency Management's goal is to help our citizens prepare for and cope with any type of emergency through the maintenance of the County's emergency operations plan. This document coordinates all fire, law enforcement, medical, and other allied disaster agencies. A large portion of the office's responsibility is to educate the general public and businesses on disaster preparedness and response. The office is also responsible for emergency communications for the community in the event of a large-scale failure. Emergency Management is the sponsoring agency of the Bartholomew County Search and Rescue Team as well as the Bartholomew County Radio Amateur Civil Emergency Services (R.A.C.E.S.). Generally, the EMA has limited to no public interaction except in the event of an emergency, at which time their services would be crucial and public interaction would be extensive.

- **Emergency Operations Center (131 S. Cherry St.)** – The EOC provides a vital link of emergency services between the citizens and first responders of Bartholomew County. The center also answers all calls for Bartholomew County Animal Control. The calls are then forwarded to the animal control officer for action. Dispatched agencies served by the EOC include several local law enforcement departments for towns and cities within the County as well as the Bartholomew County Sherriff and the Indiana Department of Conservation Officers, the Columbus Fire Department, nine area volunteer fire departments, and EMS services from Columbus Regional Hospital and Trans CARE Ambulance. All personnel are certified in the Basic Telecommunicator Course, Emergency Medical Dispatch Course, First Aid, CPR, Automatic External Defibrillator, the Indiana Data and Communications System (IDACS/NCIC), and complete NIMS/ICS training. This department has extensive public interaction, particularly over the phone.
- **Health Department (440 Third St and 2675 Foxpointe)** - Through prevention, education and preparedness, the Bartholomew County Health Department supports the residents of the county as they pursue healthy living for themselves, their families and neighbors in the community. The Bartholomew County Health Department supports the residents of Bartholomew County in: disease prevention, health education, vital records, environmental health, and public health preparedness. The Bartholomew County Health Department is divided into four divisions: Environmental Health, Public Health Nursing, Public Health Preparedness and Vital Records. The Health Department has extensive interaction with the public.
- **Highway (2452 State St.)** - The Highway Department is organized under the County Engineer who is appointed by the Board of Commissioners. IC 8-23-4-3 states that the county arterial highway system shall be selected by the county executive (Board of Commissioners). Our county road system consists of approximately 700 miles of road and side ditches, 203 bridges (each being 20' or more in length), 400 major culverts (each being 5' to 20' in length), numerous culverts less than 5 feet in length, and thousands of traffic signs. The primary duties and responsibilities of the highway department are to prepare and administer the annual budget for highway related activities, inspect and maintain inventories of the county arterial highway system, county fleet of vehicles, and equipment, perform or coordinate preparation of design surveys, construction plans and specifications, acquisition of land, and construction inspection of county construction projects, issue permits and inspect utility work within the county road right-of-way to ensure compliance with the road cut ordinance, issue approvals and inspect construction of driveways intersecting county road to ensure compliance with the county driveway ordinance, review subdivision requests to ensure compliance with the county subdivision control ordinance for items related to traffic and drainage, and manage and schedule construction for maintenance and repair activities performed by the county highway crews such as road overlay and chip sealing, road reconstruction, bridge and road reconstruction, bridge and culvert repair and replacement, snow removal, mowing, ditching, tree removal, spraying, and equipment repair. The Highway Department has limited direct public contact but the public utilizes the facilities operated and maintained by the department extensively.
- **MS4 –Stormwater (1040 Second St.)** - The Columbus MS4 and the Bartholomew County MS4 have committed to work together along with the SWCD, SWMD, Purdue Extension, Health Department, and the Surveyor's Office to promote efforts to reduce pollutants discharged into receiving waters. MS4 is short for "Municipal Separate Storm Sewer System." An MS4 is a conveyance that is owned by a state, city, town, village, or other public entity that discharges to waters of the U.S., designed to collect/convey storm water, not a combined sewer and not part of a publicly owned treatment plant.

MS4s were put in place to help protect our rivers by making people aware of their watershed. Interaction with the public is limited.

- **Parks and Recreation (440 Third St.)** - The Bartholomew County Parks and Recreation department seeks to enhance the quality of life and the environment; to acquire, conserve, and protect natural resources; and to provide leisure time opportunities for the benefit of Bartholomew County's present and future citizens. The most basic and necessary function of the County Park Board is to outline proposed goals and objectives which will provide the framework and direction within which the board will direct its future land acquisition, development, and recreation programming. The board is responsible for managing and maintaining the park system's 12 facilities and over 144.5 acres. Parks and Recreation has extensive interaction with the public at its facilities.
- **Prosecutor (234 Washington St.)** - The Office of the Bartholomew County Prosecuting Attorney is charged with the responsibility of representing the State of Indiana in all felony and misdemeanor criminal prosecutions resulting from crimes committed within Bartholomew County, Indiana. In addition, the office prosecutes traffic and other infraction violations of state law, as well as juvenile violators. The Bartholomew County Prosecuting Attorney convenes and supervises all Grand Jury proceedings. The Office of the Bartholomew County Prosecuting Attorney, through its Title IV-D Child Support Office, is charged with the responsibility of enforcing child support orders entered in divorce and paternity cases. The Adult Protective Services for Bartholomew and four (4) other counties is supervised and administered through the Bartholomew County Prosecutor's Office. The Adult Protective Services is responsible for investigating abuse, neglect or exploitation of mentally or physically incapacitated adults. This office has regular interaction with the public.
- **Purdue Extension (956 Repp Dr.)** - County Extension is operated through a partnership with Purdue University. They offer programs in agriculture related to crops, home and garden, commercial horticulture, natural resources and drought information. Youth development including 4-H and family programs such as food and health, home and money, parenting and seniors programs are available. Community offerings include programs on economic development and local government. Interaction with the public is regular.
- **Recorder (440 Third St.)** - The Recorder is an elected position and serves a four (4) year term. Duties of the recorder position focus mainly on the recording, filing, and preservation of documentation in the realm of property records. Instruments recorded in the Recorder's office include Deeds, Mortgages, Assignments, Releases, Powers of Attorney, Real Estate Contracts, Annexations, Trustee Elections, Affidavits, Surveys, Federal Tax Liens, Mechanics Liens, Military Discharges, Articles of Incorporation, Cemetery Deeds, Bonds, Plats, Condominiums, Firms Doing Business Under Assumed Names, Delinquent Sewer Liens, and Miscellaneous Instruments. Interaction with the public is regular.
- **Redevelopment Commission (440 Third St. Suite 102)** - Bartholomew County established the Bartholomew County Redevelopment Commission (BCRC) to ensure redevelopment in underutilized/blighted areas and/or areas with barriers to development for a use that is in the best social and economic interest of the County and its residents. This is done through techniques which can include real estate acquisition, site preparation and/or providing public infrastructure to the site. These techniques can be funded using Tax-Increment Financing and Redevelopment General Obligation Bonds that will benefit all taxable property within the boundaries of the Economic

Development Area. A primary focus is the enhancement of the economic vitality of the county, the expansion of the tax base and the creation of new jobs within the county.

- **Sheriff's Department/Jail (543 Second St.)** – The Department provides law enforcement service and protection to the County. They also serve warrants and court notices, facilitate gun permits, and manage the sexual offender registry. The Department also operates the Bartholomew County Jail which is responsible for the incarceration of persons who break the law. In addition, the Sheriff's office partners with residents for Neighborhood Watch programs and collaborates with the Bartholomew Consolidated School Corporation for the Drug Abuse Resistance Program (D.A.R.E). The Sheriff's Department has extensive public interaction.
- **Soil and Water Conservation District (1040 Second St.)** - The district is a governmental subdivision of the state governed by five supervisors. The SWCD provides the public information about soil, water and related natural resource conservation; identifies and prioritizes local soil and water resource concerns; and connects land users to sources of education, technical and financial assistance to implement conservation practices and technologies. The Bartholomew County Soil and Water Conservation District provides quality assistance and education empowering the citizens of Bartholomew County to conserve and protect natural resources. Interaction with the public is limited to regular.
- **Solid Waste Management (Various)** - The BCSWMD is charged with the day-to-day operation of all solid waste programs, including landfill construction and operation. Currently, the BCSWMD is responsible for the operation of 250 ton/day sanitary landfill, municipal recycling and education center, a rural refuse collection program, a household hazardous waste collection program, a 10 acre municipal composting operation, and the development of a new sanitary landfill site. Direct interaction with the public is limited.
- **Surveyor (440 Third St. Suite 400)** - The Bartholomew County Surveyor's Office maintains regulated drains, section corners, GIS mapping, and cemetery location data with the best interest of the County and its citizens in mind. The Surveyor's office is comprised of three divisions: Field Surveys, GIS Mapping and Hydrology. The Drainage Board falls under the Surveyor's jurisdiction through the Hydrology Division of the office. That division is responsible for the maintenance, construction, and reconstruction of the county's regulated or legal drains. A watershed is determined for each drain and drainage assessments are applied through the offices of the County Auditor and Treasurer. The Field Surveys Division monitors construction in or near public right-of-way to prevent obliteration of monuments. This is accomplished in part by attending monthly meetings with public and private utilities, which represent the major component of construction in public rights-of-way, reviewing construction permits for work in a public right-of-way which are issued by the City Engineer's Office and County Engineer's Office, examining preliminary construction plans, and checking plats and surveys of new minor and major subdivisions as they are filed with the Columbus/Bartholomew Planning Department. The GIS Mapping Division is responsible for maintaining the County Auditor's Plat Maps and the Precinct Maps for the Bartholomew County Clerk and Office of Voter Registration. The Division also develops and maintains the computerized Geographic Information System (GIS) that is used as a basis for all county mapping. A variety of special maps are prepared, using the GIS map base, as might be required by other county departments or the general public. Interaction with the public is limited.

- **Treasurer (440 Third St.)** - The Treasurer is an elected position and serves a four (4) year term. The primary duty of the Treasurer is that of tax collector. In case of delinquent taxes, the sale of real property to pay for such delinquencies may be ordered by the Treasurer. In addition to property taxes, this office also collects inheritance tax on estates, excise tax from license branches, and is responsible for keeping a record of current property owners' addresses, alcoholic beverage licenses, and mobile home moving or transfer of ownerships. Interaction with the public is regular.
- **Veteran Services (440 Third St. Suite 205)** - The mission of the Bartholomew County Veteran Services Office is to assist and help veterans and/or their family members. The office assists the public in qualifying for benefits by filling out and submitting the appropriate paperwork for compensation and/or pension claims with the Regional Veteran Affairs Office in Indianapolis, Indiana. They also offer DAV Vehicle Transport services to Richard L. Roudebush VAMC Indianapolis. Veterans Services interacts with the public on a regular basis.
- **Weights and Measures (440 Third St.)** - The Weights and Measures Program seeks to ensure that consumers receive full measure when they purchase a product sold by weight, measure, or count, and that any statements on packaging which declares a weight or measure are accurate. Accurate weights and measures are the basis for any quality control process used in industry. Weights and Measures also regulates the manufacture, renovation, sterilization, and processing of bedding products, to protect consumers from unsanitary bedding, and to assure that they know what kind of material is utilized as fill. This division has limited direct public interaction.
- **Youth Services (2350 Illinois St.)** - Youth Services mission is to respond to the community's needs with a continuum of care, programming, services and advocacy for minors in settings that are safe for both the community and the youth. They offer many programs including shelter, day treatment, detention, aftercare, transition programs, juvenile work crew, a drop off program and many others. Juvenile Probation and Youth Services Center operates under the umbrella of Court Services. Youth Services interacts with the public on a regular basis.
- **Court Services (507 Third St.)** - Adult/Juvenile Probation, Community Corrections and the Alternative Sentencing Program (Alcohol/Drug Program) are combined into Bartholomew County Court Services. Court Services plays an integral role in the delivery of services to probationers as well as holding those probationers accountable for compliance with court orders and supervision rules. Court Services has extensive interaction with the public through a wide variety of programs.
 - Community Corrections - The Community Corrections Department was established to provide effective alternatives to imprisonment. The programs offered include home detention, electronic monitoring, day reporting, community service, forensic diversion, community transition program and jail work crew.
 - The Residential Services program allows offenders to receive treatment and programming services in a setting that is both therapeutic and correctional. The component is designed for those offenders who are of significant risk to reoffend and have needs which require the benefit of a structured residential service-oriented program. Participants in the Residential Program work with Community Partners to address their identified risks and needs. Work Release programs allow offenders to serve sentences in a correctional setting but maintain employment by being released to attend work. Work Release is offered as a sentencing option through the Residential Center.

- Adult Probation - Probation officers have two primary functions as defined by statute - to prepare social histories or Presentence Investigation Reports and supervise probationers. Their staff handles cases including presentence investigation reports and records checks, along with felony and misdemeanor cases. Alcohol/Drug Probation Officers provide court ordered evaluations for persons having alcohol/drug charges and instruct "Prime For Life" which is a cognitive based alcohol/drug education group. In addition, through a contract with Su Casa, Court Services provides "Prime For Life" for Spanish speaking clients.
- Juvenile Probation - Juvenile Probation handles caseloads for juveniles on probation, makes referrals to several home-based programs, residential programs and treatment agencies to provide services to juvenile delinquents and their families. Further, in 2010, the Bartholomew Circuit Court received a JABG grant to operate a Mental Health Diversion program through Court Services.
- **Courts (234 Washington Street)** – The judicial court system of Bartholomew County consists of the Circuit Court, two (2) Superior Courts and the Magistrate position under Superior Court 2. The Courts system has extensive interaction with the public.
 - Circuit Court - Currently, the Circuit Court holds jurisdiction for adult felony cases, criminal cases, adoptions, estates, guardianship, civil collection (civil collections in regards to tax collection), mortgage foreclosure, civil torts, civil plenary, paternity action/dissolution, protective orders, and reciprocal cases.
 - Juvenile Court - The intent of this court is to hear cases regarding the welfare of juveniles. Currently Bartholomew County Juvenile Court handles cases regarding juvenile paternity, juvenile delinquency, juvenile termination of parental rights, and all cases that fall under the jurisdiction of CHINS(Children In Need of Services).
 - Small Claims Court - Small Claims Court deals exclusively with civil suits and occasionally with civil collections from verdicts rendered in such cases at the judge's discretion.
 - Superior Court 1 - Superior Court I is a court of general jurisdiction. Superior Court I hears felony cases for Levels 1 through 6 violations, and some misdemeanor charges in Bartholomew County; additionally, the court hears civil torts aligning with medical malpractice, automobile accidents, and property damage. Many cases regarding owner or guardianship are also presented in Superior Court I, such as child support, parenting time, divorce, child custody, wills, disputes, and trusts. Well-being cases are also heard, such as cases involving adult protective services and protective orders. Superior Court I also exclusively hears all mental health cases and all civil case collections exceeding the six-thousand-dollar limit of small claims. Superior Court I also exclusively oversees the Bartholomew County Veteran's Treatment Court, which is a certified problem-solving court specializing in issues surrounding veterans involved with the criminal justice system who suffer from substance abuse and/or mental health issues related to their service.
 - Superior Court II - Superior Court II handles all types of civil cases, except juvenile (Circuit Court has exclusive jurisdiction of those cases). In addition, Superior Court II handles D felonies, some C felonies, some level 4 and 5 felonies, and most of level 6 felonies as well as most of the misdemeanor criminal cases filed in Bartholomew County. By local court rule, A, B, & most C felonies and level 1, 2, and 3 felonies are handled in Circuit or Superior Court I. All traffic cases, ordinance violations, and small claims are filed in Superior Court II. The Superior Court II Judge is the supervising Judge for the Court Services Drug and Alcohol Program.

1.11 Department Self-Evaluation

As part of this self-evaluation, DLZ provided a questionnaire to the ADA Coordinator in order to better understand the operation and services offered by various County departments regarding ADA compliance. The questionnaire is located in Appendix C and answers were used to compile the information in this SETP. Policies, programs, activities, and services were evaluated and in the case where policies are not currently in place, this report provides recommendations for the implementation of corrective actions to comply with the ADA. Refer to Section 3.18 Department Self-Evaluation - Findings & Recommendations.

1.12 Public Outreach

Public outreach began by publishing a notice in the local newspaper (The Republic) to solicit input from the public about barriers or perceived barriers that might exist to access or use of County facilities. Notices were also sent by U.S. mail to several local and regional disability advocacy groups (see *Appendix D*). The public comment period was open from May 18 to June 10, 2016. No public comments were received.

Following completion of the draft SETP, it was made available for public review. It was placed at the following locations in Columbus:

- County Commissioners Office (440 Third Street)
- Bartholomew County Public Library, Columbus Branch, Circulation Desk (536 Fifth Street)

The report was available from July 29 until August 19, 2016. A meeting to receive public comments on the draft ADA SETP was held at the regularly scheduled Commissioners Meeting on August 15, 2016 at 10am and comments could be submitted until August 19. Meeting information presented and comments/responses can be found in Appendix D. No additional public comments were received.

2.0 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.

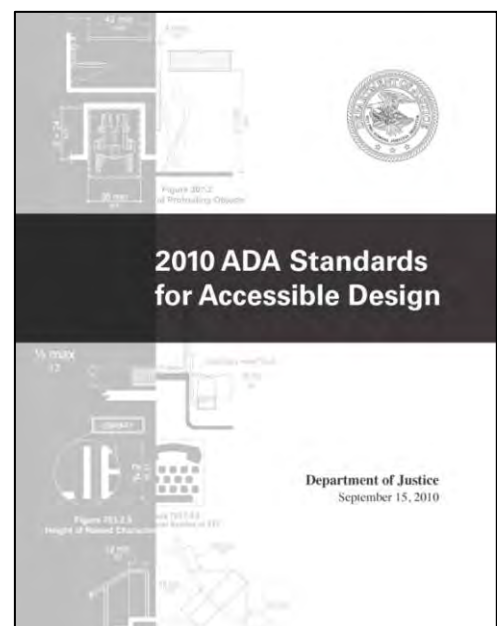
Affirmative Action (AA): a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain and advance qualified 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 captioning, telecommunication 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 County'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 County'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.

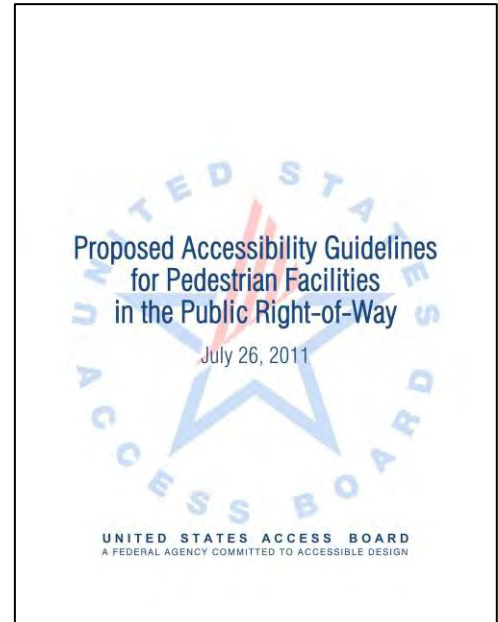
Pedestrian Circulation Path: a prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

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 County.

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 County.

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 County. 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 Bartholomew County, the County shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the County must consider whether funding for the modification is available from an outside source. If no such funding is available, the County 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.

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

This section of the self-evaluation summarizes the review of current County-wide policies, services, activities, and programs based on meetings with County staff and responses to the program accessibility questionnaire received from County 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 County programs.

3.1 Program Evaluation Interdepartmental Memo

The self-evaluation of the County's services, programs, and activities required and involved the participation of every County department. Bartholomew County evaluated its policies, procedures, and programs to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. DLZ distributed a questionnaire to the County ADA Coordinator as one measure to determine the level of ADA compliance. Each department was also issued a department specific questionnaire. (See *Appendix C*.)

The primary purpose of this questionnaire was to allow DLZ 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 was generally consistent with the amount of interaction with the public and the extent of the public programs offered by each.

3.2 Overall Findings – General Policies and Practices

The self-evaluation of the Departments identified common accessibility issues between all County Departments. The findings from the County 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 County 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.

3.3 Public Information

The County 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 General Findings:

- A poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, is located in all County buildings – GOB, Courthouse, Court Services Center, Sheriff’s Dept/Work Release/Jail, Highway, Youth Services Center, County Extension, E911/Emergency Management and Public Health.
- Grievance procedures for both the Americans with Disabilities Act and Title VI of the Civil Rights Act were adopted by the Board of County Commissioners on July 26, 1993. See Appendix E.
- Public meeting agendas for Council and Commissioners indicate that the Government Office Building is wheelchair accessible and provides a phone number for additional accommodations.
- Non-discrimination notice is not used on all printed materials.
- Signage is limited at several of the larger facilities for directing visitors to the accessible entrances where multiple entrances are present. The International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances.

Recommended Action:

- Standard language for a Notice of Nondiscrimination needs to be used by all departments for all County publications and printed materials. This statement should include, at a minimum, the following language: *“Bartholomew County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to County sponsored public programs, services and/or meetings, the County requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact the ADA Coordinator, at (812) 379-1515 or commissioners@bartholomew.in.gov.”*
- As standard practice, the County public notices and agendas need to include a statement regarding requests for accommodations for compliance with ADA. The statement should list a TDD/TTY (TeleTYpewriter) number.
- Public notification should always identify a contact person for individuals with disabilities who may request program modifications, or information on how a hearing or speech impaired person could communicate by telephone.
- Increase outreach to persons with disabilities by finding additional methods and formats to provide information about meetings and other County activities. The County should endeavor to inform the public of the possible modifications required to make its services, programs, and activities accessible.
- Include the following notice on all materials printed by the County that are made available to the public: *This publication can be made available in alternative formats, such as Braille, large print, audiotope, or*

.pdf. Requests can be made by calling (812) 379-1515. Please allow 72 hours for your request to be processed.

- List County agencies, departments, and specialized services that offer TDD/TTY in printed County directories. (See also section 3.11 and 3.12).
- Signage directing visitors to County buildings should be placed along the accessible routes and the International Symbol of Accessibility (ISA) should be placed in clear view at all accessible entrances.

3.4 Designation of ADA Coordinator

The ADA regulations require any public entity with fifty 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 Bartholomew County Commissioners appointed the County Administrator as the ADA Coordinator effective November 4, 2013, by consensus of the County Commissioners at a regular meeting.

Ms. Tina Jeffries, ADA Coordinator

Phone: (812) 379-1515 Email: commissioners@bartholomew.in.gov

Recommendations:

- Activities related to ADA compliance should be directed to the Coordinator, and each County department should designate a liaison for ADA issues and publicize the identity of this person.
- Information regarding the identity of the County's ADA Coordinator should continue to be provided to staff, posted at all County facility locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the County website.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the County.
- It is strongly suggested that each department have one individual with knowledge of ADA issues that can respond to issues that arise within their department and assist the ADA Coordinator.

3.5 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:

- Bartholomew County has a grievance procedure that provides for resolution of complaints. The procedure indicates the grievance shall be initiated with the Auditor's office. It indicates the complaint should be filed in writing and include contact information and description of the alleged discrimination within 60 days. See Appendix E for full procedure.

Recommendations:

- Revisit the grievance procedure and update as needed. Some recommendations include:

- Complaints are required to be in writing. Add language indicating alternate means acceptable upon request for both complaint submittal and all resulting correspondence between County and Complainant.
- Verify that forms are available at locations indicated. Consider providing form on County Website along with procedure.
- Consider whether the process should continue to be handled through the Auditor’s Office or the ADA Coordinator. At minimum, ADA Coordinator information should be incorporated with procedure and form in order to provide opportunity to handle accommodation outside of a formal complaint.
- Consider providing appeal process.
- Centralized record keeping of complaints and tracking of complaint resolution will help the County to regularly update its compliance efforts, and plan for additional compliance implementation. The ADA Coordinator should ensure that records are kept of all ADA-related complaints, including informal items brought to their attention.
- Information regarding complaint procedures should be available to members of the public in addition to employees and applicants. Procedures should outline the steps needed to resolve a complaint.
- The County should review its current administrative policy and be able to provide the ADA Complaint Form in an alternate accessible format, i.e. Braille, audio-tape, e-text, large print, etc.
- Administrative policies and procedures should continue to be developed, adopted, and implemented to provide consistency for filing complaints or grievances and record keeping.

3.6 Public Meetings

Public meetings are routinely held by various County 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:

- The following boards/commissions meet at various times on County business and would be considered open meetings that can be attended by members of the general public. Other groups may meet, but do not have regular published schedules.
 - Alcohol and Beverage Committee (Monthly, 2nd Tuesday, County Commissioners Chambers)
 - Board of Finance (County Commissioners Chambers)
 - Community Corrections Advisory Board (1st Friday in February, April, August, October, and December, 8am, Community Corrections Center)
 - Computer and Data Processing Board (Monthly, Varies)
 - County Board of Zoning Appeals (4th Monday, 7pm, Council Chambers)
 - County Commission of Public Records (As petitioned. No regular meetings)
 - County Commissioners (Weekly, Commissioners Chambers)
 - County Council (Monthly, Council Chambers)
 - County Extension Board (Quarterly, Extension Office Conference Room)
 - County Plan Commission (2nd Tuesday, as needed, City Hall)
 - County Plat Committee (3rd Thursday, City Hall)
 - Drainage Board (2nd Monday, 6:30pm, 4th Floor Meeting Room)

- Election Board (As needed, Voter Registration Office)
 - Health Board (Quarterly, County Commissioners Chambers)
 - Jail Building Corporation (Quarterly, County Commissioners Chambers)
 - Job Review/Classification Committee (As needed, County Commissioners Chambers)
 - Local Emergency Planning Committee (2nd Tuesday, every other month, 911 Center)
 - Parks and Recreation Board (1st Thursday, 4:30pm, Commissioners Chambers)
 - Personnel Admin. Committee (As needed, Commissioner's Conference Room)
 - Property Tax Adjustment Board of Appeals (As needed, Council Chambers)
 - Redevelopment Commission (As needed, Commissioners Chambers)
 - Sheriff Merit Board (1st Thursday, 12pm, Sheriff's Training Room)
 - Solid Waste Management District Board (Monthly, Council Chambers)
 - Youth Services Advisory Committee/Juvenile Crime Enforcement Coalition (Quarterly, Youth Services Center)
- The Commissioner and Council Chambers and all Courts have audio systems, but not all are equipped with assistive listening devices in the required quantity. (Note: Some are not required to due to lack of fixed seating.)
 - Most County departments have not been requested to provide accommodation at meetings in the past.
 - County public notices and agendas generally include a statement regarding how requests for accommodations for persons with disabilities can be made in advance, but the number provided is not TDD/TTY capable.
 - The request for accommodation statements vary by department.
 - Public notices are posted in a variety of places including newspaper advertisements and posted in some County facilities.
 - All meetings are advertised in the Republic and on local radio stations. Agendas are posted on the County website, bulletin boards, and the room where the meeting will take place.
 - The County website provides audio recordings of Board of Commissioners, Board of Zoning Appeals, County Council, Redevelopment Commission, Solid Waste Board, and VIP Commission.
 - County Highway has public meetings as related to Federal Aided Projects. Those follow all Federal Guidelines and are held near the Project Site and advertised by the Engineering Firm that provided the design for the project.

Recommendations:

- The County should continue to schedule and hold public meetings in the most accessible locations whenever possible. Meetings which the public regularly attends should be made the highest priority.
- Standard language on all County publications regarding availability of and request for accommodations should be provided to departments.
- The County should develop procedures for obtaining and providing auxiliary aids such as sign language interpreters, readers, descriptive services, and other assistive technologies. (See also section 3.11.) Compliant signage that includes the International Symbol of Access for Hearing Loss should be installed where assistive listening devices are available.
- The County should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.
- Provide meeting agendas and minutes in alternative formats when requested.



International Symbol of Access for Hearing Loss

- The County should assemble a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request. See Appendices for facility information that may be used in selection of most accessible sites.
- The County should create a simple checklist for creating accessible meetings and selection of accessible meeting spaces. This checklist should be utilized and available to all County departments for their programs and events.

3.7 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:

- There is no evidence of intentional discriminatory practices, intentional exclusion of individuals with disabilities, or practices to segregate individuals with disabilities or limit access to County programs, services, or activities.
- Public meetings are generally held in locations that are thought to be accessible to persons with mobility impairments and staff had no recollection of any previous complaints of issues.
- A number of physical improvements related to accessibility were made at highly trafficked County facilities over the last 5 years.
- Polling Places review is conducted by the Clerk, but findings were not available at this time.

Recommended Action:

- Information directing the public how to request accommodations should appear on all public notices, announcements, and agendas.
- Front line staff such as administrative assistants, receptionists, and staff that has everyday contact with the public, should receive training on interacting and accommodating individuals with disabilities.
- The County should provide additional and ongoing training for staff, including volunteers, regarding the requirements of the ADA and accommodations that provide equal access to programs, services, and activities.
- A thorough review of all polling places should be done each time a new polling place is added or relocated, and be performed by someone knowledgeable of the access guidelines and standards. The review should include barrier-free parking, accessible routes, building access points, internal access routes to the polling areas, and any facilities available to the public while at the polling place (coat racks, restrooms, drinking fountains, etc.). Checklists are available for ease of use in evaluating polling places such as the *ADA Checklist for Polling Places* from the DOJ and the *Polling Place Accessibility Survey* from the State of Indiana.
- The ADA Coordinator should continue to monitor programmatic access.

3.8 Special Events and Private Events on County Property

The County could provide opportunities for private organizations to utilize County 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 County facilities.

Self-Evaluation Findings:

- The County is not aware of any special private events that occur on County Property at this time.
- Facilities are not available for rent by the general public.
- The following special events are sponsored by the County or participated in by various County agencies:
 - The County sponsors an annual Salute Concert for Veterans held on the courthouse grounds put on by the local Philharmonic. The county contributes \$5,000 each year. The County obtains a certificate of insurance and the Philharmonic applies to the State in order to put the event on. A bandstand is set up by the Veteran’s Memorial for speakers and performers. Seating is bring-your-own on the lawn.
 - Circuit Court indicated two special uses of their courtroom. Advocates for Children uses the Circuit courtroom 3-4 times per year for their CASA swearing-in ceremony and brief reception. Circuit Court also participates in “Adoption Day” every Wednesday before Thanksgiving Day including a brief reception for parents and children immediately following their adoption hearing.
 - Superior Court 1 occasionally hosts a high school class for ‘mock court’ activities.
 - The Solid Waste Department frequently participates in community group events to promote their programs.
 - The Health Department has participated in the Mill Race Marathon, 4-H Fair and events at schools and businesses.
 - The Emergency Management Agency occasionally has speaking engagements on Emergency Management when requested. They also participation in the Bartholomew County fair with preparedness information, weather radios, and preparedness kits for kids.
 - Purdue Extension is the main group that oversees volunteers for the Bartholomew County Fair each year.
 - The Sheriff’s Department is involved with the Fair and parades and sponsors their Youth Academy program.

Recommended Action:

- Consider providing a designated wheelchair seating area with convenient access to accessible parking and accessible route for the Salute Concert. If restrooms are provided, ensure there are accessible facilities available.
- Other events listed above generally occur in County facilities. Accessibility of these facilities is addressed in Appendix A and B.
- Where County agencies participate in speaking engagements, coordinate with the host group regarding presence of any assistive listening devices or other available accommodation.
- Should facility rental occur in the future, the County should ensure all facilities rented are fully accessible and consult the County attorney for any appropriate language in the rental agreement about accessibility needs.
- Guidelines or policies should be in place for ensuring that any special events are accessible. In situations where private organizations sponsor events in County facilities, the County should encourage private organizations to comply with applicable ADA requirements. The County could provide a checklist and information during the application process to inform organizers of their responsibility for accessibility under the ADA, if applicable.

3.9 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 County.

Self-Evaluation Findings:

- No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.
- Engineering services are contracted through the County Highway department, usually through INDOT's Request For Proposals (RFP) process if not locally funded. Locally funded projects are not subject to a formal RFP process at this time. Construction projects are publicly bid.

Recommended Action:

- All County contracts should be reviewed to determine that they include specific, detailed ADA language to ensure that contractors that provide County services to the public comply with the ADA.
- It is recommended that the County consider means to maintain compliance when contracting for services or when leasing facilities by:
 - Including ADA compliance requirements in new requests for proposals.
 - Reviewing ADA requirements when contracts or leases are negotiated, revised, or renewed.

3.10 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:

- Public notices of this SETP process were advertised in the local newspaper and invitations extended to local advocacy groups.
- No complaints or grievances were reported related to inability to accommodate customers with disabilities or inability of persons with disabilities to access County programs or facilities.

Recommended Action:

- Conduct periodic customer satisfaction surveys or gather input from recipients of County services using an alternate method, such as public hearings or focus groups. An additional emphasis should be made to survey individuals with disabilities and organizations representing individuals with disabilities.
- Partner with persons with disabilities, their caregivers, and advocates for the disabled to identify concerns and gather comments on capital improvement projects to improve accessibility to people with disabilities during design.

