



January 12, 2012

Town of Hometown

Attn: Town Council
15617 Lima Road
Hometown, Indiana 46748

RE: **ADA Compliance
Items for Milestone I**

Dear Honorable Members:

Per your request, we have prepared documents related to ADA Compliance and listed under Milestone I (see attached) as distributed by NIRCC and other governmental agencies. Below is a summary of our findings concerning your community, action item list and attached documents.

Number of Employees: 17 Total (10 employees, 5 council members, 2 in clerk treasurer's office)
(does not include Hometown/Perry Twp Fire Department)

ADA Coordinator: Mike Aker, Council Member

Action Item List (for Milestone I)

- 1) Designate an **ADA Coordinator**. (*complete*)
- 2) Review, adopt and make available to the public the **Notice Under the Americans with Disabilities Act**. (see attached)
- 3) Review, adopt and make available to the public the **Grievance Procedure**. (see attached)
- 4) Adopt the **2010 American with Disabilities Act Standards for Accessible Design** and the **2005 Guideline for Accessible Public Rights**, all subsequent updates. (see attached)
- 5) Review and make available to the public a **Traffic and Pedestrian Generator Map**. (see attached)
This map can be used in the future for a Collection of Inventory during a Self-Evaluation process.

We recommend this document and all attached information be taken under review by the Council and the Town's Attorney. The action item list and attached documents are for Milestone 1. Additionally, DLZ can assist the Town of Hometown in your Self-Evaluation/Collection of Inventory (as recommended by NIRCC for a community of your size), and/or development of an ADA Transition Plan.

Respectfully,

DLZ INDIANA, LLC

Casey M. Erwin, P.E.
Project Manager

S:\Dept\Public Works\ADA Transition Plan\Hometown\Hometown - Milestone 1 letter.docx

ENGINEERS • ARCHITECTS • SCIENTISTS • PLANNERS • SURVEYORS

111 W. Columbia St., Suite 100

Fort Wayne, IN 46802

PHONE: (260) 420-3114

FAX: (260) 420-0240

With Offices Throughout The Midwest



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **Town of Huntertown** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **Town of Huntertown**, should contact the office of **Mike Aker, 15617 Lima Road, Huntertown, IN 46748 (260) 637-5058** as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of **Town of Huntertown** is not accessible to persons with disabilities should be directed to **Mike Aker, 15617 Lima Road, Huntertown, IN 46748 (260) 637-5058**.

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

Town of Huntertown Grievance Procedure under The Americans with Disabilities Act

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

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

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

Mike Aker
ADA Coordinator
15617 Lima Road
Huntertown, IN 46748

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

If the response by **Mike Aker** or **his** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Town Council President** or **his** designee.

Within 15 calendar days after receipt of the appeal, the **Town Council President** or **his** designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Town Council President** or **his** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Mike Aker** or **his** designee, appeals to the **Town Council President** or **his** designee, and responses from these two offices will be retained by the **Town of Huntertown** for at least three years.