3.11 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 County will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the

County 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:

- The Auditor has had meeting attendees request the available assistive listening device (ALD).
- No departments have hired/utilized transcription services and readers.
- The Council Chambers has three ALDs available and the Commissioners Chambers has one ALD available.
- The Courts also have ALDs available.
- The IT Department has assisted users with phone devices to increase headset volumes.
- The Solid Waste Department indicated that training for how to operate the County recording system to meet ADA needs would be helpful, including closed captioning and use of hearing devices.

Recommended Action:

- The County should provide staff training and information regarding auxiliary aids and effective communication. Encourage staff to offer alternate means to complete transactions and assistance to complete County forms if possible.
- The County should ensure the proper number of assistive listening devices is provided in all rooms requiring them. (See Facility Summaries in Appendix A.) Compliant signage that includes the International Symbol of Access for Hearing Loss should be provided outside of all rooms that provide an Assistive Listening System and Devices. Signs should include guidance on where the devices are located.
- The County should confirm and update a complete list of auxiliary service providers, i.e. Braille transcription services, computer assisted transcript, dictation and transcription, assistive listening system, etc. This list should be made available to the public to inform them of services available and how they can be accessed by persons needed accommodation.

Interpreter Services

Self-Evaluation Findings:

- Circuit Court indicated they hire sign language interpreters as required for court proceedings.
- No other departments indicated use of or request for interpreters.

Recommended Action:

- The County should consider a County-wide contract for qualified sign interpreter services that departments could utilize as needed. At a minimum, a list of qualified individuals should be maintained for all potential services that might be required on short notice. The County could also explore the viability of providing qualified sign interpreters from a remote location and transmitting the disabled participant's response to the interpreter in accordance with [28 CFR 35.160\(d\)](#).
- Interpreters should be provided upon request for accommodations or in situations where an interpreter is known to be required.

Telecommunications Devices for the Deaf

Self-Evaluation Findings:

- The telephone directory on the County's website does not identify numbers capable of use with TDD/TTY, including the ADA Coordinator's number.

- The 911 Center’s Dispatch has communications systems for the hearing impaired. They have TDD available, but the dispatchers use a Text to 911 system to communicate with citizens who call the EOC for help as this format provides easier communication than the TDD.
- No other departments were identified as having compatibility with TDD/TTY systems.

Recommended Action:

- Where 911 is publicized, it should identify the method of communicating with hearing impaired persons.
- Where the County uses an automated answering system for receiving and directing incoming telephone calls, the County should enable this system to provide real-time communication with individuals using auxiliary aids and services, including TTY and telecommunications relay systems ([28 CFR 35.161\(b\)](#)).
- The County should consider the purchase of a network PC compatible TDD/TTY system that would allow individual computers to be networked and access TDD/TTY calls, instead of purchasing separate TDD/TTY units that require a dedicated line. The advantages of a networkable system will allow the user to transfer calls, conduct conference calls, and utilize voice mail. A less desirable, but effective, means to provide access would be to use one of the many services available (Relay Indiana, Deaf Link, etc.) to provide two-way communication for persons with hearing disabilities.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD/TTY communications. Information and training should be provided on an ongoing basis.
- The County should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.

Website

Self-Evaluation Findings:

- The County website is <http://www.bartholomew.in.gov/>
- A number of interactive features are included on the website including Search the Archives, Court Case Lookup, and Calendar.
- Numerous forms are provided by several departments via the website.
- Links to exterior third party websites include ordering of birth and death certificates (www.vitalchek.com), Health Department volunteer registration (www.serv-in.org), County GIS (<https://bartholomewin.elevatemaps.io/>), paperless billing for tax bills via www.invoicecloud.com, and online ordinances (http://www.amlegal.com/codes/client/bartholomew-county_in/). American Legal Publishing Corporation site has a prominently displayed ‘Alternate ADA View’ function.
- The County website links to County Facebook and Twitter accounts.
- The County website links to an ‘Everbridge’ website for Citizen Alerts. The signup page offers a phone number and email for individuals with disabilities needed assistance with registering for alerts. See more under ‘3.16 Emergency Evacuation Procedures’.



- Running an accessibility check with the Web Accessibility Evaluation Tool (WAVE - <http://wave.webaim.org/>) generated the following information. Website included good features such as alternative text (content or function of an image to screen reader users or in other situations where images cannot be seen), tables, headers, and lists (all of which help organize information and provide additional information and navigation for screen reader users.) Some limitations were found, such as low contrast between text and backgrounds (which can be difficult for persons with certain visual impairments to read). Errors included missing alternative text and empty headings, buttons, and links. Most PDFs, where used, appear to allow use of a reader. (See home page example to right.)
- The Extension Office webpage (<https://extension.purdue.edu/bartholomew/Pages/default.aspx>) is operated by Purdue University.

Recommended Action:

- Continue to provide PDF documents that are directly converted to PDF and not a scan of the original document. Scans are not compatible with reader programs. If that is not possible, documents could be posted in an alternative text-based format, such as HTML (Hyper Text Markup Language) or RTF (Rich Text Format), in addition to PDF.
- Additional ADA-related recommended website content would include publicity of its statement of ADA compliance, contact information for County ADA Coordinator, grievance and complaint procedures, self-evaluation/transition plan, and a list of the departments that offer TDD/TTY.
- The County's website should be periodically reviewed by the web developer to maintain, update, and monitor website accessibility. The following may provide useful information:
 - Utilize an accessibility checklist similar to that published by the [Access Board](#).
 - The University of Wisconsin Trace Center (<http://trace.wisc.edu/world/web/>) provides resources and on-line information that might assist the County in development and implementation of an accessible website.
 - The Web Accessibility Initiative (WAI) provides guidance on making websites fully accessible (www.w3.org/WAI/).
 - The International Center for Disability Resources on the Internet (ICDRI) provides information on accessibility (www.icdri.org/section508/index.htm).
 - The [DOJ](#) provides a number of resources on their website as well.

3.12 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:

- The ADA Coordinator will be the main point of contact for requesting and providing information in alternate formats on a request for accommodation basis and will communicate with other departments as needed.

- The Auditor's Office has complied with requests for meeting minutes via email.
- Most County departments and offices produce printed information that is distributed and available to the public.
- Purdue Extension has a number of publications that are available in large print formats.
- The County has not been asked to provide written materials and publications in Braille or large print text.
- The majority of the departments do not have a standard procedure to communicate and produce accessible alternate formats for people with disabilities.

Recommended Action:

- The County should provide staff training regarding the requirements of accessible alternate formats, what accessible alternate formats are, and how to provide accessible alternate formats.
- Procedures and methods should be established for the development of accessible alternate formats to ensure that requests are handled in a uniform and consistent manner.
- The County should centralize the production of alternate formats for agendas, publications, and documents, which may result in efficiency and a cost savings.

3.13 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:

- There was no evidence of fees charged to individuals *with* disabilities that were not charged to individuals *without* disabilities to access programs, services, and activities.

Recommended Action:

- The County should continue to monitor and review policies and practices to ensure that fees and surcharges are not charged to individuals *with* disabilities that were not charged to individuals *without* disabilities.

3.14 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:

- Accessible directional and informational signs are provided at a few County facilities, but not all. Inaccessible entrances typically do not provide signage at all, or provide insufficient or unclear signage, directing users to accessible entrances. (See Appendix A).
- Signage within County buildings varies greatly. Some of the highly trafficked facilities such as the GOB and the courthouse provide compliant signage, but the smaller facilities frequently exhibit non-compliances including the following. Signage is often missing, mounted in the wrong location, lacks tactile characters and/or Braille, has Braille that is not below all tactile characters or that does not provide proper spacing from lettering, etc.

Recommended Action:

- An accessible signing strategy for the non-compliant County facilities should be developed for interior and exterior directional, informational, and permanent room signs.
- Design standards for accessible signs should be created to guide the production and installation of the accessible signs.
- Signage replacement projects should include replacement or installation of accessible signs as required.

3.15 Staff Training

On-going compliance with the ADA can only be achieved if County 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.

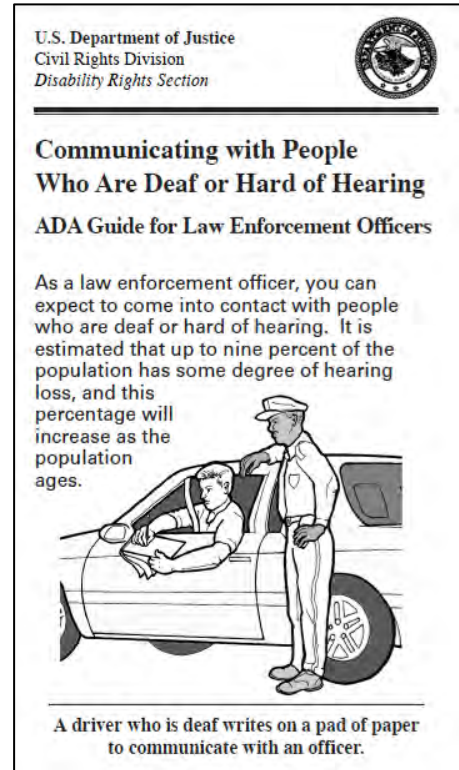
Self-Evaluation Findings:

- The ADA Coordinator has not had any specialized training for the position.
- Purdue Extension typically provides regular training on EEO/Civil Rights and ADA issues. Staff has undergone training for disability and diversity through Purdue University.
- Sheriff Department Merit Officers and reserve deputies are trained yearly on how to interact with people with mental illnesses, addictive disorders, mental retardation, autism and developmental disabilities.
- Emergency Operations Center staff will be attending ADA training during In-Service school in October 2016.
- Voter Registration and Election staff has had training from the Indiana Election Division and IPAS annually on the proper procedures for setting up voting locations and how to be in compliance with ADA accessibility laws.
- Veterans Affairs staff undergoes Veterans Affairs training yearly.
- Code compliance stated several staff members have training on the State adopted Indiana Accessibility Code, which is enforced in the City and County. This varies from the ADA. Additional staff training on the more stringent ADA may be valuable.
- The ADA Coordinator suggested in-house education for employees at the Department Head Meetings.
- Several departments indicated an overall training on disabilities covered by the ADA and responsibilities for accommodation, including planning ahead for accommodation where possible, would be helpful.

Recommended Action:

- The County should provide training regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
 - Requirements of the ADA for Bartholomew County
 - Consequences of Non-Compliance
 - Disability Etiquette – a good resource is http://transition.fcc.gov/cgb/dro/504/disability_primer_4.html

- Acceptable Terminology and Phrases
- Grievance/Complaint Procedures
- Reasonable Accommodations
- Awareness and Sensitivity
- Accessible Locations for Meetings
- Consequences of Non-Compliance
- Barriers to Access – Programmatic and Physical
- Auxiliary Aids and Services
- TDD/TTY
- Building Evacuation Procedures to Assist Persons with Disabilities, especially in multi-story buildings with public access to upper floors
- Training materials and handbooks should be prepared, if needed, in alternate formats.
- The ADA Coordinator should coordinate additional ADA training to all Department managers and staff who have regular contact with the public.
- It is recommended that the Sheriff’s Department continue to receive training on ADA accessibility issues related to their activities. In particular, training on communicating with people who are deaf or hard of hearing (reference www.ada.gov/lawenfcomm.pdf) and developing a policy on the topic as well (refer to www.ada.gov/lawenfmodpolicy.pdf). Review of other guidance should be done as well, including the publication “Commonly Asked Questions About the Americans with Disabilities Act and Law Enforcement” (www.ada.gov/q%26a_law.pdf).
- Additional training materials may be made available to officers on “Disabilities and Law Enforcement”, which is available on the U.S. Department of Justice web site (www.ada.gov/policeinfo.htm).



3.16 Emergency Evacuation Procedures

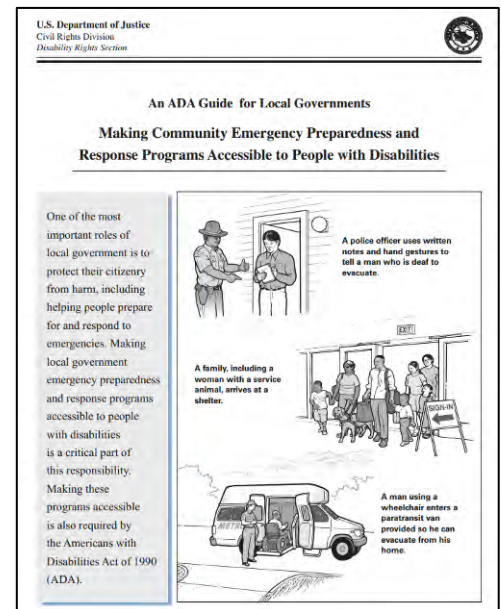
The County is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These plans and procedures should include identification of assembly locations for persons with disabilities in each facility, staff assigned 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:

- The Bartholomew County Emergency Management Agency (EMA) works in conjunction with the Indiana Department of Homeland Security (IDHS), United States Department of Homeland Security, and the Office for Domestic Preparedness, and many other State and Federal agencies. They also work with town, city and county response agencies of all types, ensuring preparedness and response capabilities for any manmade or natural disaster that may occur anywhere within Bartholomew County. The EMA is responsible for writing, updating, and disseminating the Bartholomew County Comprehensive Emergency Management Plan (CEMP), Strategic Preparedness Plan, Standard Operating Procedures, Memoranda of Understanding (MOU), and Mutual Aid Agreements. Bartholomew County is part of IDHS District 8.
- The CEMP was last updated in March of 2016.

- The Bartholomew County EOC is the physical location where multi-agency coordination occurs and is managed by the Bartholomew County EMA. The purpose of the County EOC is to provide a central coordination hub for the support of local emergency response activities and is located at 131 Cherry Street in Columbus.
- Other groups within the BCEMA responsible for planning efforts include the EMA Advisory Council, Local Emergency Policy Group and Local Emergency Planning Committee (LEPC, responsible for the development of a hazardous materials plan for the county and its municipalities).
- The CEMP includes a letter of agreement dated that establishes the basis for providing assistance to local agencies impacted by a disaster or emergency requiring additional assistance. Groups included in this agreement include the Bartholomew County departments including the EMA, Auditor, County Council, Coroner, Highway, Sheriff's Department, and Health Department along with the City of Columbus, Columbus Regional Hospital, Columbus Fire and Police Departments, Columbus City Utilities and City Garage, Flatrock-Hawcreek and Bartholomew County School Corporations, Salvation Army, and American Red Cross.
- The CEMP include a listing of emergency support functions and the agencies providing those services. It is assumed written agreements with voluntary organizations and mutual aid agreements between responding organizations and other local, state, federal, and private organizations are referenced and/or located in the EOC.
- The CEMP indicates an existing agreement under 'Emergency Support Function (ESF) #1 – Transportation' with County Highway, Sheriff, local schools corporations, County Fire Departments, Columbus City Transit and local animal control agencies to provide transportation safety functions such as utilization of school bus transportation for use in evacuation from affected areas and/or transportation to clinic sites or shelters, including school buses capable of accommodating transportation of persons with disabilities.
- In Bartholomew County, critical information necessary for public dissemination will be made available through various media outlets, including local television stations, local radio, newspapers and web-based systems. The CEMP indicates under 'ESF #2 – Communications' that local radio, public access television, local computer and IT companies, RACES, and Amateur Radio Clubs may be used to assist with communication in event of an emergency. It also addresses this under ESF #15 – External Affairs. ESF #15 includes information on Public Information Officers (PIO) and the establishment of a Joint Information Center (JIC), where key county agencies and departments can provide PIO representatives to staff and effectively process, analyze and provide information to the media and public that will aid in ensuring the overall safety of Bartholomew County residents.
- Bartholomew County Emergency Management Agency has adopted a crisis information management system known as WebEOC. The primary purpose of this internet-based application is to provide Bartholomew County public safety personnel with a common platform to share, analyze and manage emergency and disaster information throughout the County. It is not used for any type of public notification.
- The County offers Citizen Alert on their website, where users may signup to receive notifications. This program is not mentioned in the CEMP.
- Per 'ESF #6 – Sheltering, Housing and Human Services', BCEMA works with the American Red Cross, who maintains a list of shelters to be used in the event of an evacuation or emergency and assists in coordinating transportation for the public to these locations depending on the nature of the emergency. Other agencies assisting in these functions include the County Health Department, local school corporations, Animal Control and the Salvation Army.
- Under 'ESF #8 – Health and Medical', the BCEMA, all local EMS, Columbus Regional Hospital, and other non-governmental organizations are tasked with public health, medical support, and mental health services. The Hospital is uniquely qualified for assisting with persons with disabilities.

- During disaster operations, numerous private sector and private nonprofit organizations provide resources. Included among these are the American Red Cross, Salvation Army, various church-related groups, United Way, Chamber of Commerce, animal rescue groups, and local businesses.
- Bartholomew County has established a number of emergency agreements with local private sector companies and businesses for heavy equipment, generators, food, bottled water and other key commodities and resources.
- CEMP addresses care of animals under ESF #11 Agriculture, but does not indicate any provisions specific to service animals.
- There is no specific mention of provisions related to persons with disabilities or accessible facilities in the CEMP.
- There is not a list of homebound clients and group homes that may need additional assistance during an emergency.
- EOC dispatchers answer over 200,000 calls (emergency and non-emergency) a year in the performance of their duties. The Computer Aided Dispatch System allows the Emergency Operations Center to enter PREMISE notifications in the system where families may provide information that would assist First Responders when they arrive at their homes. This information is provided by the parents and is kept confidential and is only released to first responders. Once in the system, it will always be available for future use by emergency personnel when sent on a call to a group home or person requiring special assistance.
- Based on departmental questionnaire responses, it appears there has been special preparation for emergency events such as pre-determined meeting places, drills, and safety coordinators for each building. At most county facilities, fire escape signage and information on tornado and lockdown procedure is provided, but is visual only. Generally, the evacuation routes are identified on a building layout diagram. Established procedures are in place for fire, tornado, or active shooter situations. However, it does not appear departments have established emergency evacuation procedures to specifically address safe evacuation of persons with disabilities.
- The Recorder's Office voiced concern regarding procedures for wheelchair evacuation from the building in the event elevator is inoperable.
- Youth Services stated their emergency procedures are outdated due to recent County facility changes and have requested updated locations from the EMA.

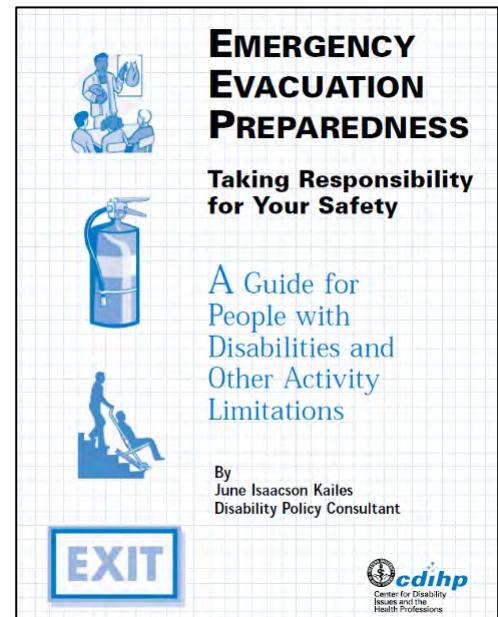


Recommended Action:

- The CEMP should contain information to lay the ground work for addressing the specific needs for evacuation of persons with disabilities or other special needs. This might include identification of persons with disabilities, resources needed to provide assistance, methods to provide information and alerts in emergency situations, development of evacuation plans, methods to address evacuation and transport of special needs populations, and identification of shelters suitable for persons with special needs including in-place sheltering or evacuation.
- The EMA should clearly identify and publicize in their CEMP evacuation routes and shelters to be used for various types of emergencies and ensure that vehicles used to evacuate residents are accessible, as are

all of the emergency shelters. This would facilitate persons in the community knowing the closest emergency shelter prior to an emergency and allow them to get there sooner, without having to contact the County or other agency to find out where they should go. This is especially important for caregivers of persons with disabilities and group homes that are able to transport their clients.

- Coordinate with the American Red Cross to ensure that accommodation can be made for service animals at shelters and that persons with allergies can be provided shelter and accommodation away from them.
- It is recommended that the County make the community more aware of Citizen Alert system.
- The EMA should identify potential sources of equipment that can be made available for persons with disabilities in the event of an emergency. This equipment could include wheelchairs, walkers, etc. that might be left behind at homes or damaged during an evacuation.
- Revisit emergency plans and signage for each facility. Include guidelines for the evacuation of persons with disabilities for various emergency situations. Verify on a regular basis that each department is aware of what to do when an alarm is triggered; aware of meeting places for assistance and evacuation at staircases; and have identified floor captains who will ensure that each floor is vacated prior to leaving themselves and ensuring that persons that need assistance are removed to safety.
- Excellent additional resources can be found at:
 - [FEMA](#)
 - www.ada.gov/emergencyprepguide.htm
 - www.cdihp.org/evacuation/emergency_evacuation.pdf
 - onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_150.pdf
 - www.nod.org/assets/downloads/Guide-Emergency-Planners.html
 - www.ada.gov/pcatoolkit/chap7emergencymgmtadd1.htm



3.17 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:

- The County Auditor's Office performs functions of human resources by providing services to job applicants, County employees, and retirees.
- The Bartholomew County Personnel Policies Manual (Adopted November 1, 2013) includes Section 1.5 Equal Employment Opportunity. Page 2 states *"It is the policy of the County of Bartholomew to provide equal opportunity in employment to all employees and applicants for employment and to prohibit discrimination in employment because of race, creed, religion, color, sex, age, national origin, disability, military status, or any other classification protected under applicable law. This policy applies to all terms, conditions, and privileges of employment, including hiring, probation, training, promotion, transfer, compensation, benefits, assistance, layoff, recall, employee facilities, discharge, and retirement. All position notices, postings, advertisements, and recruiting literature shall contain the phrase "An Equal Opportunity Employer."*

- Page 4 also further addresses disruptive and harassing behavior in Section 1.7 Productive Work Environment. *“It is a policy of Bartholomew County to maintain a productive work environment. Verbal or physical conduct by any supervisor or employee which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated.”*
- Section 2, 4, and 5 include several provisions relating to employment and medical concerns, which may potentially include situations related to a disability. These are as follows:
 - *“2.3 Applicant Testing - Applicant tests including, but not limited to, basic written skills tests, mechanical or physical agility, and psychological evaluations may be used by the County in the selection process for certain positions. Such tests are to be related to the requirements of the position. The County Commissioners must approve the use of any tests for prospective employees.”*
 - *“2.6 Medical Examinations - To help ensure that employees are able to perform their duties safely, medical examinations may be required of those positions responsible for public safety and health prior to hiring, or anytime during the course of employment with the County. After a conditional offer of employment has been extended, applicants may be required to undergo a pre-employment medical examination by a health professional of the County’s choice, at the County’s expense. (Refer to forms “Conditional Offer of Employment” and “Medical Review”). Employees shall be required to submit to a fitness for duty medical or psychological evaluation prior to returning from Military leave or employee illness or injury leave under the Family and Medical Leave Act (FMLA), or to meet terms and conditions associated with performing job duties. Applicants may be required to submit to a drug test prior to being hired by the County. Information on an employee’s medical condition or history shall be kept in a confidential file that is separate from other employee information by the elected official/department head. Access to this information will be limited to the employee, elected official/department head of the employee and persons designated by the County Commissioners on a need-to-know basis.”*
 - *“2.10 Personnel Files - Bartholomew County maintains four (4) separate personnel records concerning the employee’s employment history...3. Medical File: The employee’s medical file shall contain all medical information, including health insurance, disability information, ADA accommodations, workers’ compensation documents, and other medically related information. This confidential file shall be deemed as exempt under the Indiana Public Records Law. This file shall be maintained by the Auditor and released only to persons on a need-to-know basis.”*
 - *“4.6 Family and Medical Leave Act (FMLA) - The County shall comply with all regulations as described in the Family and Medical Leave Act (FMLA) of 1993 including all subsequent revisions.”*
 - *“5.9 Drug-Free Workplace - Determinations associated with assisting employees who are at risk of health or performance deterioration will be made on a case-by-case basis. Employees may use physician prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace. Employees may keep prescription drugs and over-the-counter medications on County premises when ordered by a medical physician by prescription; or on an as-needed basis for over-the-counter medications. Employees shall notify their elected official/ department head of such drugs and prescriptions.”*
 - *Appendix V: Acceptable Use Policy, Provision of Internet Access – “Please be advised that your use of the Internet access, provided by Bartholomew County, expressly prohibits the following:...Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.”*
- Section 4.8 is devoted entirely to the ADA as follows:
 - *“It is the policy of Bartholomew County that qualified individuals with disabilities not be excluded from participation in or benefit from the services, programs or activities of the County. It is the policy of Bartholomew County not to discriminate against a qualified individual with a disability in: job*

- application procedures; the hiring, advancement or discharge of employees; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of this organization to comply with all applicable requirements of the Americans with Disabilities Act (ADA).*
- *If a person is not able to perform the essential functions of a job, even with reasonable accommodation, then the person is not qualified for the position.*
 - *Bartholomew County will reasonably accommodate persons with a disability. Such reasonable accommodation may include: making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations.*
 - *Accommodations may not create an undue hardship for Bartholomew County or other employees.*
 - *An individual who cannot be reasonably accommodated for a job, without undue hardship, will not be selected or retained in the position. A Conditional Offer of Employment form is available for use in the Auditor's Office.*
 - *All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave.*
 - *Disabled individuals cannot pose a direct threat to the safety of themselves or others. Generally, a "direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.*
 - *Benefits provided to disabled individuals who are qualified to perform the work are not different from the benefits provided to other employees.*
 - *Members of the public, including individuals with disabilities and groups representing individuals with disabilities, are encouraged to submit suggestions to the Bartholomew County ADA Coordinator designated as County Auditor on how the County might better meet the needs of individuals with disabilities pursuant to this policy.*
 - *Employee requests for an accommodation under the County's ADA shall be submitted in writing on ADA forms (Reasonable Accommodation Request form) available in the Auditor's Office. Bartholomew County requires medical certification to support a request of reasonable accommodation on the organization's Medical Review Form available in the Auditor's Office. It shall be the responsibility of the employee to submit such forms in a timely manner.*
 - *Bartholomew County reserves the right to require a second medical opinion from an independent medical provider. Bartholomew County must pay for the second opinion. If the two (2) opinions conflict, the County may seek and pay for a third medical opinion that will be final and binding on both the County and the employee.*
 - *Based on the medical information provided, Bartholomew County will evaluate what, if any, reasonable accommodation may be extended to the employee. A determination for granting or denying a reasonable accommodation will be delayed until medical certifications are provided by the employee.*
 - *Any employee who believes he/she has received treatment inconsistent with the policies set forth above or any other requirement of the "Americans with Disabilities Act" (ADA), can file a complaint within ninety (90) days of the date of the alleged discriminatory act or practice with the Bartholomew County ADA Coordinator, County Auditor."*
 - A poster entitled "Equal Opportunity is the Law", defining the requirements of Title VII, is located in all County buildings – GOB, Courthouse, Court Services Center, Sheriff's Dept/Work Release/Jail, Highway, Youth Services Center, County Extension, E911/Emergency Management and Public Health.
 - Advertisements on the County website for job openings do not indicate that the County is an "Equal Opportunity Employer".

- The general Application for Employment and the Emergency Operations Center (EOC) Application for Employment both state that *“The County of Bartholomew, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.”*
- Under certain sections of the general Application for Employment and the EOC Application, it states that *“You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.”*
- The Law Enforcement Employment Application states as follows: *“An Equal Opportunity and a Drug/Smoke Free Workplace: Qualified applicants are considered for employment and treated equally regardless of race, color, religion, gender, disability, marital, or veteran status (except if eligible for veterans’ preference).”*

Recommended Action:

- The County should continue to practice the County policies of non-discrimination as required by ADA and other applicable laws.
- Update ADA coordinator information to reflect current appointment. (Update in progress.)
- Consider including a defined procedure for reporting discriminatory behavior or harassment along with dispute/grievance resolution in the work place.
- The County should consider updates to the Employee Handbook to reflect recent changes to ADA, employment law, and case law. Potential updates could include:
 - More comprehensive language regarding prohibition against disability discrimination. An example offered by the EEOC is *“Bartholomew County prohibits any and all types of discrimination against a qualified applicant or employee on the basis of (1) a current disability, (2) record of a prior disability, (3) being perceived or regarded as disabled, or (4) a relationship or association with someone with a disability. A qualified applicant or employee is an individual who can perform the essential functions of the job in questions, either with or, without a reasonable accommodation”.*
 - More comprehensive language regarding disability accommodation. An example offered by the EEOC is *“Requests for accommodations can be either oral or in writing, and individuals are not required to use any particular words in making a requests. The ADA coordinator is responsible for determining if an individual is considered ‘qualified’ and if a ‘reasonable accommodation’ exists. As such, an applicant or employee in need of an accommodation, or a manager aware of an applicant’s or employee’s need for an accommodation, should contact the ADA Coordinator who will promptly engage in the interactive process with the applicant or employee regarding the requested accommodation”.*

3.18 Department Self-Evaluation Findings and Recommendations

DLZ distributed a questionnaire to the ADA Coordinator that included a request for information about various departments, policies, and procedures of the County. This information included specific items that the departments were requested to provide information to help DLZ better understand the policies and procedures of each related to ADA understanding, training, and accommodation (see *Appendix C*). DLZ reviewed responses and coordinated clarifications and questions with the ADA Coordinator. A secondary benefit of the questionnaire is allowing DLZ to gain an understanding of how well the person completing the questionnaire understands the obligation to ensure their programs are accessible and their general understanding of how to provide accommodations. Additional inquiries were also made during the facility evaluations. A general summary follows.

Self-Evaluation Findings:

- The County has numerous departments with extensive, daily public interaction that is both in person and over the telephone.
- No departments responded that the programs offered for persons with disabilities were different in any way.
- Department liaisons to the ADA Coordinator have not yet been identified.
- Many departments have publications, documents, and forms that are reviewed, provided, or submitted to them by the public. Many of these documents are completed at office service counters, which are frequently non-compliant. (See Appendix A.)
- Assessor's Office, Clerk, Child Support, and Voter Registration Office, and the Sheriff's Merit Board does not regularly place ADA statement on agendas.
- Groups such as Veterans Affairs and the EMA rely on the hosting groups to take care of audio accommodations when doing public speaking.
- During public meetings and daily operations, citizens have been offered hearing devices if unable to hear speakers very well. If trouble walking, assistance has been offered or a wheel chair if available. Specifically, the following accommodations were identified by each department:
 - Purdue Extension has experience providing accommodations such as dietary considerations, Spanish printed materials, and programmatic specific requests related to 4-H programs. However, some of their events are held at the Fairgrounds where no assistive listening devices are available.
 - The Treasurer's Office noted they regularly provide assistance to those with mobility issues, such as help at desk instead of counter and help with doors, and to adjust means of communication for those with sight or hearing issues.
 - Assessor's Office has provided assistance in the form of wheeled chairs to assist people with breathing or mobility issues to reach the elevator.
 - The Recorder's Office has written back and forth with customers with speech and hearing disabilities.
 - The Sheriff's department provides assistance entering the building by answering the intercom and opening the door at the accessible entrance.

Recommended Action:

- Public interactions with persons needing special accommodation due to a disability is likely to occur for all departments at some point. Training should be provided to all departments to review how to accommodate various disabilities and provide the same level of service.
- Examples of interactions and accommodation for persons with disabilities demonstrated flexibility and desire to provide access to all programs offered.
- All departments should have a liaison identified that will interact with the ADA Coordinator and be responsible for ADA compliance in their department.
- Continue to ensure that all programs offered do not segregate customers with disabilities or not provide the same type and level of service.
- Ensure that all publications, documents, and forms that are provided to the public can be made available in alternate formats easily. This would include large print versions and electronic versions in multiple file formats. All departments should have an accessible work space or clipboard that can be provided to someone that cannot reach counters that are above required height.
- 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.
- The report includes a number of ways that departments can accommodate persons various disabilities but circumstances and barriers vary between departments. Training of staff is a key component to knowing how to accommodate and provide equal service to persons with disabilities of all kinds.

3.19 Facility Self-Evaluation Findings and Recommendations

DLZ performed a self-evaluation of the following County facilities. A comprehensive review of accessibility at all public areas of these facilities was performed consistent with ADASAD.

Specific information by facility can be found in Appendix A.

County Facilities (Owned or Leased)

- Courthouse
- Court Services Building
- Government Office Building
- Sheriff/Jail
- Community Corrections
- Youth Services Center
- Emergency Operations Center
- Recycling Center
- County Garage
- Purdue Extension Office
- Soil and Water Conservation
- Foxpointe Suites B&C (Leased for Health Department)

County Parks

- Anderson Falls
- Azalia
- Clifford
- Dunn Stadium
- Elizabethtown
- Grammer
- Heflen
- Mt. Healthy
- Owens Bend
- Petersville
- Rock Creek
- Wayne

Recommended General Actions:

- Specific priorities for each facility and corrections needed, with costs, to fully comply with ADA standards are included in the following section of this report and the appendices.
- There are many interim fixes that can be implemented immediately to address various deficiencies and provide equal access to all users in many cases until permanent solutions are implemented. Other improvements are relatively low cost and should also be considered for implementation in early phases of the Transition Plan. These include:
 - Restripe parking lots to provide compliant spaces, with proper signage, at locations closest to accessible entrances at all facilities. When a facility has multiple parking lots, precedence should be given to the lots that have the most use by the public and are closest to facility entrances or amenities.
 - Develop a master signage plan for all facilities that includes directional signage to accessible entrances outside of facilities and required signage within each facility. Ensure that one entrance at all facilities is fully accessible and that non-accessible entrances are adequately signed to direct the public to the accessible entrance(s).
 - Work closely with City of Columbus and INDOT to ensure that public ROW facilities, including on-street parking, sidewalks, and curb ramps, are placed proximal to accessible entrances at County facilities and that spaces are properly marked and signed.

- For objects that protrude inside buildings, either move these items closer to the floor where they are cane detectable, move them outside the pedestrian circulation route in buildings, or place a permanent object that is cane detectable below them. Ensure that vegetation is trimmed so it does not protrude into the path of circulation outside of facilities.
- Provide a cup dispenser at all drinking fountains below 48" height at a level location that can be used by anyone at functional drinking fountains, along with a waste container.
- Develop a lockset replacement plan for all doors that have knobs that require grasping and turning to open. Ensure that staff inside of rooms with doors that have knobs can see into the hallway in the event someone on the outside cannot open the door or consider a policy that doors with non-compliant hardware are left open at all times during business hours.
- In rooms with light switches above 48" that are operated by the public, consider installation of occupancy sensors and timer controls for lighting control.
- In areas that have all electrical outlets below 15" and/or above 48", consider mounting a power strip or extension cord to the wall that is accessible within the required height range.
- Ensure that compliant pedestrian routes exist from parking to the accessible entrances for all buildings. This may entail new construction or reconstruction of existing sidewalks.
- Determine if adjustments can be made to interior door closers to reduce the opening pressure to 5 pounds or less and/or slow the closing time to at least 5 seconds from 90 degrees open to 12 degrees from closure. If this cannot be attained, a new closer will need to be purchased.
- Review corrective actions needed for at least one restroom for each facility and provide signage to direct persons from non-accessible restrooms to the accessible one.
- Priority needs to be given to corrections in the courtrooms that are required to provide full access but does not have a negative effect on the historical components within the courthouse (railings, furniture, etc.).
- Ensure that all public assembly areas (meeting rooms and courtrooms) have the proper number and types of assistive listening devices available and signage is installed alerting people where they are available.
- Consider automatic door openers at facilities with inadequate space in alcoves, excessive opening force requirements, or closing speeds that are too fast for exterior doors.
- Ensure that all departments that have public contact have compliant work surfaces available for persons to complete paperwork or review documents. Also be certain to provide a clipboard that can be used for this purpose as well.
- Move furniture or other obstructions that could be in the way of required clear spaces for persons using wheelchairs.
- Lower or install an additional coat hook in each restroom stall and room where coats may be hung on the wall.
- Consider installation of kick plates on the push side of all doors with glass below 10" above the floor to prevent glass breakage by wheelchair users.
- Reposition items in restrooms that are too high, including soap dispensers, mirrors, paper towel dispensers, etc. In some instances, it may be less costly to provide an additional amenity within compliant height (e.g., add a second mirror on different wall, install a second soap dispenser, etc.).

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

This segment of the self-evaluation plan summarizes the review of current ROW 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.

Title II of the ADA ([28 CFR Section 35.150 \(d\)](#)) requires that state and local governmental entities develop a Transition Plan specific to curb ramps or other sloped areas at locations where walkways cross curbs. 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.

Curb ramps are a relatively small but important part of making sidewalks, crossings at intersections, and other pedestrian routes accessible to people with disabilities. 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 [\(i\)](#)). There is no requirement under Title II of the ADA or proposed PROWAG that sidewalks be made accessible or be provided where they are not currently provided. The law stipulates that the public entity provide curb ramps, or other sloped areas where pedestrian walks cross curbs, that are accessible. New construction or alterations would require that non-compliant sidewalks be improved to the extent possible.



4.1 Data Collection and Methodology

The self-evaluation of the County's Public ROW began with a review of available mapping by the County Engineer's office to identify locations of all sidewalks and curb ramps within the County limits. This includes sidewalks and ramps within the Harvest Meadows subdivision, Cattle Run and Bull Run Cul-de-sacs, near The Ridge on Bonnell Road, and a very limited amount of sidewalk within County ROW in Taylorsville.

These pedestrian facilities were then inventoried and assessed using the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), dated July 26, 2011, as published by United States Access Board. Data collection was completed using Apple iPads and software to record the location of each data collection point, the numerical data, and to correlate the data with a photo of the facility inventoried. The GeoJot application by GeoSpatial Experts was used for data collection. The GeoJot application provided a platform for the creation of ADA specific attribute lists to track inventory data. Data collection was completed for facilities in place prior to the 2016 construction season. Facilities added after this date should be monitored for compliance by the County at time of construction.

4.2 Database Analysis

Upon completion of the Inventory and Assessment, the data collected was compiled into data sheets for each data collection point or location. Throughout the SETP, 'location' refers to a single data collection point. This may be a block, a portion thereof with logical stopping point, such as an alley or area with no sidewalk present, curb ramp, intersection or non-roadway related portion of public ROW. Each location was reviewed for compliance with each criterion required within the PROWAG (or ADAAG as applicable). A barrier ranking (High, Medium, or Low priority) was assigned to the location. Each location was then assigned a cost parameter based on the amount of modification or reconstruction required to achieve accessibility.

4.3 Barrier Ranking

The self-evaluation of the public ROW takes into account factors such as level of use, degree of danger posed, complaints or requests for repair received, and other factors. These factors can be grouped into two categories. **Contributing contextual factors** account for use patterns and distribution in relation to county services, residential zones, and other public services. **Physical Impedance factors** include the actual physical characteristics of the specific right-of-way feature and the severity of the barrier to use.

At this time, the majority of County owned pedestrian ROW facilities offer few, if any, connections to a larger network or provide access to areas offering County services. As such, contributing contextual factors had minimal impact on the barrier rankings. It should be expected that continued growth and interconnectivity will occur and that locations of governmental facilities, commercial centers, and densities of residential development may change over time. As such, contextual factors should be reevaluated periodically to accommodate the current greatest need for improvements at time of implementation. For reference, these factors include areas of high pedestrian activity, areas of higher concentration of persons with disabilities, areas accessing places of public accommodation, and areas of high volume streets.

The main categories used for Bartholomew County'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, 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.

4.4 Additional Right-Of-Way Elements

Additional elements that may be encountered during right-of-way evaluation include site furnishings, accessible pedestrian signals, roundabouts, marked or metered on-street parking and rail crossings. These were not encountered during the evaluation of the County.

If provided in the future, site furnishings should be located on an accessible route, provide clear level ground space for approaches and wheelchair parking adjacent to benches, and meet reach range requirements for any operable parts, such as trash receptacle flaps.

According to the Public Rights-Of-Way Accessibility Guidelines, *‘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 County plans infrastructure improvement projects where new signal construction or alterations including signal controller, software or signal head replacement occurs, accessible pedestrian signals should be considered for inclusion.

4.5 Future Improvements

At this time, the County only requires sidewalks within a two-mile jurisdiction adjacent to the Columbus city limits. Any pedestrian facilities within that area of ROW are required to meet the City’s standards established through the City Planning Department and found under the Subdivision Control Ordinance of the Columbus Municipal Code Title 16 adopted in 2014. This standard states that *‘All public sidewalks, curb ramps, crosswalks, and drainage inlet castings shall comply with the Americans with Disabilities Act (ADA), the Indiana Accessibility Code, and any specifications adopted by the Board of Public Works and Safety.’* The County may want to consider adopting the PROWAG as guidelines for any future subdivision or other ROW pedestrian facility development within other areas of the County.

While the Americans with Disabilities Act does not require pedestrian facilities in the absence of a pedestrian route, it does require that pedestrian facilities, when newly constructed or altered, be accessible. Pedestrian facilities would include, but not be limited to, sidewalks, curb ramps, pedestrian signals, and sign furnishings. The previous sections of this SETP addressed those facilities already existing. The focus of this section is on future construction and connection of existing corridors.

The majority of County construction projects do not include pedestrian facilities. It is feasible with current nationwide growth and interconnectivity trends that this may change in the future. As such, the following publications could be used as a guide to determine the appropriateness of pedestrian facilities in any given corridor. Any future requests for pedestrian facilities necessitate an assessment of current conditions and needs in order to be considered for implementation.

‘The challenge for transportation planners, highway engineers and bicycle and pedestrian user groups, therefore, is to balance their competing interest in a limited amount of right-of-way, and to develop a transportation infrastructure that provides access for all, a real choice of modes, and safety in equal measure for each mode of travel.’

(Excerpt from FHWA’s Accommodating Bicycle and Pedestrian Travel: A Recommended Approach)

Per the policy statement in FHWA's **Accommodating Bicycle and Pedestrian Travel: A Recommended Approach**, "bicycle and pedestrian ways shall be established in new construction and reconstruction projects in all urbanized areas unless one or more of three conditions are met:

- *Bicyclists and pedestrians are prohibited by law from using the roadway. In this instance, a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right of way or within the same transportation corridor.*
- *The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project.*
- *Where sparsity of population or other factors indicate an absence of need."*

From the FHWA's publication, '**Bicycle and Pedestrian Transportation Planning Guidance**', an assessment might include the following:

- Determination of current levels of use for bicycling and walking transportation trips, and current numbers of injuries and fatalities involving bicyclists and pedestrians.
- Evaluation of the existing transportation infrastructure (including on- and off-road facilities) to determine current conditions and capacities and to identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel.
- Identification of desired travel corridors for bicycle and pedestrian trips.
- Examination of existing land use and zoning, and the patterns of land use in the community.
- Basis of the need for modifications to the transportation system through surveys, origin destination studies, public input, or other data collection techniques.

(A complete listing of recommended considerations can be found at www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/inter.cfm)

5.0 Self-Evaluation of Pedestrian Facilities with the Public Right-Of-Way – Sidewalk Inventory

This segment of the self-evaluation plan summarizes the review of current 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 County sidewalks.

5.1 Pedestrian Access Route

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.'* In addition to defining the Pedestrian Access Route (PAR), this definition also provides guidance on determining the scope of areas to be evaluated for compliance. Per the Technical provisions of the PROWAG, the sidewalk PAR must meet the following general criteria:

- R302.3 Continuous Width
- R302.4 Passing Spaces
- R302.5 Grade (Running Slope)
- R302.6 Cross Slope
- R302.7 Surfaces



Within the following text, 'location' refers to a single data collection point. This may be a single block, a portion thereof with logical stopping point, such as an alley or area with no sidewalk present, or non-roadway related portion of public ROW. Percentages and numbers shown should not be interpreted as a quantity of infrastructure. Likewise, compliance for one criterion does not indicate compliance in for all criteria.

5.2 Width

Requirements:

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 to the pedestrian to accommodate changes in direction, passing movements, and turning space.

The majority of sidewalks within the County (approximately 98%) were 4' or greater. The County should enforce standards for accessibility of walks when developers apply for subdivision approval for future work.

Some 4' wide sections exceed 200' of length with no passing space available, though some had driveways that could potentially serve this purpose.

Three locations lacked adequate width due to turf overgrowth or degradation of sidewalk.

Addressing the Issue:

- Where overgrowth narrows walks, turf should be removed to allow for full 48" width.
- Where walk width is less than 48" width and ROW is available, sidewalk width can be corrected by widening the sidewalk to at least the minimum requirement. Five feet should be considered for all new sidewalk construction.

5.3 Grade (Running Slope)

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.

Within the County, only two locations were over the 5% maximum running slope.

Addressing the Issue:

For running slopes of over 5% (**where not adjacent to roadways exceeding that**), potential solutions may include:

- Lowering grade.
- Removing and regrading adjacent shallowly sloped panels to spread the slope over a greater run and achieve a more even, compliant slope throughout.



Example of +5% running slope following roadway grade

5.4 Cross Slope

Requirements:

Per R302.6, the cross slope of the sidewalk PAR shall be 2% maximum. Exceptions to this rule occur only at pedestrian street crossings without yield or stop control or midblock crossings and will be discussed in Section 5 - Crosswalks.

During evaluation, it was noted that 90% of blocks exhibited some level of non-compliance for cross slope. This included many minor deviations that may not be compliant, but are ultimately highly useable.

Addressing the Issue:

For cross slopes of over 2%, potential solutions may include:

- Lowering grade.
- Removing and regrading adjacent tree lawn to achieve a compliant slope throughout.
- Installation of curb or retaining walls in areas where grading cannot be implemented due to right-of-way, or adjacent fronting buildings.

5.5 Changes in Level / Surface Condition

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 evaluated for damage from cracking and spalling. The majority of sidewalk within the County is relatively new and free of cracks, spalling, and displacements. 50% of locations noted displacement or cracking, but was generally limited to very small number of panels within that segment and not representative of the location as a whole.

Addressing the Issue:

Changes in level and surface condition are a common problem as infrastructure ages. Temporary fixes of high hazard areas can be implemented to promote the safety of all users while long-term solutions are set into action. Public input is particularly important in locating hazardous areas as they occur. In general, the following solutions can address changes in level and surface condition. It may be helpful to set up a protocol for public reporting of such areas.

Level Changes

- Temporary placement of concrete or asphalt to ramp from adjacent panel
- Grinding edge at surface changes of up to $\frac{1}{2}$ " to achieve allowable bevel
- Replacement of concrete sidewalk panel
- Where right-of-way is available, route sidewalk around large trees to avoid further heaving

Surface Condition

- Replacement of damaged concrete sidewalk panel
- If asphalt surface such as multi-use trail, mill and overlay with new surface
- Maintenance to keep free of vegetation and debris



Example of displacement of sidewalk at tree



Example of displacement at utility

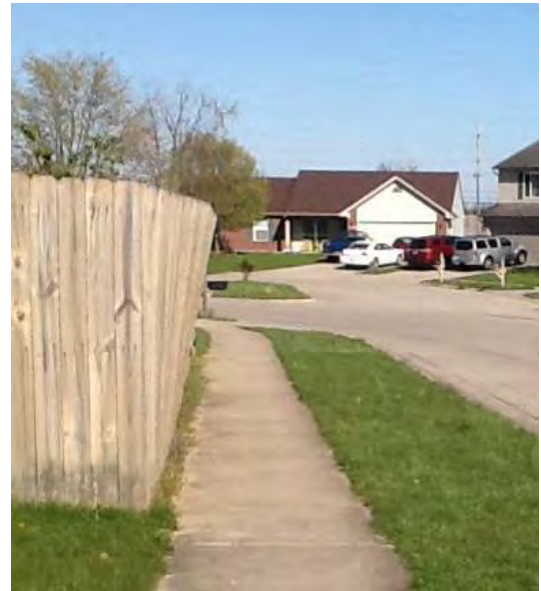
5.6 Obstructions, Protrusions and Utility Considerations

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 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.



Example of leaning fence as a protrusion

Two protrusions were noted (fence and vegetation).

Addressing the Issue:

Moveable obstructions may include furniture, signage, parked cars, and even trash collection bins. These items may be addressed by enactment and/or enforcement of ordinances regarding their placement. Implementation of an ordinance restricting parking within public sidewalks may help prevent parking obstructions, particularly in residential areas. Similar restrictions on location of trash bins for pickup could be developed.

Vegetative obstructions (as well as protrusions) can be managed with routine maintenance and by encouraging homeowner participation in maintaining a clear right-of-way.

5.7 Overall Compliance

The statistics above are useful in identifying trends in the deficiencies as a means to prevent them from occurring in new construction. However, the goal of this transition plan is to list the physical barriers in the County's ROW facilities that limit the accessibility and, therefore, it is necessary to look at each location as a whole to determine overall compliance in order to provide a detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible. All solutions offered address only the criteria indicated. Complete reconstruction may be required where multiple compliance issues are involved. See *Appendix B* for data reports.

5.8 Sidewalk Barrier Ranking Analysis

The County’s self-evaluation of the Public Right-of-Way takes into account factors such as level of use, degree of danger posed, complaints or requests for repair received, and other factors. Within Appendix B, the sidewalks are ranked by percent defective after considering the physical impedance factors.

Self Evaluation Findings:

Based on the data collected, a percentage of replacement required was calculated for each data location. This percentage was then applied to the linear footage of that data collection area and multiplied by the approximate cost of sidewalk replacement (in 2016 dollars). Based upon these calculations, the following table illustrates the estimated value of improvements required to make all sidewalk facilities accessible.

A high percentage of the Low Priority items are due to minor cross slope deviations, but are otherwise in excellent condition. Bartholomew County should closely evaluate the cost implications vs. increase in accessibility in regards to corrections to these highly usable areas.

Note that the costs provided do not include costs for ROW purchase, easements, appraisals, etc. and it is very likely that exact costs of the program will vary based on a number of factors. See *Appendix B* for data reports.

Table 5.1.

Right-Of-Way Sidewalks Summary	
Total Low Priority	\$ 84,300
Total Medium Priority	\$ 3,360
Total High Priority	\$ -
Total Improvements Cost	\$ 87,660

6.0 Self-Evaluation of Pedestrian Facilities with the Public Right-Of-Way – Curb Ramp Inventory

This segment of the self-evaluation plan summarizes the review of current 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 County curb ramps.

6.1 Curb Ramp Types

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

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.

6.2 Ramp Width

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 the evaluation findings, all ramps evaluated were compliant for width.

6.3 Ramp Slopes

Requirements:

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.



Example of running slope measurement

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.

Within the County, the following slope data was collected:

- Ramp running slopes of greater than the allowable slope of 8.3%.
- Ramp running slopes within the acceptable range of 5% to 8.3%.
- Blended transitions with running slope of less than 5%.
- Cross slopes over and under 2%.

During the self evaluation, it was found that two locations were non-compliant for running slope and three were over the allowable cross slope.

Addressing the Issue:

Non-compliant ramp slopes can be caused by a number of factors including but not limited to, construction tolerances, design inconsistencies, construction prior to current standards, steep roadway grades, adjacent buildings or obstructions, or limited ROW.

Possible solutions may include:

- Extending the rise of the ramp over a longer run
- Creating a combination ramp
- Increasing slope of adjacent sidewalk panels past the top landing

- Incorporating returned curbs or retaining wall to avoid adjacent obstructions or limited ROW

6.4 Flares

Requirements:

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.*

During the self evaluation, it was found that no locations required a flared side as they were adjacent to tree lawns on both sides.

6.5 Landings/Turning Spaces

Requirements:

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.



Example of good landing and turning space around street corner

Per R304.5.3, the cross slope of curb ramps, blended transitions, and turning spaces shall be 2 percent maximum.

Within the County, characteristics included:

- Ten locations did not meet landing slope requirements.
- One location lacked the appropriate landing size.

Addressing the Issue:

Non-compliant landings can be caused by a number of factors including but not limited to, construction tolerances, design inconsistencies, construction prior to current standards, adjacent buildings or obstructions, or limited ROW.

Possible solutions may include:

- Constructing new landing and turning space adjacent to top of ramp
- Creating a combination ramp to accommodate misaligned landing
- Increasing slope of adjacent sidewalk panels past the top landing

- Replacing blended transition with curb ramp to increase available space for landing
- Incorporating returned curbs or retaining wall to avoid adjacent obstructions or limited ROW

6.6 Detectable Warnings

Requirements:

Per R208, detectable warnings surfaces indicate the boundary 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); (not currently existing within County ROW)
- Pedestrian at-grade rail crossings not located within a street or highway and transit stops (not currently existing within County ROW)

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.

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.

Evaluation of the detectable warnings produced the following characteristics:

- Four locations met criteria for depth and contrasting color, but did not span full width.
- All other locations did not provide any detectable warning.

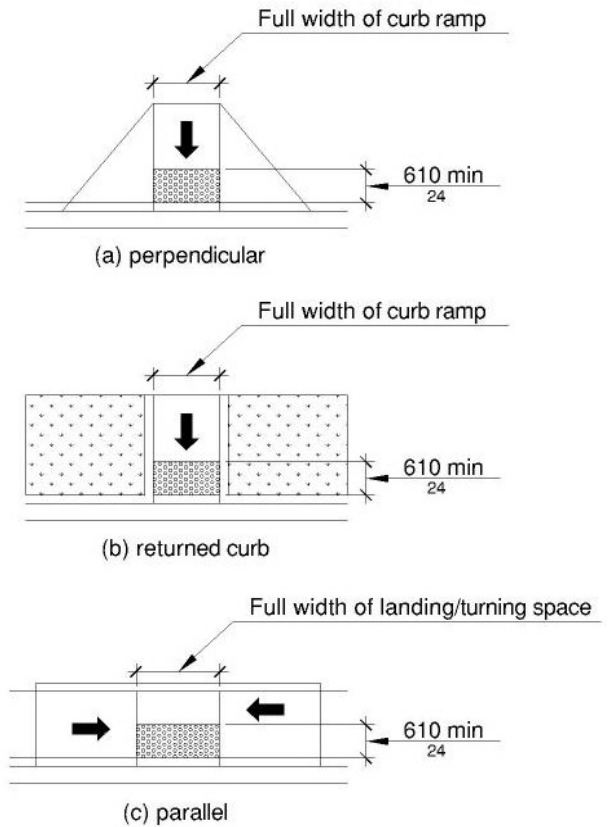


Figure R305.1.4
 Size



Example of DW that does not extend full width of curb ramp

Addressing the Issue:

Retrofit detectable warning kits are available for use on ramps where all other criteria are compliant.

If detectable warning plate does not extend full width or depth, they can be removed and replaced along with any concrete damaged by the operation.

Steel, HDPE, or cast iron products provide greater durability for the truncated domes. Using these products in lieu of a brick or cast concrete panel may minimize plow damage and wear of truncated domes.

6.7 Drainage

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’.*

The self-evaluation noted the following:

- Four ramps were located within 6’ of a drainage structure, indicating potential for a drainage problem during heavy rain events.

Addressing the Issue:

Best practices for avoiding drainage issues include locating drainage structures on the uphill side of ramps, locating low points 6’ or more from the ramp, ‘tabling’ the intersection slightly where tying into ramps, designing gutter slopes with continuous flow to carry water past the foot of ramps, eliminating changes in level at the gutter line, and maintaining inlets and gutters to ensure adequate flow during rain events.

6.8 Obstructions, Protrusions and Utility Considerations

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.

During the self-evaluation, it was noted that one location had a protrusion by the adjacent stop sign.

Addressing the Issue:

This issue can be addressed by relocating the protruding object outside the PAR.

6.9 Changes in Level / Surface Condition

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 observed at the gutter line or other ramp joints included:

- Horizontal and/or vertical displacements
- Exaggerated gutter line exceeding $\frac{1}{2}$ " bevel.

Three locations had displacements over $\frac{1}{4}$ " without bevel, and six had displacements of $\frac{1}{2}$ " or greater.



Example of +1/2" displacement at gutter line and horizontal displacement at top of ramp

Addressing the Issue:

Changes in level and surface condition are a common problem as infrastructure ages. Temporary fixes of high hazard areas can be implemented to promote the safety of all users while long-term solutions are set into action. Public input is particularly important in locating hazardous areas as they occur. In general, the following solutions can address changes in level and surface condition.

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

6.10 Overall Compliance

The statistics above are useful in identifying trends in the deficiencies as a means to prevent them from occurring in new construction. However, the goal of this transition plan is to list the physical barriers in the County's ROW facilities that limit the accessibility and, therefore, it is necessary to look at each location as a whole to determine overall compliance in order to provide a detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible. All solutions offered address only the criteria indicated. Complete reconstruction may be required where multiple compliance issues are involved.

The extent of reconstruction required for existing ramps and blended transitions varies widely. Some locations may require simple fixes such as replacing or installing tactile warnings or replacement of a non-

compliant flare. Some locations will require complete reconstruction. Each location will require thorough examination in order to design the correct solution to its unique situation.

6.11 Curb Ramp Barrier Analysis

The County’s self-evaluation of the ROW takes into account factors such as level of use, degree of danger posed, complaints or requests for repair received, and other factors. Within Appendix B, the curb ramps are ranked as Compliant, Low Priority, Medium Priority, and High Priority after considering the physical impedance factors. See information regarding contextual and physical impedance factors in Section 4.

In addition, the methodology used for estimating costs of corrections included dividing all curb ramps into cost groups based on amount of rework required. Note that the costs provided below do not include costs for ROW purchase, easements, appraisals, etc. and it is very likely that exact costs of the program will vary based on a number of factors. See *Appendix B* for data reports.

Table 6.1.

Right-Of-Way Curb Ramp Summary	
Subtotal Low Priority	\$ 19,000
Subtotal Medium Priority	\$ 5,400
Subtotal High Priority	\$ 2,700
Estimated Total Curb Ramps	\$ 27,100

7.0 Transition Plan

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

If structural changes are identified to provide program accessibility as part of the self-evaluation, ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the Transition Plan are:

- 1) A list of the physical barriers in the County'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 County policies, services, programs, and activities, and input from advocacy groups and the public. Recommended actions for County policies and programs can be found in Section 3.0.

The specific architectural and site improvement modifications required to make programs accessible are listed in the Bartholomew County Facility Reports (see *Appendix A*). Facility reports include buildings and their related grounds, owned, operated, or leased by Bartholomew County. Each facility report contains 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 County's first priority.

7.1 Phasing of Corrections

A phased implementation of the required corrections to remove physical barriers at County-owned facilities is required and recommended. The County 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.

Site 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 County-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?

7.2 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. A draft Transition Plan was made available at the Commissioners' Office and the Bartholomew County Public Library (Columbus Branch) for public review and comment from July 29 until August 19, 2016. Comments could also be provided via e-mail as advertised and posted. Comments received during the meeting and a summary of the meeting are included in Appendix D. No additional public comments were received. The final Transition Plan was then submitted to the County Commissioners for adoption. See also *Section 1.12 – Public Outreach*.

7.3 Priorities for Barrier Removal

In creating priorities, it is the County's intent to evaluate all areas of potential deficiency and to make structural changes where necessary and 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 County's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

The timing of the improvements by site within each transition phase will be determined by the County based on their preferences and criteria. In general, the required physical improvements to meet ADA specifications at County facilities were split into three priority groups:

- High priority improvements
- Medium priority improvements
- Low priority improvements

All barriers are not equal in the impact they have on persons with disabilities to have equal access to County facilities or programs. Following evaluation of all facilities and programs, a prioritization had to be done to identify a ranking system to utilize when determining which capital improvements need to be considered first and those that could be implemented in subsequent years.

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, rest rooms, and transaction and information counters. Examples of high priority barriers would include:
 - lack of barrier-free parking
 - accessible route to the building's door
 - 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
3. **Low priority** barriers typically do not limit access to facilities or services for disabled persons. For low priority barriers, alternative routes or treatments are typically available or assistance can be provided to overcome the barrier. It is not likely that the presence of a low priority barrier would cause a danger to a disabled person who is attempting to use or access the facility. Examples of low priority barriers would include:
- many signage issues
 - minor issues with light switches, electrical outlets, etc.
 - minor non-compliant dimensional issues

The costs to remove barriers by priority for each site are shown in Table 1 and detailed for each facility in *Appendix A*. In addition, a time frame had to be identified to determine an average annual budget to consider. For the purposes of this report, a 20 year time frame was utilized. Using this, it is conceivable that at the end of 20 years, all non-compliant ADA issues would be addressed throughout all current County-owned facilities. This assumes that standards and guidelines are not modified. This further assumes that funding is available each budget cycle to make the necessary improvements. It is highly unlikely given the economy that this is realistic, particularly when considering that there are also likely to be a large number of other improvements needed by the County as part of regular maintenance, upkeep, and repairs.

In some instances, it may be advantageous to construct all improvements at a site at once rather than correct the high priority barriers first and come back at a later date to correct the medium or low priority barriers. For some sites, the total cost of construction for the corrections requires that they be spread out over two or more phases. Bartholomew County has the right to modify the priorities based on funding levels and

changes in County 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 County's discretion to handle existing insufficiencies or access complaints received. All costs noted in *Appendix A* and Table 1 are 2016 cost opinions. These cost opinions are subject to change based on market conditions, economic conditions, inflation, material selection, etc. 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.

Based on the costs developed to address the architectural and engineering improvements required to fully comply with ADASAD standards, more than \$522,665 in improvements would be required (2016 costs) to achieve ADA compliance at all of the County facilities. It is important to note at this point that many of the noted deficiencies are not significant barriers to access and some improvements are not required until such time as a major building renovation is completed. This does not avoid the need for Bartholomew County to ensure all programs are accessible by some means. It must also be mentioned that the cost to correct significant non-compliant items cannot be determined based on the scope of the ADA self-evaluation. Additional investigation is needed to evaluate the various options and likely will include a review of other codes (plumbing, electrical, etc.) and possibly also review of the feasibility of removing walls (i.e., structural engineering review). Examples of these types of items would include:

- Conversion of multi-user restrooms to single user due to non-compliant space (may require analysis of plumbing code requirements for the number of fixtures required)
- Moving of walls to enlarge multi-user restrooms to enlarge an existing non-compliant stall to meet requirements (may require structural engineering review)
- Investigation required to determine how to best provide a level space at an entry door

Costs provided are estimated based on information available from the self-evaluation and may not account for hidden items not readily visible which may impact costs (e.g., lack of backer boards where toilet grab bars need to be relocated, would require drywall removal and replacement that is not included in noted costs). In some cases, the cost identified is for a specific solution and there are often multiple options with costs that can be quite variable. If Bartholomew County were to set a goal for implementing all of the recommended improvements within a 20-year time frame, it would require an annual budget of approximately \$26,155 (in 2016 dollars) to bring all of the County facilities evaluated in Appendix A of this report up to current ADA standards (no inflation included). These costs do not include any costs associated with training of staff, staff time related to training or overseeing implementation, etc.

Bartholomew County should form a committee 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.

7.4 Curb Ramps and Sidewalks

The County's right-of-way facilities and policies related to them are described in Section 4, 5, 6, and Appendix B. The costs to remove barriers by priority are shown in Tables within Sections 5 and 6.

Approximately \$114,760 in right-of-way improvements would be required (2016 costs) to achieve ADA compliance within the County ROW as existing. The County has committed to replacing the medium and high priority items (\$11,460), while addressing the Low Priority items as dictated by receipt of complaints or

concerns by the public or as allowed by funding availability. As noted in Sections 5-6, the majority of Low Priority sidewalk items are due to minor cross slope deviations, but are otherwise in good condition. The County should closely evaluate the cost implications vs. increase in accessibility in regards to corrections to these highly usable areas.

A key component to ensuring ROW facilities remain usable, whether they are fully compliant with PROWAG or not, is to perform required maintenance activities in a manner that does not reduce accessibility. This maintenance can be performed by adjacent property owners, contractors, or County staff and should be ongoing. Examples of maintenance activities that may be required within the public ROW include:

- Vegetation – proper maintenance of grass, landscaping, shrubs, and trees adjacent to the PAR is vital to ensuring compliance with the standards. Over time, sod can grow over the sidewalk and not only reduce the width of the PAR to less than 48”, but also prevent proper drainage. Taller vegetation can grow into the PAR, creating an obstruction and/or protrusion.
- Snow and Ice Removal – snow and ice accumulation along sidewalks, curb ramps, and on-street parking presents a barrier to many persons with disabilities and a potential safety hazard to all users. The prompt removal of snow for the full width of the sidewalk following a storm is vital to ensuring that pedestrians can use the sidewalk and not have to use the streets. Delays in removing the snow or not removing the full width of the sidewalk can significantly impact the ability of all users to utilize sidewalks. Not clearing accessible parking spaces and access aisles makes it extremely difficult for persons with disabilities to get from their vehicles to the PAR.

Another snow and ice removal concern is snow placement and plowing of streets. Particularly during large snow accumulations, multiple passes along the streets are required by snow plows to keep the streets clear for vehicles, with snow typically plowed to the curb. These accumulations of snow often block sidewalks and curb ramps to the point that they are unusable by persons with disabilities.

- Obstructions and Protrusions – when utility poles, signs, and other objects are replaced, it is important to make sure that they are moved out of the PAR to the greatest extent possible and obstructions and protrusions are eventually eliminated. Items such as utility poles, hydrants, street signs, mailboxes, etc. can all be relocated as part of regular maintenance activities.
- Level Changes – displacement of surfaces from an adjacent surface creates trips hazards to all users. The causes of these level changes vary and short term fixes can be considered until such time as a sidewalk project is completed. Minor level variances can either be beveled or grinded level. More severe elevation changes may require something more extreme, such as temporary patching material being placed to remove a vertical level change.
- Temporary Signage – consideration could be given to putting temporary signage at PARs that could present significant barriers to persons with disabilities. These signs should be located as close to an intersection as possible and identify an alternate route that does not have the same significant issues.

7.5 Transition Plan Phasing

The ADA Coordinator should work closely with the Commissioners to make funding available where possible to make the most urgent improvements to ensure all programs are accessible. Note that actual phasing, transitioning of improvements, etc. can be impacted by a number of factors that may be unknown currently,

as well as economic conditions, grant opportunities, etc. The County is committed to becoming ADA compliant within the confines of preserving existing programs and services to all and budgetary limitations.

Many of the items that are not compliant with current standards may be compliant with previous standards and are not required to be modified until a building renovation is completed.

Any changes to the ADA policy after the sites were surveyed are not reflected in these basic cost estimates. Additionally, it is the County's responsibility, as required by the ADA mandate, to regularly update the Transition Plan based on the latest requirements of the ADA laws and to document constructed improvements and facilities that are brought up to current ADA standards. Finally, the site surveys performed for this report are not to design level detail and are intended to be used to give a framework to the Transition Plan. When the Transition Plan is approved and the planning stages are begun for implementation of the first improvements, a more detailed survey of each site should be performed and improvements should be designed by licensed professionals that are knowledgeable with ADA as well as all other applicable codes, including building and fire codes. At this time, costs are estimated but precise costs cannot be determined until final design and the Transition Plan should be adjusted to reflect this knowledge.

Complaints received may also help determine the priorities of the improvements. If the County receives complaints about access at a particular site that is not slated for upgrades for several years, they should adjust the Transition Plan to accommodate the implementation of improvements to be sooner or as necessary.

7.6 Plan Updates and Enforcement

Changes to Bartholomew County's policies and programs should be drafted, implemented, and documented by the ADA Coordinator. Examples of some of these changes were 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 County staff, and administrative costs. Some of the suggested language for County ADA documentation has been suggested in this report, but these suggestions are not exhaustive.

8.0 ADA Tool Kit

8.1 Introduction

In order to facilitate access to all County programs and Departments, the County will maintain program accessibility guidelines, standards, and resources. This information is available to all employees and volunteers. The County will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers members communicate with individuals with a variety of disabilities. The County 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. Tina Jeffries, ADA Coordinator
Phone: (812) 379-1515
Email: commissioners@bartholomew.in.gov

8.2 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, audiotape, 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 County 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-theguidelines).

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.
- *Detectable Warnings Update (March 2008)*. Currently, the Access Board is in the process of developing guidelines on public rights-of-ways that, once finalized, will supplement the new ADAAG. This update is expected in 2013. While ADAAG covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public rights-of-way. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. The ADAAG require these warnings on the surface of curb ramps, which remove a tactile cue otherwise provided by curb faces, and at other areas where pedestrian ways blend with vehicular ways. They are also required along the edges of boarding platforms in transit facilities and the perimeter of reflecting pools. (www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/guidance-and-research/detectable-warnings-update)
- *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 (www.michdhh.org/assistive_devices/hearing_assistive_tech.html).

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).
- *ADAAG for Transportation Vehicles; Over-the-Road Buses*. This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the DOT to include scoping and technical provisions for lifts, ramps, wheelchair securing devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids. (www.access-board.gov/guidelines-and-standards/transportation/vehicles/technical-assistance-manuals-on-adaag-for-transportation-vehicles/subpart-g-over-the-road-buses-and-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).
- *Federal Transit Administration (FTA)*. FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions (888-446-4511) and on their website (www.fta.dot.gov).
- *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.

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 County 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.

8.3 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.

8.4 Technical Resources

The County should 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:

- 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
DHSHelp@fssa.IN.gov
www.in.gov/fssa/ddrs/2637.htm
- American Sign Language Interpreter Network - www.aslnetwork.com/
- 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.

- *Relay Indiana*: Relay Indiana, 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.
- *Closed Caption Machine* - To the extent practical, County Divisions should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
- *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.
- *Optical Readers* - Equipment that can translate printed information into an audio format should be available to Departments.
- *TDD* - To the extent necessary, County Divisions 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.
- *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 (www.tdiforaccess.org/index.aspx) 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 County 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 County staff to follow. If a County 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 County-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 (www.pva.org/sports/sportsindex.htm) 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. www.disabilityresources.org/INDIANA.html
- *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/index.htm
- *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/

- *Indiana Council on Independent Living:* Their mission is to effectively lead a statewide Independent Living Movement that empowers people with disabilities. www.icoil.org/index.html
- *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.deaflink.com/index.aspx.

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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 (<http://www.in.gov/dnr/outdoor/2602.htm>) and details on currently funded programs at <http://www.in.gov/dnr/3190.htm>. 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), County Option Income Taxes (COIT), County Economic Development Tax (CEDIT), Motor Vehicle Highway (MVH), Wheel Tax (LOHUT), Local Road and Street (LRS), and other similar means.

Appendix A

Bartholomew County Facilities Physical Barrier Report

Building Facilities

BARTHOLOMEW COUNTY - ADA SELF EVALUATION STUDY AND TRANSITION PLAN

FACILITY SUMMARY

Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Site Cost
Courthouse 234 Washington Street	County Owned	\$26,065	\$23,260	\$12,050	\$61,375
Court Services Building 507 Third Street	County Owned	\$6,305	\$2,100	\$100	\$8,505
Government Office Building 440 Third Street	County Owned	\$13,420	\$19,150	\$9,900	\$42,470
Sheriff/Jail 543 Second Street	County Owned	\$12,940	\$4,300	\$0	\$17,240
Community Corrections 540 First Street	County Owned	\$4,120	\$7,550	\$1,600	\$13,270
Youth Services Center 2350 Illinois Street	County Owned	\$6,915	\$7,685	\$300	\$14,900
Emergency Operations Center 131 Cherry Street	County Owned	\$410	\$1,700	\$100	\$2,210
Recycling Center 720 Mapleton	County Owned	\$13,130	\$0	\$0	\$13,130
County Highway Garage 2452 State Street	County Owned	\$5,450	\$0	\$0	\$5,450
Purdue Extension Office 965 Repp Drive	County Owned	\$5,880	\$9,150	\$1,300	\$16,330
Soil and Water Conservation District 1040 Second Street	County Owned	\$2,920	\$2,365	\$5,000	\$10,285
Foxpoint Suites B&C (Health Dept) 2675 Foxpointe	County Owned	\$5,335	\$4,650	\$2,585	\$12,570
TOTALS		Low Priority \$102,890	Medium Priority \$81,910	High Priority \$32,935	Total Cost \$217,735

All cost estimates for Bartholomew County facilities are based on a single unified bid with 2016 estimated costs. Bidding in a different manner or different time period will require adjustments to the probable project costs. All items indicated as 'TBD' require further evaluation for feasibility due to historical, topographical or structural concerns.

Community Corrections



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>66 spaces provided including 4 designated as accessible. 1 van space and 2 car spaces required.</i>		
	<i>Restripe Parking; Reposition Signage</i>	Medium	\$500
	Notes: No van space provided. Restripe one space for 11' stall with 5' access aisle or 8' stall with 5' access aisle. Move signage at all spaces up to 60" min. Provide van accessible tag at van space. Consider pavement repair where concrete has begun to degrade. Federal Guideline: 502.1-2, 502.6		
	Accessible Routes		
	<i>Provide Curb Ramps at Each End of Crosswalk</i>	High	\$1,500
	Notes: Crosswalk does not provide ramp access from parking. Federal Guideline: 303.4		
	Exterior Ramp to Lower Level		
	<i>Replace Ramp where Slope Exceeds 8.33%</i>	Low	\$1,500
	Notes: Portion of upper run slightly exceeds 8.33% maximum. Cost assumes this can be replaced within existing footprint between landings and walls remain. Federal Guideline: 405.7.4, 405.2, 405.6		
	<i>Provide Handrail Extensions</i>	Medium	\$500
	Notes: Handrails do not extend 12" min beyond ramp at top and bottom. Federal Guideline: 505.10		
Interior			
Item #	Description	Priority	Estimated Cost
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		

Item #	Description	Priority	Estimated Cost
	Lobby		
34-1	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Service counter is 41", no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Counter also protrudes 10". Federal Guideline: 226.1, 902.2, 307.2		
8b-1	<i>Adjust Door Closer at Interior Vestibule Doors¹</i>	Medium	\$450
	Notes: Operating effort exceeds 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Relocate Fire Alarm Activation Device</i>	Low	\$220
	Notes: Operable part located over 48" max. Federal Guideline: 308.2		
	Men's Restroom		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Lock requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Rim of sink at 34 1/4". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 56" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Replace Mirror</i>	Low	Incl below
	Notes: 50" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Reconfigure Fixture Layout</i>	Medium	\$3,000
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Toilet located 18 1/4" from wall to centerline (16"-18" req'd). Dispenser mounted 14" in front of toilet (7"-9" to centerline req'd). Grab bars mounted over 36" max. Rear grab bar is 24" long (36" min.) and is centered on toilet (located 12"/24" relative to toilet centerline req'd). Mirror obstructs 12" min. clear above grab bars. Federal Guideline: 309.4, 402.2.7		
	Women's Restroom		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Lock requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Rim of sink at 34 1/2". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 56" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Replace Mirror</i>	Low	Incl below
	Notes: 50 3/4" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Reconfigure Fixture Layout</i>	Medium	\$3,000
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Dispenser mounted 3/4" in front of toilet (7"-9" to centerline req'd). Grab bars mounted over 36" max. Rear grab bar is 24" long (36" min.) and is centered on toilet (located 12"/24" relative to toilet centerline req'd). Mirror obstructs 12" min. clear above grab bars. Soap dispenser obstructs 1 1/2" min. clear below grab bars. Federal Guideline: 309.4, 402.2.7		
	Facility Total:		\$13,270

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Secure areas do not have public access and as such were not evaluated.

County Courthouse



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>Note: On-street parking falls within City of Columbus jurisdiction.</i>		
	Accessible Route		
5-1	<i>Provide Handrail Extensions</i>	Low	\$500
	Notes: Min. 12" extension at top and bottom of ramp is not provided. Federal Guideline: 505.10		
Interior			
Basement Level			
Item #	Description	Priority	Estimated Cost
	Men's Restroom		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space at Door</i>	Low	TBD
	Notes: Maneuvering space is blocked by recess at 4" parallel to door. (18" req'd) Federal Guideline: 404.2.4, 307.2		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is above 40" max over sink. Federal Guideline: 603.3		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted too far in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reconfigure Fixture Layout</i>	Low	\$1,300
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.7		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Women's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is above 40" max over sink. Federal Guideline: 603.3		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		
	<i>Reconfigure Fixture Layout</i>	Low	\$1,300
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.7		
	Child Support		
	<i>Provide Required Clear Turning Area near Service Counter</i>	Medium	TBD
	Notes: 60" dia. clear turning space in room is not provided. Federal Guideline: 304.3, 306		

Item #	Description	Priority	Estimated Cost
	Criminal Division		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	Common Space		
	<i>Eliminate Protruding Objects</i>	Low	\$50
	Notes: Exit sign near elevator protrudes more than 4" max. between 27" and 80" high. Provide cane detectable element below or reposition. Federal Guideline: 307.2		
First Floor			
Item #	Description	Priority	Estimated Cost
	Voter Registration		
	<i>Provide Accessible Voting Stations</i>	High	TBD
	Notes: Confirm voting stations include portion meeting requirements for height and knee space (28" - 34" ht. with knee space for work surface). Federal Guideline: 226.1, 902.2		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door opening mechanism narrows door below 32" min. width when pushing. Federal Guideline: 404.2.3		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Small size latch pull may be difficult to operate. Federal Guideline: 309.4, 402.2.7		
	Clerk		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Computer Terminal or Alternate Accommodation</i>	Low	\$600
	Notes: Computer terminal for court case search provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) and maneuvering space is minimal. Federal Guideline: 226.1, 902.2		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door opening mechanism narrows door below 32" min. width when pushing. Federal Guideline: 404.2.3		
	<i>Replace Door Hardware</i>	Medium	\$300
	Notes: Small size latch pull may be difficult to operate. Federal Guideline: 309.4, 402.2.7		
	Child Support Office		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door opening mechanism narrows door below 32" min. width when pushing. Federal Guideline: 404.2.3		
	<i>Replace Door Hardware</i>	Medium	\$300
	Notes: Small size latch pull may be difficult to operate. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	Child Support Courtroom		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Small size latch pull may be difficult to operate. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Assistive Listening Devices and Signage</i>	N/A	N/A
	Notes: Audio amplification system provided, but no fixed seating so ALDs not required. Consider providing to increase accessibility (including signage indicating availability of system). Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4		
	<i>Provide Accessible Witness Stand</i>	N/A	N/A
	Notes: Witness stand requires step up. Use available clear space adjacent to stand for alternate accommodation. Federal Guideline: 802.1		
	<i>Provide Accessible Court Reporter/Bench Area</i>	N/A	N/A
	Notes: Court reporter station and bench require steps. (Since reporter is likely staff, provide alternate accommodation as needed.) Federal Guideline: 802.1		

Item #	Description	Priority	Estimated Cost
	Men's Restroom		
	<i>Provide ISA on Wall Signage</i>	Medium	\$100
	Notes: Braille and raised text signage provided, but no ISA. ISA req'd when not all facilities are accessible. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door clear width is 31 1/4" (32" min. req'd). Federal Guideline: 404.2.3		
	<i>Relocate Trash Can</i>	Low	\$0
	Notes: Obstructs req'd clear maneuvering space. Federal Guideline: 404.2.4		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Towel dispenser protrudes more than 4" between 27" and 80" ht. Federal Guideline: 308, 604.7, 307.2		
	Women's Restroom		
	<i>Provide ISA on Wall Signage</i>	Medium	\$100
	Notes: Braille and raised text signage provided, but no ISA. ISA req'd when not all facilities are accessible. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door clear width is 31 1/4" (32" min. req'd). Federal Guideline: 404.2.3		
	Common Space		
	<i>Adjust Drinking Fountain Stream</i>	Low	\$50
	Notes: Stream height is less than 4" min. Federal Guideline: 602.6		
Second Floor			
Item #	Description	Priority	Estimated Cost
	Circuit Court		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$50
	Notes: Where closer is provided, 12" clearance is required beyond latch on push side of door. Consider removing closer instead of wall modification. Federal Guideline: 404.2.4		
	<i>Provide Wheelchair Seating in Assembly Area</i>	High	\$250
	Notes: None provided. 22 total seats provided requiring a minimum of 1 wheelchair space with adjacent companion seat. Federal Guideline: 222.1, 221.3, 802.1-802.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Aisle Seating in Assembly Area</i>	Low	\$50
	Notes: None provided. 4 total aisle seats provided in gallery requiring minimum of 1 aisle seat to be designated accessible. Federal Guideline: 221.4, 802.4		
	<i>Replace Gate</i>	Low	\$400
	Notes: Double leaf gate is provided. Leaf clear width is less than 32" min. req'd. Convert to single leaf. Federal Guideline: 404.2.3		
	<i>Provide Additional Assistive Listening Devices and Signage</i>	Medium	\$500
	Notes: Audio amplification system provided. County noted devices available. Verify quantity. Per table 219.3, 2 receivers are required and must be hearing-aid compatible. Signage is located near elevator. Provide signage at Courtroom. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Provide Accessible Witness Stand</i>	N/A	N/A
	Notes: Witness stand requires 2 steps up. Use available clear space adjacent to stand for alternate accommodation. Federal Guideline: 802.1		
	<i>Provide Accessible Court Reporter/Bench Area</i>	N/A	N/A
	Notes: Court reporter station is 2 steps up. (Since reporter is likely staff, provide alternate accommodation as needed.) Federal Guideline: 802.1		
	<i>Replace Door to Jury Room</i>	Medium	\$1,500
	Notes: Door clear width is 29" (32" min. req'd). Federal Guideline: 404.2.3		
	<i>Provide Accessible Work Surface in Jury Room</i>	Low	\$600
	Notes: Existing work surface does not provide adequate knee space. Federal Guideline: 226.1, 902.2		
	<i>Provide Paper Cup Dispenser in Jury Room</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet requirements for wheelchair users. Federal Guideline: 211		
	Superior Court 1		
	<i>Relocate Wall Signage</i>	Medium	\$100
	Notes: Sign is to be located on right side of double doors. Federal Guideline: 407.4.3, 703.3-4		

Item #	Description	Priority	Estimated Cost
	<i>Replace Doors</i>	Medium	\$2,000
	Notes: Double leaf door is provided with two in series. 48" clear between doors in series not provided, but noted one set propped when court in session. Leaf clear width is less than 32" min. req'd. Consider conversion to single leaf with sidelite. Hardware on outer doors requires twisting and grasping. Federal Guideline: 404.2.3		
	<i>Provide Wheelchair Seating in Assembly Area</i>	High	\$1,000
	Notes: None provided. 66 total seats provided requiring a minimum of 4 wheelchair spaces with adjacent companion seats. Federal Guideline: 222.1, 221.3, 802.1-802.3		
	<i>Provide Accessible Aisle Seating in Assembly Area</i>	Low	\$50
	Notes: None provided. 12 total aisle seats provided in gallery requiring minimum of 1 aisle seat to be designated accessible. Federal Guideline: 221.4, 802.4		
	<i>Replace Gate</i>	Low	\$400
	Notes: Gate clear width is less than 32" min. req'd. Federal Guideline: 404.2.3		
	<i>Provide Additional Assistive Listening Device and Signage</i>	Medium	\$500
	Notes: Audio amplification system provided with 2 ALDs. Per table 219.3, 3 receivers are required and 2 must be hearing-aid compatible. Signage is located near elevator. Provide signage at Courtroom. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Provide Accessible Witness Stand</i>	N/A	N/A
	Notes: Witness stand requires 2 steps up. Use available clear space adjacent to stand for alternate accommodation. Federal Guideline: 802.1		
	<i>Provide Accessible Court Reporter/Bench Area</i>	N/A	N/A
	Notes: Court reporter station is 2 steps up. (Since reporter is likely staff, provide alternate accommodation as needed.) Federal Guideline: 802.1		
	<i>Replace Door to Jury Room</i>	Medium	\$1,500
	Notes: Door clear width is 27" (32" min. req'd). Federal Guideline: 404.2.3		
	<i>Provide Accessible Work Surface in Jury Room</i>	Low	\$600
	Notes: Existing work surface does not provide room for forward approach. Federal Guideline: 226.1, 902.2		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access in Jury Room</i>	Low	\$50
	Notes: Outlets located below 15"-48" reach range. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	Law Library		
	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Federal Guideline: 404.2.8		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Maneuvering Space at Door</i>	Low	TBD
	Notes: Maneuvering space is blocked by recess at 8" parallel to door. (18" req'd) Federal Guideline: 404.2.4, 307.2		
	Juvenile Courtroom		
	<i>Relocate Wall Signage</i>	Medium	\$100
	Notes: Sign is over 60" max. to bottom of lowest tactile character. Federal Guideline: 407.4.3, 703.3-4		
	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Federal Guideline: 404.2.8		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Maneuvering Space at Door</i>	Low	\$50
	Notes: Maneuvering space is blocked by recess on push side. (12" req'd at strike edge for push side w/closer and latch) Remove closer to eliminate need for strike edge clearance. Federal Guideline: 404.2.4, 307.2		
	Common Space		
	<i>Adjust Drinking Fountain Stream</i>	Low	\$0
	Notes: Stream height is less than 4" min. Federal Guideline: 602.6		
	Men's Restroom		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door clear width is 29 1/4" (32" min. req'd). Federal Guideline: 404.2.3		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/2" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 48 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 48 1/2". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Reconfigure Fixture Layout</i>	Low	\$1,300
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.3.1		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Women's Restroom		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 46 1/2" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 50". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Replace and Reposition Toilet</i>	Medium	\$2,860
	Notes: Toilet is located 33 1/2" from side wall (16"-18" max.) Toilet seat height is 20" (17"min. -19" max. req'd) Federal Guideline: 309.4, 402.2.7		
	<i>Replace Side Grab Bar & Relocate Toilet Paper Dispenser</i>	Low	\$500
	Notes: Side grab bar is 36" long (42" min. req'd) and is located over 36" max. Dispenser obstructs req'd 12" min. clear above bars. Federal Guideline: 604.5, 609.3-4		
	<i>Provide Rear Grab Bar</i>	Medium	\$500
	Notes: None provided. Federal Guideline: 604.5, 609.3-4		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 68 1/2" high (48" max). Federal Guideline: 308, 603.4		
	Men's Restroom - Jury		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door clear width is 24 3/4" (32" min. req'd). Hardware requires twisting and grasping. Federal Guideline: 404.2.3, 309.4, 404.2.7		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Towel dispenser obstructs clear maneuvering space at door. Federal Guideline: 404.2.4		
	<i>Reposition Lavatory</i>	Medium	\$900
	Notes: Rim of sink at 37". Reposition such that top of sink does not exceed 34" max. Reconfigure pipes so they do not encroach on req'd clear knee space. Federal Guideline: 606.2, 306.3		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 3/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 49 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 48 1/2". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Reconfigure Fixture Layout</i>	Medium	\$1,300
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.3.1		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16" (17" min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Replace Flush Controls with Auto Sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 65" high (48" max). Federal Guideline: 308, 603.4		
	Women's Restroom - Jury		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door clear width is 24 3/4" (32" min. req'd). Hardware requires twisting and grasping. Federal Guideline: 404.2.3, 309.4, 404.2.7		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Towel dispenser obstructs clear maneuvering space at door. Federal Guideline: 404.2.4		
	<i>Reposition Lavatory</i>	Medium	\$900
	Notes: Rim of sink at 37 1/2". Reposition such that top of sink does not exceed 34" max. Reconfigure pipes so they do not encroach on req'd clear knee space. Federal Guideline: 606.2, 306.3		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 3/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 49 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 48 1/2". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Reconfigure Fixture Layout</i>	Medium	\$1,300
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.3.1		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 15 1/2" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 65" high (48" max). Federal Guideline: 308, 603.4		
Third Floor			
Item #	Description	Priority	Estimated Cost
	Men's Restroom		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: 51 1/2" to operable parts on towel dispenser (15"-48" max). Locate where does not obstruct 60" min. clear width req'd at toilet. Federal Guideline: 308, 604.7		

Item #	Description	Priority	Estimated Cost
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 49 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 50" and located over toilet. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace and Reposition Toilet</i>	Low	\$2,860
	Notes: Toilet is located 18 1/4" from side wall (16"-18" max.) Toilet seat height is 20" (17"min. -19" max. req'd) Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$100
	Notes: Space between rear bar and wall is 1 1/4" (1 1/2" req'd). Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 68 1/2" high (48" max). Federal Guideline: 308, 603.4		
	Women's Restroom		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door clear width is 29" (32" min. req'd). Federal Guideline: 404.2.3		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Louver vent obstructs 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Remove Partitions</i>	Medium	\$1,500
	Notes: Partitions obstruct both toilet clear space, turning space, room for wheelchair to enter/door to close. Federal Guideline: 603.2.3, 606.2, 304.3, 306.3, 604.3.1		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 3/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 49 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49 1/2". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None provided. Side and rear required. Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 63 1/2" high (48" max). Federal Guideline: 308, 603.4		
	Room 308 (Noted to be new Superior Court 2 Jury Room)		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	Small Claims Courtroom		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Assistive Listening Devices and Signage</i>	N/A	N/A
	Notes: Audio amplification system provided, but no fixed seating so ALDs not required. Consider providing to increase accessibility (including signage indicating availability of system). Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4		
	<i>Provide Accessible Court Reporter Area</i>	N/A	N/A
	Notes: Court reporter station requires steps and does not provide adequate clear space. (Since reporter is likely staff, provide alternate accommodation as needed.) Federal Guideline: 802.1		
	Superior Court 2		
	<i>Provide Signage Indicating Accessible Doors</i>	High	\$100
	Notes: Main door and jury door not compliant for required maneuvering spaces, but wheelchair users could use attorney entrance. Provide directional signage as alternate accommodation. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Door Hardware at Attorney Door and Main Entry Door</i>	High	\$600
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Adjust Door Closer at Main Entry Door¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is 6 lb (5 lb max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Assistive Listening Devices and Signage</i>	N/A	N/A
	Notes: Audio amplification system provided, but no fixed seating so ALDs not required. Consider providing to increase accessibility (including signage indicating availability of system). Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4		
	<i>Provide Accessible Witness Stand</i>	N/A	N/A
	Notes: Witness stand requires step up. Use available clear space adjacent to stand for alternate accommodation. Federal Guideline: 802.1		
	<i>Provide Accessible Court Reporter Area</i>	N/A	N/A
	Notes: Court reporter station requires step up. (Since reporter is likely staff, provide alternate accommodation as needed.) Federal Guideline: 802.1		
	<i>Provide Alternate Outlet Access in Jury Room</i>	Low	\$50
	Notes: Outlets located below 15"-48" reach range. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	Facility Total:		\$61,375

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Electrical switches in offices and common spaces are employee operated. These elements are not included in this summary. 3. Parking on exterior of square is assumed to be within the adjacent public right-of-way which is not County jurisdiction. These spaces were not included in the evaluation.

Court Services Center



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>Parking is shared between Court Services and County Sheriff/Jail. 243 spaces provided including 5 designated as accessible. 2 van spaces and 5 car spaces required.</i>		
	<i>Provide Additional Van Space Near Sheriff/Jail</i>	Medium	\$500
	Notes: To reach total 2 required van spaces, add one to serve Sheriff/Jail. Stripe one space for 11' stall with 5' access aisle or 8' stall with 5' access aisle. Provide sign with van accessible tag and ISA. Federal Guideline: 502.1-2, 502.6		
	<i>Provide Additional Car Space Near Court Services</i>	Medium	\$500
	Notes: To reach 5 total required car spaces, add one car space to evenly distribute parking between two uses. Stripe min. 8' stall with 5' access aisle and provide signage with ISA. Federal Guideline: 502.1-2, 502.6		
Interior			
Lower Level			
Item #	Description	Priority	Estimated Cost
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		
	Lobby		
8a-1	<i>Provide Kick Plates at West and East Exterior Doors</i>	Low	\$440
	Notes: 4 1/4" to glazing (10" min. smooth req'd) Federal Guideline: 404.2.10		
8b-1	<i>Provide Maneuvering Space Between Doors in Series</i>	Low	\$3,500
	Notes: Lift door and Court Services interior door swing into same space. (48" min. plus width of door swinging into space req'd between doors) Table further obstructs clear space. Relocate table. Federal Guideline: 404.2.6		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Protruding AED Device in Corridor</i>	Low	\$50
	Notes: AED protrudes over 4" max. between 27" and 80" high. Provide cane detectable element below or reposition. Federal Guideline: 307.2		
	<i>Provide Accessible Service Counter</i>	Low	\$600
	Notes: Service counter is 37 1/2" and ledge protrudes. (28" - 34" with knee space for work surface; 36" max verbal interaction req'd) Provide cane detectable element to eliminate protrusion. Federal Guideline: 404.2.10		
	Men's Restroom		
15-1	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is over 5lb max for interior doors. Federal Guideline: 404.2.8-9		
	<i>Replace Signage</i>	Low	\$100
	Notes: Restrooms are locked. Sign indicating asking for key at counter is too high and has poor contrast. Federal Guideline: 407.4.3, 703.3-4		
	<i>Insulate water lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact at both sinks. Insulate all or provide ISA at sink with insulated lines. Federal Guideline: 606.5		
	<i>Reposition Urinal</i>	Low	\$450
	Notes: 17 1/2" to top of lip (17" max.) Federal Guideline: 605.2		
	<i>Replace Stall Door Hardware</i>	Low	\$150
	Notes: Door does not provide inside handle and lock is difficult to operate. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 57" high (48" max). Federal Guideline: 308, 603.4		
	Women's Restroom		
15-1	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Federal Guideline: 404.2.8.1		
	<i>Insulate water lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact at both sinks. Insulate all or provide ISA at sink with insulated lines. Federal Guideline: 606.5		
	<i>Replace Stall Door Hardware</i>	Low	\$150

Item #	Description	Priority	Estimated Cost
	Notes: Door does not provide inside handle. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 59" high (48" max). Federal Guideline: 308, 603.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet is located 19" from centerline to side wall (16"-18" req'd). Federal Guideline: 604.2		
	Facility Total:		\$8,505

General Notes: 1. Lobby has sign indicating that those in wheelchairs can be served on the lower level. Probation officers accommodate as requested. 2. Electrical switches in offices and common spaces are employee operated. These elements are not included in this summary.

Emergency Operations Center



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	14 spaces provided including 1 designated as accessible. 1 van space required.		
	Reposition Signage; Provide Van Accessible Tag	Medium	\$200
	Notes: Signage is mounted below 60" min. (80" min. adjacent to accessible route) and does not include van accessible tag. Federal Guideline: 502.6		
	Accessible Routes		
4-1	Fill Gap at Connection to Access Aisle	Low	\$100
	Notes: Gap is 1" wide (1/2" max horizontal opening) Federal Guideline: 302.3, 403.2		
	Replace Sidewalk	Medium	\$1,500
	Notes: Portions of accessible route include sidewalk within public ROW. Connection from north sidewalk to ROW exceeds 5% max running slope. Level change of directions are not provided. Walk within ROW has cross slope up to 2.8% (2% max). West walk to Main Entrance has running slope up to 9.1%. Evaluate possibility for direct connection out of public ROW to eliminate slope issues. Federal Guideline: 206.2.2, 403.3-4		
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Doors		
	Provide Directional Signage at Non-Accessible and/or Non-Public Entrances	Low	\$200
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. Federal Guideline: N/A		
	Provide Kick Plate	Low	\$110
	Notes: 9" to glazing (10" min. smooth req'd) Federal Guideline: 404.2.10		
	Provide means of egress signage	High	\$100
	Notes: None provided. Braille and raised text required. Federal Guideline:		

Item #	Description	Priority	Estimated Cost
	Facility Total:		\$2,210

General Notes: 1. Public is served in Lobby area. The remainder of the facility is employee only.

Government Office Building



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Rear Parking Lot: 19 spaces provided including 2 designated as accessible. 1 van space required.		
	Provide and/or Reposition Signage	Medium	\$200
	Notes: No signage is present at car space. Van accessible signage is mounted below 60" min. Federal Guideline: 502.6		
	Improve Accessible Directional Signage	Medium	\$150
	Notes: Sign directing users to the accessible entrance is unclear. Federal Guideline:		
Interior			
Ground Floor			
Item #	Description	Priority	Estimated Cost
	Provide Means of Egress Signage	High	\$100
	Notes: None provided. Federal Guideline:		
	Commissioners Court		
	Provide Accessible Table for Press Use	Medium	\$150
	Notes: Knee space 26" high (27" min. req'd) Federal Guideline: 902.2		
	Provide Assistive Listening Devices and Signage	N/A	N/A
	Notes: Audio amplification system provided, but no fixed seating so ALDs not required. Since one is available, consider providing signage indicating availability of system. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4		
Rm 101	Commissioners Office		
	Provide Maneuvering Space on Pull Side of Door	Low	
	Notes: Wall obstructs 18" min. req'd parallel to door on latch side for recessed door. Federal Guideline: 404.2.4.1		
	Provide Coat Hook within Accessible Reach Range	Low	\$50
	Notes: Coat hooks located over 48" max. ht. Federal Guideline: 225.2, 308		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located behind furniture. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
Rm 102	Auditor's Office		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
Rm 103	Treasurer's Office		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
16-1	Women's Restroom - Commissioners Court		
	<i>Address Maneuvering Space and Width Issues at Door and Inside Corridor</i>	Medium	TBD
	Notes: Door is 28" clear width (32" min. clear). Corridor inside is 31" wide (36" min.) Wall obstructs 48" maneuvering space req'd perpendicular to door. Federal Guideline: 403.5, 404.2.3, 404.2.4.1		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: 57 1/2" to operable parts on towel dispenser (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/2" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		

Item #	Description	Priority	Estimated Cost
	<i>Reconfigure Fixture Layout</i>	Medium	\$1,500
	Notes: Toilet is located 15 1/2" from side wall (16"-18" max.) Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: Side and rear grab bars required. Federal Guideline: 604.5, 609.2-4		
16-2	Men's Restroom - Commissioners Court		
	<i>Address Maneuvering Space and Width Issues at Door</i>	Medium	TBD
	Notes: Door is 29 1/4" clear width (32" min. clear). Wall obstructs 48" maneuvering space req'd perpendicular to door. Federal Guideline: 403.5, 404.2.3, 404.2.4.1		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 55 1/2" on towel dispenser and 50" on soap (15"-48" max. ht.) Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Reconfigure Fixture Layout</i>	Medium	\$600
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: Side and rear grab bars required. Federal Guideline: 604.5, 609.2-4		

Item #	Description	Priority	Estimated Cost
15-1	Women's Restroom		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Sign does not provide pictogram. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is 12 lb (5 lb max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	TBD
	Notes: Wall obstructs 18" min. req'd parallel to door. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 52" on towel dispenser (15"-48" max. ht.) Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 51" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door Hardware, Reposition Toilet and Reconfigure Partitions</i>	Medium	\$2,700
	Notes: Door does not provide front handle. Stall depth is less than 56" min. and width is less than 60" min. Toilet is located 15 1/4" from centerline to side wall (16"-18" req'd). Door swings into stall and is less than 32" clear width. Room is not available for 42" min. clear in front of stall door for latch side approach. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.2, 604.8, 604.3.1		
	<i>Replace Flush Controls with Auto sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: Side and rear grab bars required. Toilet paper dispenser will need to be relocated to accommodate. Federal Guideline: 604.5, 609.2-4		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
15-2	Men's Restroom		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Sign does not provide pictogram. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is 12 lb (5 lb max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	TBD
	Notes: Wall obstructs 18" min. req'd parallel to door. Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Medium	\$600
	Notes: Clear space beneath sink is 24" high (27" min. req'd). Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3.5		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 50" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Eliminate Protruding Object</i>	Low	\$100
	Notes: Paper towel dispenser protrudes in excess of 4" max. between 27" and 80" high. Replace with lower profile model. Federal Guideline: 307.2		
	<i>Replace Stall Door Hardware, Reposition Toilet and Reconfigure Partitions</i>	Medium	\$2,700
	Notes: Door does not provide front handle. Stall depth is less than 56" min. and width is less than 60" min. Toilet is located 15 1/4" from centerline to side wall (16"-18" req'd). Door swings into stall and is less than 32" clear width. Room is not available for 42" min. clear in front of stall door for latch side approach. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.2, 604.8, 604.3.1		
	<i>Replace Flush Controls with Auto Sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		

Item #	Description	Priority	Estimated Cost
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: Side and rear grab bars required. Toilet paper dispenser will need to be relocated to accommodate. Federal Guideline: 604.5, 609.2-4		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
Second Floor			
Item #	Description	Priority	Estimated Cost
Rm 201	Assessor's Office		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
Rm 203	Recorder's Office		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Table obstructs 18" min. req'd parallel to door on latch side. Relocate. Federal Guideline: 404.2.4.1		
	<i>Provide Accessible Service Counter, Computer Desks, and Microfilm Station (or Alternate Accommodation)</i>	Low	\$600
	Notes: Knee space is inadequate at service counter, computer desks, and microfilm station. (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
16-3	Men's Restroom		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 49" on towel dispenser and 48 1/2" for dryer (15"-48" max. ht.) Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Flush Controls with Auto Sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16 1/4" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Provide Clear Width at Toilet</i>	Low	\$450
	Notes: 60" min. clear space is obstructed by urinal. Consider removing urinal. Federal Guideline: 604.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
15-3	Women's Restroom		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Lavatory</i>	Medium	\$600
	Notes: Clear space beneath sink is 25 3/4" high (27" min. req'd). Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3.5		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 56" on towel dispenser and 48 1/2" for dryer (15"-48" max. ht.) Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/4" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Replace Stall Door and Reconfigure Partitions</i>	Medium	\$1,500
	Notes: Door is not self-closing. Stall width is 36" (60" min.) Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.3		
	<i>Provide and/or Replace Grab Bars</i>	Medium	\$1,000
	Notes: Rear grab bar is not provided. Front grab bar is located 3" off wall (1 1/2" req'd). Federal Guideline: 604.5, 609.3		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
Third Floor			
Item #	Description	Priority	Estimated Cost
Rm 302	Code Enforcement		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Plant stand obstructs 18" min. req'd parallel to door on latch side. Relocate. Federal Guideline: 404.2.4.1		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and protrudes. (28" - 34" with knee space for work surface; 36" max verbal interaction) Provide cane detectable element at corners of counter to eliminate protrusion. Federal Guideline: 226.1, 902.2		
Rm 303	Health Department		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
15-4	Men's Restroom		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Lavatory</i>	Medium	\$600
	Notes: Clear space beneath sink is 25 1/2" high (27" min. req'd). Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3.5		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 55 1/2" on towel dispenser (15"-48" max. ht.) Federal Guideline: 308, 604.7		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 47" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door and Reconfigure Partitions</i>	Medium	\$1,500
	Notes: Door is not self-closing and is 30 1/2" wide (32" min.) Stall width is 35 1/2" (60" min.) and depth is 55 1/4" (56" min.) Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.3		
	<i>Replace Flush Controls with Auto Sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		
	<i>Provide and/or Replace Grab Bars</i>	Medium	\$1,000
	Notes: Rear grab bar is not provided. Front grab bar is located 3" off wall (1 1/2" req'd). Federal Guideline: 604.5, 609.3		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		

Item #	Description	Priority	Estimated Cost
15-5	Women's Restroom		
	<i>Reposition Lavatory</i>	Medium	\$600
	Notes: Clear space beneath sink is 25 3/4" high (27" min. req'd). Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3.5		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Operable parts at 56" on towel dispenser (15"-48" max. ht.) Dispenser protrudes in excess of 4" max. between 27" and 80" high. Replace with lower profile model. Federal Guideline: 308, 604.7, 307.2		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/2" ht. (40" max over sink; 35" max if not) Federal Guideline: 603.3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door and Reconfigure Partitions</i>	Medium	\$1,500
	Notes: Door is not self-closing and is 30" wide (32" min.) Stall width is 35 1/2" (60" min.) and depth is less than 56" min. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.3		
	<i>Provide and/or Replace Grab Bars</i>	Medium	\$1,000
	Notes: Rear grab bar is not provided. Front grab bar is located 3" off wall (1 1/2" req'd). Federal Guideline: 604.5, 609.3		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
Fourth Floor			
Item #	Description	Priority	Estimated Cost
	Corridor		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet requirements for standing persons or wheelchair users. Federal Guideline: 211		

Item #	Description	Priority	Estimated Cost
Rm 401	Council Room		
	<i>Provide Assistive Listening Devices and Signage</i>	N/A	N/A
	Notes: Audio amplification system provided, but no fixed seating so ALDs not required. Since one is available via Commissioners Court, consider providing signage indicating availability of system. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4		
	Surveyor's Office		
	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires pinching. Federal Guideline: 309.4, 402.2.7		
	<i>Modify Glazing</i>	Low	\$400
	Notes: Glazing panel located at 43 1/2" above finish floor. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height exceeds allowable height and provides no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
15-6	Men's Restroom		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is 6 lb (5 lb max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Towel dispenser obstructs 18" min. req'd parallel to door on latch side. Relocate. Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Sink mounted at 34 1/4". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3.5		
	<i>Reposition Toilet</i>	Low	\$750
	Notes: Toilet is located 18 1/4" from side wall (16"-18" max.) Federal Guideline: 604.2		
	<i>Reposition Side Grab Bar</i>	Low	\$500
	Notes: Side grab bar does not extend 54" min. from rear wall. Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		

Item #	Description	Priority	Estimated Cost
16-	Women's Restroom		
	<i>Adjust Door Closer¹</i>	High	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is 6 lb (5 lb max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: 18" min. req'd parallel to door on latch side is obstructed by wall. Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Sink mounted at 34 1/4". Reposition such that top of sink does not exceed 34" max and 27" min. below. Federal Guideline: 606.2, 306.3.5		
	<i>Reposition Toilet, Modify Partition</i>	Low	\$1,500
	Notes: Toilet is located 18 1/4" from side wall (16"-18" max.) Clear width of stall is 58 1/2" (60" min.) Stall door is not self-closing. Federal Guideline: 604.2, 604.3.1		
	<i>Reposition Side Grab Bar</i>	Low	\$500
	Notes: Side grab bar does not extend 54" min. from rear wall. Federal Guideline: 604.5		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is above 48" max. Federal Guideline: 308, 603.4		
Floor Level Access			
Item #	Description	Priority	Estimated Cost
	Elevator		
	<i>Note: While the elevator does not meet standards, in general the elevator has proved usable by wheelchair users.</i>		
	<i>Non-Compliant Car Dimensions</i>	Medium	TBD
	Notes: Two cars available. Neither meets dimensional requirements for width and depth. Federal Guideline: 216.7, 407.4.1		
	<i>Provide Hallway Signals and Lanterns</i>	Low	TBD
	Notes: None Provided. Hallway signals of min. 2 1/2" sq. required at 72" min. ht on each level. Hallway lanterns to be visible from hallway call buttons. Federal Guideline: 407.2.2		
	Facility Total:		\$42,470

Item #	Description	Priority	Estimated Cost
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General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Electrical switches in offices and common spaces are employee operated. These elements are not included in this summary. 3. Select entrances are accessed via public sidewalks under City of Columbus jurisdiction. These routes were not evaluated. 4. All restrooms are included in this evaluation. Consider feasibility of improvements at each location. It may be preferable to renovate select restrooms in high traffic areas and provide signage indicating location of accessible restrooms.

Foxpointe Suites B & C (Health Department)



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>Approximately 30 spaces serving this building with 2 designated as accessible equidistant from the entrance. 1 van space and 1 car space required. Improvements are suggested to most accessible space and route (from West) and addition of car space in this area to limit improvements required.</i>		
	<i>Mill and Overlay and Restripe West Parking Space and Aisle. Provide Additional Car Space.</i>	High	\$985
	Notes: Both spaces exceed 2% max. slopes. Following pavement modification, stripe 11' stall with 5' access aisle or 8' stall with 5' access aisle aligned with adjacent curb ramp. Provide car space on opposite side of access aisle. Federal Guideline: 208.2, 216.5, 502		
	<i>Reposition Signage; Add Van Tag. Provide Sign at Car Space</i>	Medium	Incl Above
	Notes: Existing signage is mounted below 60" min. Van accessibility is not indicated. Provide new signage at additional car space. Federal Guideline: 502.6		
	Accessible Routes		
2-1	<i>Replace Curb Ramp</i>	High	\$1,500
	Notes: Existing curb ramps exceed running and cross slopes. Only west ramp provides level landing. Federal Guideline: 303.2, 406.1, 406.4		
4-1	<i>Replace Sidewalk from West Parking to Main Entry</i>	Medium	\$900
	Notes: Portions of walk exceed 2% max cross slope and exhibited ponding of water. Level change of direction is not provided under building canopy to existing door. Federal Guideline: 206.2.2, 403.3-4		

Item #	Description	Priority	Estimated Cost
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Entrances		
	<i>Provide Directional Signage at Non-Accessible and/or Non-Public Entrances</i>	Low	\$200
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. (Suite B is only public entrance.) Federal Guideline: N/A		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		
8a-1	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$3,500
Suite B	Notes: Reception counter and angled wall block the required maneuvering space. Consider reversing door swing, which may require replacement of door. Federal Guideline: 404.2.4		
	<i>Replace Threshold</i>	Medium	Incl. Above
	Notes: Threshold is 1" height (1/2" max). Federal Guideline: 404.2.5		
	<i>Provide Level Maneuvering Space on Push Side of Door</i>	Low	Incl. in Item 4-1
	Notes: Adjacent sidewalk exceeds 2% max. Federal Guideline: 404.2.4		
8a-2	<i>Non-compliant secondary exit (Suite C) will no longer be used as public exit after Fall 2016 due to relocation of Mommy and Me Smoking Cessation program and as such is not included in this summary.</i>		
	Lobby		
8b-1	<i>Provide Wall Signage at Entry to Exam Corridor on Lobby Side</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knob on public side of door requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Chairs block the required maneuvering space. Relocate chair to provide 18" parallel to door on latch side. Federal Guideline: 404.2.4		
18-1	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 11" ht. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
34-1	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Service counters in Lobby and Exam Room Corridor are 41"-42" high, with insufficient knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Corner of Lobby counter also protrudes in excess of 4" max. between 27" and 80" high. Federal Guideline: 226.1, 902.2, 307.2		
	Exam Room #1		
18-2	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
8b-2	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Cabinet blocks the required maneuvering space. Relocate to provide 18" parallel to door on latch side. Federal Guideline: 404.2.4		
	Exam Room #2		
18-3	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Insulate Water Lines at Sink</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: Towel dispenser located above 48" max. Federal Guideline: 308, 604.7		
8b-3	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Cabinet blocks the required maneuvering space. Relocate to provide 18" parallel to door on latch side. Federal Guideline: 404.2.4		
	Exam Room #3		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	Unisex Restroom		
	<i>Provide Room For Wheelchair to Enter and Door to Close</i>	Low	\$1,500
	Notes: 30"x48" min. req'd outside door swing is not provided. Consider replacing with outswinging door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Lock requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Replace Fan Control</i>	Low	\$110
	Notes: Control requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition or Replace Towel Dispenser</i>	Low	\$50
	Notes: Dispenser protrudes in excess of 4" max. between 27" and 80" high. Replace with low profile model or relocate where protected. Federal Guideline: 307.2		
	<i>Reconfigure Fixture Layout</i>	Low	\$750
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 604.3		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 19 1/4" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Reposition Side Grab Bar</i>	Low	\$500
	Notes: Side grab bar does not extend 54" min. from rear wall. Federal Guideline: 604.5		
	<i>Replace Rear Grab Bar</i>	Low	\$500
	Notes: Rear grab bar is 32" long (36" min. req'd) and is centered on toilet. Federal Guideline: 604.5.2		
	Facility Total:		\$12,570

General Notes: This facility is not County Owned. As such, any modifications required should be coordinated with Leasor.

County Highway Garage



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking Lot		
	<i>No marked spaces. Assumed 25 or less total parking spaces available. 1 van space required.</i>		
1-1	<i>Provide Accessible Parking</i>	Low	\$750
	Notes: Sign is provided for accessible parking, but space is not marked. Evaluate appropriate location for parking space. Mill and overlay to provide level area (less than 2% in both directions) to accommodate space and access aisle. Stripe 8' min space with 8' min access aisle (or 11' space and 5' aisle) and provide sign designating van accessible space at 60" min. ht. Federal Guideline: 208.2, 208.3, 502.3, 502.6		
	Accessible Routes		
4-1	<i>Provide Accessible Route from Parking to Office Entrance</i>	Low	\$1,000
	Notes: Existing pavement varies in slope and presents numerous level changes and irregular surface. Federal Guideline: 302.1, 403.2-3		
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Entrances		
	<i>Provide Directional Signage at Non-Accessible and/or Non-Public Entrances</i>	Low	\$200
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. Federal Guideline: N/A		
8a-1	<i>Office Door (Only Public Entrance)</i>		
	<i>Replace Door and Threshold</i>	Low	\$3,500
	Notes: Threshold is 2"+ height (1/2" max). Door clear width is 29 1/2" (32" min.) Knobs require grasping and twisting. Federal Guideline: 404.2.3, 404.2.5, 404.2.7		
	Facility Total:		\$3,700

General Notes: 1. Individual offices were not evaluated. Per staff, restrooms are not for public use. 2. Electrical switches and outlets in offices are employee operated/not for public use. Unless noted otherwise, these elements are not included in this summary. 3. Public use of this facility is very limited. As such, all recommendations will be low priority due to the infrequency of public access.

Purdue Extension Office



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>6 spaces provided with none designated as accessible. 1 van space required.</i>		
	<i>Stripe Parking; Provide Signage</i>	High	\$500
	Notes: At location nearest to entrance door, stripe 11' stall with 5' access aisle or 8' stall with 5' access aisle. Provide van accessible signage. Federal Guideline: 208.2, 216.5, 502		
	Accessible Routes		
	<i>Reconfigure Walk to Main Entrance</i>	High	\$800
	Notes: Walk slopes up to door at 8%. Remove sidewalk and replace such that walk is less than 5% running slope/2% cross slope and provides level maneuvering space at door. See also Item 8a-1. Federal Guideline: 403.3		
	<i>Note: Mandoor into garage is used as public entrance/exit for programs held in garage space.</i>		
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Entrances		
8a-1	<i>Adjust Door Closer¹</i>	Medium	\$450
Main Entrance	Notes: Operating effort is over 15lb max for exterior doors. Federal Guideline: 404.2.9		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: 5" to glazing (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	See Item 4-1
	Notes: Exterior walk is not level and drops off at side of ramp. (18" min. beyond latch and 60" min. perpendicular on pull side of door req'd to be level) Federal Guideline: 404.2.4		
8a-2	<i>Adjust Door Closer¹</i>	Medium	\$450
Garage Entrance	Notes: Closing speed under 5 sec. min. Federal Guideline: 404.2.8		

Item #	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$1,500
	Notes: Exterior walk is not level and drops off at side of ramp. (18" min. beyond latch and 60" min. perpendicular on pull side of door req'd to be level) Federal Guideline: 404.2.4		
	Lobby/Open Office		
18-1	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
34-1	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Service counter is 44" high, no knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Counter also protrudes 7". Federal Guideline: 226.1, 902.2, 307.2		
8b-1	<i>Adjust Door Closer at Interior Vestibule Doors¹</i>	Medium	\$450
	Notes: Operating effort exceeds 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Relocate Fire Alarm Activation Device</i>	Low	\$220
	Notes: Operable part located over 48" max. Federal Guideline: 308.2		
	Conference Room		
18-2	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knob requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	Garage		
18-3	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knob requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 51" ht (48" max). Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 52". Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Eliminate Protruding Objects</i>	Low	\$100
	Notes: Two fire extinguishers protrude in excess of 4" max. between 27" and 80" high. Reposition or provide cane detectable element below. Federal Guideline: 307.2		
	Unisex Restroom - Lobby		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knob requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Lavatory</i>	Low	\$1,300
	Notes: Cabinet style does not provide knee space and obstructs toilet clear space. Federal Guideline: 606.2, 306.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 51" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Replace Mirror</i>	Low	Incl below
	Notes: 41 1/2" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Reconfigure Fixture Layout</i>	Medium	\$3,000
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Toilet located 20" from wall to centerline (16"-18" req'd). Flush controls located on narrow side of toilet. Grab bars mounted over 36" max. Toilet seat is 15 1/2" ht (17"-19" req'd). Side grab bar is too short. Rear grab bar is not provided. Federal Guideline: 604.2-7		

Item #	Description	Priority	Estimated Cost
	Unisex Restroom - Garage		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: Paper provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knob requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Clear height and depth under sink does not meet requirements for knee space. Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 59" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Replace Mirror</i>	Low	\$50
	Notes: 46" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Eliminate Protruding Objects</i>	Low	\$100
	Notes: Rack protrudes in excess of 4" max. between 27" and 80" high. Remove or provide cane detectable element below. Federal Guideline: 307.2		
	<i>Reconfigure Fixture Layout</i>	Medium	\$3,000
	Notes: Shower encroaches on 60" minimum clear width required at toilet. Urinal blocks 56" min. clear depth at toilet. Flush controls are located on narrow side of toilet. Toilet seat is 15 1/2" ht (17"-19" req'd). No grab bars are provided. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 67" high (48" max). Federal Guideline: 308, 603.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Facility Total:		\$16,330

Item #	Description	Priority	Estimated Cost
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General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Showers in restrooms are not for public use and as such were not evaluated. 3. Kitchen is for staff use only and as such was not evaluated.

Recycling Center



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	5 spaces provided including 1 designated as accessible. 1 van space required.		
	Repave and Restripe Parking; Reposition Signage	Low	\$1,500
	Notes: Space exceed allowable slopes of 2% (observed up to 3.2%). Aisle is not clearly marked and is too narrow. Repave and mark 11' stall with 5' access aisle or 8' stall with 5' access aisle. Bottom of signage is below 60" min. Federal Guideline: 302, 502.4		
	Accessible Route		
2-1	Reconfigure Walk to Address Slope Issues	Low	\$4,500
	Notes: Running slope of sidewalk is 12.6%. Consider reconfiguring area with ramp and handrails to achieve req'd slopes within available area. Federal Guideline: 303.2, 406.1, 406.4		
Interior			
Item #	Description	Priority	Estimated Cost
	Men's Restroom		
	Provide Wall Signage	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	Replace Door Signage	Low	\$100
	Notes: Sign does not provide Braille or tactile. Pictogram field is too small (6" min. ht). Federal Guideline: 703.3-4		
	Replace Door Hardware	Low	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	Reposition Dispensers	Low	\$50
	Notes: 55" to operable parts on towel dispenser (15"-48" max). Federal Guideline: 308, 604.7		

Item #	Description	Priority	Estimated Cost
	<i>Replace Sink</i>	Low	\$1,300
	Notes: Cabinet style sink obstructs required knee space. Federal Guideline: 306.3.1-3, 606.2		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Visual Fire Alarm</i>	Low	\$220
	Notes: None provided. Federal Guideline: 215.2, 702.1		
	<i>Reconfigure Fixture Layout</i>	Low	\$1,500
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Grab Bars</i>	Low	\$500
	Notes: Rear grab bar is not located 12"/24" relative to toilet centerline. Federal Guideline: 604.5, 609.3-4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted behind front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 68" high (48" max). Federal Guideline: 308, 603.4		
	<i>Women's Restroom</i>		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Sign does not provide Braille or tactile. Pictogram field is too small (6" min. ht). Federal Guideline: 703.3-4		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Where closer is provided, additional 6" clearance is required perpendicularly to door for latch side approach on pull side of door. Consider removing closer instead of wall modification. Federal Guideline: 404.2.4		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: Towel dispenser protrudes 9" at 38" height. (4" max when mounted between 27" and 80" ht.) Federal Guideline: 307.2		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Visual Fire Alarm</i>	Low	\$220
	Notes: None provided. Federal Guideline: 215.2, 702.1		

Item #	Description	Priority	Estimated Cost
	<i>Reconfigure Fixture Layout</i>	Low	\$1,500
	Notes: Sink encroaches on 60" minimum clear width required at toilet. Federal Guideline: 309.4, 402.2.7		
	<i>Reposition Grab Bars</i>	Low	\$500
	Notes: Rear grab bar is not located 12"/24" relative to toilet centerline. Federal Guideline: 604.5, 609.3-4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 6" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 67" high (48" max). Federal Guideline: 308, 603.4		
	Facility Total:		\$13,130

General Notes: Recycling Center is a drive-in drop-off center and users are not required to exit their vehicles. As such, all recommendations will be low priority due to the infrequency of use by the public.

Sheriff & Jail



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>Parking is shared between Court Services and County Sheriff/Jail. See Court Services Summary.</i>		
	Exterior Ramp		
	<i>Replace Ramp</i>	Low	\$8,500
	Notes: Portion of upper run slightly exceeds 8.33% maximum. Cost assumes this can be replaced within existing footprint between landings and walls remain. No edge protection is provided. Top landing at entrance does not meet 60" min. depth. Intermediate landing for change of direction does not meet 60"x60" min. Overlapping maneuvering space at door and req'd landing area is insufficient (60" perpendicular to door req'd). Handrails vary in height from 33 1/2-35 1/2" (34" to 38", consistent req'd). Handrails do not extend 12" min parallel beyond ramp at top and bottom. Federal Guideline: 405.6-7, 405.9, 405.2, 505.4, 505.10		
Interior			
Item #	Description	Priority	Estimated Cost
	Lobby, Corridors, and Common Areas		
7-1	<i>Provide Paper Cup Dispenser</i>	Low	\$200
	Notes: Fountain does not serve both wheelchair users and standing persons. Provide dispenser within reach range. Fountain is not located in alcove. Provide cane detectable element below to eliminate protrusion. Federal Guideline: 211		
	<i>Reposition Wall Signage</i>	Low	\$100
	Notes: 'Elevator' and 'Administration' signs in lobby and 'Exit' sign at stairs are located over 60" max to bottom of lowest tactile character. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Stair Handrails</i>	Low	\$1,500
	Notes: Handrails mounted at 32 1/2" (34-38" req'd) and do not provide adequate extensions at top and bottom. Federal Guideline: 505.4, 505.10.2-3		
	Visitation Area		

Item #	Description	Priority	Estimated Cost
	<i>Provide Volume Controls on Handsets</i>	Low	\$350
	Notes: None provided. 25% req'd. Federal Guideline: 704.3		
	Men's Restroom		
15-1	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is over 5lb max for interior doors. Federal Guideline: 404.2.8-9		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Pictogram field is too small (6" min. ht). Federal Guideline: 703.6, 216.8		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Wall obstructs 18" min. req'd parallel to door on latch side. Federal Guideline: 404.2.4.1		
	<i>Insulate water lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Replace Mirror</i>	Low	\$150
	Notes: 43 1/4" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 54" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor</i>	Low	\$220
	Notes: Electrical switch is at 49 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door Hardware, Reposition Toilet and Reconfigure Partitions</i>	Medium	\$2,700
	Notes: Door does not provide inside handle. Stall depth is 58" (59" min. for floor mounted) Toilet is located 18 3/4" from centerline to side wall (16"-18" req'd). Space in front of stall door is not 42" min. clear (obstructed by sink). Replace 19 1/4" high toilet seat (19" max.) Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.2, 604.3.1, 604.4		

Item #	Description	Priority	Estimated Cost
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Replace and Reposition Grab Bars</i>	Low	\$500
	Notes: Grab bars are mounted at 36 3/4" ht (33"-36" max req'd). Federal Guideline: 609.4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Women's Restroom		
15-2	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is over 5lb max for interior doors. Federal Guideline: 404.2.8-9		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Pictogram field is too small (6" min. ht). Federal Guideline: 703.6, 216.8		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Wall obstructs 18" min. req'd parallel to door on latch side. Federal Guideline: 404.2.4.1		
	<i>Insulate water lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Replace Mirror</i>	Low	\$150
	Notes: 43" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 53" to towels, 49" to soap (48" max). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor</i>	Low	\$220
	Notes: Electrical switch is at 50 1/2" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door Hardware</i>	Low	\$150
	Notes: Door does not provide inside handle. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4		

Item #	Description	Priority	Estimated Cost
	<i>Replace and Reposition Grab Bars</i>	Low	\$500
	Notes: Grab bars are mounted at 36 1/2" ht (33"-36" max req'd). Federal Guideline: 609.4		
	Facility Total:		\$17,240

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Path of travel within building including exterior was evaluated for clear width/height only as all-non employees are escorted.

Soil and Water Conservation District



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
	<i>44 spaces provided with 1 designated as accessible. 1 van space and 1 car space required.</i>		
	<i>Provide Van Space</i>	High	\$500
	Notes: Stripe 11' stall with 5' access aisle or 8' stall with 5' access aisle. Since angled parking is provided, aisle should be on passenger side of space. Provide van accessible signage. Federal Guideline: 208.2, 216.5, 502		
	<i>Reposition Signage at Car Space</i>	Medium	\$50
	Notes: Existing signage is mounted below 60" min. Federal Guideline: 502.6		
	Accessible Routes		
	<i>Replace Curb Ramp</i>	High	\$1,500
	Notes: Parallel curb ramp does not provide level lower landing and has lip exceeding 1/4" max at asphalt. Federal Guideline: 303.2, 406.4		
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Entrances		
8a-1	<i>Provide Kick Plates</i>	Low	\$220
Typ. Of Two	Notes: 5" to glazing (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space on Pull Side of Door at West End of Vestibule</i>	Low	
	Notes: Adjacent walk 2" below door threshold and walk does not extend 18" parallel to latch. Federal Guideline: 404.2.4		
	Lobby/Open Office		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: Paper only. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		

Item #	Description	Priority	Estimated Cost
8b-1	<i>Provide Kick Plates at Double Door</i>	Low	\$220
	Notes: 5" to glazing (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Adjust Door Closer at Interior Vestibule Doors¹</i>	Medium	\$450
	Notes: Operating effort exceeds 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Push Side of Interior Vestibule Doors</i>	Low	
	Notes: 41" from door to face of vestibule. (42" required for hinge side approach; 54" required for latch side approach with closer) Federal Guideline: 404.2.4		
	Conference Room		
18-2	<i>Provide Wall Signage</i>	Low	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: 9 1/2" to bevel (10" min. smooth req'd) Federal Guideline: 404.2.10		
	Men's Restroom		
15-1	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is over 5lb max for interior doors. Federal Guideline: 404.2.8-9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: 45" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Replace Stall Door Hardware; Reverse Stall Door Swing</i>	Low	\$350
	Notes: Door does not provide handles and is not self-closing. Door swings into stall (Out swinging req'd) Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Toilet located 19" from wall to centerline (16"-18" req'd). Federal Guideline: 604.2		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted inline with toilet (7"-9" to centerline req'd). Dispenser is also located within 12" min. clear above grab bars. Federal Guideline: 604.7, 609.3		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Women's Restroom		
15-2	<i>Adjust Door Closer¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Operating effort is over 5lb max for interior doors. Federal Guideline: 404.2.8-9		
	<i>Replace Door Signage</i>	Low	\$100
	Notes: Pictogram is too small and raised text is not provided. Federal Guideline: 216.3, 703.6		
	<i>Replace Lavatory</i>	Low	\$1,300
	Notes: Cabinet style does not provide knee space and obstructs toilet clear space. Federal Guideline: 606.2, 306.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: If exposed when lavatory replaced, supply lines, valves, and exposed drain pipes shall be insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: 42" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 49" ht (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 49" ht. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Stall door does not have handles or self-close. Door width is 22 1/2" (32" min.) and swings in. Space in front of door is 29" (42" min. clear req'd). Stall width is 31 1/2" (60" min.) and depth is 57 1/2" (59" min.) Flush controls are located on narrow side of toilet. Toilet seat is 15 1/2" ht (17"-19" req'd). No grab bars are provided. Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3, 604.3-6		
	Facility Total:		\$10,285

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Office is shared with another governmental use. Only SWCD portions of the facility were evaluated.

Youth Services Center



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	<i>Approximately 40 spaces provided including 2 designated as accessible. 1 van space and 1 car space required.</i>		
	<i>Mill and Overlay to Correct Slopes</i>	Medium	\$785
	Notes: Slopes of parking aisle and stalls exceed 2% max. Restripe. Federal Guideline: 302, 502.4		
	<i>Reposition Signage; Provide Van Accessible Tag</i>	Medium	\$200
	Notes: Signage is mounted below 60" min. (80" min. adjacent to accessible route) and does not include van accessible tag at van space. Federal Guideline: 502.6		
	<i>Consider adding accessible parking closer to Wing 4 Program entrance. May require mill and overlay to correct slopes. See below for accessible route issues from existing main parking.</i>	Medium	\$1,500
	Accessible Routes		
4-1	<i>Replace Sidewalk - Main Entry (South)</i>	Low	\$1,200
	Notes: Portions of walk from parking to entrance exceed 2% max cross slope and 5% max running slope. Federal Guideline: 206.2.2, 403.3-4		
4-2	<i>Provide Accessible Route to Wing 4 Programs</i>	Medium	\$4,000
	Notes: No accessible route is provided. Portions of walk from closest parking to entrance significantly exceed 2% max cross slope and 5% max running slope. Federal Guideline: 206.2.2, 403.3-4		
22-1	<i>Provide Accessible Bench & Picnic Table</i>	Low	\$2,400
	Notes: Provided furnishings do not meet dimensional criteria and are not on accessible route. At least 20% are required to be accessible, including connection to accessible route. (See above items for accessible route.) Federal Guideline: 903.2-903.5, 1011.2		

Item #	Description	Priority	Estimated Cost
Interior			
Item #	Description	Priority	Estimated Cost
	Exterior Doors		
	<i>Provide Directional Signage at Non-Accessible and/or Non-Public Entrances</i>	Low	\$300
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. Federal Guideline: N/A		
	<i>Adjust Door Closer at Wing 4 Entrance¹</i>	Medium	\$450
	Notes: Closing speed is less than 5 sec. min. Federal Guideline: 404.2.8		
	Main Lobby		
	<i>Relocate Fire Alarm Activation Device</i>	Low	\$220
	Notes: Operable part at 51" ht. (48" max) Federal Guideline: 308.2		
	<i>Eliminate Protruding Objects</i>	Low	\$100
	Notes: Locker box protrudes in excess of 4" max. between 27" and 80" high. Provide cane detectable element at corners to eliminate. Federal Guideline: 307.2		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Service window exceeds allowable height and provides inadequate knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	Wing 4		
	<i>Provide Wall Signage at Interior Doors to Wing 4 Lobby and Classroom</i>	Medium	\$200
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Relocate Fire Alarm Activation Devices in Wing 4 Lobby and Classroom</i>	Low	\$220
	Notes: Operable part at 50-51" ht. (48" max) Federal Guideline: 308.2		
	Secure Areas with Public Access		
	<i>Modify Glazing at Both Court Room Doors and Caseworker Room Door</i>	Low	\$1,200
	Notes: Glazing panels located at 44"-45" above finish floor. (43" max.) Federal Guideline: 404.2.11		

Item #	Description	Priority	Estimated Cost
	<i>Relocate Couch in Caseworker Room</i>	Low	\$0
	Notes: Couch obstructs required manuevering space at door and limits entry width to room. Relocate to other wall. Federal Guideline: 404.2.4.1		
	<i>Note: Doors on route from lobby to these areas have knobs, but public is escorted in these secure areas. ²</i>	N/A	N/A
	Unisex Restroom in Lobby		
16-1	<i>Replace Door Hardware</i>	High	\$300
	Notes: Hardware requires twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Insulate water lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: 41" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: 59" to towels (48" max). Federal Guideline: 308, 604.7		
	<i>Reconfigure Fixture Layout (Where Feasible)</i>	Medium	TBD
	Notes: Room is 59" wide and sink further obstructs 60" min. clear space at toilet. Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd) Federal Guideline: 604.4		
	<i>Replace Rear Grab Bar</i>	Low	\$500
	Notes: Rear grab bar is 24" long (36" min. req'd). Federal Guideline: 604.5.2		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat hook is 63" high (48" max). Federal Guideline: 308, 603.4		
	Facility Total:		\$14,900

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. Path of travel within secure areas was evaluated for clear width/height only as all-non employees are escorted.

Parks Facilities

BARTHOLOMEW COUNTY - ADA SELF EVALUATION STUDY AND TRANSITION PLAN

PARKS FACILITY SUMMARY

Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Site Cost
Anderson Falls CR 1140 E off State Road 46	County Owned	\$300	\$6,800	\$0	\$7,100
Azalia Main St., Azalia	County Owned	\$9,000	\$12,500	\$350	\$21,850
Clifford Alumni Park CR 550 N and 350 E	County Owned	\$5,200	\$14,400	\$2,500	\$22,100
Dunn Stadium State Road 11 & Spears St., Columbus	County Owned	\$11,435	\$23,210	\$3,850	\$38,495
Elizabethtown S 525 E	County Owned	\$2,300	\$8,500	\$1,350	\$12,150
Grammer Park CR 1000 E and E 360 S	County Owned	\$2,900	\$9,050	\$350	\$12,300
Heflen 4323 W 700 N, Edinburgh	County Owned	\$23,340	\$17,550	\$21,185	\$62,075
Mt. Healthy 12150 S State Road 58, Columbus	Shared	\$17,300	\$26,200	\$700	\$44,200
Owen's Bend N 25 E, South of E 550 N	County Owned	\$8,900	\$1,200	\$700	\$10,800
Petersville CR 550 E & 25th St.	County Owned	\$4,250	\$20,100	\$700	\$25,050
Rock Creek 13000 E 200 S, Columbus	Shared	\$2,900	\$23,300	\$0	\$26,200
Wayne CR 550 S & State Road 11	County Owned	\$1,860	\$20,750	\$0	\$22,610
TOTALS		Low Priority \$89,685	Medium Priority \$183,560	High Priority \$31,685	Total Cost \$304,930

All cost estimates for Bartholomew County facilities are based on a single unified bid with 2016 estimated costs. Bidding in a different manner or different time period will require adjustments to the probable project costs. All items indicated as 'TBD' require further evaluation for feasibility due to historical, topographical or structural concerns.

Anderson Falls



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Space for approx. 25 spaces provided including 1 designated as accessible. 1 van space required.		
	Restripe Parking Space and Aisle; Provide Signage	Medium	\$ 300
	Notes: Markings are very faded. Repaint to clearly designate parking space and aisles. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
	Accessible Routes		
	Replace Route from Parking to Restrooms and Shelter	Medium	\$1,500
	Notes: Walk to restroom is severely damaged. Connection to street on both sides exceed allowable slopes and exhibit cracking. Federal Guideline: 302.1, 303, 403.2-5,		
	Replace Trails	Medium	\$3,500
	Notes: Trail leg to north narrows to less than 36" min. width. Both portions of trail exceed cross and running slopes, exhibit severe cracking, and have portions that are moss and gravel-covered limiting slip resistance. Federal Guideline: 302.1, 303, 403.2-5,		
	Site Amenities		
	Provide Accessible View Area	Medium	\$1,500
	Notes: Route to view area is not accessible (see above). Level, clear ground space and turning space are not provided at view area. View is obstructed by rail from 36" - 42". Federal Guideline: 403, 1015.2-6		
	Connect Grill to Accessible Route and Provide Clear Space	Low	\$300
	Notes: Grill is located off of pavement. Grill should connect to accessible route and provide adjacent clear space (level, 30"x48"). Federal Guideline: 903.2-903.5, 1011.2		

Item #	Description	Priority	Estimated Cost
Interior			
Item #	Description	Priority	Estimated Cost
	Pit Toilets (Typ. Of 2)		
	<p><i>Parks staff indicated that typically a portable restroom is placed at the parking lot during seasonal use. Due to the overall condition of the pit toilets for all users, it is recommended that the Parks place an accessible portable restroom on an accessible route in lieu of repairing existing restrooms. At such time that a new restroom facility is constructed, it should meet current ADA standards. Non-compliances listed below are provided for reference only.</i></p>		
	Provide Accessible Restroom	N/A	N/A
	<p>Notes: Compliant signage is not provided. Door maneuvering space is blocked by screen wall and limited by adjacent sidewalk heaving. Adjacent toilet fixture blocks required clear width at toilet. Grab bars do not meet height or dimensional requirements. Toilet paper is within required clear space above grab bars. Federal Guideline: 703.6, 216.8, 604.5, 609.3-4</p>		
	Facility Total:		\$7,100

Azalia



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	10 spaces provided including 1 designated as accessible. 1 van space required.		
	Resurface Parking Space	Low	\$ 250
	Notes: Existing space exceeds 2% max. slope. Mill and overlay to correct slopes. Federal Guideline: 302, 502.4		
	Mark Access Aisle; Provide Signage	High	\$ 350
	Notes: Clearly mark 11' accessible stall and 5' access aisle. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Repair or Replace Concrete Walk	Low	\$3,150
	Notes: Areas of concrete walk exceed 2% max. cross slope. Not all changes of direction provide a level landing. Joints at center of park exceed 1/2" max. horizontal opening. Federal Guideline:302.3, 403.2-3		
	Repair or Replace Asphalt Walk	Low	\$2,000
	Notes: Areas of asphalt walk exceed 2% max. cross slope, particularly along north edge of park. Several surface level changes exceeding 1/2" max occur where concrete meets asphalt walks. Federal Guideline:302.3, 403.2-4		
25-1	Playground Equipment		
	Provide Accessible Route to Play Areas	Medium	\$500
	Notes: Play areas have step down from sidewalk to uneven dirt/vegetated area. Federal Guideline: 1008.2		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$12,000
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Mostly dirt surface is provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
22-1	Site Furnishings		
	<i>Provide Accessible Picnic Tables</i>	Low	\$2,400
	Notes: Provided tables do not have compliant dimensions for depth of knee space. At least 20% are required to be accessible, including connection to accessible route. 2 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		
	<i>Provide Accessible Bench</i>	Low	\$1,200
	Notes: Provided benches do not have compliant dimensions, connection to accessible route or adjacent clear space (level, 30"x48"). At least 20% are required to be accessible, including connection to accessible route. 2 provided; 1 required to be accessible. Federal Guideline: 903.2-903.5, 1011.2		
	Facility Total:		\$21,850

Clifford Alumni Park



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Room for approximately 20 spaces. Markings are nearly worn off. 1 van space required.		
	Provide Van Accessible Parking Space	High	\$ 350
	Notes: Stripe min. 11' stall with 5' aisle or 8' stall with 8' aisle. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Replace Walks Serving Shelter	High	\$2,500
	Notes: Areas of walk near shelter exceed 2% max. cross slope, 5% max. running slope, do not provide level change of direction and exhibit settling with surface level changes. Consider resetting reclaimed bricks on concrete to avoid future settlement. Federal Guideline: 302.3, 403.2-3		
	Replace Portions of Asphalt Trail	Low	\$3,500
	Notes: Portions of trail exceed max. cross slope up to approx. 4%. Replace asphalt. Several locations exhibit gaps over 1/2" max. Fill gaps in areas where slopes are compliant. Federal Guideline: 302.3, 403.2-3		
22-1	Site Furnishings		
	Provide Accessible Bench	Low	\$1,200
	Notes: Provided bench does not have compliant dimensions, connection to accessible route or adjacent clear space (level, 30"x48"). At least 20% are required to be accessible, including connection to accessible route. 1 provided; 1 required to be accessible. Federal Guideline: 903.2-903.5, 1011.2		
	Provide Accessible Picnic Table	Medium	\$2,400
	Notes: Provided tables do not provide an end for wheelchair use. Consider removing one bench from fixed pedestal tables. At least 20% are required to be accessible, including connection to accessible route. 2 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Route to Grill</i>	Low	\$500
	Notes: Grill located off shelter pad in gravel area. Connect to accessible route and provide min. 30"x48" level clear space. Federal Guideline: 206.2.2, 403, 804.3, 1011.2.1, 1016.4		
25-1	Playground Equipment		
	<i>Provide Accessible Route to Play Areas</i>	Medium	\$2,000
	Notes: Located in lawn area. Connect to adjacent asphalt trail. Federal Guideline: 1008.2		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$10,000
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Dirt and lawn surface provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	Facility Total:		\$22,100

Dunn Stadium



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	<i>At East Lot, 37 spaces provided, including 2 designated as accessible. 1 van space and 1 car space required.</i>		
	<i>Provide Accessible Parking Signage</i>	Medium	\$ 300
	Notes: Provide Accessible parking signage at both spaces (60" min. ht). Add van accessible sign at space with access aisle on passenger side. Federal Guideline: 502.6		
	<i>Mill and Overlay and Restripe Spaces and Aisle</i>	Low	\$785
	Notes: Spaces exceed 2% max. slopes. Following pavement modification, restripe as existing. Federal Guideline: 208.2, 216.5, 502		
1-2	<i>At West Lot, 237 spaces provided, including 9 designated as accessible. 2 van space and 5 car spaces required.</i>		
	<i>Mill and Overlay and Restripe Spaces and Aisle</i>	Low	\$2,560
	Notes: Spaces exceed 2% max. slopes. Following pavement modification, restripe at minimum, two van spaces (8' min. aisle with 8' or 11' stall with 5' min. aisle) and 5 car spaces (8' min. width with 5' min. aisle). Aisles may be shared. Federal Guideline: 208.2, 216.5, 502		
	<i>Replace All Accessible Parking Signage</i>	Medium	\$ 1,400
	Notes: Provided signs are very faded and are below 60" min. ht. Add van accessible sign at van spaces. Federal Guideline: 502.6		
1-3	<i>No accessible parking or route is provided to BMX facility. Consider providing parking.</i>		
	<i>Provide Accessible Parking</i>	High	\$1,250
	Notes: Provide at minimum, one van space (8' min. aisle with 8' or 11' stall with 5' min. aisle). Federal Guideline: 208.2, 216.5, 502		
	Accessible Routes & Amenities		
7-1	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet requirements for standing persons. Federal Guideline: 211		

Item #	Description	Priority	Estimated Cost
	<i>Eliminate Protruding Objects</i>	Low	\$0
	Notes: Shelf at Concessions extends 24" at 40" ht. AC Unit protrudes 12" at 42" ht. Provide cane detectable element below to eliminate protrusion. Federal Guideline: 307.2		
	<i>Provide Accessible Service Counter or Alternate Accommodation at Concessions</i>	Low	\$600
	Notes: Service window exceeds allowable height (36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	<i>Replace Portion of Asphalt Walk From Ball Fields to East Parking, Restrooms, and West Parking</i>	Low	\$3,000
	Notes: Areas of walks/multi-purpose drives exceed 2% max. cross slope. Federal Guideline: 302.3, 403.2-3		
	<i>Eliminate Protruding Objects</i>	Low	\$500
	Notes: Angled dugout fence protrudes at 72" ht. Modify top fence. Federal Guideline: 307.2		
	<i>Provide Accessible Route to BMX Amenities</i>	Medium	\$3,500
	Notes: Gravel provided. Connect parking to bleachers and concessions. Federal Guideline: 1008.2		
	<i>Provide Accessible Seating at BMX</i>	Medium	\$1,500
	Notes: 8 set of bleachers seating approximately 380 total. 6 wheelchair spaces required. Provide level 36x48 space with forward approach for each space. Distribute through viewing area. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Aisle Seating</i>	Low	\$300
	Notes: Designate 1 seat as accessible at each unit and connect to nearest accessible route. Federal Guideline: 221.1, 802.1		
25-1	Playground Equipment		
	<i>Provide Accessible Route to Play Areas</i>	Medium	\$550
	Notes: Lawn provided. Provide level transition between play surface and new accessible route. Federal Guideline: 1008.2		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$7,500
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chips with timber edge provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	Shelters and Site Furnishings		
	<i>Provide Accessible Route to South Shelter</i>	Medium	\$350
	Notes: Lawn provided. Cost given for asphalt path. Federal Guideline: 1008.2		
Interior			
Item #	Description	Priority	Estimated Cost
	Men's Restroom		
15-1	<i>Replace Door Hardware</i>	High	\$300
	Notes: Knobs require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Threshold</i>	Medium	\$120
	Notes: Threshold is 3/4" height (1/2" max). Federal Guideline: 404.2.5		
	<i>Provide Maneuvering Space at Door</i>	Low	\$1,500
	Notes: Maneuvering space is blocked by wall. (18" parallel to door req'd) Consider reversing door swing. Federal Guideline: 404.2.4, 307.2		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Lavatory</i>	Low	\$1,300
	Notes: Basin style obstructs req'd clear knee space depth. Federal Guideline: 606.2, 306.3		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: Towels over 48" max. ht. Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Replace Stall Door Hardware, Reposition Toilet and Reconfigure Partitions</i>	Medium	\$2,700
	Notes: Door does not provide inside handle or latch. Stall width is 43" (60" min.) Toilet is located 18 1/2" from centerline to side wall (16"-18" req'd). Toilet paper dispenser mounted too close to toilet (7"-9" to centerline req'd). Block wall obstructs required toe clearance on at least one side wall. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.2, 604.3.1, 604.4		
	<i>Provide and/or Replace Grab Bars</i>	Medium	\$1,000
	Notes: Side grab bar is 34" long (42" min. req'd). No rear grab bar is provided. Space between wall and grab bar exceeds 1 1/2" req'd. Federal Guideline: 604.5, 609.3-4		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	Women's Restroom		
15-1	<i>Replace Door Hardware</i>	High	\$300
	Notes: Knobs require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Threshold</i>	Medium	\$120
	Notes: Threshold is 3/4" height (1/2" max). Federal Guideline: 404.2.5		
	<i>Fill Horizontal Displacement at Approach to Restroom</i>	Medium	\$120
	Notes: Gap at concrete/asphalt interface exceeds 1/2" max. Federal Guideline: 404.2.5		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Faucet Controls</i>	High	\$350
	Notes: Controls require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Replace Lavatory</i>	High	\$1,300
	Notes: Cabinet style does not provide knee space and obstructs toilet clear space. Federal Guideline: 606.2, 306.3		
	<i>Reposition Dispensers</i>	Medium	\$50
	Notes: Towels and soap over 48" max. ht. Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is at 50" ht (48" max). Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Replace Stall Door Hardware, Reposition Toilet and Reconfigure Partitions</i>	Medium	\$2,700
	Notes: Door does not provide inside handle or latch. Stall width is 38" (60" min.) Toilet is located 20" from centerline to side wall (16"-18" req'd). Block wall obstructs required toe clearance on at least one side wall. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4, 604.2, 604.3.1, 604.4		
	<i>Replace Flush Controls with Auto Sensor</i>	Low	\$450
	Notes: Flush controls are located on narrow side of toilet (wide side req'd). Federal Guideline: 308, 603.4		
	<i>Provide and/or Replace Grab Bars</i>	Medium	\$1,000
	Notes: Side grab bar is 34" long (42" min. req'd). No rear grab bar is provided. Space between wall and grab bar exceeds 1 1/2" req'd. Federal Guideline: 604.5, 609.3-4		
	Facility Total:		\$38,495

Elizabethtown



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	24 spaces provided. None designated as accessible, but striped aisle provided. 1 van space required.		
	Restripe Access Aisle; Provide Signage	High	\$ 350
	Notes: Access aisle is 7'-5" wide (8' min. req'd with 8' stall). Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Replace Portion of Asphalt Walk	Low	\$900
	Notes: Areas of walk near shelter exceed 2% max. cross slope, including change of direction. Federal Guideline: 302.3, 403.2-3		
	Provide Accessible Route	High	\$1,000
	Notes: Partial route provided from parking to field area. Does not connect to far side dugout. Provide accessible route connecting all elements. Cost given for asphalt path. Federal Guideline: 206.2.2, 403		
	Seating Areas		
	Provide Accessible Player Seating at Ball Field	Medium	\$300
	Notes: Player seating area is gravel. Provide level wheelchair space (36x48 min. forward approach or 30x60 min. side entry) adjacent to path of travel. Federal Guideline: 221.1, 802.1		
	Provide Accessible Seating (4 total)	Low	\$600
	Notes: 2 sets of bleachers seating approximately 60 total. 2 wheelchair spaces required at each unit. Provide level 36x48 space with forward approach for each space. Federal Guideline: 221.1, 802.1		
	Provide Accessible Aisle Seating (2 spaces total)	Low	\$300
	Notes: Designate 1 seat per unit as accessible and connect to nearest accessible route. Federal Guideline: 221.1, 802.1		

Item #	Description	Priority	Estimated Cost
25-1	Playground Equipment		
	<i>Provide Accessible Route to Play Areas</i>	Medium	\$200
	Notes: Play areas have 6" step-over from shelter walk to play area and ramp up at entrance from parking. Provide level transition. Federal Guideline: 1008.2		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$8,000
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chip surface is provided. Ruts present. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
22-1	Site Furnishings		
	<i>Provide Accessible Route to Grill</i>	Low	\$500
	Notes: Grill located off shelter pad in lawn area. Connect to accessible route and provide min. 30"x48" level clear space. Federal Guideline: 206.2.2, 403, 804.3, 1011.2.1, 1016.4		
	Facility Total:		\$12,150

Grammer



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Room for approximately 10 spaces provided (unmarked). None designated as accessible. 1 van space required.		
	Provide Van Accessible Parking Space	High	\$ 350
	Notes: Stripe min. 11' stall with 5' aisle or 8' stall with 8' aisle. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Provide Accessible Route to Shelter and Playground	Medium	\$900
	Consider running longer walk up side of pavilion to achieve req'd slopes. Federal Guideline:302.3, 403.2-3		
25-1	Playground Equipment		
	Provide Accessible Route to Play Areas	Medium	\$900
	Notes: None provided. Connect to accessible route from Shelter. Federal Guideline: 1008.2		
	Provide Accessible Route within Play Areas	Medium	\$7,250
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Mostly dirt surface is provided. Ponding present. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
22-1	Site Furnishings		
	Provide Accessible Picnic Tables	Low	\$2,400
	Notes: Provided tables do not have compliant dimensions for depth of knee space. At least 20% are required to be accessible, including connection to accessible route. 4 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Route to Grill</i>	Low	\$500
	Notes: Concrete pad at grill does not provide min. 30"x48" level clear space. Federal Guideline: 804.3, 1011.2.1		
	Facility Total:		\$12,300

Heflen



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	8 spaces provided at Fishing Pier. Two designated as accessible. 1 van space required.		
	Correct Slopes; Stripe Parking Spaces and Access Aisle; Reposition Signage	High	\$ 785
	Notes: West space is 3.0% (2% max.) Stripe one van space (min. 11' stall with 5' aisle or 8' stall with 8' aisle) and one 8' car space adjacent to access aisle. Reposition signage above 60" min. ht. Federal Guideline: 208.2, 502.3, 502.6		
1-2	Approx. 3 spaces provided at restrooms. None designated as accessible. 1 van space required.		
	Provide Accessible Parking	High	\$ 1,500
	Notes: Pave and stripe one van space (min. 11' stall with 5' aisle or 8' stall with 8' aisle) Provide accessible parking signage, including van tag. Federal Guideline: 208.2, 502.3, 502.6		
1-3	Room for approx. 20 spaces provided at Office. None designated as accessible. 1 van space required.		
	Provide Accessible Parking	High	\$ 1,500
	Notes: Pave and stripe one van space (min. 11' stall with 5' aisle or 8' stall with 8' aisle) Provide accessible parking signage, including van tag. Federal Guideline: 208.2, 502.3, 502.6		
1-4	Room for approx. 30 spaces provided at Camping area parking. None designated as accessible. 1 van space and 1 car space required.		
	Provide Accessible Parking	High	\$ 2,500
	Notes: Pave and stripe one van space (min. 11' stall with 5' aisle or 8' stall with 8' aisle) and one car space (8' wide, shared access aisle) Provide accessible parking signage, including van tag. Federal Guideline: 208.2, 502.3, 502.6		

Item #	Description	Priority	Estimated Cost
	Accessible Routes		
4-1	<i>Replace Portion of Sidewalk Connecting Shelters and Playground Areas</i>	Low	\$4,500
	Notes: Areas of walk from Dump Station to playground and playground to south shelter exceed 2% max. cross slope, including change of direction. One panel has displacement >1" near south shelter. Walk from parking to south shelter exceeds max. 5% running slope. Federal Guideline:302.3, 403.2-4		
4-2	<i>Replace Sidewalks At Restrooms</i>	High	\$1,800
	Notes: Sidewalks do not meet 36" min. clear width. Slopes exceed max. 2% cross and 5% run and do not provide level change of direction. Connect to new accessible parking space. Provide walk access and clear space at water pump adjacent to mens restroom. Federal Guideline: 206.2.2, 403.2-4		
4-3	<i>Provide Access to Boardwalk</i>	Medium	\$1,400
	Notes: Boardwalk is accessed via lawn and steps up to access. Portions of boardwalk are settling. Cost given for asphalt path. Federal Guideline: 1008.2		
24	<i>Provide Accessible Routes to Volleyball, Horseshoes, and Ball Field</i>	Medium	\$3,500
	Notes: Lawn provided. Cost given for asphalt path. Federal Guideline: 206.2.2, 403		
25-1	Playground Equipment		
	<i>Provide Accessible Route to Play Areas</i>	Medium	\$750
	Notes: Lawn provided. Federal Guideline: 1008.2		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$11,500
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chip surface is provided, but is fairly stable and even. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Fill Grade at Transfer Platform</i>	Low	\$50
	Notes: Height of transfer platform above existing ground is above 18" max. Federal Guideline: 1008.3.1.2		

Item #	Description	Priority	Estimated Cost
22-1	<i>Provide Accessible Picnic Table</i>	Low	\$12,000
	Notes: Provided tables do not have compliant dimensions (metal too low, wood insufficient knee space). At least 20% are required to be accessible, including connection to accessible route. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		
28-1	<i>Replace Ramped Access to Fishing Pier</i>	High	\$1,500
	Notes: Running slope is 20% and has vertical and horizontal displacements. Federal Guideline:		
	<i>Provide Toe Clearance</i>	Low	Incl Above
	Notes: Posts are inline with face of deck. 12" min beyond inside face of railing required and 9" min. above surface. Federal Guideline: 1005.3.2		
36-2	<i>Eliminate Protruding Object at North Shelter</i>	Low	\$50
	Notes: Beams of roof at 77 1/2" clear. Consider adding signage to warn users until such time as shelter warrants replacement. Angle braces are at 68". Provide cane detectable element below. Federal Guideline: 307.2		
	<i>Improve Accessibility within Campground</i>	N/A	N/A
	Notes: Camping is not specifically addressed by the 2010 ADAAG. The Accessibility Guidelines for Outdoor Developed Areas currently apply only to Federal land management agencies, but may be looked to for guidance if desired. This guideline recommends the proportion of accessible units to be provided within a given size campground and specifies what an accessible unit entails. Since this is not included in the current enforceable ADA requirements, this is not included in this report, but is recommended for consideration as the 'Best Practice' at such time as improvements are made to this facility or any new County camping areas are developed. Federal Guideline: N/A		
Interior			
Item #	Description	Priority	Estimated Cost
	Office		
8a-1	<i>Office Door (Only Public Entrance)</i>		
	<i>Replace Door and Exterior Walk; Remove Screen Door</i>	Low	\$3,500
	Notes: Door clear width is 30" (32" min.) Knobs require grasping and twisting. Maneuvering space outside is over 11%. (2% max.) 48" min. req'd between doors. Federal Guideline: 404.2.3, 404.2.4, 404.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Service counter exceeds allowable height and provides inadequate knee space (28" - 34" with knee space for work surface; 36" max verbal interaction) Federal Guideline: 226.1, 902.2		
	<i>Men's Restroom/Shower</i>		
15-1	<i>Replace Door Hardware</i>	High	\$300
	Notes: Knobs require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Level Maneuvering Space at Door</i>	Low	\$500
	Notes: Adjacent sidewalk exceeds 2% max. Hand dryer protrudes within pull side maneuvering space. Federal Guideline: 404.2.4		
	<i>Remove Screen Door</i>	Low	\$500
	Notes: 48" min. req'd between doors. Federal Guideline: 404.2.6		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Insulate Water Lines at Sink</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Replace or Reposition Mirror</i>	Low	\$50
	Notes: 53 1/2" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is above 48" max. Federal Guideline: 205.1, 308.2-3		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located above 48" max. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Stall door does not have outside handle or self-close. Toilet is located 19" from wall (16"-18" to centerline req'd) Stall width is 41 1/2" (60" min.) and depth is 53" (59" min.) Toilet paper dispenser is located too close to toilet and obstructs 12" req'd clear above grab bars. Toilet seat is 20" ht (17"-19" req'd). No rear grab bar is provided and the side grab bar does not extend 54" from wall. Space between wall and grab bar exceeds 1 1/2". Block wall obstructs required toe clearance on at least one side wall. Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604.2-7		
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	<i>Provide Accessible Shower</i>	High	\$2,500
	Notes: Threshold is 2 1/2" (1/2" max). Entry width is 35" (60" min.). Shower spray is above 48" max. No grab bars or seat are provided. Removable shower head with flex hose is not provided. Federal Guideline: 608.2, 608.5.2, 608.6, 608.3.2, 609.2-3, 608.4, 610.3		
	Women's Restroom/Shower		
15-2	<i>Replace Door Hardware</i>	High	\$300
	Notes: Knobs require twisting and grasping. Federal Guideline: 309.4, 402.2.7		
	<i>Provide Level Maneuvering Space at Door</i>	Low	\$500
	Notes: Adjacent sidewalk exceeds 2% max. Sink and shelf block pull side maneuvering space. Federal Guideline: 404.2.4		
	<i>Remove Screen Door</i>	Low	\$500
	Notes: 48" min. req'd between doors. Federal Guideline: 404.2.6		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Insulate Water Lines at Sink</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Replace or Reposition Mirror</i>	Low	\$50
	Notes: 45" to bottom edge of reflecting surface (40" max over sink; 35" max if not). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor or Reposition Switch</i>	Low	\$220
	Notes: Electrical switch is above 48" max. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located above 48" max. Provide power strip mounted within reach range. Federal Guideline: 205.1, 308.2-3		
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Stall door does not have inside or outside handles. Toilet is located 19 1/2" from wall (16"-18" to centerline req'd) Stall width is 40" (60" min.) and depth is 53" (59" min.) Toilet paper dispenser is located too close to toilet and obstructs 12" req'd clear above grab bars. Toilet seat is 19 1/2" ht (17"-19" req'd). No rear grab bar is provided and the side grab bar does not extend 54" from wall and is mounted above 36" max. Space between wall and grab bar exceeds 1 1/2". Block wall obstructs required toe clearance on at least one side wall. Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604.2-7		
	<i>Provide Accessible Shower</i>	High	\$2,500
	Notes: Threshold is 2 1/2" (1/2" max). Entry width is 33" (60" min.). Shower compartment is less than 60" min. depth. Shower spray is above 48" max. No grab bars or seat are provided. Removable shower head with flex hose is not provided. Federal Guideline: 608.2, 608.5.2, 608.6, 608.3.2, 609.2-3, 608.4, 610.3		
	Facility Total:		\$62,075

Mt. Healthy



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Approximately 65 spaces provided at front and north side of school. None are provided adjacent to park amenities. 3 designated as accessible, 1 van space and 1 car space required.		
	Restripe Access Aisle; Relocate Signage	High	\$ 350
	Notes: Access aisle is 4-8" wide (8' min. req'd with 8' or 11' stall for van space). Relocate existing signage to 60" min. ht. Federal Guideline: 502.3, 502.6		
	Consider Providing Extra Accessible Parking in Vicinity of Park Improvements	High	\$ 350
	Federal Guideline: 208.3		
4-1	Accessible Routes (All costs given for asphalt)		
	Replace Portion of Asphalt Path	Low	\$17,000
	Notes: Nearly 75% of trail exhibits non-compliances including exceeding 2% max. cross slope and/or 5% running slope, lack of level change of direction, and/or gaps exceeding 1/2" max. Federal Guideline: 302.3, 403.2-3		
24-1/2	Provide Accessible Route to Ball Fields	Medium	Incl. Above
	Notes: Existing route is not compliant. Federal Guideline: 206.2.2, 403		
24-3	Provide Accessible Route to Fitness Trail Equipment	Medium	\$7,500
	Notes: See Above for trail improvements. Equipment is located off trail and accessed by lawn, frequently surrounded by wood chips, and enclosed by timber rail. Provide flush connection and connect to trail as nearest accessible route. Federal Guideline: 206.2.2, 403		

Item #	Description	Priority	Estimated Cost
24-5	<i>Provide Accessible Route to Outdoor Science Lab and Amphitheater</i>	Medium	\$1,300
	Notes: See Above for trail improvements. Science lab and amphitheater improvements are located off trail and accessed by lawn/mulch path. Connect to trail as nearest accessible route. Eliminate protruding tree branches along new accessible route. Provide accessible seating at amphitheater and compliant clear space at science lab features. Federal Guideline: 206.2.2, 403		
	Seating Areas		
	<i>Provide Accessible Player Seating at Ball Fields</i>	Medium	\$300
	Notes: Player seating area is gravel. Provide level wheelchair space (36x48 min. forward approach or 30x60 min. side entry) adjacent to path of travel. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Seating</i>	Medium	\$600
	Notes: Area around bleachers is gravel. Connect to accessible route. 2 sets of bleachers seating approximately 67 total. 2 wheelchair spaces required. Provide level 36x48 space with forward approach for each space. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Aisle Seating</i>	Low	\$300
	Notes: Designate 1 seat per unit as accessible and connect to nearest accessible route. Federal Guideline: 221.1, 802.1		
25-1	Playground Equipment		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$15,000
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chip surface is provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Provide Compliant Transfer Platform</i>	Medium	\$1,500
	Notes: Height of transfer platform exceeds 18" max above ground. Loop handle for transfer is only provided at one location. Federal Guideline: 1008.3.1.2, 1008.3.1.4		
	Facility Total:		\$44,200

Owen's Bend



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Spaces are unmarked and include boat/trailer parking. None designated as accessible. Recommend providing 1 space near boat launch end of park and one near shelter.		
	Provide Van Accessible Parking Space Near Shelter	High	\$ 350
	Notes: Stripe min. 11' stall with 5' aisle or 8' stall with 8' aisle. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
	Provide Accessible Parking Space Near Launch	High	\$ 350
	Notes: Stripe min. 8' stall with 5' aisle. Provide accessible parking signage. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Replace Sidewalk to Shelter	Medium	\$1,200
	Notes: Ramped walk into shelter exceeds 5% max. running slope. Federal Guideline: 302.3, 403.2-3		
36-1	Shelter		
	Monitor Shelter Floor	N/A	N/A
	Notes: North panel is beginning to settle. Change in surface level does not currently exceed max. Federal Guideline: 303.2		
22-1	Site Furnishings		
	Provide Accessible Picnic Table	Low	\$2,400
	Notes: Provided tables do not have compliant dimensions for depth of knee space. At least 20% are required to be accessible, including connection to accessible route. 2 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		
	Provide Accessible Bench	Low	\$2,000
	Notes: Provided benches do not have compliant dimensions. At least 20% are required to be accessible, including connection to accessible route. 7 provided; 2 required to be accessible. Federal Guideline: 903.2-903.5, 1011.2		

Item #	Description	Priority	Estimated Cost
	Boat Launch		
	<i>Provide Accessible Boarding Space at Launch</i>	Low	\$4,500
	Notes: Launch boarding area has running slope of 7.6% to access. Continuous opening for boarding is 42" w (60" min. req'd). Space is not 60" wide for length of boarding pier. Edge protection is not provided. Federal Guideline: 235.3, 1003.3.2		
	Facility Total:		\$10,800

Petersville



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	84 spaces provided, including 2 designated as accessible. 1 van space and 3 car spaces required.		
	Provide Van Accessible Signage at Van Space	Medium	\$ 150
	Notes: Add sign at space with access aisle on passenger side. Federal Guideline: 502.6		
	Provide 2 Additional Accessible Parking Spaces and Shared Access Aisle	High	\$ 700
	Notes: Stripe min. 8' stalls with 5' aisle. Provide accessible parking signage. Distribute to best serve various uses. Federal Guideline: 208.2, 502.1-4, 502.6		
4-1	Accessible Routes		
	Replace Portion of Asphalt Walk Around Ball fields	Medium	\$5,350
	Notes: Areas of walking trail exceed 2% max. cross slope, 5% running slope, exhibit cracking, standing water, and grass overgrowth or combination of. Federal Guideline: 302.3, 403.2-3		
	Connect Ball field Seating and Dugouts to Nearest Accessible Route (Typical of 3 fields)	Medium	\$1,500
	Notes: These areas are not connected to adjacent trail. Provide accessible route connecting all elements. Cost given for asphalt path. Federal Guideline: 206.2.2, 403		
	Provide Accessible Route to Horseshoe Pits	Medium	\$750
	Notes: Provide accessible route from parking or shelter. Cost given for asphalt path. Federal Guideline: 206.2.2, 403		
	Provide Accessible Route to Play Areas	Medium	\$350
	Notes: Provide accessible route from parking or shelter. Cost given for asphalt path. Federal Guideline: 1008.2		
	Replace Sidewalk Connection to Shelter	Low	\$600
	Notes: Existing walk is 5.6% running slope (5% max). Relocate if needed to achieve slopes. Federal Guideline: 403.3		

Item #	Description	Priority	Estimated Cost
	Seating Areas		
	<i>Provide Accessible Player Seating at Ball fields</i>	Medium	\$1,500
	Notes: Player seating area is lawn and dirt. Provide level wheelchair space in each player seating area (36x48 min. forward approach or 30x60 min. side entry) adjacent to new accessible route. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Seating (4 total)</i>	Low	\$600
	Notes: 1 set of bleachers seating approximately 40 total. 2 wheelchair spaces required at each unit. Provide level 36x48 space with forward approach for each space. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Aisle Seating</i>	Low	\$300
	Notes: Designate 1 seat as accessible and connect to nearest accessible route. Federal Guideline: 221.1, 802.1		
25-1	Playground Equipment		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$10,500
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Dirt and lawn surface is provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Fill Grade at Transfer Platform</i>	Low	\$50
	Notes: Height of transfer platform above existing ground is 20" (18" max). Federal Guideline: 1008.3.1.2		
22-1	Site Furnishings		
	<i>Provide Accessible Picnic Table</i>	Low	\$2,400
	Notes: Provided tables do not have compliant dimensions for depth of knee space. At least 20% are required to be accessible, including connection to accessible route. 6 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		
	<i>Provide Accessible Route to Water Spigot</i>	Low	\$300
	Notes: Water located off shelter pad in lawn area. Connect to accessible route. Federal Guideline: 206.2.2, 403, 804.3, 1011.2.1, 1016.4		
	Facility Total:		\$25,050

Rock Creek



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	<i>Approx. 40 spaces provided in West Lot. 1 space designated as accessible. 1 van space and 1 car space required. Parking location currently serves front of school. Connection to adjacent west play equipment is currently under construction and was not evaluated.</i>		
	<i>Restripe Van Accessible Parking Space</i>	Low	\$ 350
	Notes: Access aisle is 7'-10" wide (8' min. req'd for 8' van space). Restripe. Federal Guideline: 502.3, 502.6		
	<i>Provide One Additional Accessible Parking Space</i>	High	\$ 350
	Notes: Stripe min. 8' stall adjacent to existing aisle. Provide accessible parking signage. Federal Guideline: 208.2, 502.1-4, 502.6		
1-1	<i>Approx. 50 spaces provided in East Lot. 4 spaces designated as accessible. 1 van space and 1 car space required. Parking location currently serves front of school. Consider providing additional accessible parking to better serve park uses.</i>		
	<i>Mill and Overlay and Restripe East Parking Area</i>	Low	\$1,200
	Notes: Spaces exceed 2% max. slopes. Following pavement modification, restripe as existing. Federal Guideline: 208.2, 216.5, 502		
	<i>Reposition Two Signs</i>	Low	\$ 50
	Notes: 2 signs located under 60" min. height. Federal Guideline: 502.6		
4-1	Accessible Routes		
	<i>Replace Top Landing at West Curb Ramp</i>	Low	\$500
	Notes: Landing exceeds 2% max. slope. Federal Guideline: 406.4		
	<i>Replace Portions of Loop Trail</i>	Medium	\$3,500
	Notes: Portions of trail exceed max. cross slope and exhibit drainage issues particularly along east side of property. Federal Guideline: 1008.2		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Route to Sports Fields and Other Recreation Uses from Loop Trail.</i>	Medium	Incl. Above
	Notes: None Provided. Connect dugouts, typ. 3 fields and sideline area of soccer field. Federal Guideline: 206.2.2, 403		
	Ball Fields		
	<i>Provide Accessible Player Seating at Ball Fields</i>	Medium	\$1,800
	Notes: Player seating area is lawn. Gate openings are 35" wide (36" min.) Provide level wheelchair space (36x48 min. forward approach or 30x60 min. side entry) adjacent to new accessible route. Federal Guideline: 221.1, 802.1, R301.3.1, 403.5.1		
22-1	Site Furnishings		
	<i>Provide Accessible Picnic Table</i>	Low	\$2,400
	Notes: Provided tables do not have compliant dimensions for depth of knee space and are sinking in wood chip play area. At least 20% are required to be accessible, including connection to accessible route. 6 provided; 1 required to be accessible. Federal Guideline: 206.2.2, 403, 1011.2, 902, 306.3		
25-1	Playground Equipment		
	<i>Provide Accessible Route within Play Areas at East Playground</i>	Medium	\$18,000
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chip surface is provided and is very uneven. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Note: West Playground area was under construction and was not evaluated.</i>		
	Facility Total:		\$26,200

Wayne



Data collected 4/2016

Exterior			
Item #	Description	Priority	Estimated Cost
	Parking		
1-1	Room for approximately 85 spaces. Markings are nearly worn off. 1 van space and 3 car spaces required. Consider locating two near shelter and field access and two near playground to serve all uses.		
	Provide Van Accessible Parking Space	High	\$ 350
	Notes: Stripe min. 11' stall with 5' aisle or 8' stall with 8' aisle. Provide accessible parking signage, including van tag. Federal Guideline: 502.3, 502.6		
	Provide 3 Accessible Parking Spaces and Access Aisles	High	\$ 1,050
	Notes: Stripe min. 8' stalls with 5' aisles. Aisles may be shared. Provide accessible parking signage. Federal Guideline: 502.3, 502.6		
4-1	Accessible Routes		
	Remove Lawn Overgrowth	Low	\$50
	Notes: Lawn overgrowth present where lot meets sidewalk. Federal Guideline: 303, 403.4		
	Provide Accessible Route to Horseshoe Pits	Medium	\$1,000
	Notes: Provide accessible route from parking. Cost given for asphalt path. Federal Guideline: 206.2.2, 403		
	Provide Accessible Route to Play Areas	Medium	\$200
	Notes: Provide accessible route from parking or shelter. Cost given for asphalt path. Federal Guideline: 1008.2		
	Ball Fields		
	Connect Ball Fields to Adjacent Accessible Route	Medium	\$7,500
	Notes: Dugouts are not on accessible route, typ. all 4 fields Cost given for asphalt path. Federal Guideline: 206.2.2, 403		

Item #	Description	Priority	Estimated Cost
	<i>Provide Accessible Player Seating at South Ball Fields</i>	Medium	\$1,200
	Notes: Extend existing concrete pad at player seating for SE and SW fields to provide level wheelchair space (36x48 min. forward approach or 30x60 min. side entry) adjacent to new accessible route. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Seating</i>	Medium	\$3,600
	Notes: Bleachers for entire complex totals 230 seating capacity (100 at NE, 40 each at SE and SW, 90 at NW). Provide 2 wheelchair spaces each at SE and SW fields and 4 spaces each at NE and NW fields. Provide level 36x48 space with forward approach for each space. Connect to new accessible route. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Aisle Seating</i>	Low	\$300
	Notes: Designate 1 seat as accessible at each field and connect to new accessible route. Federal Guideline: 221.1, 802.1		
	<i>Eliminate Protruding Objects at Dugouts</i>	Low	\$800
	Notes: Roof of dugouts angle from 77" up. (4" max. between 27" and 80" high) Add upright to limit protrusion but maintaining 32" min. clear entry width. Federal Guideline: 307.2		
25-1	Playground Equipment		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$7,250
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood chip surface is provided and is very uneven. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Fill Grade at Transfer Platform</i>	Low	\$50
	Notes: Height of transfer platform above existing ground is 22" (18" max). Federal Guideline: 1008.3.1.2		
22-1	Site Furnishings		
	<i>Provide Accessible Route to Water Spigot</i>	Low	\$500
	Notes: Water located off shelter pad in lawn area. Connect to accessible route. Federal Guideline: 206.2.2, 403, 804.3, 1011.2.1, 1016.4		
36-1	Shelter		
	<i>Provide Accessible Outlet</i>	Low	\$110
	Notes: Located on overhead beams. Provide mounted power strip within 15"-48" reach range. Federal Guideline: 205.1, 308.2, 308.3		

Item #	Description	Priority	Estimated Cost
	<i>Eliminate Protruding Object</i>	Low	\$50
	Notes: Beams of roof at 78 1/2" clear. Consider adding signage to warn users until such time as shelter warrants replacement. (In other clear height situations, items such as door stops are allowed within 78") Federal Guideline: 307.2		
	Facility Total:		\$22,610

Appendix B

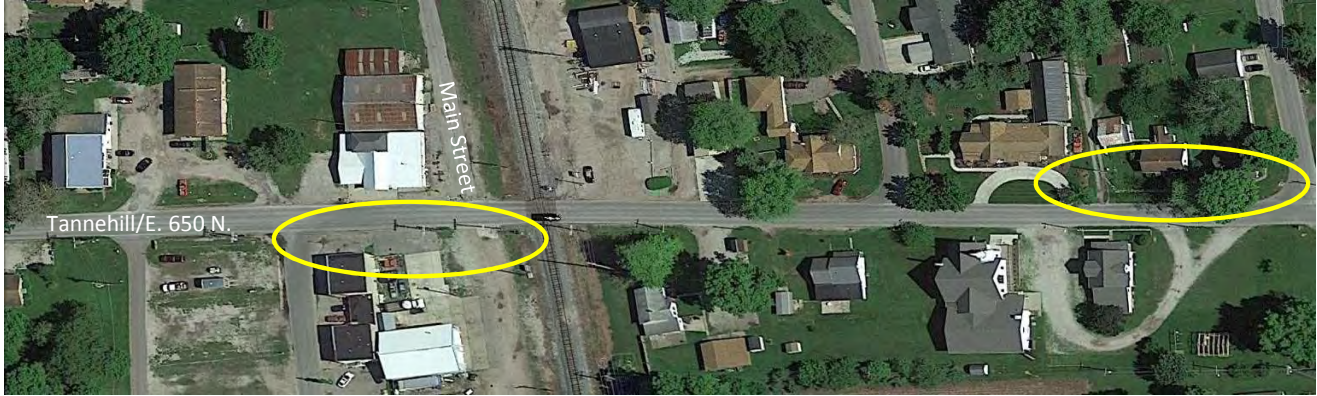
Bartholomew County Pedestrian Facilities within the Public Right-of-Way

Right-Of-Way Facilities



Bull Run

Cattle Run



Taylorsville



Bonnell Road

Right-Of-Way Facilities



Harvest Meadows

Right-Of-Way Curb Ramp Summary

Data Collected 4/2016

Description	Priority	Est. Cost
Bull Run		
Southwest Corner Of Bull Run cul-de-sac	Low Priority	1500
Cattle Drive		
Sidewalks deadend - Connect to street if crossing desired.	Low Priority	2000
Bonnell		
Northwest Corner Of Bonnell and north Ridge driveway	Low Priority	1000
Southwest Corner Of Bonnell and north Ridge driveway	Low Priority	1000
Northwest Corner Of Bonnell and south Ridge driveway	Low Priority	1000
Southwest Corner Of Bonnell and south Ridge driveway	Low Priority	500
Harvest Meadows Subdivision		
Southwest Corner Of Fiesbeck and Harvest Ln	Low Priority	1000
Southeast Corner Of Fiesbeck and Harvest Ln.	Low Priority	1000
Northeast Corner Of Harvest Ct. and Harvest Ln.	Low Priority	500
Southeast Corner Of Harvest Ct. and Harvest Ln.	Low Priority	500
Northeast Corner Of Harvest Ln. and Autumn Ln.	Low Priority	500
Northwest Corner Of Autumn Ln. and Burbrink	Medium Priority	2700
Southwest Corner Of Fiesbeck and Burbrink	Low Priority	1000
Southeast Corner Of Fiesbeck and Burbrink	Low Priority	1500
Northeast Corner Of Burbrink and Sunset Ct.	Low Priority	1000
Sunset Ct. and Burbrink	Low Priority	500
Southwest Corner Of Burbrink and Autumn Ln.	Low Priority	500
South ramp at Harvest Ln. and Autumn Ln.	Medium Priority	2700
Northwest Corner Of Harvest Ln. and Autumn Ln.	High Priority	2700
Taylorsville		
South side, 650 N, Main to Tecumseh (Both Ends)	Low Priority	2000
North side, Tannehill, Walnut to alley (Both Ends)	Low Priority	2000

Subtotal Low Priority	\$	19,000
Subtotal Medium Priority	\$	5,400
Subtotal High Priority	\$	2,700
Estimated Total Curb Ramps	\$	27,100

Right-Of-Way Sidewalks Summary

Data Collected 4/2016

Description	Priority	Est. Cost
Bull Run		
North side, Bull Run, cul-de-sac to cul-de-sac	Low Priority	\$ 3,720
South side, Bull Run, west cul-de-sac	Low Priority	\$ 2,280
West side, Bullrun	Low Priority	\$ 5,400
East side, Bull Run	Low Priority	\$ 480
Cattle Drive		
East/North sides of Cattle Dr.	Low Priority	\$ 720
South/West sides of Cattle Dr.	Low Priority	\$ 7,320
Bonnell		
West side, Bonnell, north Ridge driveway to end of walk	Low Priority	\$ 3,780
West side, Bonnell, between Ridge driveways	Low Priority	\$ 7,200
West side, Bonnell, 25th to south ridge driveway	Low Priority	\$ 1,800
Harvest Meadows Subdivision		
East side, Harvest Ln, Fiesbeck to Harvest Ct.	Low Priority	\$ 720
Harvest Court, all sides	Low Priority	\$ 4,680
East side, Harvest Ln, Harvest Ct. to Autumn Ln.	Low Priority	\$ 480
North side, Autumn Ln., Harvest Ln. to Burbrink Dr.	Medium Priority	\$ 1,440
West side, Burbrink Dr., south of Autumn Ln. to Fiesbeck Dr.	Low Priority	\$ 1,920
East side, Burbrink Dr., Fiesbeck to south of Autumn Ln.	Low Priority	\$ 6,000
Sunset Court, all sides	Low Priority	\$ 30,240
South side, Autumn Ln., Burbrink to past Harvest Ln.	Medium Priority	\$ 1,920
West side, Harvest Ln., Fiesbeck to Autumn Ln.	Low Priority	\$ 1,800
Taylorsville		
South side, 650 N, Main to Tecumseh	Low Priority	\$ 2,280
North side, Tannehill, Walnut to alley	Low Priority	\$ 3,480

Total Low Priority	\$	84,300
Total Medium Priority	\$	3,360
Total High Priority	\$	-
Total Improvements Cost	\$	87,660

Appendix C

County Department Questionnaire

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



Bartholomew County, Indiana

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

A. Verify the list of County Departments and provide address of each. Provide a short description of the primary duties of each department and copies of any payments, publications, applications, forms, etc. that are used for each (electronic preferred).

- Assessor –
- Auditor –
- Clerk –
- County Commissioners –
- County Council –
- EMA –
- Sheriff's Department/Jail–
- Community Corrections/Probation –
- County Highway Department –
- County Engineer –
- Extension –
- Solid Waste –
- Department of Public Health –
- Family and Children Services –
- Prosecutor

- Recorder -
- Surveyor –
- Treasurer -
- Veterans Administration –
- Other (specify)

- B. List all appointed boards and commissions and when and where they meet.
- C. Do all meeting rooms that hold public meetings have an audio system (microphones and speakers)? Do they have any assistive listening devices for the hearing impaired? If so, how many and what type.
- D. Is there a poster for “Equal Opportunity is the Law” that describes the requirements of Title VII of the Civil Rights Act located somewhere in County buildings? If so, where (include all locations).
- E. How are public meetings (especially County Commission and County Council) publicized? Are agendas posted in County Courthouse and on the web site? Do the agendas have an ADA statement of accommodation on them? Provide a typical copy of a recent agenda for all public meetings.
- F. Please provide DLZ with a copy (electronic preferred) of the County’s Personnel Policy Manual and Application for Employment (if not available on the web site).
- G. To date, has the County appointed an ADA Coordinator? If so provide information on the date, copies of resolutions/ordinances, etc.
- H. To date, has the County published a Non-Discrimination Notice, adopted the ADA standards, published a Grievance Procedure, and/or developed a Grievance Form? Include copies of any documentation, resolutions, etc.

- I. Are you aware of any formal training of non-police personnel related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
- J. Are you aware of any instances where County staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
- K. Do you allow any community groups, etc. to use County facilities for meetings, picnics, etc.? If so, provide a copy of any lease agreements.
- L. Please list any special events that the County sponsors or participates in some way (parades, carnivals, flea markets, etc.). Include location of events, duration, etc. and any documentation you can so we can understand what happens for each.
- M. Are emergency procedures in place at County facilities for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for each building? Please identify.
- N. Has the County ever been asked to provide special accommodation for printed materials? If so what was requested and provided? Yes to other languages, and in Braille.
- O. Do any County facilities have Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss? Relay service??
- P. Who is the website developer for the County? How often is it updated? Who is the contact person to discuss the website with (name and phone number/e-mail)? (<http://www.bartholomew.in.gov>)
- Q. Who at the County is the "Human Resources" person? Name and contact information is needed.
- R. Does the County own all the buildings that provide services to the public? Does the County lease any buildings to someone else for their use? If yes for either, provide detail about the address, owner, and functions provided there.

- S. Please provide a copy of the CEMP and other documents from EMA? Provide name and contact info for person at EMA that can answer questions if needed.

- T. Have all polling places been reviewed for accessibility by the Clerk? Provide a copy of all inspection reports/records for polling places.

- U. Indiana Code 5-2-1-9(g) requires all police officers to undergo annual training how to interact with people with mental illness, addictive disorders, mental retardation (intellectual disability), autism, and developmental disabilities. Have all officers completed this training? If so, when was the last training sessions held. Has anyone at the PD had any other formal training on interacting with persons with disabilities?

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

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



Bartholomew County, Indiana

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

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

A. Public Meetings:

- a. Do any meeting rooms where your department holds public meetings have an audio system (microphones and speakers)? Do they have any assistive listening devices for the hearing impaired? If so, how many and what type.
- b. Are meetings televised or provided in audio format? If so, what accommodations have been made for hearing impaired?
- c. How are your department's public meetings publicized? Where and when are agendas posted? Do the agendas have an ADA statement of accommodation on them? Provide a typical copy of a recent agenda.

B. Accommodations:

- a. Are you aware of any instances where your staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
- b. Has your department ever been asked to provide special accommodation for printed materials? If so what was requested and provided?
- c. Do you use Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss?

C. Special Events:

- a. Do you allow any community groups, etc. to use your department's facilities for meetings, picnics, etc.? Are any special provisions made related to accessibility?
 - b. Please list any special events that your department sponsors or participates in some way (parades, carnivals, flea markets, etc.). Include location of events, duration, etc. and any documentation you can so we can understand what happens for each.
- D. Are emergency procedures in place in your department for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for your building? Please identify.
- E. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
- F. Are there any specific suggestions or thoughts anyone at the County has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful?

Appendix D

Public Outreach

NOTICE OF PUBLIC
COMMENT PERIOD

Notice is hereby given that Bartholomew County is conducting a self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The County is soliciting public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of County facilities or programs exist or are perceived to exist. This will be an opportunity to provide suggestions and comments on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan.

Public comments may be dropped off in writing or mailed to Debbie Londeree, ADA Coordinator (440 3rd Street, Suite 101, Columbus, IN 47201) during normal business hours or provided via email to dlonderee@bartholomew.in.gov. Comments will be accepted until 4pm Friday, June 10, 2016.

Bartholomew County complies with the Americans with Disabilities Act. Upon request, the County will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public input. Requests including your name, mailing address, phone number and brief description of the requested accommodation may be submitted at least three (3) business days prior to the close of the comment period to Debbie Londeree, ADA Coordinator (440 3rd Street, Suite 101, Columbus, IN 47201 812-379-1515)

R: 5/18 31890385 hspaxlp

Information contained in public notice was also sent via US Mail to the following local, county, and state advocacy groups:

AccessABILITY CIL

5302 East Washington Street
Indianapolis, Indiana 46219

ADA-Indiana, c/o Indiana Institute on Disability and Community

2853 E. 10th Street
Bloomington, Indiana 47409-2696

Indiana Governor's Council for People with Disabilities

Indiana Government Center South, Room E145
Indianapolis, Indiana 46204

Indiana Council on Independent Living

402 W. Washington St. Room W453
P.O. Box 7083
Indianapolis, Indiana 46207-7083

Southern Indiana Center for Independent Living

PO Box 308
Mitchell, Indiana 47446

The ARC of Bartholomew County

2060 Doctors Park Drive
Columbus, Indiana 47203

LIFE*Designs*

200 East Winslow Road
Bloomington, IN 47401

THE REPUBLIC

333 2nd Street, Columbus IN 47201

FED I.D. #32-0472774

Prescribed by State Board of Accounts

General Form No. 99P (Rev. 2009A)

Attn: SARA HICKS
Name: DLZ INDIANA LLC
Address: 157 E MARYLAND ST
City State: INDIANAPOLIS IN 46204
(Government Unit)
County: Bartholomew
Acct. # C11145628
Order # 31905083

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines

Head -- number of lines

number of lines

number of lines

number of lines in notice

110

NOTICE OF AVAILABILITY OF ADA SELF-EVALUATION AND TRANSITION PLAN

Notice is hereby given that Bartholomew County is conducting a self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

STATEMENT OF CHARGES

1 columns wide equals 110 equivalent lines at \$ 0.3130
Charges per line \$
Additional charges for notices containing rule or tabular work (50 per cent above amount) \$
For extra proofs of publication (\$1.00 for each proof in excess of two) \$ 34.43

Copies of the draft Self-Evaluation and Transition Plan will be available for public review at the following locations between July 29 and August 19.

County Commissioners Office (440 Third Street) Bartholomew County Public Library, Columbus Branch, Circulation Desk (536 Fifth Street)

Public comments may be dropped off in writing or mailed to Debbie Londeree, ADA Coordinator (440 3rd Street, Suite 101, Columbus, IN 47201) during normal business hours or provided via email to dlonderee@bartholome.w.in.gov. Comments will be accepted until 4pm Friday, August 19.

In addition, the County has scheduled a meeting to solicit public input and comment on the Transition Plan, and will consist of a short presentation to provide information on the Transition Plan, followed by open discussion and interaction with attendees. This will be an opportunity for the community to ask questions as well as pro-

vide suggestions and comments on the draft Plan. All comments will be reviewed, considered and included in the appendix of the document. The meeting will be part of the regularly scheduled County Commissioners meeting held on Monday, August 15, 2016 at 10:00am in the Commissioner's Chambers at 440 3rd Street, Columbus, IN 47201.

Bartholomew County complies with the Americans with Disabilities Act. Upon request, the County will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public input. Requests including your name, mailing address, phone number and brief description of the requested accommodation may be submitted at least three (3) business days prior to the close of the comment period to Debbie Londeree, ADA Coordinator (440 3rd Street, Suite 101, Columbus, IN 47201 812-379-1515).

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I hereby certify that the foregoing account is legally due, after allowing all just credits, and that no part of the same

attached hereto is a true copy, of the same column width and type size, 1 times. The dates of publication being as follows:

7/28/16

below is true and correct:

Web site.

and this public notice was posted on the same day as it was published in

but due to technical problem or error, public notice was posted on

but refuses to post the public notice.

Vicki Fields

Title.....Legal Advertising Clerk



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

PUBLIC MEETING MINUTES

MEETING DATE: August 15, 2016

WRITTEN BY: Sara Hicks

MEETING LOCATION: Government Office Building, Commissioners Chambers, 440 Third St., Columbus

PURPOSE OF MEETING: Public Meeting for ADA Self Evaluation and Transition Plan Project

ATTENDEES: Commissioner Larry Kleinhenz Commissioner Carl Leinhoop
Barbara Hickman (County Auditor) Tina Jeffries (Asst. County Administrator)
J. Grant Tucker (Attorney) Sara Hicks (DLZ)
Also see Attached Sign-In Sheet

1. During the regularly scheduled Commissioners meeting, Commissioner Lienhoop introduced the project and opened the floor for DLZ's presentation on the project.
2. DLZ presented an abbreviated summary of the Self-Evaluation and Transition Plan (SETP) purpose, process, and findings. (See attached presentation slides.)
3. Floor was opened for questions and comments from the Commissioners and the general public. All comments will be considered and included in the final SETP.
4. Comments and questions:
 - a. Commissioners inquired as to how Federal Highway Administration (FHWA) is following up on plan implementation.
 - a.i. DLZ: To the best of our knowledge, follow-up is limited. Their partnership with INDOT has involved some leg work into the completeness of the plans upon adoption, but no indications have been given of process for further oversight. It is our opinion that the county's investment in the SETP and the benefit to the citizens is best served by yearly review and summary of corrective work and accommodations to date. The SETP should be treated as a living document.
 - b. Where is the full plan available? Will the plan be available after the review period?
 - b.i. The full plan is currently available for review at the Commissioner's Office via the ADA Coordinator and at the circulation desk of the Columbus branch of the Bartholomew County Public Library.
 - b.ii. Ms. Hickman added that the plan will be added to the County website as well when it

is finalized.

- c. Does the report include any information on opportunities for grants to complete accessibility improvements?
 - c.i. DLZ: Section 8 of the SETP includes a number of resources for the County in terms of guideline reference, training opportunities, technology providers, and advocacy groups. Potential grant programs will be added to this section. Additionally, a large number of the grant programs being funded (particularly in relation to sidewalks and curb ramps) are administered by INDOT and/or FHWA.
- d. Commissioner Lienhoop noted that significant improvements were made in the last few years to the Courthouse entrances and restrooms at the direction of attorney Greg Fehribach to increase accessibility at the County's most heavily trafficked building.

5. Additional Notes:

- a. The Powerpoint presentation to accompany today's public meeting will be included in the final SETP document in the Public Outreach Appendices.
- b. Public comments may be dropped off in writing or mailed to Tina Jeffries, ADA Coordinator (440 3rd Street, Suite 101, Columbus, IN 47201) during normal business hours or provided via email to commissioners@bartholomew.in.gov Comments will be accepted until 4pm Friday, August 19.

DLZ INDIANA, LLC



Sara Hicks, PLA, LEED AP, CPESC-IT

shicks@dlz.com

Cc: Those in attendance, file

Attachments: Sign-In Sheet, PowerPoint Presentation, Commissioners Agenda

MEETING SIGN-IN SHEET

	NAME	EMAIL	ORGANIZATION (IF APPLICABLE)
			BCHD
1.	Amanda Organist	amanda.organist@bartholomew.in.gov	
2.	MIKE LOVELACE	S.LOVELACE@SBCGLOBAL.NET	
3.	Melvin J. Becker	MELVIN.BECKER@CONCRETE.NET	
4.	Brad Woodcock	woodcock4545@gmail.com	
5.	Roger DeVore	gatorrog@comcast.net	JSE
6.	Charlie Day	cday@dlz.com	DLZ
7.	Lynne Fleming	lyfleming@stoglobal.net	
8.	Allie Keen	akeen@columbus.in.gov	City of Col.
9.	BILL LENTZ	BSAPLENTZ@NETZERO.COM	
10.	Ken Muett	2635 WOODS Franklin	BE&S
11.	ED REUTER	ereuter@bartholomew.in.gov	ESU
12.	Laura DeDomenic	ldedomenic@gmail.com	County Council
13.	ROBIN HILBER	rhilber@columbus.in.gov	CITY OF COLUMBUS
14.			
15.			
16.			
17.			
18.			

**BARTHOLOMEW COUNTY
COMMISSIONERS' AGENDA
AUGUST 15, 2016**

10:00 INVOCATION AND PLEDGE – COMMISSIONER

**PRESENTATION ON COUNTY ADA SELF-EVALUATION AND TRANSITION
PLAN AND PUBLIC COMMENT**

**APPROVAL OF MINUTES
APPROVAL OF PAYROLL**

**WEEKLY REPORTS:
NEW PERMITS
COUNTY HIGHWAY – DANNY HOLLANDER, COUNTY ENGINEER**

**PLANNING DEPARTMENT – SECOND READING - CONSIDERATION OF AN
ORDINANCE VACATING PUBLIC RIGHT OF WAY – CLIFTY STREET ALLEY
VACATION: B/VAC-16-02**

**MI/P-16-06 – RIGHT-OF-WAY DEDICATION – YOUNG’S WOLF CREEK ROAD
MINOR SUBDIVISION**

**CONSIDERATION OF A RESOLUTION ASSIGNING TAX SALE CERTIFICATE
TO THE CITY OF COLUMBUS – 1510 PEARL STREET**

**CONSIDERATION OF A RESOLUTION ASSIGNING TAX SALE CERTIFICATE
TO THE CITY OF COLUMBUS – 834 WERNER STREET**

**CONSIDERATION OF A STANDARD MAINTENANCE CONTRACT WITH
EMERSON NETWORK POWER, LIEBERT SERVICES**

CONSIDERATION OF AN AGREEMENT WITH REEDY FINANCIAL GROUP

**PROPOSAL – PUBLIC HEALTH – BATTERY BACKUP SYSTEM &
CONSIDERATION OF AN AGREEMENT WITH WHITE RIVER
BROADCASTING COMPANY**

MISCELLANEOUS

**COUNTY GOVERNMENTAL OFFICE BUILDING
IS WHEELCHAIR ACCESSIBLE
PLEASE CALL 379-1510 FOR ADDITIONAL ACCOMMODATIONS
BY AUGUST 12, 2016**

**THE BARTHOLOMEW COUNTY GOVERNMENT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE
AND DISABILITY STATUS IN EMPLOYMENT OR THE PROVISION OF
SERVICES.**

Bartholomew County ADA Self- Evaluation & Transition Plan Summary

August 15, 2016



The Americans with Disabilities Act (ADA)

- ▶ Enacted in 1990
 - Companion to Civil Rights Act of 1964 (Title VII) regulations (can't discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), or genetic information).
 - Companion to Section 504 of Rehabilitation Act of 1973
- ▶ Mandates that disabled individuals shall not be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity.
- ▶ Provides disabled employees with additional protections beyond Title VII of the Civil Rights Act of 1964
- ▶ Bartholomew County is a Title II (Public Services) entity.



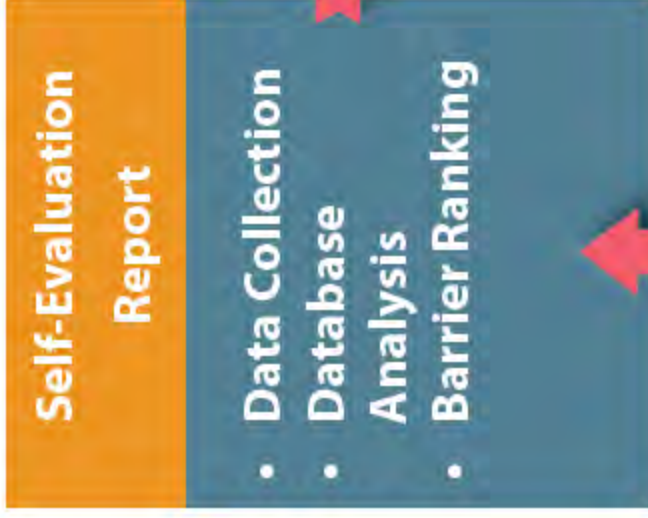
The Americans with Disabilities Act (ADA)

- Accessibility can be achieved several ways
 - Relocate a program or activity to an accessible facility
 - Provide the activity, service, or benefit in another manner that meets ADA requirements
 - Make modifications to the building or facility to provide accessibility
- ADA does NOT require modifications to buildings or facilities if accessibility can be achieved in another manner
- ADA standards do not apply if they would fundamentally alter the nature of a program, service or activity, or would impose an undue burden

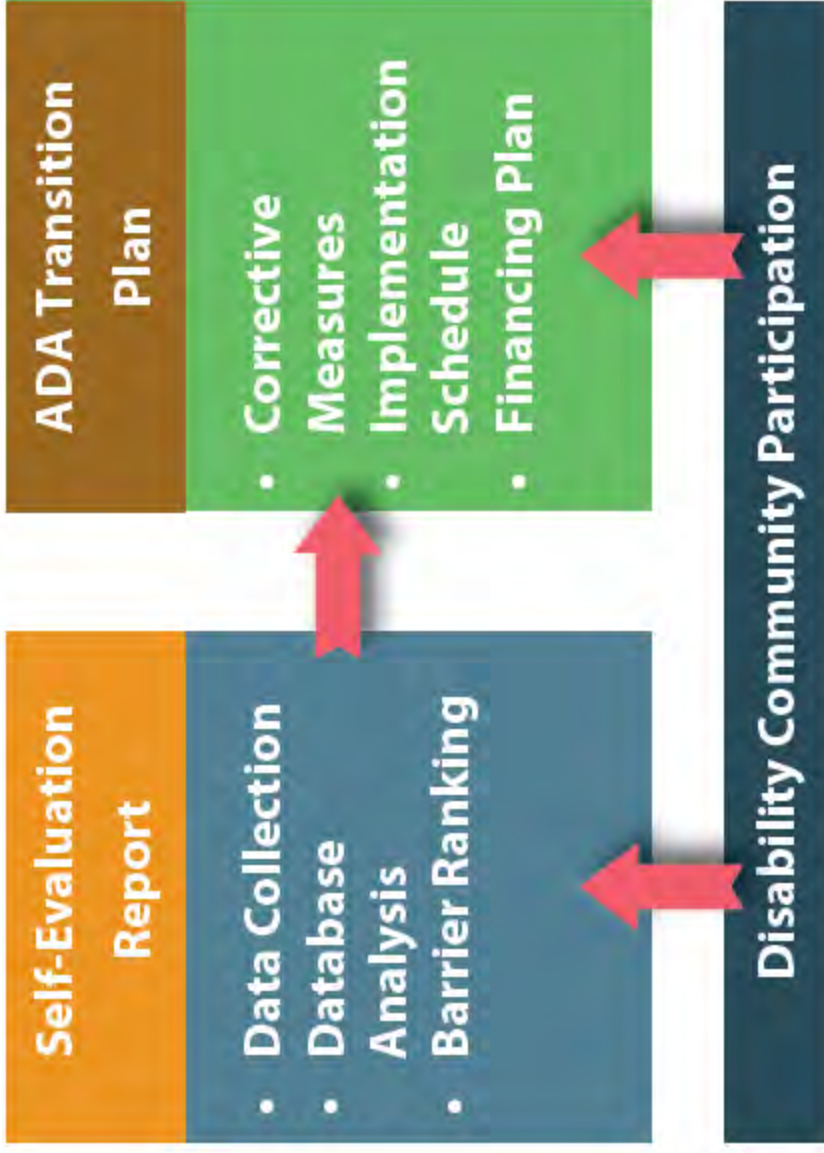


Self-Evaluation and Transition Plan: Title II State and Local Governments

28 CFR 35.105



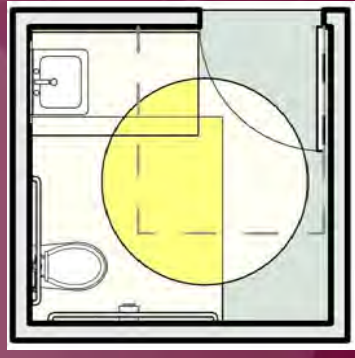
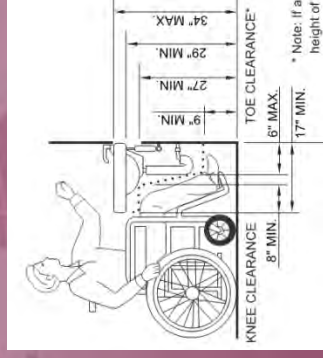
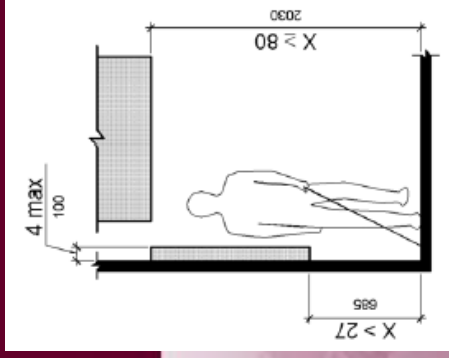
28 CFR 35.150(d)(3)



Self-Evaluation

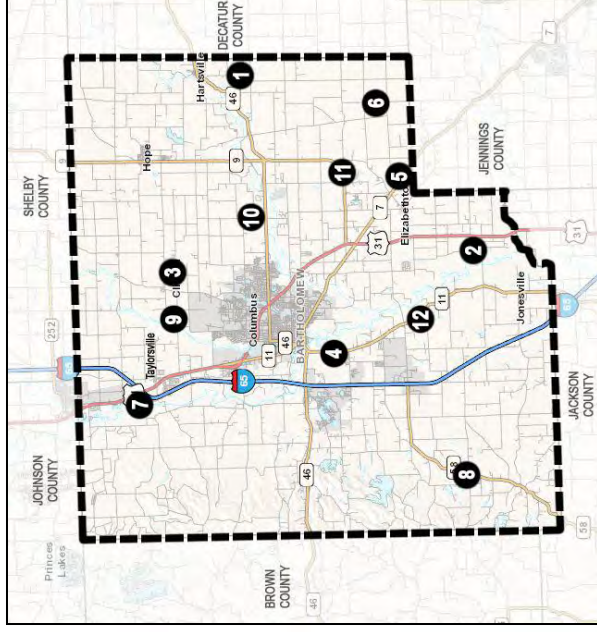
- Review of County Facilities
 - Parking
 - Pedestrian Access Route (PAR) to building
 - Architectural features including, but not limited to:

- Doors/Entries
- Elevators and Stairs
- Service counters & work surfaces
- Signage
- Fire Alarms
- Drinking Fountains
- Telephones
- Maneuvering space
- Protruding Objects
- Reach ranges for light switches, outlets, shelving, etc.
- Restroom stalls, sinks, showers, etc



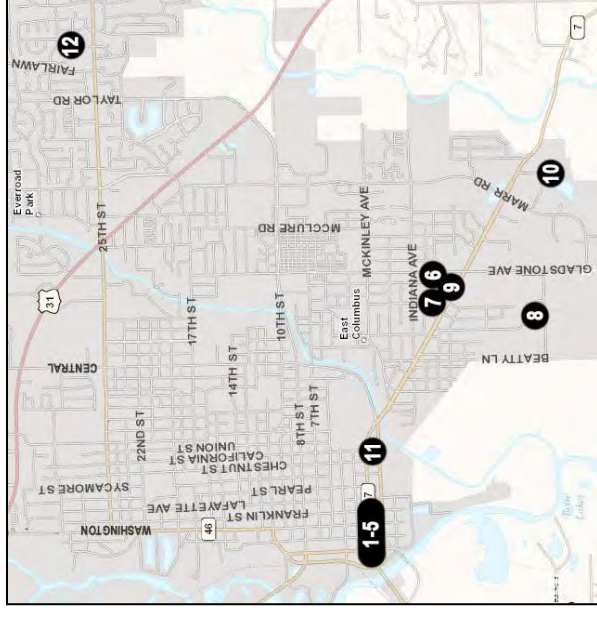
County Facilities

DLZ performed a self-evaluation of the following facilities:



County Parks Facilities (Figure 2)

1. Anderson Falls
2. Azalia
3. Clifford
4. Dunn Stadium
5. Elizabethtown
6. Grammer
7. Heflen
8. Mt. Healthy
9. Owens Bend
10. Petersville
11. Rock Creek
12. Wayne



County Facilities (Figure 3)

1. Courthouse
2. Court Services Building
3. Government Office Building
4. Sheriff/Jail
5. Community Corrections
6. Youth Services Center
7. Emergency Operations Center
8. Recycling Center
9. County Garage
10. Purdue Extension Office
11. Soil and Water Conservation
12. Foxpointe Suites B&C (Health Department)

Findings: County Facilities

- **Common Findings At County Facilities**
 - Barrier free parking exceed slopes, lack signage, too narrow
 - Non-compliant curb ramps, sidewalks over allowable slopes
 - Non-compliant drinking fountains
 - Wall signage is not present or does not provide adequate raised text and Braille.
 - Door exhibit non-compliances such as excessive operating effort and closing speed, door hardware and maneuvering spaces.
 - Restrooms present minor deviations in stall dimensions, mounting locations of dispensers, coat hooks and grab bars, and lack of stall door handles.
 - Protruding objects include fire extinguishers, AED, and edges of counters.
 - Operable parts on electrical components and outlets over allowable heights.
 - Accessible service counters are not provided.

(See Full Report for specific items by facility)



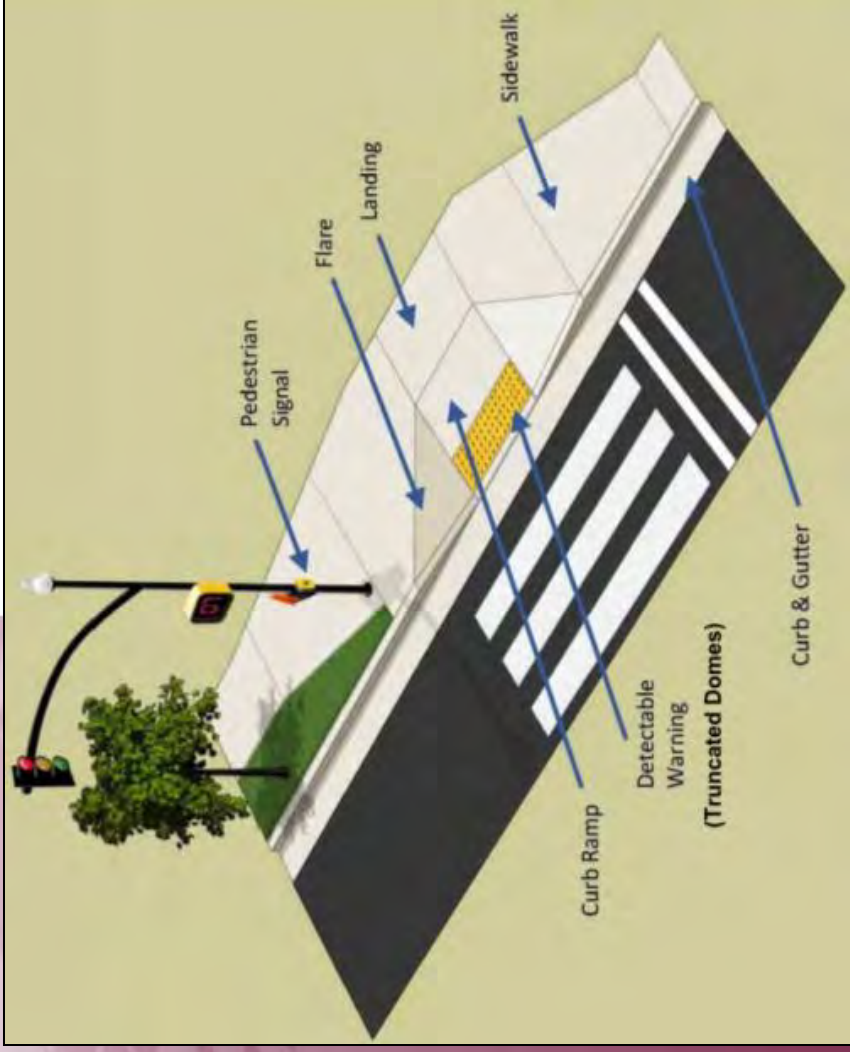
Findings: County Parks Facilities

- **Common Findings At County Parks**
 - Accessible parking, curb ramps, and sidewalks exhibit slope deviations.
 - Accessible parking not provided.
 - Accessible routes are not provided to all amenities.
 - Site furnishings do not meet dimensional requirements, connection to accessible routes, or required adjacent clear spaces.
 - Accessible routes within play areas are not provided.
 - Drinking fountains do not serve both wheelchair users and standing persons.
 - Several ball fields lack accessible seating and connections to accessible routes.
 - Restrooms lack wall signage, have inadequate clear width at toilet, insufficient knee space at sink, incorrect mirror and dispenser placement, and grab bar non-compliances.
 - Trails exceed cross slope, running slope and/or exhibit drainage concerns.

(See Full Report for specific items by facility)



ROW Self-Evaluation



Review of County ROW Facilities

(does NOT include INDOT or Incorporated City/Town ROW)

- Curb Ramps and Blended Transitions
- Sidewalks

ROW Facilities Not Present in County ROW

- Street furnishings
- Parking – (marked and/or metered)
- Accessible Pedestrian Signals
- Transit Stops and Shelters

Findings: County Right-Of-Way



- **Sidewalks**
 - Mainly Low Priority cross slopes (over 2%)
 - Limited areas of running slope exceeding max. 5% (or steeper adjacent roadway grade)
 - Surface level changes of varying degrees



- **Curb Ramps & Blended Transitions**

- Lack of turning space or ramp landing
- Excessive slope on landings
- Excessive running slope
- Lack of detectable warning
- Level changes at gutter

(See Full Report for specific items by location)



Prioritization

- **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?

Prioritization

HIGH PRIORITY –

- **Prohibit** access for disabled persons, make access extremely troublesome, or present safety hazards to all users
- Likely do not have acceptable alternative routes or treatments to overcome the barrier

MEDIUM PRIORITY

- **Partially prohibit** access or make access quite difficult for disabled persons
- Typically these barriers are obstacles to amenities such as secondary entry points, light switches, vending machines, and drinking fountains.

LOW PRIORITY

- **Typically do not limit access** to facilities or services for disabled persons.
- Typically, alternative routes or treatments are available or assistance can be provided to overcome the barrier.
- Closely evaluate the cost implications vs. increase in accessibility in regards to corrections to these highly usable areas, specifically for sidewalks where otherwise in excellent condition.



Estimated Cost Summary

BARTHOLOMEW COUNTY - ADA SELF EVALUATION STUDY AND TRANSITION PLAN						
FACILITY SUMMARY						
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Site Cost	Total Site Cost
Courthouse 234 Washington Street	County Owned	\$26,065	\$23,260	\$12,050	\$61,375	\$61,375
Court Services Building 507 Third Street	County Owned	\$6,305	\$2,100	\$100	\$8,505	\$8,505
Government Office Building 440 Third Street	County Owned	\$13,420	\$19,150	\$9,900	\$42,470	\$42,470
Sheriff/Jail 543 Second Street	County Owned	\$12,940	\$4,300	\$0	\$17,240	\$17,240
Community Corrections 540 First Street	County Owned	\$4,120	\$7,550	\$1,600	\$13,270	\$13,270
Youth Services Center 2350 Illinois Street	County Owned	\$6,915	\$7,685	\$300	\$14,900	\$14,900
Emergency Operations Center 131 Cherry Street	County Owned	\$410	\$1,700	\$100	\$2,210	\$2,210
Recycling Center 720 Mapleton	County Owned	\$13,130	\$0	\$0	\$13,130	\$13,130
County Highway Garage 2452 State Street	County Owned	\$5,450	\$0	\$0	\$5,450	\$5,450
Purdue Extension Office 965 Repp Drive	County Owned	\$5,880	\$9,150	\$1,300	\$16,330	\$16,330
Soil and Water Conservation District 1040 Second Street	County Owned	\$2,920	\$2,365	\$5,000	\$10,285	\$10,285
Foxpoint Suites B&C (Health Dept) 2675 Foxpointe	County Owned	\$5,335	\$4,650	\$2,585	\$12,570	\$12,570
TOTALS		Low Priority \$102,890	Medium Priority \$81,910	High Priority \$32,935	Total Cost \$217,735	Total Cost \$217,735



Estimated Cost Summary

BARTHOLOMEW COUNTY - ADA SELF EVALUATION STUDY AND TRANSITION PLAN						
PARKS FACILITY SUMMARY						
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Site Cost	Total Site Cost
Anderson Falls CR 1140 E off State Road 46	County Owned	\$300	\$6,800	\$0	\$7,100	\$7,100
Azalia Main St., Azalia	County Owned	\$9,000	\$12,500	\$350	\$21,850	\$21,850
Clifford Alumni Park CR 550 N and 350 E	County Owned	\$5,200	\$14,400	\$2,500	\$22,100	\$22,100
Dunn Stadium State Road 11 & Spears St., Columbus	County Owned	\$11,435	\$23,210	\$3,850	\$38,495	\$38,495
Elizabethtown S 525 E	County Owned	\$2,300	\$8,500	\$1,350	\$12,150	\$12,150
Grammer Park CR 1000 E and E 360 S	County Owned	\$2,900	\$9,050	\$350	\$12,300	\$12,300
Heflen 4323 W 700 N, Edinburgh	County Owned	\$23,340	\$17,550	\$21,185	\$62,075	\$62,075
Mt. Healthy 12150 S State Road 58, Columbus	Shared	\$17,300	\$26,200	\$700	\$44,200	\$44,200
Owen's Bend N 25 E, South of E 550 N	County Owned	\$8,900	\$1,200	\$700	\$10,800	\$10,800
Petersville CR 550 E & 25th St.	County Owned	\$4,250	\$20,100	\$700	\$25,050	\$25,050
Rock Creek 13000 E 200 S, Columbus	Shared	\$2,900	\$23,300	\$0	\$26,200	\$26,200
Wayne CR 550 S & State Road 11	County Owned	\$1,860	\$20,750	\$0	\$22,610	\$22,610
TOTALS		\$89,685	\$183,560	\$31,685	Total Cost	\$304,930

All cost estimates for Bartholomew County facilities are based on a single unified bid with 2016 estimated costs. Bidding in a different manner or different time period will require adjustments to the probable project costs. All items indicated as 'TBD' require further evaluation for feasibility due to historical, topographical or structural concerns.



Estimated Cost Summary

Right-Of-Way Sidewalks Summary

Total Low Priority	\$	84,300
Total Medium Priority	\$	3,360
Total High Priority	\$	-
Total Improvements Cost	\$	87,660

Right-Of-Way Curb Ramp Summary

Subtotal Low Priority	\$	19,000
Subtotal Medium Priority	\$	5,400
Subtotal High Priority	\$	2,700
Estimated Total Curb Ramps	\$	27,100



Implementation

PROJECTED COUNTY COMMITMENTS

- Estimated 20 year timetable for Facilities
 - Approximately \$26,000 annually
- Implementation
 - Barriers addressed in order of priority
 - Schedule for implementation on a yearly basis
 - Delay architectural changes as needed if equal accommodation can be provided.
 - Implement immediate low cost, programmatic changes where possible.
 - Within the Public ROW, the County has committed to replacing the medium and high priority items (\$11,460), while addressing the Low Priority items as dictated by receipt of complaints or concerns by the public or as allowed by funding availability.



County Programs/Policies

Self-Evaluation of County programs included 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 County 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



Findings: Programs/Policies

The County meets many of the requirements for accessibility in their programs and services. However, room for improvement was seen in the following areas:

- Standard non-discrimination notice printed on publications / Notice of available accommodations
- Staff training (ADA requirements, interaction with people with disabilities, equal accommodation alternatives, etc)
- Improve telecommunication with hearing impaired
- Develop ordinances regarding ROW construction and maintenance
- Develop a signage strategy and standards for all facilities
- Continue polling place evaluations on regular basis



Tasks Remaining

- **Provide Public Participation and Comment Period for Transition Plan (Ends August 19, 2016)**
- **Adoption of Transition Plan by County** (anticipated at next regular meeting)
- **Regular reviews and updates done as required**
 - Recommended to document corrective actions and removal of barriers in an annual summary
 - Document changes to ADA and other guidance that may require a review of facilities/programs
 - Maintain documentation of all activities, grievances, etc. as required by law

Discussion & Questions

- To provide additional comment, request reasonable accommodations, or to resolve future concerns, contact the ADA Coordinator:

Ms. Tina Jeffries

**Phone:
(812) 379-1515**

**Email:
commissioners@bartholomewco.in.gov**



Appendix E

Forms and Notices

County of Bartholomew, Indiana
AMERICANS WITH DISABILITIES ACT
Accessibility Plan
SECTION I
OBJECTIVES
GRIEVANCE PROCEDURE

A. COUNTY OBJECTIVES

The County of Bartholomew, Indiana is dedicated to the following objectives:

1. To provide all members of the county access to all public facilities within the jurisdiction of the county.
2. To be an advocate to encourage access to existing private facilities in the county.
3. To change existing county ordinances, rules, policies and regulations of the county which are not consistent with the American's with Disabilities Act.
4. To provide accomodations that are readily achievable for persons that are physically or mentally challenged.

AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE FOR BARTHOLOMEW COUNTY GOVERNMENT

Any individual who believes that he or she is discriminated against by regulations of the Americans With Disabilities Act may file a complaint. Thus, a complaint process is hereby established. The procedure shall be:

I. COMPLAINTS SHALL BE IN WRITING

On Complaint Form or by letter.

Forms secured from Auditor's or Commissioners' Offices (Monday-Friday, 8:00 a.m.-5:00 p.m.)
Government Office Building, 440 Third Street.
Sheriff's Department (24 hours/day)
Jail 543 Second Street

All complaints must be filed not later than 60 days from date of alleged discrimination.

If official form is not used, complainant must include his or her name and address, describe complaint and location of alleged discrimination.

Suggested accommodation may be included.

Signature and date must be affixed on complaint.

An authorized person may sign for the complainant. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

II. HOW TO FILE

Take complaint to County Auditor's office in person or mail to Auditor, 440 Third Street, Columbus, IN 47201. Telephone 812/379-1510.

III. HOW COMPLAINT WILL BE HANDLED

Auditor will confirm receipt of complaint, by letter, within five (5) working days.

Auditor will forward copy of complaint to County Commissioners.

Complaint shall be reviewed by Auditor, Commissioners and Department Head of an affected office or department (if applicable).

Complainant may be asked to discuss complaint with County Officials.

Investigation to be completed within thirty (30) days of receiving written complaint.

Written notice to complainant of decision or recommended remedy of Grievance Committee.

Adopted by The Board of County Commissioners on the 26th day of
July 1993.

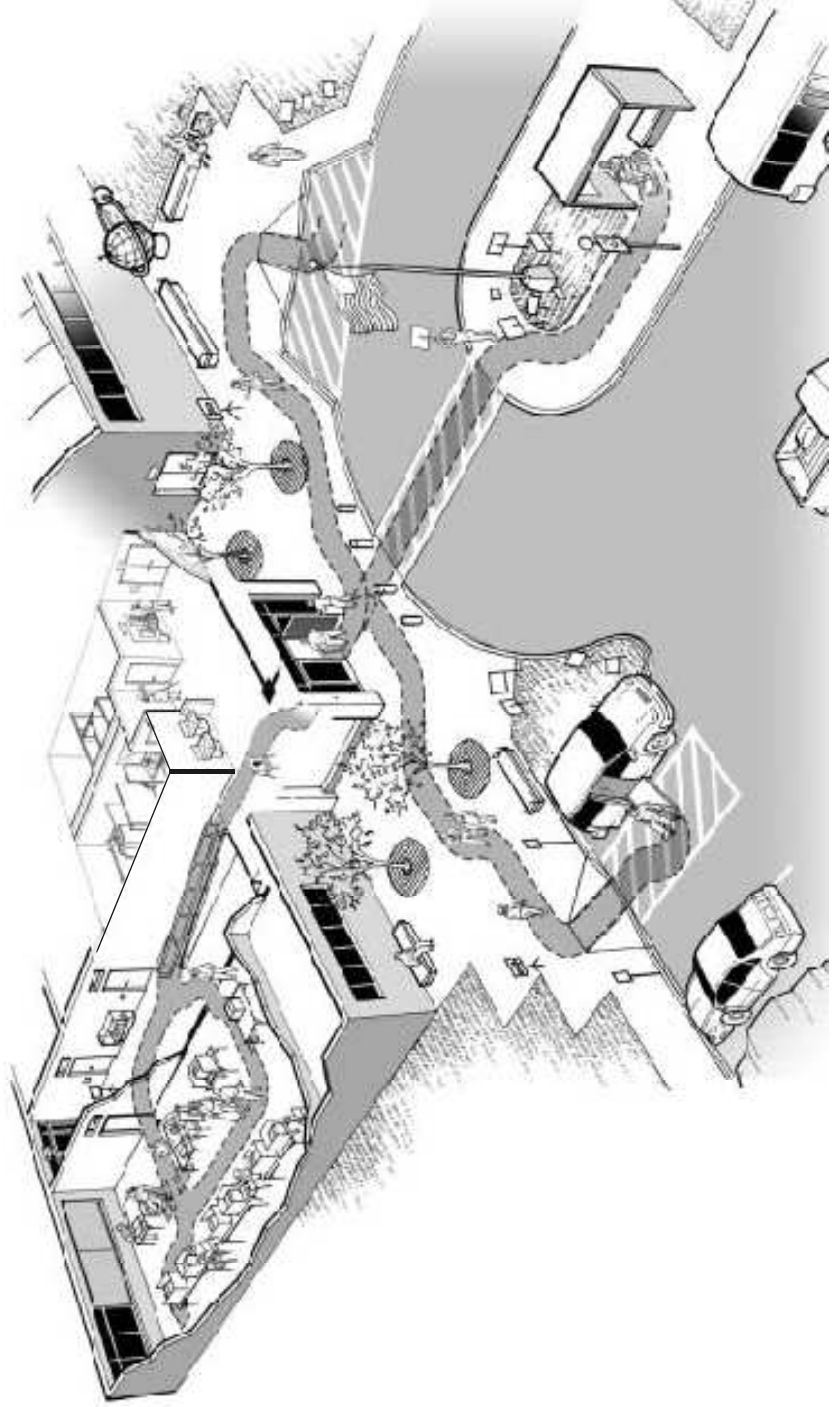
Appendix F

Polling Places



Americans with Disabilities Act

ADA Checklist for Polling Places



PROVIDED FOR REFERENCE ONLY - SEE
ADA.GOV FOR COMPLETE CHECKLIST AND
FOR UPDATES IF AVAILABLE

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Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

Polling Place Accessibility Survey Form

County: _____ City/Town/Township: _____

Polling place Name (i.e. Tech High School; 1st Baptist Church):

Polling place address/location:

INSTRUCTIONS

Purpose. This form is being used to evaluate Indiana polling places for access by voters with disabilities, as part of the state's implementation of the Help America Vote Act (HAVA). The accessibility standards used in this survey are established under the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and set forth in the Dept. Of Justice Title 3 Regulations, 28 CFR Part 36.

How to use this form. Inspect each polling place by going from the parking area to the voting area. You have been provided a tool kit that contains everything you need to complete the survey. Each survey should take 20-30 minutes. Please try to avoid the busiest times at polling places: from 6 until 8 a.m. and from 4 until 6 p.m.

Answer every question on the form by marking "YES", "NO" or "N/A" (not applicable) as appropriate. Items on the survey with shaded boxes are recommended, but not required for ADA compliance.

Polling places may be inaccessible for more than one reason. Please respond to every item on the survey. Accessibility concerns not addressed in a question may be noted in Section 6. Examples of such concerns would be exterior doors that are difficult to open or unauthorized vehicles parked in accessible spaces, etc.

Name of person(s) completing this form: _____

Mailing Address: _____

Daytime Telephone: _____ Email: _____

Section 1: Parking (ADAAG 4.6)	Yes	No	N/A
1. Are there any off-street parking spaces either permanently or temporarily designated for people with disabilities?			
2. Are designated parking spaces at least 13 feet wide with at least one space that is van accessible? Parking space = 8 ft., aisle = 5 ft. Van accessible space = 8 ft., aisle = 8 ft. (See attached diagram)			
3. Is the reserved accessible parking space(s) the closest space to the accessible entrance?			
4. Are parking spaces on level ground?			
5. Is the parking area surface stable, firm and slip resistant? (Concrete, asphalt, no gravel)			
6. Are the parking places within a reasonable travel distance (200 feet maximum) from the building?			
7. Is there a curb cut to directly connect these parking spaces to an accessible walkway, or to the building entrance? (See attached diagram)			
8. Are these parking spaces designated by post-mounted signs bearing the symbol of accessibility? (Signs should be high enough to be seen when a vehicle is parked in the space).			
9. Is there a relatively level passenger drop-off zone at least 4 feet wide and at least 20 feet long with a curb cut connecting it to an accessible walk or the building entrance?			

Section 2: Exterior Path of Travel (ADAAG 4.3, 4.4, 4.5, 4.7, 4.8)	Yes	No	N/A
1. Is the surface of the walkway stable, firm and slip resistant? (No gravel)			
2. Is the walkway to the building at least 36 inches wide?			
3. Are all curbs along the walkway to the building cut or ramped with at least 36 inches clear width and with slopes of no more than a 1-inch rise in 12 inches? (See attached diagram)			
4. Are all stairs or steps along the walkway either ramped (with a slope of no more than a 1-inch rise in 20 inches) or else provided with a suitable alternative means of access (such as a lift)? (See attached diagram)			
5. If no other means of access, do stairs along the walkway have non-slip surfaces and handrails ?			
6. Is the walkway to the building entrance free of protrusions (fire hydrants, tree trunks, etc) which narrow the passage to less than 36 inches ?			
7. Is the walkway free of any abrupt edges or breaks in the surface where the difference is over ¼ inch in height (such as where it crosses a driveway, parking lot, or another walkway)?			
8. Is the walkway free of any overhanging objects (such as tree branches, signs, etc.) which hang lower than 80 inches?			

Section 2: Exterior Path of Travel (continued) (ADAAG 4.3, 4.4, 4.5, 4.7, 4.8)	Yes	No	N/A
9. Is the walkway free of any grating with openings of over ½ inch?			
10. Are walkways free of hazards such as ice, snow, leaves or debris?			
11. Are there signs that identify the accessible route of travel if that route is different from the primary route of travel to the building?			

Section 3: Ramps and Elevators (ADAAG 4.8 & 4.10)	Yes	No	N/A
1. Are steps at the entrance of the building or the voting area provided either with a ramp, an elevator or with an alternative means of unassisted passage (such as a chairlift or an alternative route of travel)?			
2. Do all ramps have a slope no greater than 1 inch in 12 inches?			
3. Are ramps provided with non-slip surfaces?			
4. Are ramps and landing areas with drop-offs provided with at least a 2-inch edge protection at the side to prevent slipping off the ramp?			
5. If ramp rises more than 6 inches or if it is longer than 72 inches, does it have a handrail?			
6. If there is a door at the top of the ramp, is there a landing that measures at least 60 inches long and at least as wide as the ramp where a wheelchair can rest while the door is opened?			
7. Elevators (if elevators are the only accessible route): Does the elevator provide wheelchair turning space (60 inch circle)?			
8. Are elevator controls clearly marked with raised lettering and Braille?			
9. Are all floor buttons no higher than 54 inches for side approach and 48 inches for front approach?			

Section 3: Ramps and Elevators (continued) (ADAAG 4.8 & 4.10)	Yes	No	N/A
10. Is the call button for the main entry floor designated by a raised star at the left of the floor designation?			

Section 4: Other Building Features (ADAAG 4.13, 4.14, 4.5)	Yes	No	N/A
1. Are all door openings at least 32 inches wide?			
2. Is there adequate space (five ft. diameter circle or T shape) for a person in a wheelchair to reverse direction at the entrance?			
3. Are all door thresholds no more than ½ inch high?			
4. Are all doors equipped with either arch or lever-type handles, pushplates or automatic openers that make them operable with a closed fist, and are all handles no higher than 48 inches? (See attached diagram)			
5. Where an automatic door is used, does the door stay open at least 3 seconds?			
6. Are glass doors marked with safety seals?			
7. Can <u>interior</u> doors be opened without too much force? (Maximum 5 lbs)			

Section 5: Features Inside the Voting Area (ADAAG 4.27, 4.32,7.2)	Yes	No	N/A
1. Are instructions for voting printed in at least 14-point type and prominently displayed?			
2. Is the voting area arranged in a way that makes for easy movement by voters in wheelchairs? (Minimum 36 inch pathway)			
3. Are all necessary parts of the voting system no higher than 48 inches?			
4. If tables or counters are used for voting, is the top between 28 and 34 inches high?			
5. Do the voting booths/tables have a writing shelf clearance at least 27 inches underneath?			
6. Are the voting booth/tables at least 19 inches deep?			
7. Are magnifying devices available for those who request them?			
8. Is the area where votes are cast well lit?			
9. Is seating available for voters waiting their turn to vote?			

Section 6: If there are other reasons for inaccessibility or if you have other specific suggestions to improve the accessibility of this polling place, please describe in the space provided below: