

TOWN OF HUNTERTOWN, INDIANA

Americans with Disabilities Act Self-Evaluation and Transition Plan



Prepared by:

December 2012

Project No. 1266.5151.70





TOWN OF HOMETOWN

15617 Lima Road ☆ P.O. Box 95 ☆ Hometown, IN 46748
Phone: (260) 637-5058 ☆ Fax: (260) 637-5891

January 23, 2013

Mr. Dirk Schmidt
INDOT - Fort Wayne District
5333 Hatfield Road
Fort Wayne, IN 46808

RE: Town of Hometown
ADA Transition Plan and Self-Evaluation Resolution 13-001

Mr. Schmidt,

The Town of Hometown is officially notifying the Indiana Department of Transportation that per the attached Resolution #13-001, approved by the Town Council on January 21, 2013; that the Town of Hometown has completed and adopted an American with Disabilities Act (ADA) Transition Plan. The Transition Plan is available for viewing by the public in the Town Hall, located at 15617 Lima Road, Hometown, Indiana 46748 and via our website in the near future.

If you have any questions or comments please do not hesitate to contact our office.

Sincerely,

Sue Gongwer
Town Council President

cc: DLZ Indiana, LLC
Stacey Gorsuch, NIRCC

HUNTERTOWN RESOLUTION NO. 13-001

A RESOLUTION OF THE TOWN OF HUNTERTOWN, INDIANA
ADOPTING THE SELF-EVALUATION AND TRANSITION PLAN IN
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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

WHEREAS, Title II of the ADA requires that municipalities adopt a Transition Plan that documents physical barriers to accessibility, proposed structural modifications to remove those barriers, and a schedule to complete the modifications; and

WHEREAS, the Town of Huntertown adopted Resolution #12-003 pertaining to ADA standards for Accessible Design and Guidelines for Pedestrian Facilities in the Public Right-of-Way and;

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2005, respectively; and

WHEREAS, the Town of Huntertown remains committed to the ADA and the elimination of barriers to public facilities; and

WHEREAS, a Transition Plan has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the Americans with Disabilities Act Self-Evaluation and Transition Plan.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Huntertown, Indiana hereby approves the Americans with Disabilities Act Self-Evaluation and Transition Plan.

TOWN OF HUNTERTOWN

By:

Susan Gongwer
Susan Gongwer, President

By:

Michael Aker, Council Member

By:

Jim Fortman
Jim Fortman, Council Member

By:

Patricia Freck
Patricia Freck, Council Member

By:

Gary Grant
Gary Grant, Council Member

Attest:

David W. Rudolph
David W. Rudolph,
Clerk-Treasurer

TABLE OF CONTENTS

List of Abbreviations/Acronyms	iii
Executive Summary	iv
1.0 Introduction and Overview	1
1.1 Introduction	1
1.2 Purpose	1
1.3 Transition Plan Overview	2
1.4 Legislative Background & Framework	3
1.5 Facility Access versus Program Access	4
1.6 Undue Burden	4
1.7 ADA Self-Evaluation and Transition Plan Requirements	5
1.8 Self-Evaluation and Transition Plan Process	5
1.9 Facility Audit	6
1.10 Town Administration and Departments	6
1.11 Department Self-Evaluation	6
1.12 Public Outreach	6
2.0 Definitions	8
3.0 Self-Evaluation of Town Policies, Services, Activities, and Programs - Findings & Recommendations	15
3.1 Program Evaluation Departmental Questionnaire	15
3.2 Overall Findings – General Policies and Practices	15
3.3 Public Information	16
3.4 Designation of ADA Coordinator	17
3.5 Grievance/Uniform Complaint Procedures	18
3.6 Public Meetings	18
3.7 Accommodations to Access Programs, Services, and Activities	19
3.8 Special Events and Private Events on Town Property	20
3.9 Contracted Services and Contractors	20
3.10 Customer Service, Satisfaction, and Input	20
3.11 Equally Effective Communication	21
3.12 Alternate Communication Formats	23
3.13 Fees and Surcharges	23
3.14 Information and Signage	24
3.15 Staff Training	24
3.16 Emergency Evacuation Procedures	24
3.17 Curb Ramps and Sidewalks	25
3.18 Employment	26
3.19 Department Self-Evaluation Findings and Recommendations	27
3.20 Facility Self-Evaluation Findings and Recommendations	28
4.0 Transition Plan	30
4.1 Phasing of Corrections	30
4.2 Public Outreach	31
4.3 Priorities for Barrier Removal	31
4.4 Transition Plan Phasing	32

4.5 Curb Ramps and Sidewalks..... 33
4.6 Plan Updates and Enforcement 33
5.0 ADA Policy and Grievance or Complaint Procedure..... 35
6.0 ADA Tool Kit 37
6.1 Introduction..... 37
6.2 Federal Accessibility Standards and Regulations..... 37
6.3 Resources for Providing Accessible Programs & Facilities..... 42
6.4 Technical Resources 42

APPENDICES

Appendix A Non-ROW Facility Compliance Summary
Appendix B ROW Facility Compliance Summary
Appendix C Department Questionnaire
Appendix D Public Outreach
Appendix E Forms and Notices

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
ADAAG – Americans with Disabilities Act Accessibility Guidelines
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 less than 50 employees perform a self-evaluation 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. Given the simplicity in going beyond the minimum requirements, DLZ has assisted the Town of Huntertown in publishing a notice of non-discrimination, designating an ADA Coordinator, and developing a formal complaint form and grievance procedure.

The Town of Huntertown has completed this self-evaluation of all Town 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 Town will strive to ensure that all residents and visitors are able to access all services, programs, and activities and will promptly investigate any formal grievance filed according to the grievance procedures outlined. Additionally, the Town will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where 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 Town facilities identified by Town of Huntertown as having programs/services provided:

- Huntertown Town Hall
- ROW facilities

Areas of Town Hall open to the public generally included parking lots, walks, and areas within buildings that are not restricted to employees. Some areas of the building have infrequent or no public access and were not evaluated. The decision to exclude areas of Town Hall restricted to employees does not obviate the need of the Town to ensure full accessibility is provided to employees with disabilities, consistent with the requirements of Title I of the ADA.

In addition to Town facilities, the self-evaluation reviewed existing Town 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 Town of Huntertown to make facilities for all services, programs and activities fully accessible as soon as possible, with the schedule being largely dependent on a number of economic factors and future changes to the ADA Accessibility Guidelines (ADAAG) or other unforeseen requirements that would necessitate additional improvements to Town facilities. The

Town 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 Town is fully compliant with applicable standards.

The results of the self-evaluation identified a number of architectural barriers at Town facilities, most of which are within the ROW. The estimated cost to correct these deficiencies is \$2,196,377. 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 should be categorized into a phasing program to spread the cost for implementation out and address the most serious deficiencies at Town Hall. The actual implementation schedule, budgeting, and prioritization is up to the administration and is likely to be impacted by complaints, new regulations and requirements, and availability of funding. Note that these costs are to resolve accessibility issues by making architectural improvements and in many instances there are procedural or other modifications that can be made to provide equal access to Town programs and some modifications are not required until renovations are completed. 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

Town of Huntertown is classified as a “public entity” pursuant to Title II of the ADA. The Town is also required to comply with Title I, which requires state and local government entities to practice nondiscrimination in all parts of the employment process.

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

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 Town of Huntertown. Title II requires state and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events, but also to policy changes that state and local governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments.

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

1. 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](#)]
2. Publicize and inform applicants, participants, and beneficiaries of the Town's

policy of nondiscrimination on the basis of disability related to Town services, programs, and activities [28 CFR 35.106]

3. Retain the self-evaluation and provide it for public inspection for three years [28 CFR 35.105 (c)]

In addition to these requirements, the Town has also gone further by:

1. Publicizing the name and contact information of the designated ADA Coordinator responsible to oversee compliance [28 CFR 35.107 (a)]
2. Establishing a complaint/grievance procedure to respond to complaints of noncompliance from the public [28 CFR 35.107 (b)]
3. Developing a transition plan if structural changes are necessary for achieving program accessibility [28 CFR 35.150 (a) and (d)]

The Town of Huntertown is committed to complying with the tenets of Title II of the ADA of 1990, and other Federal and state statutes and regulations intended to make Town-owned and operated facilities, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SETP) establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

1.3 Transition Plan Overview

In 2012, Huntertown was made aware of issues related to non-compliance with certain requirements of the ADA by the Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT). The Town responded by contracting DLZ Indiana, LLC to assist in preparing a SETP.

A work plan to assess Town-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)

- Self-evaluation of City programs, services and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Outreach to advocacy groups and the general public
- Prioritize facility 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 Town Hall 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 Town 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, facilities within the public Town right-of-way (ROW) were inventoried. ROW within Allen County and INDOT's jurisdiction were not included as part of Town of Huntertown's ROW facility evaluation. The Town is largely rural and has very few ROW facilities. Those that do exist are limited areas of sidewalk and intersection curb ramps located along local roads in several subdivisions in Town, as well as along some of the collector roads and local streets in Town.

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 Town Council 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 Town 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 Town's annual Capital Improvement Plan.
- Training of staff.

1.4 Legislative Background & Framework

For more than 40 years, the Town of Hometown 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 (ADAAG). 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 the Town of Hometown 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 Town programs, but not all Town buildings, to be accessible.

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

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

- Provide equal access to programs, services, and activities as provided to other members of the community. [\[28 CFR 35.130\(a\)-\(b\)\(1\)\(vii\)\]](#)

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

1.6 Undue Burden

The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. A fundamental alteration is a change to such a degree that the original program, service, or

activity is no longer the same. For example, a city 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 city would have to alter the requirement to provide equal access. Modifying the rule would change the class from college level to something less than college level and would fundamentally alter the original nature of the class.

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

1.7 ADA Self-Evaluation and Transition Plan Requirements

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

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

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

1.8 Self-Evaluation and Transition Plan Process

A work plan and method to assess Town-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 Town programs, services and activities
- Public outreach to advocacy groups
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Identify required/suggested training for Town staff
- Prioritize facility 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 Town Council.

1.9 Facility Audit

In 2012, audits of building and facility interiors, exterior site features at each, and Town ROW were performed only in those areas open to the public. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements. The list of facilities that received an accessibility audit included:

- Facilities inside the ROW belonging to the Town
- Huntertown Town Hall

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 *Appendices A – B*.

1.10 Town Administration and Departments

Town of Huntertown is governed by the Town Council. The Town Council is responsible for passing ordinances, resolutions, orders and motions for the governing of the Town, the control of the Town's property and finances, and the appropriation of money. The Town Council is comprised of five members elected from the community at-large. The Town Council is given the authority to prepare and administer the Town budget and formulate policy.

There are two "departments" that provide Town services, programs, and activities that are accessible to the public. Many services are performed by other Title II entities over which the Town has no direct control. These services include police, fire, and planning/zoning. 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:

Clerk-Treasurer's Office

The Clerk-Treasurer's Office has the responsibility for a number of day-to-day functions for Town government as specifically defined in Indiana Code. The primary function of the Clerk-Treasurer is to serve as the fiscal officer of the Town monies. The Clerk-Treasurer processes the receipts and expenditures of all Town money and is also responsible for utility billing of water, sewer, and trash, accounts payable, accounts receivable, payroll, voter registration, investments, preparation of the budget and keeper of the town seal.

The Clerk-Treasurer serves as Secretary to the Town Council by attending meetings, preparing agendas, and recording proceedings. The position is elected every four years. The Clerk-Treasurer's Office is located on the 1st floor of the Town of Huntertown Town Hall.

Town Utilities

The Town Utilities office assists Town residents with all aspects of water, sewer, and trash services, including establishing services and receiving payments.

1.11 Department Self-Evaluation

As part of this self-evaluation, the Town distributed a questionnaire prepared by DLZ to all Town departments requesting information about their respective departmental operations and policies regarding ADA compliance. DLZ staff corresponded with the Town to discuss the intended use of the questionnaire. All 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 3.19 Department Self-Evaluation - Findings & Recommendations.

1.12 Public Outreach

Public outreach began by publishing a notice to the public in the Northwest News on November 28, 2012, advising the public that the Town was performing an ADA Self-Evaluation and requested that anyone who could assist by

identifying barriers or perceived barriers to Town programs contact the Town via a dedicated e-mail or phone number or via e-mail. In addition, letters were sent to 10 advocacy groups, identified by DLZ, on November 20, 2012 by U.S. mail that provided the same information as the newspaper notice (see *Appendix D*). All comments were requested to be provided by December 10, 2012. Comments were received via telephone and e-mail only from one advocacy group.

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

- Town Hall

The report was available from January 14, 2013 until January 28, 2013. A meeting to receive public comments on the draft ADA SETP was held at a regular Town Commissioners meeting on January 28, 2013, and comments could be submitted until January 28, 2013. Meeting information presented and comments/responses can be found in *Appendix D*.

These public comments should be considered in future planning corrections for Town projects related to the removal of architectural and programmatic barriers at Town facilities.

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 ADAAG, 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 Accessibility Guidelines (ADAAG): scoping and technical requirements to be applied during the design, construction, and alteration of buildings and facilities covered by titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the Department of Transportation (DOT).

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

Blended Transition: a raised pedestrian street crossing, depressed corner, or similar connection between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that has a grade of 5 percent or less.

Civil Rights Act of 1991: Federal law that capped compensatory and punitive damages under Title I of the ADA for intentional job discrimination. The law also amended the ADA's definition of an employee, adding "with

respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

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

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

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

Curb Line: a line at the face of the curb that marks the transition between the curb and the gutter, street, or highway.

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

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

Disability: with respect to an individual, means: a physical or mental impairment that substantially limits one or more of the major

life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Discrimination on the basis of disability: means to:

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

Employer: a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person, except that, for two years following the effective date of this subchapter, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such person. Exceptions: The term "employer"

does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

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

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

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

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

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

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

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

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

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

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

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

Major Life Activity: term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty, such as walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, and working. These are examples only. Other activities such as sitting, standing, lifting, or reading are also major life activities.

Marginal Job Functions: functions that are not considered essential to a job. Employers must consider removing marginal job

functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

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

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

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

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

Physical or Mental Impairment: a physical or mental limitation that may include, but are not limited to: vision, speech, and hearing impairment; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor

disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

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

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.

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.

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

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

public accommodations must remove barriers in existing facilities if it is readily achievable to do so.

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

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

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

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

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

personal benefit of the individual with a disability, or it poses an undue burden on the Town.

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

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

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

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.

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

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

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

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

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

Undue Burden: means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the Town. Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to Town of Huntertown, the Town shall attempt to identify another modification

that would not pose such a burden. If cost causes the undue burden, the Town must consider whether funding for the modification is available from an outside source. If no such funding is available, the Town must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

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

Uniform Federal Accessibility Standards (UFAS): one of two standards that state and local governments can use to comply with Title II's accessibility requirement for new construction and alterations. The other standard is the ADA Accessibility Guidelines.

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.

Vertical Surface Discontinuities: vertical differences in level between two adjacent surfaces.

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

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

3.1 Program Evaluation Departmental Questionnaire

The self-evaluation of the Town's services, programs, and activities required and involved the participation of every Town department. Huntertown 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 ADA Coordinator for distribution to all departments as one measure to determine the level of ADA compliance (see *Appendix C*). This questionnaire requested department staff to provide information including the following:

- A contact person who can provide answers to inquiries about ADA compliance in the department
- A list of current services/programs that the department provides to the public
- A list of programs offered to persons with disabilities
- If any services provided segregate persons with disabilities from others in the same program
- If modifications are needed to provide access to programs
- A list of permits, licenses, certifications, etc. provided by the department
- Location of their office

- A listing and location of any auxiliary aids provided
- A listing of papers, documents, and audio/visual media provided to the public
- A listing of specific policies or procedures in place to accommodate persons with disabilities for programs offered
- A list of any ADA training that has been attended, performed or is planned to be done
- Provide background on how the department has interacted with anyone with a disability and what actions were taken to assist meeting that person's needs
- A list of any suggestions for modifications to the department's service, policies, and procedures that may better serve persons with disabilities

Given the limited number of departments, one unified response was provided by the ADA Coordinator. 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.

3.2 Overall Findings – General Policies and Practices

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

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Special Events and Private Events on Town Property

- Contracted Services and Contractors
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Fees and Surcharges
- Information and Signage
- Staff Training
- Emergency Evacuation Procedures
- Curb Ramps and Sidewalks
- Employment

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

3.3 Public Information

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

Self-Evaluation General Findings:

- The Town of Huntertown Town Council appointed member Michael Aker as the ADA Coordinator at their regular meeting on February 6, 2012, via adoption of Resolution 12-004 (see *Appendix E*).
- Public notices, public meeting agendas, and other information published by the Town do not have an ADA compliance statement included within.
- The Personnel Policy and Procedure Manual for the Town of Huntertown includes the following statement in Section 1.C “Equal Employment Opportunity”: *The Huntertown Town Council believes that employment and promotional opportunities*

should be assured all persons without regard to race, sex, color, national origin, religion, age or physical handicap except where specified by law or are bona fide occupational requirements. To that end, the Town of Huntertown has charged each elected official and department head with the responsibility for assuring equal and fair treatment to all employees and potential employees. Questions concerning equal employment opportunity may be directed to the Town Council through the Clerk-Treasurer's office.

- The Personnel Policy and Procedure Manual for the Town of Huntertown includes several items under Section 6.E entitled “Drug-Free Workplace” that could be considered discriminatory against individuals with addictions.
- The Personnel Policy and Procedure Manual for the Town of Huntertown includes no statements regarding ADA compliance or accommodation.
- Signage directing visitors to Town Hall entrances along an accessible route is lacking and 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 Town publications and printed materials. This statement should include, at a minimum, the following language: *“The Town of Huntertown 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 Town sponsored public programs, services and/or meetings, the Town 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 Michael Aker, ADA Coordinator, at (260) 637-5058.”*

- The Town public notices and agendas need to include a statement regarding requests for accommodations for compliance with ADA and the statement should list a TDD/TTY (TeleTYpewriter) number.
- The Personnel Policy and Procedure Manual for the Town should be updated and reviewed by a labor attorney. The updates should include, at a minimum, statements regarding compliance with Title VII of the Civil Rights Act and Titles I and II of ADA and updates to Section 1.C to remove the words “handicap” and replace with “disability”.
- 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 Town activities. The Town should endeavor to inform the public of the possible modifications required to make its services, programs, and activities accessible.
- Non-discrimination language should appear on both hard copies and documents posted on the Town website.
- List Town agencies, departments, and specialized services that offer TDD/TTY in printed Town directories.
- The ADA Coordinator should have a list of qualified individuals to contract for services to provide information in alternate accessible formats when individuals have had a request for accommodation.
- Signage directing visitors to Town 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:

- While the Town has less than 50 employees, they have designated Mr. Michael Aker, Town Council member, as the ADA Coordinator effective February 6, 2012, by adoption of Resolution 12-004 at a regular Town Council meeting. Activities related to ADA compliance should be directed to him, and each Town department should designate a liaison for ADA issues and publicize who that person would be.
- Identification of the ADA Coordinator and contact information is included via several pages deep into the Town web site by going to the “ADA Info” button.

Recommendations:

- Information regarding the identity of the Town’s ADA Coordinator should continue to be provided to staff, posted at all Town facility locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the Town website.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the Town.
- Information on the name and how to contact the ADA Coordinator should be on the first level of the website upon clicking on the “ADA Info” button.
- 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.
- It is recommended the Town publish the name, address, e-mail address and phone number of the Town of Huntertown ADA Coordinator in appropriate public notices,

agendas, and Town publications frequently distributed to the general public. Publications should also include the TDD/TTY number.

- The ADA Coordinator is an elected official and up for re-election every four (4) years. This could result in the need to appoint a new ADA Coordinator following an election.

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:

- While the Town has less than 50 employees, Huntertown has a complaint procedure that provides for resolution of complaints. The procedure was adopted by Resolution 12-004 on February 6, 2012, and designates the ADA Coordinator as the person charged with completing the investigation of all grievances.
- An ADA Complaint Form has not been prepared and therefore also not available on the Town of Huntertown web site.

Recommendations:

- The Town should formalize and publish procedures for ADA-specific complaint handling to assist with the tracking of complaint resolution. Centralized record keeping of such information will help the Town to regularly update its compliance efforts, and plan for additional compliance implementation.
- 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.
- Information regarding the complaint process should be provided on the Town's website. Complaint forms and a method to alert the Town of an ADA-related complaint should be available on the website.

- The Town 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.
- The Town should make efforts to inform Town staff and the general public of the name of the Town's ADA Coordinator, grievance procedures, the steps for handling grievances, and the Town policies for remediation of grievances.

3.6 Public Meetings

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

Self-Evaluation Findings:

- The following boards/commissions meet at various times on Town business and would be considered open meetings that can be attended by anyone:
 - Town Council (Council Chambers at Town Hall, 1st and 3rd Monday each month)
 - Utility Board (Council Chambers at Town Hall, 1st Monday each month)
- The Town Council Chambers do not have an audio amplification system installed or assistive-listening devices available.
- There are minor access issues at the Town Hall that may make attending a public meeting difficult for persons with disabilities.
- Town public notices and agendas do not include a statement regarding how requests

for accommodations for persons with disabilities can be made, nor is a TDD/TTY number provided.

- The Town Council and other board/commission meetings are not currently broadcast on local cable access channels.

Recommendations:

- The Town 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.
- Consider the purchase and installation of an audio amplification system in the Town Council Chambers.
- The Town should develop procedures for obtaining and providing auxiliary aids such as assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies.
- The Town 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.
- The Town should assemble a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
- The Town should create a simple checklist for creating accessible meetings and selection of accessible meeting spaces. This checklist should be utilized and available to all Town 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 Town programs, services, or activities.
- Public meetings are held in locations that are thought to be accessible to persons with mobility impairments and no previous complaints of issues have been received.
- Town staff cited no examples of accommodations needing to be made by employees of the Town to afford individuals with disabilities the opportunity to have equal access to programs, services, and activities.

Recommended Action:

- Information directing the public how to request accommodations should appear on all public notices, announcements, and agendas. All Town departments and divisions should be provided with the Town’s ADA compliance statement for accommodations.
- 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 Town 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.
- The Town 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 Town should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.
- The ADA Coordinator should continue to monitor programmatic access.

3.8 Special Events and Private Events on Town Property

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

Self-Evaluation Findings:

- As a service to the community, the Town does provide for the use of Town facilities for non-Town organizations/groups. An example would be local neighborhood associations.

Recommended Action:

- The Town should develop guidelines or policies for ensuring that all special events are accessible.

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 non-discrimination rules as the Town.

Self-Evaluation Findings:

- The Town contracts a number of services to consultants, including engineering, legal, and others.
- Planning and zoning administration and building permits/inspections are done by Allen County.
- Police services are provided by Allen County. A Resource Officer is stationed at Town Hall.
- No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.

Recommended Action:

- Allen County is a Title II entity and subject to the same compliance requirements at the Town. The Town should confirm that the programs administered by the County for the Town are accessible.
- All Town contracts should be reviewed to determine that they include specific, detailed ADA language to ensure that contractors comply with the ADA.
- It is recommended that the Town 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 Town programs or facilities.

Recommended Action:

- Conduct periodic customer satisfaction surveys or gather input from recipients of Town 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 Town will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the Town may provide qualified interpreters via video from a remote location as long as it can meet the performance requirements of [28 CFR 35.160\(d\)](#).

Auxiliary Aids and Services

Self-Evaluation Findings:

- The Town has not provided people with disabilities written materials and publications in Braille or large print text, nor have they been asked to do so.
- No auxiliary aids are available currently in the Town Council Chambers.
- The Town has not been requested to assist customers with disabilities by modifying procedures to provide alternate means to complete transactions or for assistance to complete Town forms.
- No temporary accommodations have been made requested for employees returning to work from surgeries and other absences.

Recommended Action:

- The Town should provide staff training and information regarding auxiliary aids and effective communication.
- The Town should consider the purchase of auxiliary listening devices for the Town Council Chambers.
- The Town 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.
- The Town should consider and publish in the Personnel Policy Manual the potential use of accommodations such as flexible work hours, assignment of special parking spaces during recovery, and reorganization of work spaces to provide additional space for employees with temporary disabilities returning to work.

Interpreter Services

Self-Evaluation Findings:

- There is not a Town-wide contract for qualified sign language interpreters for departments to select from.

Recommended Action:

- The Town should consider a Town-wide contract for qualified sign interpreter

services that departments could utilize as needed.

- Interpreters should be provided upon request for accommodations or in situations where an interpreter is known to be required.
- The Town should 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\(d\)](#).

Telecommunications Devices for the Deaf

Self-Evaluation Findings:

- The Town of Hometown's 9-1-1 service is part of Allen County's system, which is equipped with TDD.
- The phone/contact list page on the Town's website provides no TDD number.
- TDD/TTY numbers are not available for the Town departments.

Recommended Action:

- Where the Town uses an automated answering system for receiving and directing incoming telephone calls, the Town 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 Town 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.
- 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 Town should provide a centralized, direct, TDD/TTY telephone in the office of the ADA Coordinator.

- The Town should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.

Website

Self-Evaluation Findings:

- The website appears to be updated on a regular basis. Some pages are current and others have not been updated recently.
- The website has an "ADA Info" button that provides links to documents.
- It is not clear who is the contact person responsible for updates to the website.
- The Town website does not appear to be fully accessible by individuals with disabilities.

Recommended Action:

- Perform an accessibility review of the web site using one of many available programs. One example is [WAVE \(Web Accessibility Evaluation Tool\)](#).
- The Town's website development team should work to develop and refine procedures to design, maintain, update, and monitor website accessibility. Utilize an accessibility checklist similar to that published by the [Access Board](#).
- The Town should continue to take proactive steps to ensure its web pages provide for access for the cross-section of disabilities covered under the ADA and should ensure that web pages do not exclude individuals when describing programs, services, or activities.
- The Town's website should provide documents in an alternative text-based format, such as HTML (Hyper Text Markup Language), RTF (Rich Text Format), and PDF.
- The Town should consider creating a webpage related to accessibility issues and provides contact information for the Town ADA Coordinator, grievance and complaint procedures, self-evaluation/transition plan, and local resources.
- The Town should list the departments that offer TDD/TTY in the website phone directory (when this is implemented).

- The Town should work to improve the accessibility of web pages through the use of web accessibility analysis to meet or exceed Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 establishes a minimum level of accessibility for electronic information. Information on the requirements, along with suggestions for making websites accessible can be found at www.ada.gov/websites2_prnt.pdf.
- The University of Wisconsin Trace Center (<http://trace.wisc.edu/world/web/>) provides resources and on-line information that might assist the Town in further 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 Access Board provides a number of resources on their website as well (www.access-board.gov/links/communication.htm).

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, 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 Commissioner's Administrative Assistant is the main point of contact for requesting and providing information in alternate formats on a request for accommodation basis.
- Most Town departments and offices produce printed information that is distributed and available to the public.
- Town staff indicated that they assist with filling out forms, if assistance is requested, or when alternative formats are not available.
- The majority of the departments stated they did not have a standard procedure to communicate and produce accessible alternate formats for people with disabilities.
- The Prosecutor's Office noted that they have used Deaf Link in the past (www.deaflink.com/index.aspx) to accommodate persons with a hearing disability.

Recommended Action:

- The Town 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 Town 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 Town 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 not provided outside Town Hall. The barrier-free parking is located closest to the side door used for business hours access but the front door is used for after hours meeting access. This should be noted on signage.
- Interior rooms generally had signage that was compliant.

Recommended Action:

- An accessible signing strategy for Town 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 Town staff receives training and education about the rights of persons with

disabilities and the obligations of public entities and its employees under Title II of the ADA. Although training is not required by the ADA, training regarding the requirements of the ADA is recommended.

Self-Evaluation Findings:

- No Town staff or elected official has attended ADA-related training on Title II requirements and diversity training.
- Town staff may not be knowledgeable about the different types of reasonable modifications that would make their services accessible.

Recommended Action:

- The Town should provide training regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
 - Requirements of the ADA for the Town of Huntertown
 - Consequences of Non-Compliance
 - Acceptable Terminology and Phrases
 - Grievance/Complaint Procedures
 - Reasonable Accommodations
 - Awareness and Sensitivity
 - Disability Etiquette – a good resource is http://transition.fcc.gov/cgb/dro/504/disability_primer_4.html
 - 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
- Training materials and handbooks should be prepared, if needed, in alternate formats.
- The ADA Coordinator should provide or coordinate additional ADA training to all Department managers and staff who have regular contact with the public.

3.16 Emergency Evacuation Procedures

The Town is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special

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

Self-Evaluation Findings:

- The Town of Huntertown is a member of the Allen County EMA, who 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. Allen County EMA also works with city and county response agencies of all types, ensuring preparedness and response capabilities for any manmade or natural disaster that may occur anywhere within Town of Huntertown.
- No emergency evacuation plan exists for Town Hall in the event of an event.

Recommended Action:

- Take the necessary steps to assist the county EMA in identifying persons with disabilities in the community who may require special assistance in the event of an emergency or natural disaster and encourage residents with special needs to register with the Town or EMA to ensure that proper assistance can be provided if needed.
- All Town staff should be made aware of the location of the posted accessible evacuation routes within Town Hall. These routes should be conspicuously posted for the public.
- Include within the evacuation plan for Town Hall guidelines for the evacuation of persons with disabilities for various emergencies (see <http://www.access-board.gov/evacplan.htm>), which should:

- Address what to do when an alarm is triggered;
- Establish meeting places for assistance and evacuation at staircases;
- Establish 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.

3.17 Curb Ramps and Sidewalks

The Town of Huntertown contains several miles of public streets, with portions of the ROW being under the control of INDOT or Allen County. 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. The Town is quite rural and as such has very few facilities within the ROW. An inventory of sidewalks and intersection curb ramps in Town ROW was completed and identified facilities that are not in compliance or are in need of repair. This is included in this SETP in *Appendix B*.

Self-Evaluation Findings:

- The Town has limited pedestrian facilities located within their ROW. The areas where these facilities are located include several residential neighborhoods, as well along some collector and local streets. Several subdivisions are being constructed.
 - There are many areas in Huntertown where sidewalks have cross slopes exceeding 2% maximum, a number of areas of sidewalk are not 48" in width as required, several areas of sidewalks have vegetation growing within the cracks/seams or overhanging into the sidewalk, and there are missing segments of sidewalks that result in discontinuity of the PAR.
 - Nearly all of the existing curb ramps are non-compliant in one or more features. A majority of the curb ramps are usable but may be difficult.
- The review of plans and acceptance of the roads, bridges, sidewalks, and ADA curb ramps are the responsibility of the Town of Huntertown and assistance of the County Highway Department thru a inter-local agreement to assist the town in these review and acceptance procedures.
- The Town bases its standards on INDOT's curb ramp design standards, including a library of standard technical specifications and construction detail drawings, which establish minimum standards for improvements and assure ADA compliance. These specifications identify the requirements for detectable warnings, maximum slope, landings, and other geometric features. The purpose of INDOT construction standards is to regulate and ensure the construction of improvements result in the coordinated and compliant development of curb ramps, sidewalk, and pedestrian facilities throughout the Town.
- No obvious programs or policies were noted regarding providing temporary accessible routes during construction projects.

Recommended Action:

- The Town should develop a curb ramp reconstruction program to correct

deficiencies and ensure accessibility especially on routes regularly utilized by persons with disabilities.

- Few of the noted issues within the ROW prohibit use but can make use difficult. Of particular concern are curb ramps with excessive running slopes, no detectable warnings, and non-compliant landings.
- The Town should continue to prepare design plans and construction documents to meet or exceed state and Federal accessibility requirements.
- The Town should consider establishing construction guidelines and procedures for monitoring and maintaining accessible paths of travel throughout construction for pedestrians and bicyclists, i.e. sidewalk detour plans.
- Provide advance notice of all street or sidewalk closures on informational materials and the Town website.
- The Town should continue to update its design standards to meet any additions or changes to ADA standards.

3.18 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 Town Manager and administrative staff primarily provide services to job applicants, Town employees, and retirees.
- The Personnel Policies Handbook includes an Equal Employment Opportunity Section and all employees are required to sign that they have received a copy of the handbook. The handbook was updated most recently in December 2011.
- The Town has posted Federal and state equal employment opportunity notices and posters in all appropriate employee areas and has indicated that all advertisements for job announcements state that the Town is an "Equal Opportunity Employer".
- The HR Department provides reasonable accommodations to applicants or employees with a disability upon request.

- The application is a generic form and states above the signature line in the Authorization section that “*This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.*”.

Recommended Action:

- The Town should continue to practice the Town policies of non-discrimination as required by ADA and other applicable laws.
- The Town should consider providing on-going training in providing services to persons with a range of disabilities and developing strategies for appropriate modifications.
- The Town should confirm that staff members with HR responsibility and others that receive phone calls are trained in the use of TDD equipment or other means of communicating over the telephone with a person with hearing disabilities.

3.19 Department Self-Evaluation Findings and Recommendations

DLZ prepared and distributed a questionnaire in October 2012 to all Town departments that included a request for information about each. 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 F*). DLZ reviewed responses and coordinated clarifications and questions with the ADA Coordinator. A general summary follows, with completed forms included in the appendix. 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.

Self-Evaluation Findings:

- The Town has two departments with extensive, daily public interaction that is both in person and over the telephone.
- No departments reported having interacted with persons with various disabilities and expressed an ability to find a way to successfully provide accommodation.
- No departments identified a person to be the liaison with the ADA Coordinator.
- No departments responded that the programs offered for persons with disabilities were different in any way.
- 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 the service counter.

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, 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.

3.20 Facility Self-Evaluation Findings and Recommendations

DLZ performed a self-evaluation of the following Town facilities:

- Town Hall
- ROW Facilities

A comprehensive review of accessibility at all public areas of these facilities was performed consistent with ADAAG and PROWAG standards, as appropriate.

Self-Evaluation Findings:

- Town Hall – The Town Hall houses all of the programs offered by Town of Hometown. All departments are located in this facility. A number of barriers and/or non-compliant items exist at Town Hall. These include:
 - Barrier-free parking signage in the parking lot is not high enough.
 - The curb ramp in the parking lot at the barrier-free parking has running and cross slope issues.
 - Several sections of sidewalk on the site have excessive cross slope and one panel has a displacement.
 - The exterior ramp to the front entrance has minor issues with the handrail.
 - The stairs accessing the front entrance have riser heights and tread widths that are not uniform and one riser exceeds the maximum allowed.

- The drinking fountain water stream is too low.
- The side entrance (North) door closes too quickly.
- Several interior doors are not smooth for the bottom 10” and close too quickly.
- The double leaf doors to the Town Council Chambers do not provide a 32” clear width opening.
- Electrical switches in several rooms are too high.
- The drinking fountain is a protruding object.
- The reflecting surface of the mirrors is too high in both restrooms.
- The clear space in the men’s room at the urinals is not adequate width.
- The toilet paper dispensers in both restrooms are non-compliant.
- Coat hooks in both restroom stalls are too high.
- The service counter in the lobby at the Utility Office is too high.
- The Town Council Chambers does not have an audio system installed and has no assistive listening devices available.

Recommended Action:

- Specific priorities for the facility and corrections needed, with costs, to fully comply with ADA standards are included in the following section of this report and the appendices.
- Ensure that all public assembly areas (meeting rooms) have the proper number of assistive listening devices available and signage is installed alerting people where they are available.
- 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. These include:
 - In rooms with light switches above 48” that are operated by the public, consider installation of occupancy sensors and timer controls for lighting control.
 - 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.

4.0 Transition Plan

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

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

The transition plan is a reaction to the findings of the facility audits, assessments of Town policies, services, programs, and activities, and input from advocacy groups and the public. Recommended actions for Town 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 Town of Huntertown Facility Reports (see *Appendices A-E*). Facility reports include buildings and their related grounds, as well as the limited ROW facilities operated by Town of Huntertown. Each facility report contains a list of items that do not meet current ADAAG or PROWAG standards and barrier removal actions. Not all of these barriers must be removed by making renovations to the facilities in order to provide program compliance with the ADA. Removing barriers limiting access to programs or those which present a safety hazard should be the Town's first priority.

The portion of the transition plan to bring facilities outside INDOT, City, or Town right-of-way but within Town ROW (curb ramps and sidewalks) into compliance is within the Town's area of responsibility. See *Appendix A* for a description of existing ROW facilities and results of the compliance review.

4.1 Phasing of Corrections

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

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 Town-owned facilities. Complaints were not used as criteria to determine the phasing of improvements for any particular site, though future complaints could be the basis for funding improvements.

Each of these criteria is assumed to have equal weight and no priority over another:

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

4.2 Public Outreach

Public participation on the final contents of the Transition Plan, including setting of priorities and the phasing of improvements, will be a priority in the future. Since the Town has less than 50 employees, they are not required to prepare a Transition Plan but recognize the importance of having a plan to correct deficiencies. A draft Transition Plan was presented by the Town Council on January 7, 2103. A copy of the draft was made available for public review and comment at the Clerk-Treasurer's office. The final Transition Plan was then submitted to the Town Council for public hearing and adoption at its regular meeting on January 21, 2013.

In creating priorities, it is the Town'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 Town'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 within each transition phase will be determined by the Town

based on their preferences and criteria. In general, the required physical improvements to meet ADA specifications at Town facilities were split into three priority groups:

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

4.3 Priorities for Barrier Removal

All barriers are not equal in the impact they have on persons with disabilities to have equal access to Town 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:
 - service counter height
 - non-compliant doors
 - extremely non-compliant slopes for accessible routes or ramps
 - protruding objects
 - displacements in walks or high thresholds
 - some signage
 - lack of barrier-free parking
 - extremely non-compliant dimensional issues (narrow doors, corridors, etc.)
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
- restroom fixture issues
- moderately non-compliant dimensional issues

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 *Appendices A and B*. It is highly unlikely given the economy and size of the Town's annual budget that the Town will be able to make most of the improvements without funding assistance, particularly during a future road project.

The Town has the right to modify the priorities based on funding levels and changes in Town programs, activities, and services to have flexibility in accommodating community requests and complaints. Interim resolutions, such as assigning aids, temporary signing for alternate routes or sites, and modifications of programs, activities, and services may be implemented at the Town's discretion to handle

existing insufficiencies or access complaints received. All costs noted in *Appendices A, B, C, D and E*, and Table 1 are 2012 cost opinions, based on the conditions noted in each appendix, and 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 ADAAG and PROWAG standards, a total of approximately \$2,196,377 in improvements would be required (2013 costs) to achieve ADA compliance at Town Hall and the ROW areas. It is important to note 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 or road project is completed. This does not avoid the need for the Town of Huntertown to ensure all programs are accessible by some means. A majority of the cost of improvements are for ROW improvements to curb ramps and sidewalks. The Town of Huntertown should form a committee to identify the most urgent access needs. There may be grants or other funding available to make some of these improvements and this should be investigated further.

4.4 Transition Plan Phasing

The ADA Coordinator should work closely with the Town Council 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 Town 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 Town'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 compliant 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 and the Transition Plan should be adjusted to reflect this knowledge.

Complaints received may also help determine the priorities of the improvements. If the Town 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.

4.5 Curb Ramps and Sidewalks

Some of the curb ramps and sidewalks of Town of Huntertown are within INDOT and County ROW and belong to those entities, not the Town. The Town has performed a self-evaluation of their facilities within the public ROW and the findings and recommendations are included in this SETP. The town has a total of 147,412 feet (28.3 miles) of sidewalks and 229 curb ramps. It is important to note that several subdivisions that are currently under construction include sidewalks and curb ramps. Many recently constructed sidewalks and curb ramps in these and other subdivisions do not

meet current standards. The Town should work closely with consultants and County officials that inspect and approve the work of contractors to ensure that new construction of sidewalks and curb ramps is done according to current best practices and meets all applicable standards.

4.6 Plan Updates and Enforcement

Changes to Town of Huntertown'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 Town staff, and administrative costs. Some of the suggested language for Town ADA documentation has been suggested in this report, but these suggestions are not exhaustive.

**TABLE 1. TOWN OF HUNTERTOWN - ADA SELF-EVALUATION STUDY AND TRANSITION PLAN
Cost of Correction for Interior and Exterior Elements by Site**

Facility Name	Low Priority	Medium Priority	High Priority	Construction Cost Estimate	Total Project Cost*
Town ROW Facilities					
- Sidewalks	\$ 351,289	\$ 489,545	\$ 229,950	\$ 1,070,783	\$ 1,445,557
- Curb Ramps	\$ 77,900	\$ 312,600	\$ 139,900	\$ 530,400	\$ 716,040
Town Hall	\$ 5,090	\$ 8,100	\$ 200	\$ 13,390	\$ 18,077
TOTALS	\$ 434,279	\$ 810,245	\$ 370,050	\$ 1,614,573	\$ 2,179,674

*Total project costs includes 10% contingency and 25% soft costs.

Notes:

1. Some facilities may have inaccessible components for which costs cannot be estimated without additional detailed investigation, survey, and/or design, which is not within the scope of this plan. Those costs are noted on the facility appendices and are not included in the figures on those sheets or within this compiled cost estimate. Total project cost includes soft costs and design fees.
2. Priorities included on facility cost sheets and on this summary are based on consultant's philosophy for prioritization and is not intended to represent any minimization of importance of providing full and complete accessibility and compliance with relevant statutes and guidelines. General basis is included within the text of the Transition Plan.
3. A number of the corrective actions identified and costed out would not be required if equal facilitation/access is provided in another manner, or changes are made to the Town's procedures. Other non-compliant items have low cost alternatives until permanent solutions are implemented. For example, non-compliant drinking fountains can have a cup dispenser and waste basket provided instead of replacement with compliant fountains.
4. Costs included are only to provide compliance under Title II of the ADA and is limited to areas of Town facilities open and accessible to the public at all times. This does not eliminate the need for the Town to provide accessibility for employees with disabilities, as needed, to allow them to perform their required job duties.
5. Actual schedule for implementation of the Transition Plan is dependent on a number of factors unknown at the time of preparation of the Transition Plan, including, but not limited to: availability of funding with the Town budget, reprioritization based on input from disabled persons, award of grants or other funding to make corrective actions, changes to the ADA Accessibility Guidelines or other guidance that is not available at this time, etc.

5.0 ADA Policy and Grievance or Complaint Procedure

Town of Huntertown has designated a member of the Town Council as its ADA Coordinator. The ADA Coordinator will delegate the responsibility of preparing an initial investigation and response to departmental management staff members. The ADA Coordinator is responsible for coordinating the efforts of the Town to comply with Title II and for investigating any complaints that the Town has violated Title II of the ADA. The Coordinator is also responsible for coordinating the efforts of the Town to comply and all other applicable state and Federal physical and program accessibility requirements.

It is desired that individuals with complaints, questions, or concerns bring them to the attention of the ADA Coordinator or other Department Head in an informal manner and that they be resolved at that level. The following information should be provided to all departments and posted conspicuously in all Town buildings and the website:

- It is the policy of Town of Huntertown that every employee makes reasonable efforts to accommodate the needs of the disabled. If an employee is not able to address the concern within their authority to act, the issue may be elevated to a formal complaint. Notification of complaints, grievances or issues should be submitted as soon as possible, but no later than 180 calendar days after the date of the alleged violation or discriminatory act.
- Anonymous formal complaints or grievances will not be accepted, though if the nature is such that a potential hazard is reported, it should be investigated.
- Formal notification of complaints, grievances, or issues must be submitted to the Town in writing on a designated form, which shall contain specific information about the alleged violation or discrimination. Specific information shall include name, address, contact number of the complainant and the date, location and complete description of the issue or problem. The matter will be documented and logged and

assigned to the proper department for follow-up.

- Alternative means of filing complaints, grievances or issues may be accepted as shown below; however, all complaints, grievances, or issues must provide all the information required consistent with the format of the official designated form:
 - Telephone: Contact the ADA Coordinator at (260) 637-5058 during normal business hours. A message may also be left on the after-hours answering machine.
 - Website: The Town's website is www.huntertown.org. The forms page on the site should include a fill-in the blank notification form which upon submission will be forwarded to the ADA Coordinator.
 - E-mail: An e-mail message containing all of the required elements as stated above can be sent to info@huntertown.org.
 - Regular mail: Written notice, preferably on a Town-provided notice form or containing all of the required elements as stated above, can be sent to:

Town of Huntertown ADA Coordinator
P.O. Box 95
15617 Lima Road
Huntertown, IN 46748

- Questions concerning the notification and follow-up process may be addressed to the ADA Coordinator at (260) 637-5058.
- Within 30 working days of the initial notification, the ADA Coordinator will render a decision.
- Appeal: If the response provided by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision to an ADA compliance committee, composed of representatives from elected officials, the disabled community, business or nonprofit sectors, education, and the health/medical profession.
 - The Committee will hear such complaints in public, after adequate

public notice is given, in an unbiased, objective manner. The committee will issue a written decision within 30 days of notification.

- If the complaint cannot be resolved to the complainant's satisfaction by the Committee, the complaint will be heard by the County Commission. An open, public meeting of the governing board will precede the vote. A determination must be made within 30 days of the hearing. The decision of the governing board is final.
- Every reasonable attempt will be made by the Town of Huntertown to remedy the disability complaints, grievances, or issues in a timely manner subject to staff and budget constraints.

Recommended Action:

It is recommended that the Town reconsider the grievance procedure to be more consistent with current procedures of most communities. An example grievance procedure that could be adopted is included in *Appendix E*.

6.0 ADA Tool Kit

6.1 Introduction

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

If you need any additional assistance, please contact:

Michael Aker, ADA Coordinator
Phone: (260) 637-5058
E-mail: info@huntertown.org

6.2 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 ([http://www.ada.gov/regs2010/ADAreqs2010.htm#titleII final 2010](http://www.ada.gov/regs2010/ADAreqs2010.htm#titleII%20final%202010)) describes Title II of the ADA, 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/publicat.htm#Anchor-Title-49425) 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

(<http://www.access-board.gov/pubs.htm>). In addition to regular print, publications are available in large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov. In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing Federal accessibility guidelines.

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

Guidelines and Standards for Facilities

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

- *ADA Accessibility Guidelines (ADAAG).* 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. 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.
- *State and Local Government Facilities: ADAAG Amendments.* The Access Board is issuing final guidelines to provide additional guidance to the DOJ and the DOT in establishing accessibility standards for new construction and alterations of state and local government facilities covered by Title II of the ADA. The guidelines will ensure that newly constructed and altered state and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design, and communication.
- *Building Elements for Children: ADAAG Amendments.* The Access Board is issuing final guidelines to provide additional guidance to the DOJ and the DOT in establishing alternate specifications for building elements designed for use by children. These specifications are based on children's dimensions and anthropometries and apply to building elements designed specifically for use by children ages 12 and younger.
- *Play Areas: ADAAG Amendments.* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the DOJ for new construction and alterations of play areas covered by the ADA. The guidelines include scoping and technical provisions for ground level and elevated play components, accessible routes, ramps and transfer systems, ground surfaces, and soft contained play structures.
- *Recreation Facilities: ADAAG Amendments.* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the DOJ for new construction and alterations of recreation facilities covered by the ADA. The guidelines include scoping and technical provisions for amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf, sports facilities, and swimming pools and spas.

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.

- *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.

- *Visual Alarms Technical Bulletin.* In passing the ADA, Congress specifically directed the Access Board to provide greater guidance regarding communications accessibility. Thus the ADAAG require that where emergency warning systems are provided in new or altered construction, they must include both audible and visible alarms that meet certain technical specifications. This bulletin was developed to provide more technical information about the types of visual fire alarms available and how and where their use is required. (www.access-board.gov/adaag/about/bulletins/alarms.htm)
- *Text Telephones Technical Bulletin.* Text telephones are machinery or equipment that employs interactive graphic (i.e., typed) communications through the transmission of coded signals across the standard telephone network. Text telephones can include, for example, devices known as TDDs (telecommunications display devices or telecommunications devices for deaf persons) or computers. This bulletin was developed to provide more technical information about the types of text telephones available and how and where their use is required. (www.access-board.gov/adaag/about/bulletins/ttys.htm)
- *Ground and Floor Surfaces Technical Bulletin.* Over 27 million Americans report some difficulty in walking. Of these, eight million have a severe limitation and one-fifth of this population is elderly. Ambulatory persons with mobility impairments - especially those who use walking aids - are particularly at risk of slipping and falling even on level surfaces. The information in this bulletin is intended to provide designers with an understanding of the variables that affect the measurement and performance of materials specified for use on walking

surfaces and to better describe the requirements of an accessible route.

- *Parking Technical Bulletin.* Accessible parking requires that sufficient space be provided alongside the vehicle so that persons using mobility aids, including wheelchairs, can transfer and maneuver to and from the vehicle. Accessible parking also involves the appropriate designation and location of spaces and their connection to an accessible route. This bulletin was developed to provide more detailed information about the requirements for accessible parking including the Configuration, location, and quantities of accessible parking spaces. (www.access-board.gov/adaag/about/bulletins/parking.htm)
- *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/adaag/dws/update.htm)

- *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 bulletin provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications. (www.access-board.gov/adaag/about/bulletins/als-index.htm)
- *Guide to the ADAAG 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/play/guide/intro.htm)
- *Summaries of 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. (www.access-board.gov/recreation/summary.htm)
- *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/outdoor/status.htm).

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/transit/html/vguide.htm)
- *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/transit/otrb/otrbfinl.htm)

- *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).
- *Manuals on ADAAG for Transportation Vehicles*. These technical assistance documents (www.access-board.gov/transit/manuals/Manuals-list.htm) are one of a series provided to help in understanding the background and underlying rationale of the ADAAG for Transportation Vehicles (Vehicle Guidelines) and how the guidelines may apply in a particular case. The documents in this series include:
 - Buses, vans, and systems
 - Over-the-road buses and systems
 - Automated guideway transit vehicles and systems
 - Trams, similar vehicles, and systems
- *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. This publication reports on the experience of two transit accessibility leaders who 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/sec508/standards.htm)
- 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/adaag/about/bulletins/telecomm.htm)

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The City 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.

6.3 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 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 (<http://planning.nps.gov/wilderness/toolbox3.cfm>) 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.

6.4 Technical Resources

The Town 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.wqbh.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 an 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
DHHSHelp@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.
 - *Assistive Listening Systems Technical Bulletins* - are available on the U.S. Access Board's website (www.access-board.gov/adaag/about/bulletins/als-a.htm).
 - *Closed Caption Machine* - To the extent practical, City 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, Town 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.
- *Telecommunications for the Deaf, Inc.* – 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.tdi-online.org/) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

Guide to Disabilities and Disability Etiquette

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

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

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

to citizens, better serve its customers and improve relationships with its employees.

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

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

- **Ask Before You Help**

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

- **Do Not Touch!**

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

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

- **Engage Your Mind Before Engaging Your Mouth**

Always speak directly to the person with the disability NOT to their companion, aide, or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him/her like you would anyone else. Respect his/her privacy and don't ask questions about their disability unless they invite the discussion. If you are with a child

who asks, don't make the situation awkward for everyone; let the person with the disability respond directly to the child. They are used to children's questions.

- **Make No Assumptions**

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

- **Respond Graciously To Requests**

When people who have a disability ask for an accommodation at a city 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.

- *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.iidc.indiana.edu/cpps/ada/default.asp#content
- *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

Appendix A

Non-ROW Facility Compliance Summary

Huntertown Town Hall

Data collected
06/28/12

Exterior			
Item #	Description	Priority	Estimated Cost
1-1	Parking Lot (Main)		
	<i>Barrier-free and Van-accessible signs are not high enough (below the 60" minimum to the bottom of the sign).</i>		
	<i>Provide taller sign posts and reinstall signage.</i>	High	\$ 200
	Federal Guideline: 502.6		
2-1	Curb Ramp		
	<i>Parallel curb ramp at BF parking exceeds 1:12 running slope and landing cross slope exceeds 1:48</i>		
	<i>Replace non-compliant portions of ramp.</i>	Medium	\$1,500
	NOTE: When curb ramp is replaced the detectable warning plate is not required, as this curb ramp is not located in the ROW.		
	Federal Guideline: 406.1, 406.4		
4-1	Walk		
	<i>Cross slope of 8 sidewalk panels near the ROW and the landing at the side entry door exceed 1:48.</i>		
	<i>Repair or Replace Surface. Cost is for total of 175 sf concrete removal and replacement.</i>	Medium	\$4,025
	Federal Guideline: 403.3 , 403.4		
	<i>Surface level change in sidewalk west of main entrance</i>		
	<i>Repair or Replace Surface</i>	Medium	\$575
	Federal Guideline: 403.4		
5-1	Exterior Ramp at Front Entrance		
	<i>Handrail extension at bottom of ramp is not parallel with the ground surface (not required until ramp is reconstructed in the future)</i>		
	<i>Provide compliant handrail extension</i>	Low	N/A
	Notes: In its current configuration the handrail is not unsafe or unusable in any way. Federal Guideline: 505.10.1		
6-1	Exterior Stairs - At Front Entrance		
	<i>Riser heights and tread width not uniform, one riser exceeds 7" maximum allowed</i>		
	<i>Remove lower two steps and replace.</i>	Low	\$1,000
	Federal Guideline: 504.2, 504.3		
Interior			
Item #	Description		Estimated Cost
7-1	Drinking Fountain		
	<i>Water stream from both fountains less than 4" height</i>		
	<i>Adjust pressure on both fountains to provide 4" water stream minimum</i>	Low	\$250
	Federal Guideline: 602.6		
8-1	North Entry Door (side entrance)		
	<i>Door closes too quickly</i>		
	<i>Adjust closer to maintain required open position time</i>	Low	\$490
	Federal Guideline: 404.2.8.1		
8-2	Interior Conference Room Door		
	<i>Bottom of push side of the wood door is not smooth and swing side maneuvering space slightly less than 18" required.</i>		
	<i>Provide kickplate and filler</i>	Low	\$110
	Federal Guideline: 404.2.10, 404.2.4.1		

8-3	East Entry Door		
	<i>Door closes too quickly</i>		
	<i>Adjust closer to maintain required open position time</i>	Low	\$490
	Federal Guideline: 404.2.8.1		
8-4	Interior Door from Town Council Chamber to Hallway		
	<i>Double leaf doors, clear opening is less than 32"</i>		
	<i>No changes required until interior modifications are made. Provides access to hallway with restrooms and drinking fountain.</i>	N/A	
	Federal Guideline: 404.2.3		
	<i>Bottom of push side of the wood door is not smooth.</i>		
	<i>Provide kickplate and filler</i>	Low	\$110
	Federal Guideline: 404.2.10.1		
	<i>No audio system is available and no assistive listening devices are available.</i>		
	<i>Provide audio system and assistive listening devices.</i>	Medium	\$2,000
	Federal Guideline: 404.2.10.1		
8-5	Interior Door from side (North) entrance foyer to Hallway		
	<i>Bottom of push side of the wood door is not smooth.</i>		
	<i>Provide kickplate and filler</i>	Low	\$110
	Federal Guideline: 404.2.10.1		
8-6	Men's Restroom Door		
	<i>Bottom of push side of the wood door is not smooth. Trash can obstructs pull side clearance.</i>		
	<i>Provide kickplate and filler. Move trash can.</i>	Low	\$110
	Federal Guideline: 404.2.10.1		
8-7	Women's Restroom Door		
	<i>Door closes too quickly. Bottom of push side of the wood door is not smooth. Trash can obstructs pull side clearance.</i>		
	<i>Adjust closer. Provide kickplate and filler. Move trash can.</i>	Low	\$490
	Federal Guideline: 404.2.10.1		
9-1	Interior Corridor		
	<i>Electrical switches too high. (Not generally operated by the public)</i>		
	<i>No action required.</i>	N/A	
	Federal Guideline: 205.1, 308.2, 308.3		
	<i>Drinking fountains recessed into wall but still protrude into pedestrian route in hallway</i>		
	<i>Place cane detectable trim from floor to 36" height on wall adjacent to drinking fountains. Trim should extend from the wall minimum 1 1/2" to remove protruding status of drinking fountains.</i>	Low	\$250
	Federal Guideline: 307		
15-1	Men's Restroom		
	<i>Reflecting surface of the mirror mounted above the lavatory is 40 3/8" (40" max) above the finished floor surface.</i>		
	<i>Reposition Mirror at Sink</i>	Low	\$70
	Federal Guideline: 603.3		
	<i>Clear space in front of urinals is only 28 3/4" (30" req'd.)</i>		
	<i>Least costly solution is to remove center partition, otherwise reinstall both privacy walls to provide required space.</i>	Low	\$400
	Federal Guideline: 605.3		
	<i>Toilet paper does not turn freely due to large rolls within. Dispenser located behind front line of toilet (7-9" in front required)</i>		
	<i>Reinstall dispenser that is in proper location and provide free turning of toilet paper.</i>	Low	\$70
	Federal Guideline: 604.7		
	<i>Coat hook is located at 52" height on back of stall door (15"-48" allowed)</i>		
	<i>Reposition Coat Hook</i>	Low	\$50
	Federal Guideline: 308, 603.4		

15-2	Women's Restroom		
	<i>Reflecting surface of the mirror mounted above the lavatory is 40 3/8" (40" max) above the finished floor surface.</i>		
	<i>Reposition Mirror at Sink</i>	Low	\$70
	Federal Guideline: 603.3		
	<i>Toilet paper dispenser located only 3 1/2" in front line of toilet (7-9" in front required)</i>		
	<i>Reinstall dispenser that is in proper location.</i>	Low	\$70
	Federal Guideline: 604.7		
	<i>Coat hook is located at 52" height on back of stall door (15"-48" allowed)</i>		
	<i>Reposition Coat Hook</i>	Low	\$50
	Federal Guideline: 308, 603.4		
18-1	Conference Room across from Clerk-Treasurer Office		
	<i>Light switch located at 55" height (48" max. allowed)</i>		
	<i>Consider installation of occupancy sensor and timer</i>	Low	\$300
	Federal Guideline: 205.1, 308.2, 308.3		
18-2	Town Council Meeting Room		
	<i>Light switch located at 52" height (48" max. allowed)</i>		
	<i>Consider installation of occupancy sensor and timer</i>	Low	\$300
	Federal Guideline: 205.1, 308.2, 308.3		
18-3	Entry Foyer and Utility Service Window		
	<i>Light switch located at 52" height (48" max. allowed)</i>		
	<i>Consider installation of occupancy sensor and timer</i>	Low	\$300
	Federal Guideline: 205.1, 308.2, 308.3		
	<i>Service counter window is too high above the floor at 37 3/8" (36" max allowed) and does not provide clear knee space below.</i>		
	<i>Provide clipboard as alternate accommodation for persons in wheelchair to write checks for payment until renovation is completed. At that time provide a lower counter height with adequate knee space.</i>	N/A	
	Federal Guideline: 226.1, 902.2		
	Facility Total:		\$13,390

General Notes: Clerk-Treasurer's office was closed at time of evaluation. No unique services are located within. Passenger lift/elevator and stairs are present to access basement level which is used exclusively for storage (no programs offered in the basement).

Appendix B

Town of Huntertown Right of Way Facility Compliance Summary

Statistics

Number of Ramps per Category

Category	# Ramps	
0	4	2%
1	33	15%
2	21	10%
3	137	63%
4	24	11%
5	0	0%
6	0	0%
7	0	0%
Total	219	

Category Cost

Category	Cost
0	\$0
1	\$33,000
2	\$31,500
3	\$369,900
4	\$96,000
5	\$0
6	\$0
7	\$0
Total	\$530,400

Ramp Type Breakdown

Type	
In-Line	111
Parallel	108
Total	219

Priority Costs

Priority	Cost
Low - Usable	\$77,900
Medium - Difficult Use	\$312,600
High-Hazardous/Unusable	\$139,900
Total	\$530,400

Average Cost Per Ramp: \$2,421.92

Cost Category Code		Cost Description	Estimated Cost	Modify Curb and Gutter	Remove Pavement	Remove Sidewalk	Excavation	Sand Subbase	4" Sidewalk	ADA Sidewalk Ramp, includes DWP(s)	Restoration
				Unit	Ft	Syd	Syd	Cyd	Cyd	Sft	Sft
			Price	\$25.00	\$15.00	\$10.00	\$10.00	\$12.00	\$10.00	\$15.00	\$15.00
CURB1	0	No Work Needed	\$0.00	0	0	0	0	0	0	0	0
CURB1	1	Minor modifications to one sidewalk ramp including flares, curb and gutter, and DWP.	\$1,000.00	10	0	6	1	0.5	0	40	2
CURB2	2	Reconstruction of one sidewalk ramp including reconstruction of flares, curb and gutter, and DWP.	\$1,500.00	10	0	10	2	1	0	70	3
CURB3	3	Reconstruction of one sidewalk ramp and landing including flares, curb and gutter and DWP. Total of up-to 2-3 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$2,700.00	10	0	20	4	2	100	70	6
CURB4	4	Reconstruction of one sidewalk ramp and landing including two adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 4 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$4,000.00	10	0	40	8	4	200	70	10
CURB5	5	Reconstruction of one sidewalk ramp and landing including four adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 6 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$5,400.00	10	0	60	12	6	300	70	20
CURB6	6	Reconstruction of one sidewalk ramp and landing including six adjacent sidewalk panels to correct grading, flares, curb and gutter and DWP. Total of up-to 8 panels constructed/reconstructed. Includes conversions between parallel and perpendicular configurations.	\$6,800.00	10	0	80	15	7.5	400	70	30
CURB7	7	Ramp Reconstruct, R/W (Flagging of potential R/W needs, Limited application, RW acquisition costs not included); only for extreme cases and there are many where ROW is not adequate to construct compliant ramps. These may need to be looked at on a case-by-case basis to determine extent and feasibility of doing the work and amount of ROW or easement that might be needed to construct a landing. Note that CURB7 may include a total construction to include conversion from one ramp to two perpendicular ramps due to the ROW limitations. This will likely be the only option that makes sense in the example shown.	\$12,000.00								

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Medium - Difficult Use		3	1	In-Line	001	NORTHWEST CORNER OF CROSS WINDS WAY AND LONG MEADOW PKWY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	002	SOUTHWEST CORNER OF CROSS WINDS WAY AND LONG MEADOW PKWY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	003	SOUTHEAST CORNER OF CROSS WINDS WAY AND LONG MEADOW PKWY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	004	NORTHEAST CORNER OF CROSS WINDS WAY AND LONG MEADOW PKWY	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	005	SOUTHWEST CORNER OF PRESERVE BLVD AND HAMMOCK DR	None	\$2,700.00
Compliant	Compliant		0	1	In-Line	006	NORTHEAST CORNER OF PRESERVE BLVD AND HAMMOCK DR	None	\$0.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	007	NORTHWEST CORNER OF PRESERVE BLVD AND BULLRUSH CT	Cracked ramp	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	008	SOUTHEAST CORNER OF PRESERVE BLVD AND BULLRUSH CT	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	In-Line	009	NORTHEAST CORNER OF SADDLE VIEW CT AND HAMMOCK DR	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	010	NORTHWEST CORNER OF SADDLE VIEW CT AND HAMMOCK DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	011	NORTHEAST CORNER OF CARROLL RIDGE DR AND HAMMOCK DR EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	012	NORTHEAST CORNER OF CARROLL RIDGE DR AND HAMMOCK DR NORTH ACCESS RAMP	None	\$2,700.00
Compliant	Compliant		0	1	In-Line	013	SOUTHEAST CORNER OF CARROLL RIDGE DR AND HAMMOCK DR SOUTH ACCESS RAMP	None	\$0.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	014	NORTHWEST CORNER OF CARROLL RIDGE DR AND HAMMOCK DR WEST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	015	NORTHWEST CORNER OF CARROLL CREEK RUN AND HAMMOCK DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	016	NORTHEAST CORNER OF CARROLL CREEK RUN AND HAMMOCK DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	017	SOUTHWEST CORNER OF CARROLL CREEK RUN AND HAMMOCK DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	018	NORTHWEST CORNER OF NIBLICK LANDING AND FLOWING BROOK DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	019	NORTHEAST CORNER OF NIBLICK LANDING AND FLOWING BROOK DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	020	SOUTHEAST CORNER OF NIBLICK LANDING AND FLOWING BROOK DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	021	SOUTHWEST CORNER OF NIBLICK LANDING AND FLOWING BROOK DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	022	SOUTHEAST CORNER OF SHADOW CREEK DR AND CARROLL CREEK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	023	NORTHEAST CORNER OF SHADOW CREEK DR AND CARROLL CREEK RUN NORTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	024	NORTHEAST CORNER OF SHADOW CREEK DR AND CARROLL CREEK RUN EAST ACCESS RAMP	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Medium - Difficult Use		3	1	In-Line	025	NORTHWEST CORNER OF SHADOW CREEK DR AND CARROLL CREEK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	026	SOUTHEAST CORNER OF CARROLL CREEK RUN AND ASTORIA WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	027	NORTHEAST CORNER OF CARROLL CREEK RUN AND ASTORIA WAY NORTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	028	NORTHEAST CORNER OF CARROLL CREEK RUN AND ASTORIA WAY EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	029	NORTHWEST CORNER OF CARROLL CREEK RUN AND ASTORIA WAY	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	030	NORTHWEST CORNER OF BOULDER PASS AND BETHEL RD	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	031	SOUTHWEST CORNER OF BOULDER PASS AND BETHEL RD	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	In-Line	032	SOUTHEAST CORNER OF STRADA WAY AND BOULDER PASS EAST ACCESS RAMP	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	033	SOUTHEAST CORNER OF STRADA WAY AND BOULDER PASS SOUTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	034	SOUTHWEST CORNER OF STRADA WAY AND BOULDER PASS	None	\$2,700.00
Compliant	Compliant		0	1	Parallel	035	NORTHEAST CORNER OF CARROLL CREEK RUN AND CARROLL RD	None	\$0.00
Non-Compliant	Low - Usable		3	1	Parallel	036	NORTHWEST CORNER OF CARROLL CREEK RUN AND CARROLL RD	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	037	SOUTHEAST CORNER OF CARROLL CREEK RUN AND WINDING RIVER CT	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	038	NORTHEAST CORNER OF CARROLL CREEK RUN AND WINDING RIVER CT NORTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	039	NORTHEAST CORNER OF CARROLL CREEK RUN AND WINDING RIVER CT EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	040	SOUTHEAST CORNER OF CARROLL CREEK RUN AND WINDING RIVER CT SOUTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	041	NORTHEAST CORNER OF CROOKED COVE AND BETHEL RD	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	042	SOUTHEAST CORNER OF CROOKED COVE AND BETHEL RD	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	043	NORTHWEST CORNER OF WANDERING WAY AND CROOKED COVE	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	044	NORTHEAST CORNER OF WANDERING WAY AND CROOKED COVE	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		4	1	In-Line	045	SOUTHEAST CORNER OF WANDERING WAY AND CROOKED COVE	None	\$4,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	046	SOUTHWEST CORNER OF RIVULET RUN AND TUMBLEBROOK LN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	047	SOUTHEAST CORNER OF RIVULET RUN AND TUMBLEBROOK LN	Landing and ramp are cracked	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	048	NORTHEAST CORNER OF RIVULET RUN AND TUMBLEBROOK LN	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Medium - Difficult Use		3	1	In-Line	049	SOUTHEAST CORNER OF CROOKED COVE AND TAPERED BANK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	050	SOUTHWEST CORNER OF CROOKED COVE AND TAPERED BANK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	051	SOUTHWEST CORNER OF QUIET EDDY CT AND WANDERING WAY	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	052	SOUTHEAST CORNER OF QUIET EDDY CT AND WANDERING WAY	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	053	SOUTHWEST CORNER OF RIVULET CT AND WANDERING WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	054	NORTHWEST CORNER OF RIVULET CT AND WANDERING WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	055	NORTHEAST CORNER OF RIVULET CT AND WANDERING WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	056	NORTHWEST CORNER OF RIVULET RUN AND LANAI DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	057	SOUTHWEST CORNER OF RIVULET RUN AND LANAI DR SOUTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		2	1	In-Line	058	SOUTHWEST CORNER OF RIVULET RUN AND LANAI DR WEST ACCESS RAMP	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	059	SOUTHEAST CORNER OF DARK HOLLOW CT AND WANDERING WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	060	NORTHWEST CORNER OF DARK HOLLOW CT AND WANDERING WAY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	061	NORTHEAST CORNER OF TAPERED BANK RUN AND TROUTWOOD DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	062	NORTHWEST CORNER OF TAPERED BANK RUN AND TROUTWOOD DR WEST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	063	NORTHWEST CORNER OF TAPERED BANK RUN AND TROUTWOOD DR NORTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	064	SOUTHWEST CORNER OF TAPERED BANK RUN AND TROUTWOOD DR SOUTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	065	SOUTHWEST CORNER OF TAPERED BANK RUN AND TROUTWOOD DR WEST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	066	NORTHEAST CORNER OF TROUTWOOD DR AND TURTLE CREEK CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	067	NORTHWEST CORNER OF TROUTWOOD DR AND TURTLE CREEK CT	Detectable warning is damaged	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	068	NORTHEAST CORNER OF BREZZY KNOLL CT AND TROUTWOOD DR	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	069	NORTHWEST CORNER OF BREZZY KNOLL CT AND TROUTWOOD DR	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	070	NORTHEAST CORNER OF BEARBERRY CT AND LANAI DR NORTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	071	NORTHEAST CORNER OF BEARBERRY CT AND LANAI DR EAST ACCESS RAMP	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	In-Line	072	NORTHWEST CORNER OF BEARBERRY CT AND LANAI DR WEST ACCESS RAMP	None	\$1,000.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Low - Usable		1	1	In-Line	073	NORTHWEST CORNER OF BEARBERRY CT AND LANAI DR NORTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	074	SOUTHWEST CORNER OF BEARBERRY CT AND LANAI DR SOUTH ACCESS RAMP	Detectable warning damaged	\$1,000.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	075	SOUTHWEST CORNER OF BEARBERRY CT AND LANAI DR WEST ACCESS RAMP	Detectable warning damaged	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	076	SOUTHEAST CORNER OF BEARBERRY CT AND LANAI DR EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	077	SOUTHEAST CORNER OF BEARBERRY CT AND LANAI DR SOUTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	078	SOUTHWEST CORNER OF SAPPHIRE CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	079	NORTHEAST CORNER OF EMERALD MIST WAY AND CLIFF VIEW CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	080	SOUTHEAST CORNER OF EMERALD MIST WAY AND CLIFF VIEW CT SOUTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	081	SOUTHWEST CORNER OF LANAI DR AND EMERALD MIST WAY SOUTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	082	SOUTHWEST CORNER OF LANAI DR AND EMERALD MIST WAY EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	083	SOUTHEAST CORNER OF LANAI DR AND EMERALD MIST WAY EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	In-Line	084	SOUTHEAST CORNER OF LANAI DR AND EMERALD MIST WAY SOUTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	085	NORTHEAST CORNER OF SERENE SHORES AND RIVULET RUN EAST ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	086	NORTHEAST CORNER OF SERENE SHORES AND RIVULET RUN NORTH ACCESS RAMP	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	087	SOUTHEAST CORNER OF SERENE SHORES AND RIVULET RUN	Crack in ramp	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	088	NORTHWEST CORNER OF SERENE SHORES AND RIVULET RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	089	NORTHEAST CORNER OF CANDESET COVE AND RIVULET RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	090	NORTHWEST CORNER OF CANDESET COVE AND RIVULET RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	091	SOUTHWEST CORNER OF CANDESET COVE AND RIVULET RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	092	SOUTHEAST CORNER OF CANDESET COVE AND RIVULET RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	093	NORTHWEST CORNER OF BRITTANY COVE AND CUL DE SAC	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	094	NORTHEAST CORNER OF BRITTANY COVE AND MOSSY PAK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	095	NORTHWEST CORNER OF BRITTANY COVE AND MOSSY PARK RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	096	NORTHWEST CORNER OF VINTAGE HILL COVE AND CUL DE SAC	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Medium - Difficult Use		3	1	Parallel	097	NORTHWEST CORNER OF VINTAGE HILL COVE AND SWITCHBACK COVE	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	098	NORTHEAST CORNER OF VINTAGE HILL COVE AND SWITCHBACK COVE	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	099	NORTHEAST CORNER OF SWITCHBACK COVE AND KIMBALL RUN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	100	SOUTHWEST CORNER OF MOSSY OAK RUN AND FLINT LOCK LN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	101	NORTHEAST CORNER OF MOSSY OAK RUN AND FLINT LOCK LN	Landing is cracked	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		2	1	Parallel	102	NORTHEAST CORNER OF MOSSY OAK RUN AND BEAR CLAW LN	None	\$1,500.00
Non-Compliant	Low - Usable		1	1	In-Line	103	NORTHWEST CORNER OF MOSSY OAK RUN AND BEAR CLAW LN	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	104	NORTHWEST CORNER OF BEAR CLAW LN AND KIMBALL RUN	Cracked ramp	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	105	NORTHEAST CORNER OF BEAR CLAW LN AND KIMBALL RUN	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$2,700.00
Non-Compliant	Low - Usable		1	1	Parallel	106	NORTHWEST CORNER OF MOSSY OAK RUN AND ENTRANCE WAY TO BP AND WALGREENS	None	\$1,000.00
Compliant	Compliant		0	1	Parallel	107	SOUTHWEST CORNER OF MOSSY OAK RUN AND ENTRANCE WAY TO BP AND WALGREENS	None	\$0.00
Non-Compliant	Low - Usable		3	1	In-Line	108	SOUTHWEST CORNER OF 2459 STONECROP RD	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	Parallel	109	SOUTHWEST CORNER OF STONECROP RD AND CLEMATIS DR	None	\$1,000.00
Non-Compliant	Low - Usable		2	1	Parallel	110	NORTHEAST CORNER OF CLEMATIS DR AND BEAR'S BREECH CT	None	\$1,500.00
Non-Compliant	Low - Usable		3	1	Parallel	111	NORTHWEST CORNER OF CLEMATIS DR AND BEAR'S BREECH CT	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	112	SOUTHWEST CORNER OF CLEMATIS DR AND BEAR'S BREECH CT	None	\$2,700.00
Non-Compliant	Low - Usable		2	1	Parallel	113	NORTHWEST CORNER OF BEAR'S BREECH RUN AND TOWNS GARDEN CT	None	\$1,500.00
Non-Compliant	Low - Usable		2	1	Parallel	114	SOUTHWEST CORNER OF BEAR'S BREECH RUN AND TOWNS GARDEN CT	Cracked ramp	\$1,500.00
Non-Compliant	Low - Usable		3	1	In-Line	115	SOUTHEAST CORNER OF BEAR'S BREECH RUN AND TOWNS GARDEN CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	116	NORTHWEST CORNER OF MARGUERITE DR AND TOWNE GARDENS CT	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	117	SOUTHWEST CORNER OF MARGUERITE DR AND TOWNE GARDENS CT	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	118	NORTHEAST CORNER OF MARGUERITE DR AND TOWNE GARDENS CT	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Low - Usable		3	1	In-Line	119	NORTHWEST CORNER OF TOWNE GARDEN DR AND WOODS RD	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	In-Line	120	NORTHEAST CORNER OF TOWNE GARDEN DR AND WOODS RD	None	\$1,000.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Low - Usable		1	1	In-Line	121	NORTHEAST CORNER OF PEONY CT AND CUL DE SAC	None	\$1,000.00
Non-Compliant	Low - Usable		1	1	Parallel	122	NORTHEAST CORNER OF PEONY CT AND MARGUERITE DR	None	\$1,000.00
Non-Compliant	Low - Usable		4	1	Parallel	123	NORTHWEST CORNER OF PEONY CT AND MARGUERITE DR	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Low - Usable		3	1	In-Line	124	SOUTHWEST CORNER OF PEONY CT AND MARGUERITE DR	Damaged detectable warning	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	125	NORTH EAST CORNER OF MILL STREAM DR AND MILL RACE DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	126	SOUTHWEST CORNER OF MILL STREAM DR AND BUHR RUN	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	127	NORTHEAST CORNER OF MILL WHEEL DR AND BUHR RUN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	128	NORTHWEST CORNER OF BUHR RUN AND BUHR DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	129	SOUTHEAST CORNER OF STONERS MILL DR AND MILL RACE DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	130	NORTHEAST CORNER OF CLAYSTONE CT AND PEBBLE BROOK BLVD	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		4	1	In-Line	131	NORTHWEST CORNER OF CLAYSTONE CT AND PEBBLE BROOK BLVD	Cracked ramp	\$4,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	132	SOUTHWEST CORNER OF PEBBLE BROOK BLVD AND SILICA CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	133	SOUTHEAST CORNER OF PEBBLE BROOK BLVD AND SILICA CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	134	SOUTHEAST CORNER OF PEBBLE BROOK BLVD AND OBSIDIAN LN	None	\$4,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	135	SOUTHWEST CORNER OF PEBBLE BROOK BLVD AND OBSIDIAN LN	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	136	NORTHEAST CORNER OF OBSIDIAN LN AND ROUNDABOUT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	137	SOUTHWEST CORNER OF MARBLE RIDGE AND GALENA CT	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	138	NORTHWEST CORNER OF MARBLE RIDGE AND GALENA CT	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	139	SOUTHEAST CORNER OF MARBLE RIDGE AND BOULDER RIDGE	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	140	NORTHEAST CORNER OF AMETHYST PKWY AND FLINT PASS	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	141	NORTHWEST CORNER OF AMETHYST PKWY AND FLINT PASS	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	142	SOUTHWEST CORNER OF AMETHYST PKWY AND MARBLE RIDGE	Cracked ramp	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	143	SOUTHEAST CORNER OF AMETHYST PKWY AND SHALE RUN	Cracked ramp	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	144	SOUTHWEST CORNER OF MAPLE RIDGE AND ROUNDABOUT	None	\$2,700.00

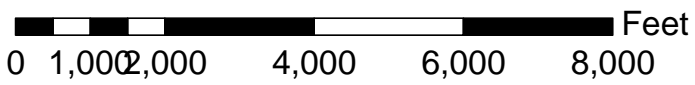
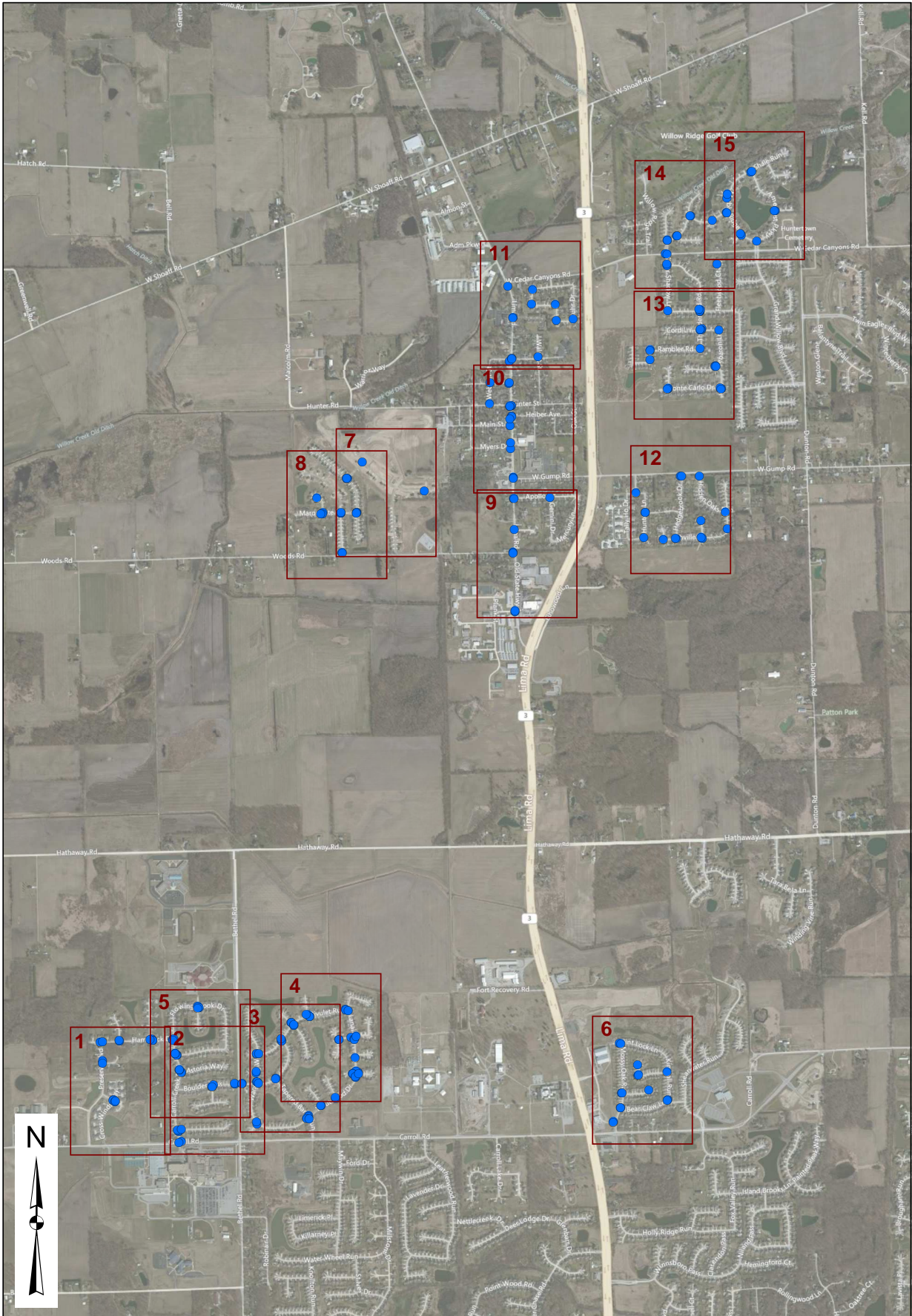
Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	Medium - Difficult Use		3	1	In-Line	145	NORTHWEST CORNER OF MAPLE RIDGE AND ROUNDABOUT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	146	NORTHWEST CORNER OF MAPLE RIDGE AND OBSIDIAN LN	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	In-Line	147	SOUTHWEST CORNER OF MAPLE RIDGE AND OBSIDIAN LN	None	\$1,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	148	NORTHEAST CORNER OF HUNTERS RIDGE LN AND PLEASANT RUN	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	149	NORTHEAST CORNER OF HUNTERS LN AND RABBIT RUN	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	150	SOUTHEAST CORNER OF HUNTERS LN AND RABBIT RUN	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	151	NORTHWEST CORNER OF QUAIL TRAIL AND HUNTERS LN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	152	SOUTHWEST CORNER OF WEST GUMP RD AND HEDGEBROOK DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	153	SOUTHEAST CORNER OF WEST GUMP RD AND HEDGEBROOK DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	154	NORTHEAST CORNER OF HEDGEBROOK DR AND ASHVILLE DR	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	155	NORTHWEST CORNER OF HEDGEBROOK DR AND ASHVILLE DR	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	156	NORTHEAST CORNER OF ASHVILLE DR AND ASHVILLE CR	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	157	NORTHEAST CORNER OF WINDWOOD CT AND CUL DE SAC	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	158	NORTHEAST CORNER OF WINDWOOD CT AND ASHVILLE DR	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	159	NORTHWEST CORNER OF WINDWOOD CT AND ASHVILLE DR	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	160	NORTHWEST CORNER OF ASHVILLE DR AND WATER OAK PL	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	161	SOUTHWEST CORNER OF WATER OAK PL AND HIDDEN OAKS RUN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	162	SOUTHWEST CORNER OF HIDDEN OAKS RUN AND WEST GUMP RD	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	163	SOUTHEAST CORNER OF SILVER SHADOW LN AND THUNDERBIRD DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	164	NORTHEAST CORNER OF SILVER SHADOW LN AND THUNDERBIRD DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	165	SOUTHEAST CORNER OF SILVER SHADOW LN AND WEST CEDAR CANYONS RD	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	166	SOUTHWEST CORNER OF SILVER SHADOW LN AND WEST CEDAR CANYONS RD	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	167	NORTHEAST CORNER OF SILVER SHADOW LN AND DEUSENBERG DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	168	SOUTHWEST CORNER OF THUNDERBIRD DR AND DEUSENBERG DR	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	169	SOUTHEAST CORNER OF THUNDERBIRD DR AND DEUSENBERG DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	170	NORTHEAST CORNER OF THUNDERBIRD DR AND DEUSENBERG DR	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	171	NORTHWEST CORNER OF THUNDERBIRD DR AND DEUSENBERG DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		4	1	In-Line	172	NORTHWEST CORNER OF FLEETWOOD CT AND CUL DE SAC	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	173	NORTHEAST CORNER OF THUNDERBIRD RD AND CORD LN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	174	SOUTHEAST CORNER OF THUNDERBIRD RD AND CORD LN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	175	SOUTHWEST CORNER OF THUNDERBIRD RD AND CORD LN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	176	SOUTHEAST CORNER OF THUNDERBIRD RD AND CORD LN	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	177	NORTHWEST CORNER OF THUNDERBIRD RD AND RAMBLER RD	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	178	NORTHEAST CORNER OF CLASSIC LAKE DR AND RAMBLER RD	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	179	SOUTHEAST CORNER OF CLASSIC LAKE DR AND RAMBLER RD	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	In-Line	180	NORTHWEST CORNER OF CLASSIC LAKE DR AND CLASSIC LAKE COVE	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	181	SOUTHWEST CORNER OF LEBARON COVE AND IMPALA DR	None	\$2,700.00
Non-Compliant	Low - Usable		1	1	In-Line	182	NORTHWEST CORNER OF LEBARON COVE AND IMPALA DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		2	1	In-Line	183	SOUTHEAST CORNER OF LEBARON LN AND IMPALA DR	Damaged ramp	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	184	SOUTHWEST CORNER OF CORD LANE AND LEBARON LN	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$2,700.00
Non-Compliant	Low - Usable		3	1	In-Line	185	NORTHEAST CORNER OF MONTE CARLO DR AND TORINO COVE	None	\$2,700.00
Non-Compliant	Low - Usable		2	1	In-Line	186	NORTHWEST CORNER OF MONTE CARLO DR AND TORINO COVE WEST ACCESS RAMP	None	\$1,500.00
Non-Compliant	Low - Usable		1	1	In-Line	187	NORTHWEST CORNER OF MONTE CARLO DR AND TORINO COVE NORTH ACCESS RAMP	None	\$1,000.00
Non-Compliant	Low - Usable		2	1	Parallel	188	SOUTHWEST CORNER OF IMPALA DR AND MONTE CARLO DR	None	\$1,500.00
Non-Compliant	Low - Usable		3	1	Parallel	189	NORTHWEST CORNER OF IMPALA DR AND MONTE CARLO DR	None	\$2,700.00
Non-Compliant	Low - Usable		2	1	In-Line	190	SOUTHEAST CORNER OF IMPALA DR AND MONTE CARLO DR	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		4	1	Parallel	191	NORTHEAST CORNER OF APPOLO DR AND LIMA RD	4 panel replacement min, bottom landed needed with adjacent sidewalks	\$4,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	192	SOUTHEAST CORNER OF APPOLO DR AND LIMA RD	None	\$2,700.00

Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	High-Hazardous/Unusable		3	1	In-Line	193	SOUTHEAST CORNER OF APPOLO DR AND GEMINI DR	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	194	SOUTHWEST CORNER OF LIMA RD AND EDGERTON ST	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	195	NORTHWEST CORNER OF LIMA RD AND EDGERTON ST	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	196	SOUTHWEST CORNER OF LIMA RD AND TRINITY ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	In-Line	197	SOUTHEAST CORNER OF LIMA RD AND WEST CEDAR CANYONS RD	None	\$1,500.00
Non-Compliant	Low - Usable		3	1	Parallel	198	NORTHEAST CORNER OF LIMA RD AND LIMA VILLAS	None	\$2,700.00
Non-Compliant	Low - Usable		3	1	Parallel	199	SOUTHEAST CORNER OF LIMA RD AND LIMA VILLAS	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	200	NORTHEAST CORNER OF LIMA RD AND TRINITY ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	201	SOUTHEAST CORNER OF LIMA RD AND TRINITY ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	202	NORTHEAST CORNER OF LIMA RD AND HUNTER ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	203	SOUTHEAST CORNER OF LIMA RD AND HUNTER ST	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	204	NORTHEAST CORNER OF LIMA RD AND HIEBER AVE	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	205	SOUTHEAST CORNER OF LIMA RD AND HIEBER AVE	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	206	NORTHEAST CORNER OF LIMA RD AND WEST GUMP RD	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	207	SOUTHEAST CORNER OF LIMA RD AND WEST GUMP RD	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	208	NORTHEAST CORNER OF LIMA RD AND CANAVERAL CT	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	209	NORTHWEST CORNER OF LIMA RD AND WOODS RD	None	\$1,500.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	210	SOUTHWEST CORNER OF LIMA RD AND WOODS RD	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	211	SOUTHWEST CORNER OF LIMA RD AND LIMA PLANK PKWY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	212	NORTHWEST CORNER OF LIMA RD AND LIMA PLANK PKWY	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		1	1	Parallel	213	SOUTHWEST CORNER OF LIMA RD AND MEYERS DR	None	\$1,000.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	215	SOUTHWEST CORNER OF LIMA RD AND MAIN ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		3	1	Parallel	217	SOUTHWEST CORNER OF LIMA RD AND HUNTER ST	None	\$2,700.00
Non-Compliant	Medium - Difficult Use		2	1	Parallel	218	NORTHWEST CORNER OF LIMA RD AND HUNTER ST	None	\$1,500.00

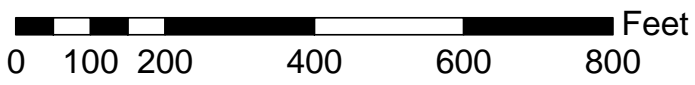
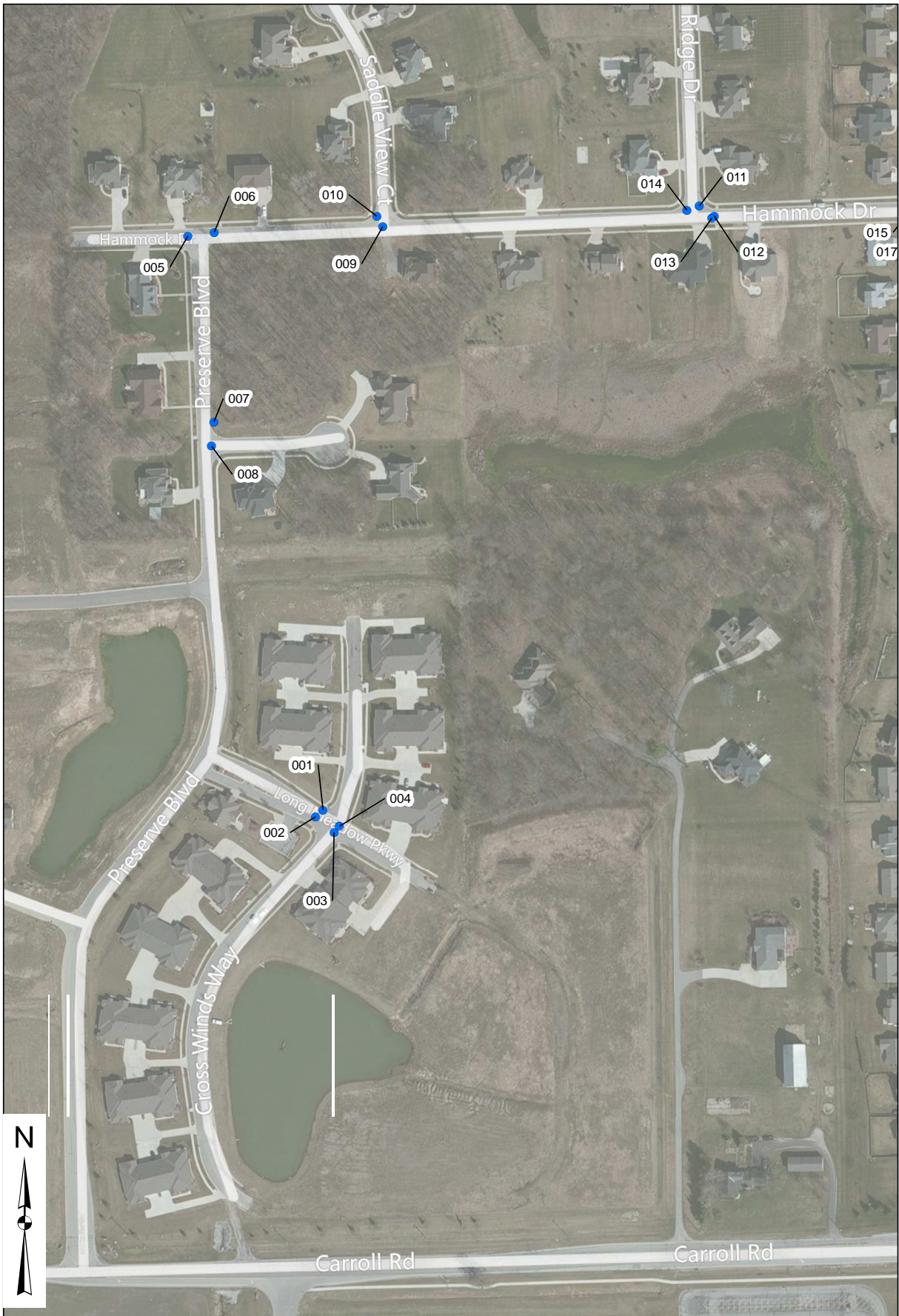
Compliance	Priority		Cost Category	# of Ramps	Ramp Type	Picture	Description	Comment	Base Cost
Non-Compliant	High-Hazardous/Unusable		3	1	Parallel	219	NORTH EAST CORNER OF TRINITY ST AND WALNUT ST	None	\$2,700.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	220	NORTHEAST CORNER OF WEBSTER ST AND EDGERTON ST	None	\$4,000.00
Non-Compliant	High-Hazardous/Unusable		4	1	Parallel	221	NORTHWEST CORNER OF HUNTER ST AND WEBSTER ST	None	\$4,000.00

Town of Huntertown - Curb Ramps

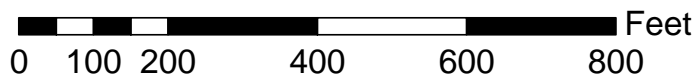
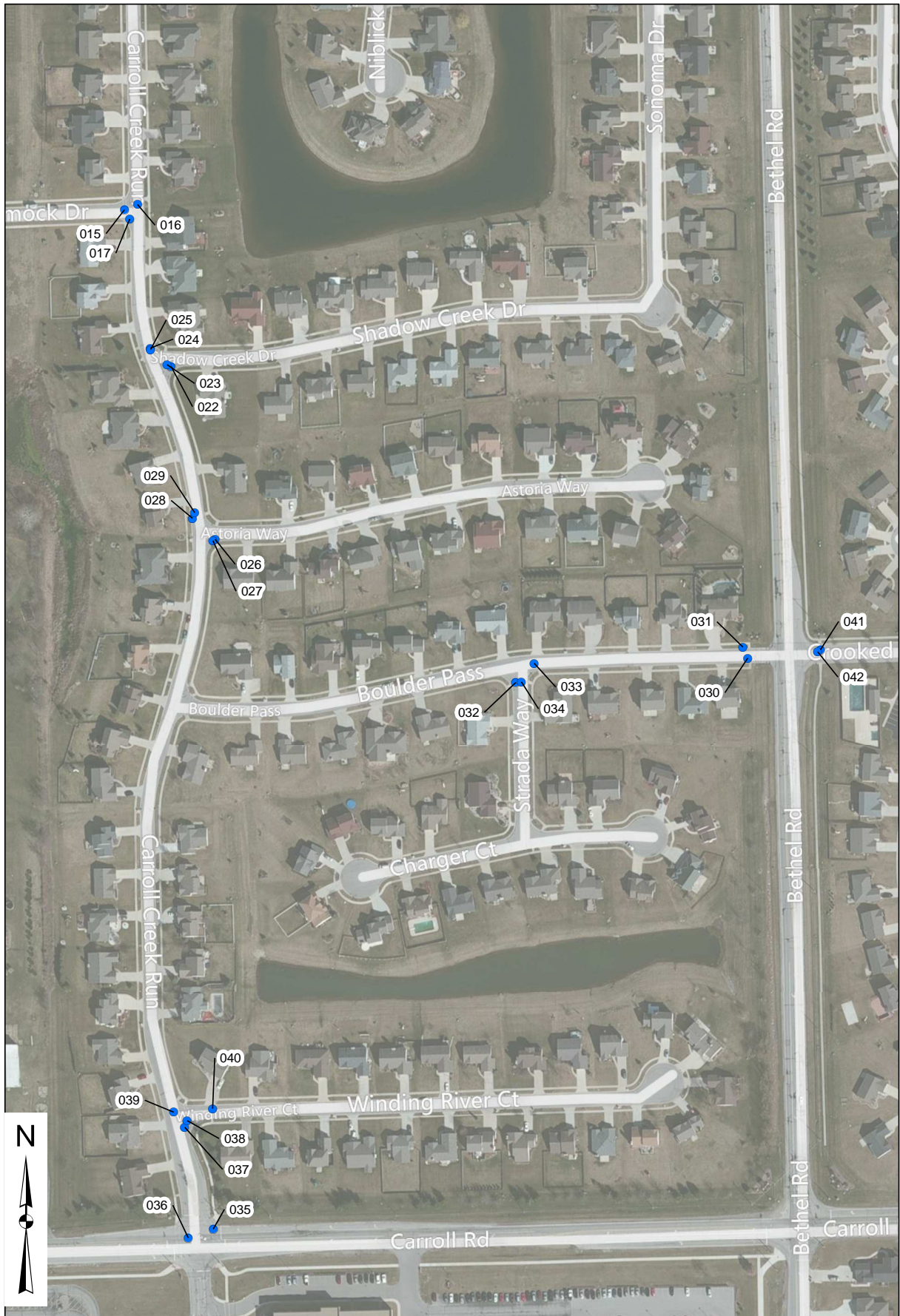


Town of Huntertown - Curb Ramps

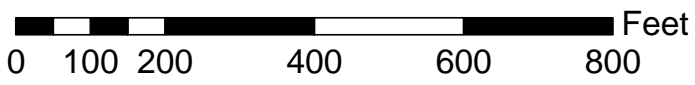
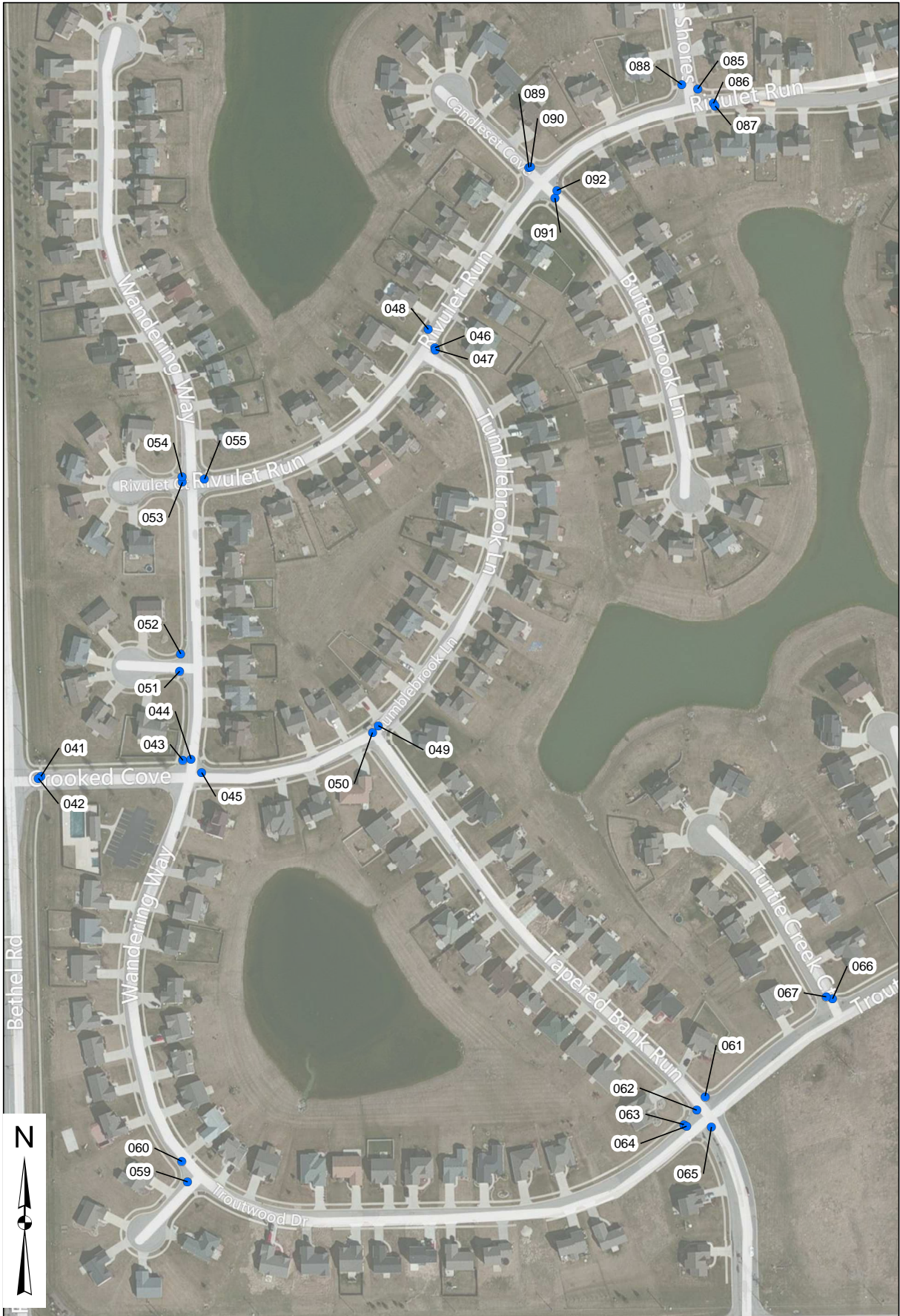
#1



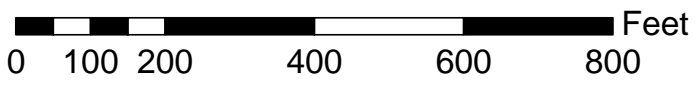
Town of Huntertown - Curb Ramps



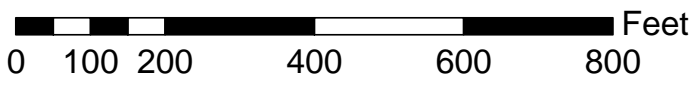
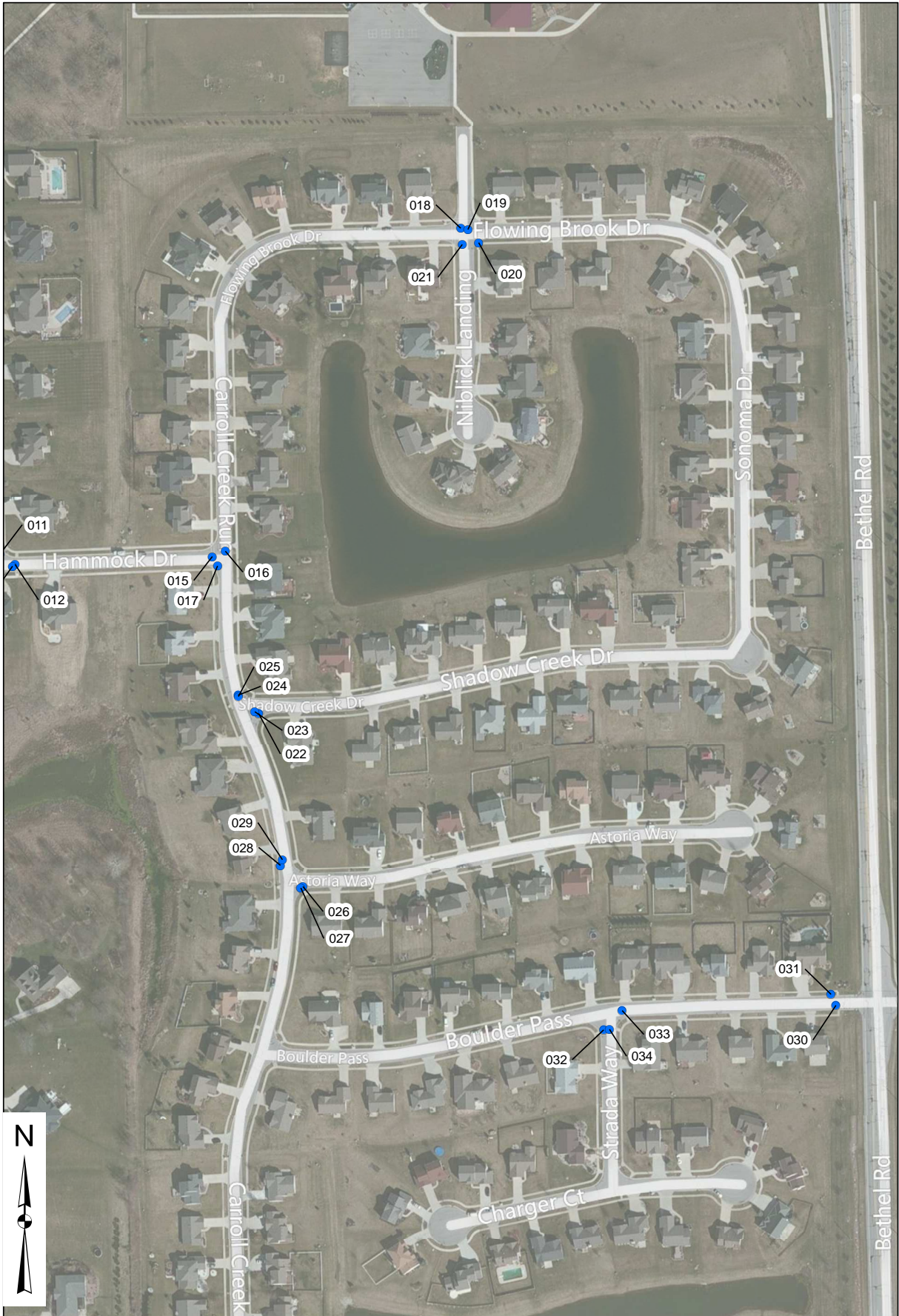
Town of Huntertown - Curb Ramps

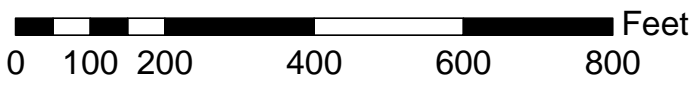
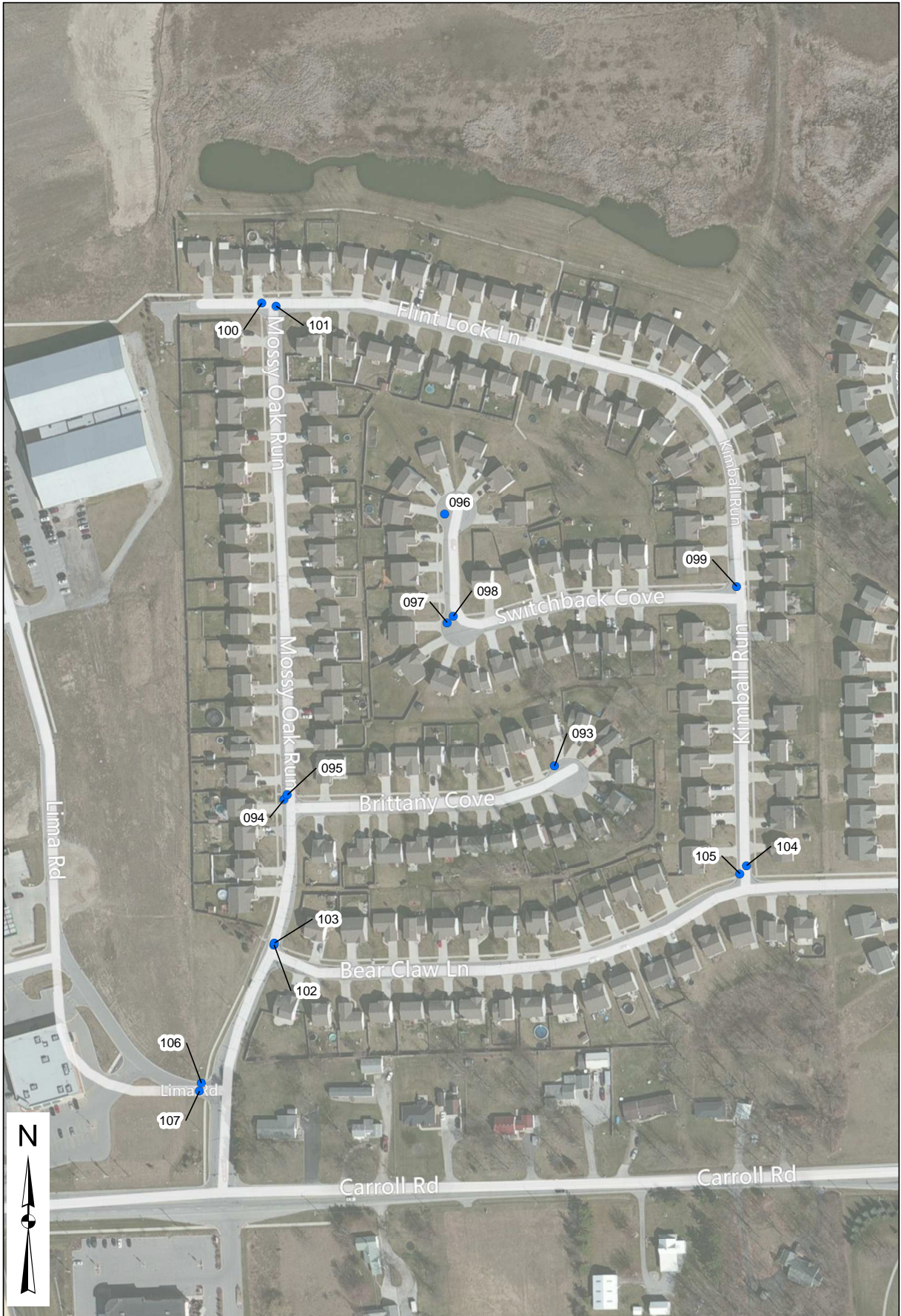


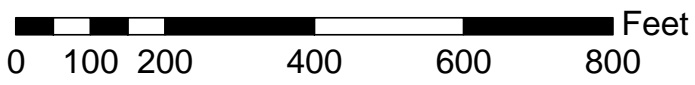
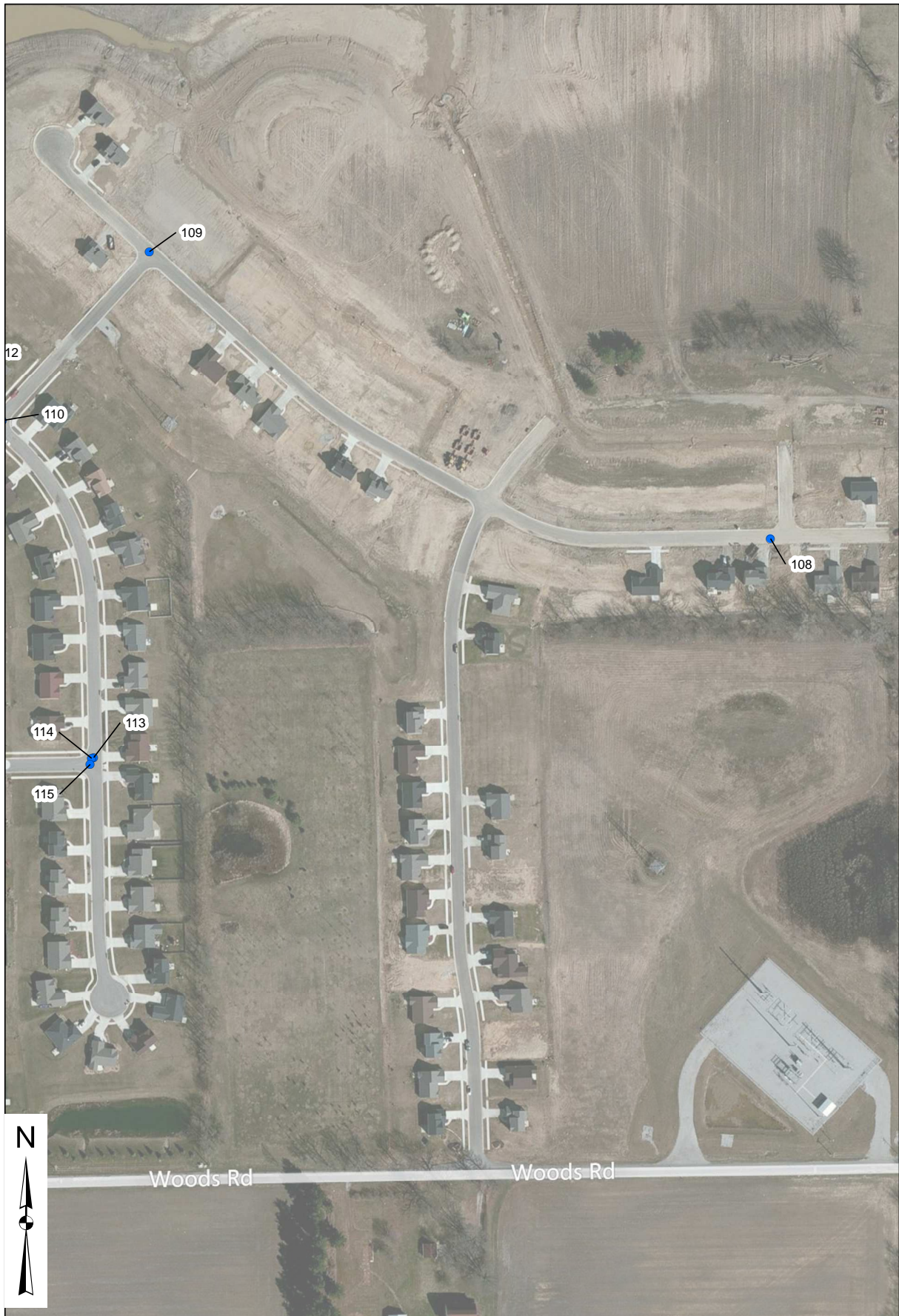
Town of Huntertown - Curb Ramps

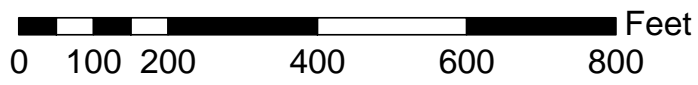


Town of Huntertown - Curb Ramps

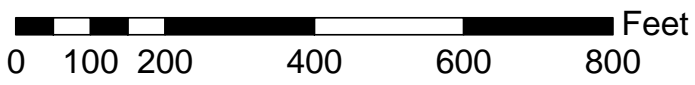






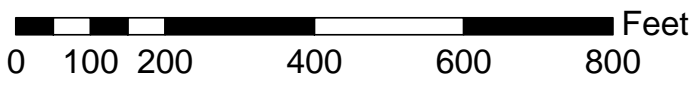


Town of Huntertown - Curb Ramps



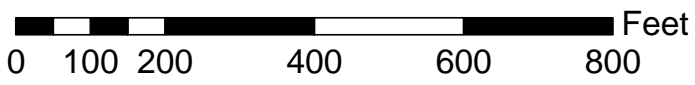
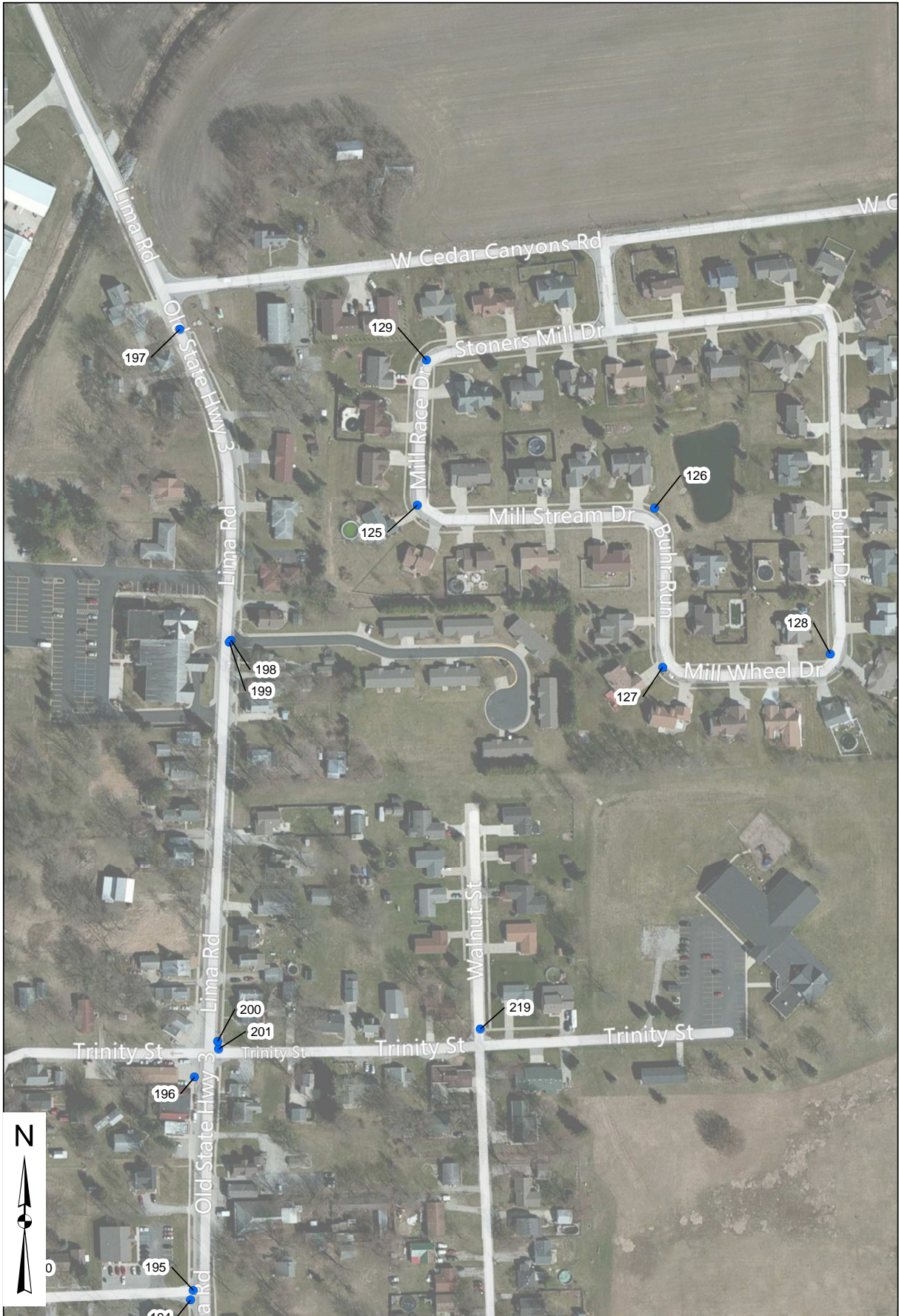
Town of Huntertown - Curb Ramps

#10



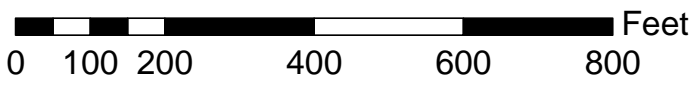
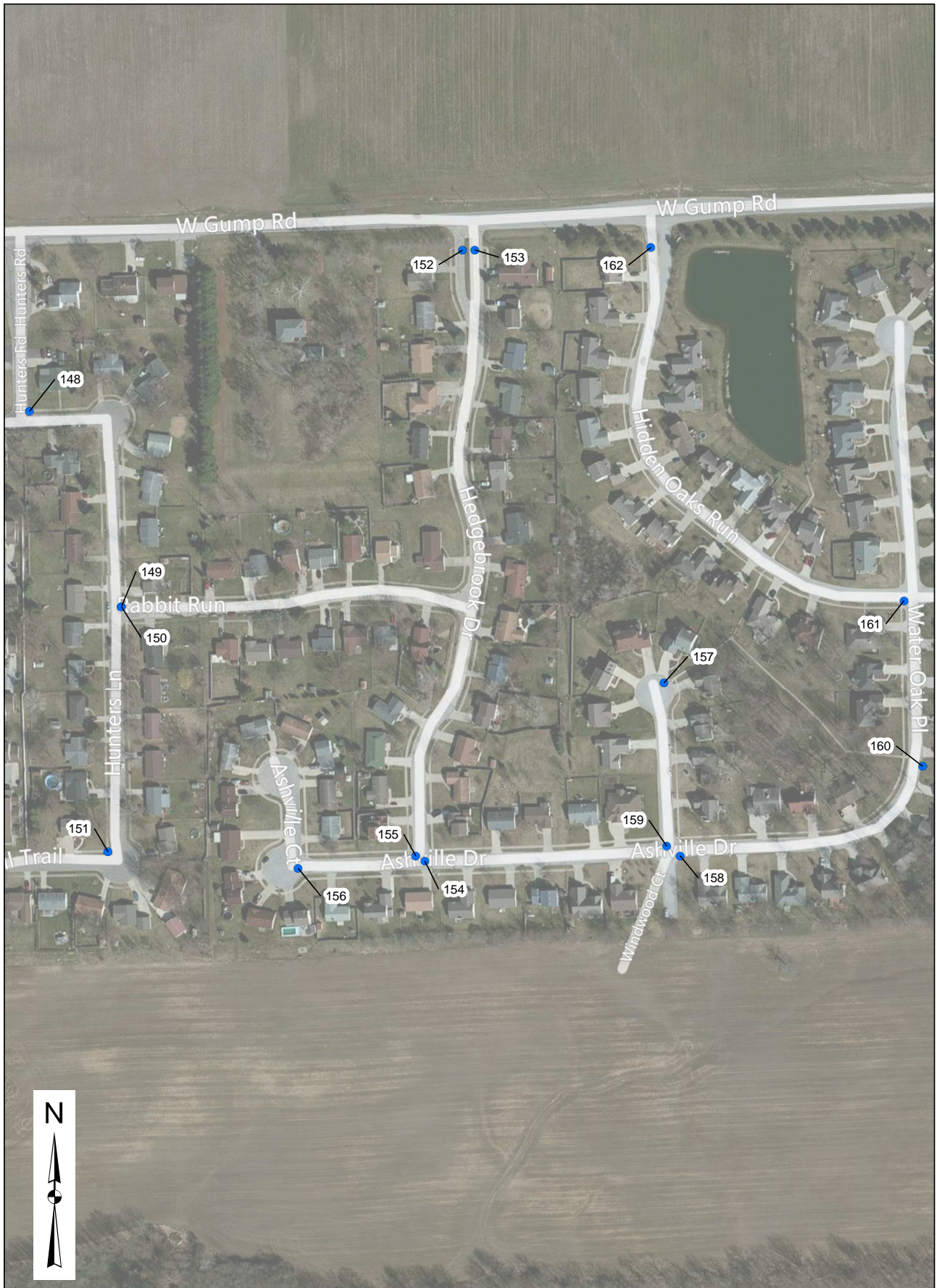
Town of Huntertown - Curb Ramps

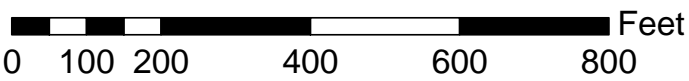
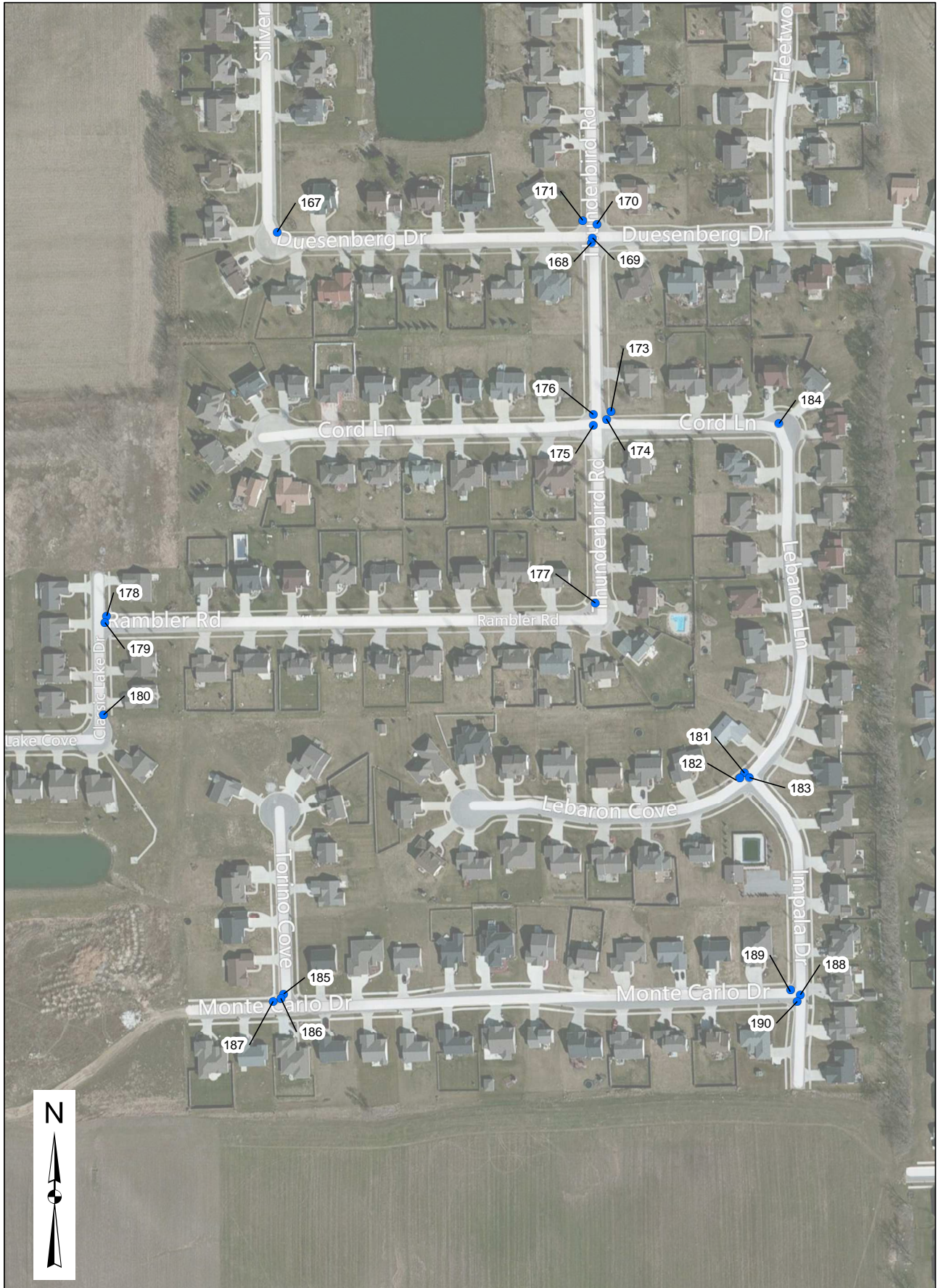
#11



Town of Huntertown - Curb Ramps

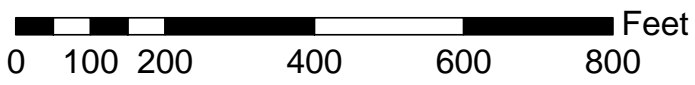
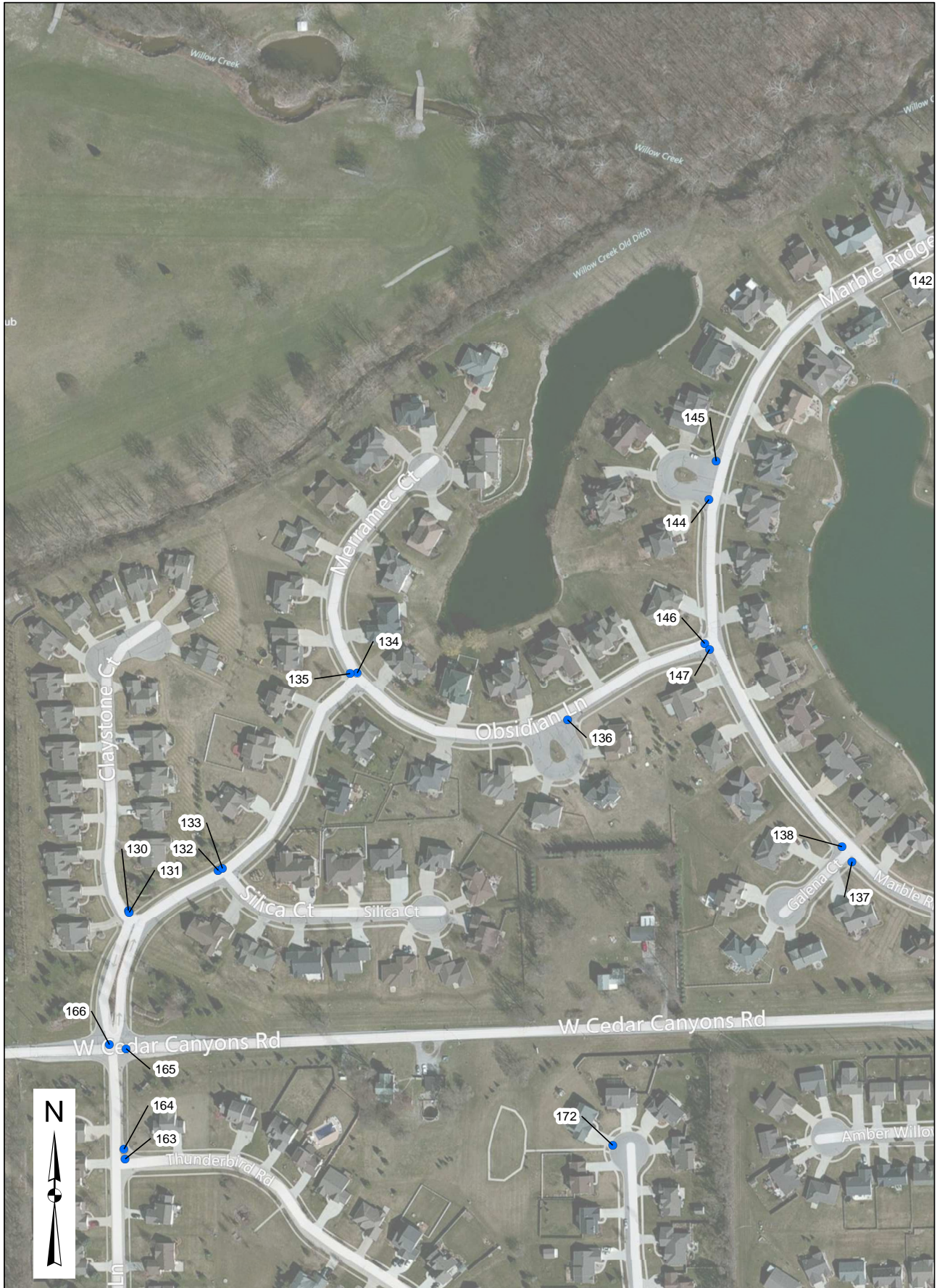
#12

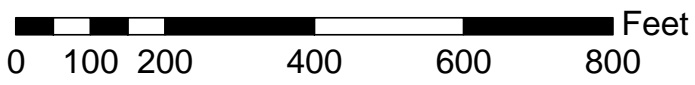




Town of Huntertown - Curb Ramps

#14





Town of Huntertown

Right of Way Compliance Summary

Sidewalk Improvements Cost Summary

Priority	Estimated Cost
Low: 12.5% Replacement	\$351,288.75
Medium: 37.5% Replacement	\$489,543.75
High: 75% Replacement	\$229,950.00
Total	\$1,070,782.50

Sidewalk Replacement Costs are Estimated at \$6.00 per square foot.

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
	Huntertown Sidewalk Photos 001.jpg	001	LONG MEADOW PKWY SOUTH SIDE PRESERVE BLVD TO CROSS WINDS WAY	220	5.0'	1100	75.00%		\$4,950.00
Low: 0-25% defective	Huntertown Sidewalk Photos 002.jpg	002	CROSS WINDS WAY EAST SIDE LONG MEADOW BLVD TO END OF SIDEWALK	725	5.0'	3625	12.50%		\$2,718.75
Low: 0-25% defective	Huntertown Sidewalk Photos 003.jpg	003	CROSS WINDS WAY WEST SIDE END OF SIDEWALK TO LONG MEADOW PKWY	740	5.0'	3700	12.50%		\$2,775.00
Low: 0-25% defective	Huntertown Sidewalk Photos 004.jpg	004	LONG MEADOW PKWY SOUTH SIDE CROSS WINDS WAY TO END OF SIDEWALK	110	5.0'	550	12.50%		\$412.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 005.jpg	005	LONG MEADOW PKWY NORTH SIDE END OF SIDEWALK CROSS WINDS WAY	190	5.0'	950	37.50%		\$2,137.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 006.jpg	006	CROSS WINDS WAY EAST SIDE LONG MEADOW PKWY TO END OF SIDEWALK	235	5.0'	1175	37.50%		\$2,643.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 007.jpg	007	CROSS WINDS WAY WEST SIDE END OF SIDEWALK TO LONG MEADOW PKWY	195	5.0'	975	37.50%		\$2,193.75
Low: 0-25% defective	Huntertown Sidewalk Photos 008.jpg	008	LONG MEADOW PKWY NORTH SIDE CROSS WINDS WAY TO PRESERVE BLVD	225	5.0'	1125	12.50%		\$843.75
Low: 0-25% defective	Huntertown Sidewalk Photos 009.jpg	009	BULLRUSH CT	360	5.0'	1800	12.50%		\$1,350.00
Low: 0-25% defective	Huntertown Sidewalk Photos 010.jpg	010	PRESERVE BLVD EAST SIDE BULLRUSH CT TO END OF SIDEWALK	125	5.0'	625	12.50%		\$468.75
Low: 0-25% defective	Huntertown Sidewalk Photos 011.jpg	011	PRESERVE BLVD EAST SIDE END OF SIDEWALK TO HAMMOCK DR	190	5.0'	950	12.50%		\$712.50
Low: 0-25% defective	Huntertown Sidewalk Photos 012.jpg	012	HAMMOCK DR SOUTH SIDE PRESERVE BLVD TO END OF SIDEWALK	200	5.0'	1000	12.50%		\$750.00
Low: 0-25% defective	Huntertown Sidewalk Photos 013.jpg	013	HAMMOCK DR NORTH SIDE END OF SIDEWALK TO SADDLE VIEW CT	545	5.0'	2725	12.50%		\$2,043.75
Low: 0-25% defective	Huntertown Sidewalk Photos 014.jpg	014	SADDLE VIEW CT	975	5.0'	4875	12.50%		\$3,656.25
Low: 0-25% defective	Huntertown Sidewalk Photos 015.jpg	015	HAMMOCK DR NORTH SIDE SADDLE VIEW CT TO CARROL RIDGE DR	515	5.0'	2575	12.50%		\$1,931.25
Low: 0-25% defective	Huntertown Sidewalk Photos 016.jpg	016	CARROL RIDGE DR WEST SIDE HAMMOCK DR TO END OF SIDEWALK	730	5.0'	3650	12.50%		\$2,737.50
Low: 0-25% defective	Huntertown Sidewalk Photos 017.jpg	017	CARROL RIDGE DR EAST SIDE END OF SIDEWALK TO HAMMOCK DR	730	5.0'	3650	12.50%		\$2,737.50
Low: 0-25% defective	Huntertown Sidewalk Photos 018.jpg	018	HAMMOCK DR NORTH SIDE CARROL RIDGE DR TO CARROLL CREEK RUN	375	5.0'	1875	12.50%		\$1,406.25
Low: 0-25% defective	Huntertown Sidewalk Photos 019.jpg	019	HAMMOCK DR SOUTH SIDE CARROL CREEK RUN TO SADDLE VIEW CT	970	5.0'	4850	12.50%		\$3,637.50
Low: 0-25% defective	Huntertown Sidewalk Photos 020.jpg	020	CARROLL CREEK RUN WEST SIDE HAMMOCK DR TO NIBLICK LANDING	950	5.0'	4750	12.50%		\$3,562.50
Low: 0-25% defective	Huntertown Sidewalk Photos 021.jpg	021	NIBLICK LANDING WEST SIDE FLOWING BROOK DR TO CUL-DE-SAC	820	5.0'	4100	12.50%		\$3,075.00
Low: 0-25% defective	Huntertown Sidewalk Photos 022.jpg	022	NIBLICK LANDING EAST SIDE TO CORP LIMITS AT SCHOOL	160	5.0'	800	12.50%		\$600.00

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 023.jpg	023	FLOWING BROOK DR (SONOMA DRIVE) NORTH SIDE NIBLICK LANDING TO SHADOW CREEK DR	1280	5.0'	6400	12.50%		\$4,800.00
Low: 0-25% defective	Huntertown Sidewalk Photos 024.jpg	024	SHADOW CREEK DR SOUTH SIDE SONOMA DR TO CARROLL CREEK RUN	915	5.0'	4575	12.50%		\$3,431.25
Low: 0-25% defective	Huntertown Sidewalk Photos 025.jpg	025	CARROLL CREEK RUN (FLOWING BROOK DR) EAST/SOUTH SIDE TO NIBLICK LANDING	1155	5.0'	5775	12.50%		\$4,331.25
Low: 0-25% defective	Huntertown Sidewalk Photos 026.jpg	026	FLOWING BROOK DR (SONOMA DR) SOUTH/WEST SIDE NIBLICK LANDING TO SHADOW CREEK DR	1115	5.0'	5575	12.50%		\$4,181.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 027.jpg	027	SHADOW CREEK DR NORTH SIDE SONOMA DR TO CARROLL CREEK RUN	865	5.0'	4325	37.50%		\$9,731.25
Low: 0-25% defective	Huntertown Sidewalk Photos 028.jpg	028	CARROLL CREEK RUN WEST SIDE HAMMOCK DR TO CARROLL RD	1810	5.0'	9050	12.50%		\$6,787.50
Low: 0-25% defective	Huntertown Sidewalk Photos 029.jpg	029	CARROLL CREEK RUN EAST SIDE ASTORIA WAY TO SHADOW CREEK DR	270	5.0'	1350	12.50%		\$1,012.50
Low: 0-25% defective	Huntertown Sidewalk Photos 030.jpg	030	ASTORIA WAY NORTH SIDE CARROLL CREEK RUN TO CUL DE SAC	850	5.0'	4250	12.50%		\$3,187.50
Low: 0-25% defective	Huntertown Sidewalk Photos 031.jpg	031	ASTORIA WAY SOUTH SIDE CUL DE SAC TO CARROLL CREEK RUN	885	5.0'	4425	12.50%		\$3,318.75
Low: 0-25% defective	Huntertown Sidewalk Photos 032.jpg	032	CARROLL CREEK RUN EAST SIDE ASTORIA WAY TO BOULDER PASS	250	5.0'	1250	12.50%		\$937.50
Low: 0-25% defective	Huntertown Sidewalk Photos 033.jpg	033	BOULDER PASS NORTH SIDE CARROLL CREEK RUN TO BETHEL RD	1015	5.0'	5075	12.50%		\$3,806.25
Low: 0-25% defective	Huntertown Sidewalk Photos 034.jpg	034	BOULDER PASS NORTH SIDE CARROLL BETHEL RD TO STRADA WAY	385	5.0'	1925	12.50%		\$1,443.75
Low: 0-25% defective	Huntertown Sidewalk Photos 035.jpg	035	STRADA WAY EAST SIDE BOULDER PASS TO CHARGER CT	255	5.0'	1275	12.50%		\$956.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 036.jpg	036	CHARGER CT NORTH SIDE STRADA WAY TO CUL DE SAC	285	5.0'	1425	37.50%		\$3,206.25
Low: 0-25% defective	Huntertown Sidewalk Photos 037.jpg	037	CHARGER CT SOUTH SIDE CUL DE SAC TO CUL DE SAC TO STRADA WAY	1025	5.0'	5125	12.50%		\$3,843.75
Low: 0-25% defective	Huntertown Sidewalk Photos 038.jpg	038	STRADA WAY WEST SIDE CHARGER CT TO BOULDER PASS	255	5.0'	1275	12.50%		\$956.25
Low: 0-25% defective	Huntertown Sidewalk Photos 039.jpg	039	BOULDER PASS SOUTH SIDE STRADA WAY TO CARROLL CREEK RUN	590	5.0'	2950	12.50%		\$2,212.50
Low: 0-25% defective	Huntertown Sidewalk Photos 040.jpg	040	CARROLL CREEK RUN EAST SIDE WINDING RIVER CT TO BOULDER PASS	700	5.0'	3500	12.50%		\$2,625.00
Low: 0-25% defective	Huntertown Sidewalk Photos 041.jpg	041	CARROLL CREEK RUN EAST SIDE WINDING RIVER CT TO CARROLL RD	190	5.0'	950	12.50%		\$712.50
Low: 0-25% defective	Huntertown Sidewalk Photos 042.jpg	042	WINDING RIVER CT NORTH SIDE CARROLL CREEK RUN TO CUL DE SAC	955	5.0'	4775	12.50%		\$3,581.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 043.jpg	043	WINDING RIVER CT SOUTH SIDE CARROLL CREEK RUN TO CUL DE SAC	915	5.0'	4575	37.50%		\$10,293.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 044.jpg	044	WANDERING WAY EAST SIDE CROOKED COVE TO TROUTWOOD DR	875	5.0'	4375	37.50%		\$9,843.75

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 045.jpg	045	TROUTWOOD DR NORTH SIDE WANDERING WAY TO TAPERED BANK RUN	785	5.0'	3925	12.50%		\$2,943.75
Low: 0-25% defective	Huntertown Sidewalk Photos 046.jpg	046	TROUTWOOD DR NORTH SIDE TAPERED BANK RUN TO TURTLE CREEK CT	245	5.0'	1225	12.50%		\$918.75
Low: 0-25% defective	Huntertown Sidewalk Photos 047.jpg	047	TROUTWOOD DR NORTH SIDE TURTLE CREEK CT TO BREEZY KNOLL CT	255	5.0'	1275	12.50%		\$956.25
Low: 0-25% defective	Huntertown Sidewalk Photos 048.jpg	048	TROUTWOOD DR NORTH SIDE BREEZY KNOLL CT TO BEARBERRY CT	515	5.0'	2575	12.50%		\$1,931.25
Low: 0-25% defective	Huntertown Sidewalk Photos 049.jpg	049	LANAI DR WEST SIDE BEARBERRY CT TO EMERALD MIST WAY	625	5.0'	3125	12.50%		\$2,343.75
Low: 0-25% defective	Huntertown Sidewalk Photos 050.jpg	050	LANAI DR WEST SIDE EMERALD MIST WAY TO RIVULET RUN	430	5.0'	2150	12.50%		\$1,612.50
Low: 0-25% defective	Huntertown Sidewalk Photos 051.jpg	051	RIVULET RUN SOUTH SIDE LANAI DR TO BUTTERBROOK LN	985	5.0'	4925	12.50%		\$3,693.75
Low: 0-25% defective	Huntertown Sidewalk Photos 052.jpg	052	RIVULET RUN SOUTH SIDE BUTTERBROOK LN TO TUMBLEBROOK LN	320	5.0'	1600	12.50%		\$1,200.00
Low: 0-25% defective	Huntertown Sidewalk Photos 053.jpg	053	RIVULET RUN SOUTH SIDE TUMBLEBROOK LN TO WANDERING WAY	480	5.0'	2400	12.50%		\$1,800.00
Low: 0-25% defective	Huntertown Sidewalk Photos 054.jpg	054	WANDERING WAY EAST SIDE RIVULET CT TO CROOKED COVE	475	5.0'	2375	12.50%		\$1,781.25
Low: 0-25% defective	Huntertown Sidewalk Photos 055.jpg	055	CROOKED COVE NORTH SIDE WANDERING WAY TO BETHEL RD	265	5.0'	1325	12.50%		\$993.75
Low: 0-25% defective	Huntertown Sidewalk Photos 056.jpg	056	CROOKED COVE NORTH SIDE WANDERING WAY TO RIVULET RUN	1050	5.0'	5250	12.50%		\$3,937.50
Low: 0-25% defective	Huntertown Sidewalk Photos 057.jpg	057	TUMBLEBROOK LN EAST SIDE TAPERED BANK RUN TO RIVULET RUN	820	5.0'	4100	12.50%		\$3,075.00
Low: 0-25% defective	Huntertown Sidewalk Photos 058.jpg	058	CROOKED COVE SOUTH SIDE TAPERED BANK RUN TO WANDERING WAY	320	5.0'	1600	12.50%		\$1,200.00
Low: 0-25% defective	Huntertown Sidewalk Photos 059.jpg	059	WANDERING WAY WEST SIDE CROOKED COVE TO QUIET EDDY CT	150	5.0'	750	12.50%		\$562.50
Low: 0-25% defective	Huntertown Sidewalk Photos 060.jpg	060	QUIET EDDY CT	325	5.0'	1625	12.50%		\$1,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 061.jpg	061	WANDERING WAY QUIET EDDY CT TO RIVULET CT	285	5.0'	1425	12.50%		\$1,068.75
Low: 0-25% defective	Huntertown Sidewalk Photos 062.jpg	062	RIVULET COURT	325	5.0'	1625	12.50%		\$1,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 063.jpg	063	WANDERING WAY WEST SIDE RIVULET CT TO CUL DE SAC	925	5.0'	4625	12.50%		\$3,468.75
Low: 0-25% defective	Huntertown Sidewalk Photos 064.jpg	064	WANDERING WAY EAST SIDE CUL DE SAC TO RIVULET RUN	880	5.0'	4400	12.50%		\$3,300.00
Low: 0-25% defective	Huntertown Sidewalk Photos 065.jpg	065	RIVULET RUN NORTH SIDE WANDERING WAY TO CANDLESET COVE	815	5.0'	4075	12.50%		\$3,056.25
Low: 0-25% defective	Huntertown Sidewalk Photos 066.jpg	066	RIVULET RUN NORTH SIDE CANDLESET COVE TO SERENE SHORES	290	5.0'	1450	12.50%		\$1,087.50

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 067.jpg	067	RIVULET RUN NORTH SIDE SERENE SHORES TO LANAI DR	690	5.0'	3450	12.50%		\$2,587.50
Low: 0-25% defective	Huntertown Sidewalk Photos 068.jpg	068	LANAI DR WEST SIDE RIVULET RUN TO ASCENSION CT	250	5.0'	1250	12.50%		\$937.50
Low: 0-25% defective	Huntertown Sidewalk Photos 069.jpg	069	ASCENSION CT	870	5.0'	4350	12.50%		\$3,262.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 070.jpg	070	LANAI DR EAST SIDE ASCENSION CT TO EMERALD MIST WAY	675	5.0'	3375	37.50%		\$7,593.75
Low: 0-25% defective	Huntertown Sidewalk Photos 071.jpg	071	LANAI DR EAST SIDE EMERALD MIST WAY TO SAPPHIRE CT	290	5.0'	1450	12.50%		\$1,087.50
Low: 0-25% defective	Huntertown Sidewalk Photos 072.jpg	072	LANAI DR EAST SIDE SAPPHIRE CT TO BEARBERRY CT	300	5.0'	1500	12.50%		\$1,125.00
Low: 0-25% defective	Huntertown Sidewalk Photos 073.jpg	073	LANAI DR EAST SIDE BEARBERRY CT TO END OF SIDEWALK	250	5.0'	1250	12.50%		\$937.50
Low: 0-25% defective	Huntertown Sidewalk Photos 074.jpg	074	TAPERED BANK RUN WEST SIDE TROUTWOOD DR TO CARROLL RD	265	5.0'	1325	12.50%		\$993.75
Low: 0-25% defective	Huntertown Sidewalk Photos 075.jpg	075	TROUTWOOD DR SOUTH SIDE TAPERED BANK RUN TO WANDERING WAY	955	5.0'	4775	12.50%		\$3,581.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 076.jpg	076	WANDERING WAY SOUTH SIDE TROUTWOOD DR TO DARK HOLLOW CT	0	5.0'	0	37.50%		\$0.00
Low: 0-25% defective	Huntertown Sidewalk Photos 077.jpg	077	WANDERING WAY WEST SIDE DARK HOLLOW CT TO END OF SIDEWALK	560	5.0'	2800	12.50%		\$2,100.00
Low: 0-25% defective	Huntertown Sidewalk Photos 078.jpg	078	DARK HOLLOW CT	385	5.0'	1925	12.50%		\$1,443.75
Low: 0-25% defective	Huntertown Sidewalk Photos 079.jpg	079	TAPERED BANK RUN WEST SIDE TROUTWOOD DR TO CROOKED COVE	865	5.0'	4325	12.50%		\$3,243.75
Low: 0-25% defective	Huntertown Sidewalk Photos 080.jpg	080	TAPERED BANK RUN EAST SIDE CROOKED COVE TO TROUTWOOD DR	865	5.0'	4325	12.50%		\$3,243.75
Low: 0-25% defective	Huntertown Sidewalk Photos 081.jpg	081	TURTLE CREEK CT	915	5.0'	4575	12.50%		\$3,431.25
Low: 0-25% defective	Huntertown Sidewalk Photos 082.jpg	082	BREEZY KNOLL CT	900	5.0'	4500	12.50%		\$3,375.00
Low: 0-25% defective	Huntertown Sidewalk Photos 083.jpg	083	BEARBERRY CT EAST OF LANAI DR	615	5.0'	3075	12.50%		\$2,306.25
Low: 0-25% defective	Huntertown Sidewalk Photos 084.jpg	084	BEARBERRY CT WEST OF LANAI DR	385	5.0'	1925	12.50%		\$1,443.75
Low: 0-25% defective	Huntertown Sidewalk Photos 085.jpg	085	SAPPHIRE CT	625	5.0'	3125	12.50%		\$2,343.75
Low: 0-25% defective	Huntertown Sidewalk Photos 086.jpg	086	EMERALD MIST WAY SOUTH SIDE LANAI DR TO TANZANITE CT	300	5.0'	1500	12.50%		\$1,125.00
Low: 0-25% defective	Huntertown Sidewalk Photos 087.jpg	087	TANZANITE CT	720	5.0'	3600	12.50%		\$2,700.00
Low: 0-25% defective	Huntertown Sidewalk Photos 088.jpg	088	EMERALD MIST WAY NORTH SIDE TANZANITE CT TO LANAI DR	235	5.0'	1175	12.50%		\$881.25

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 089.jpg	089	EMERALD MIST WAY SOUTH SIDE LANAI DR TO CLIFF VIEW CT	260	5.0'	1300	12.50%		\$975.00
Low: 0-25% defective	Huntertown Sidewalk Photos 090.jpg	090	CLIFF VIEW CT SOUTH OF EMERALD MIST WAY	735	5.0'	3675	12.50%		\$2,756.25
Low: 0-25% defective	Huntertown Sidewalk Photos 091.jpg	091	CLIFF VIEW CT NORTH OF EMERALD MIST WAY	370	5.0'	1850	12.50%		\$1,387.50
Low: 0-25% defective	Huntertown Sidewalk Photos 092.jpg	092	EMERALD MIST WAY NORTH SIDE CLIFF VIEW CT TO LANAI DR	270	5.0'	1350	12.50%		\$1,012.50
Low: 0-25% defective	Huntertown Sidewalk Photos 093.jpg	093	SERENE SHORES WEST SIDE RIVULET RUN TO END	325	5.0'	1625	12.50%		\$1,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 094.jpg	094	SERENE SHORES EAST SIDE RIVULET RUN TO END	325	5.0'	1625	12.50%		\$1,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 095.jpg	095	CANDLESET COVE	560	5.0'	2800	12.50%		\$2,100.00
Low: 0-25% defective	Huntertown Sidewalk Photos 096.jpg	096	BUTTERBROOK LN EAST SIDE RIVULET RUN TO CUL-DE-SAC	715	5.0'	3575	12.50%		\$2,681.25
Low: 0-25% defective	Huntertown Sidewalk Photos 097.jpg	097	BUTTERBROOK LN WEST SIDE CUL-DE-SAC TO RIVULET RUN	680	5.0'	3400	12.50%		\$2,550.00
Low: 0-25% defective	Huntertown Sidewalk Photos 098.jpg	098	KIMBALL RUN (FLINT LOCK LN) EAST SIDE BEAR CLAW LN TO MOSSY OAK RUN	1700	5.0'	8500	12.50%		\$6,375.00
Low: 0-25% defective	Huntertown Sidewalk Photos 099.jpg	099	FLINT LOCK LN NORTH SIDE MOSSY OAK RUN TO NORTHWEST CORNER OF RACQUET & FITNESS	630	5.0'	3150	12.50%		\$2,362.50
Low: 0-25% defective	Huntertown Sidewalk Photos 100.jpg	100	NORTHWEST CORNER OF RACQUET & FITNESS EAST SIDE TO SIDEWALK END	740	5.0'	3700	12.50%		\$2,775.00
Low: 0-25% defective	Huntertown Sidewalk Photos 101.jpg	101	MOSSY OAK DRIVE WEST SIDE ACCESS RD TO CARROLL RD	150	5.0'	750	12.50%		\$562.50
Low: 0-25% defective	Huntertown Sidewalk Photos 102.jpg	102	MOSSY OAK DR WEST SIDE ACCESS RD TO FLINT LOCK LN	1415	5.0'	7075	12.50%		\$5,306.25
Low: 0-25% defective	Huntertown Sidewalk Photos 103.jpg	103	BEAR CLAW LN NORTH SIDE KIMBALL RUN TO MOSSY OAK RUN	855	5.0'	4275	12.50%		\$3,206.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 104.jpg	104	BRITTANY COVE NORTH SIDE MOSSY OAK RUN TO CUL DE SAC	465	5.0'	2325	37.50%		\$5,231.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 105.jpg	105	SWITCHBACK COVE NORTH SIDE KIMBALL RUN TO VINTAGE HILL COVE	480	5.0'	2400	37.50%		\$5,400.00
High: Greater than 50% defective	Huntertown Sidewalk Photos 106.jpg	106	VINTAGE HILL COVE WEST SIDE SWITCHBACK COVE TO CUL DE SAC	175	5.0'	875	75.00%		\$3,937.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 107.jpg	107	STONECROP RD EAST SIDE TOWN PARK RUN TO WOODS RD	1130	5.0'	5650	37.50%		\$12,712.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 108.jpg	108	TOWNE PARK RUN WEST SIDE WOODS RD TO STONECROP RD	1175	5.0'	5875	37.50%		\$13,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 109.jpg	109	STONECROP RD SOUTH SIDE TOWNE PARK RUN TO END OF SIDEWALK	720	5.0'	3600	12.50%		\$2,700.00
Low: 0-25% defective	Huntertown Sidewalk Photos 110.jpg	110	STONECROP RD NORTH SIDE END OF SIDEWALK TO TOWNE PARK RUN	460	5.0'	2300	12.50%		\$1,725.00

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 111.jpg	111	STONECROP RD SOUTH SIDE CLEMATIS DR TO CUL DE SAC	395	5.0'	1975	12.50%		\$1,481.25
Low: 0-25% defective	Huntertown Sidewalk Photos 112.jpg	112	STONECROP RD NORTH SIDE CUL DE SAC TO TOWNE PARK RUN	1085	5.0'	5425	12.50%		\$4,068.75
Low: 0-25% defective	Huntertown Sidewalk Photos 113.jpg	113	STONECROP RD SOUTH SIDE CLEMATIS DR TO TOWNE PARK RUN	710	5.0'	3550	12.50%		\$2,662.50
Low: 0-25% defective	Huntertown Sidewalk Photos 114.jpg	114	CLEMATIS DR WEST SIDE BEAR'S BREECH CT TO STONECROP RD	345	5.0'	1725	12.50%		\$1,293.75
Low: 0-25% defective	Huntertown Sidewalk Photos 115.jpg	115	CLEMATIS DR EAST SIDE BEAR'S BREECH CT TO STONECROP RD	345	5.0'	1725	12.50%		\$1,293.75
Low: 0-25% defective	Huntertown Sidewalk Photos 116.jpg	116	BEAR'S BREECH CT CLEMATIS DR TO CUL DE SAC	800	5.0'	4000	12.50%		\$3,000.00
Low: 0-25% defective	Huntertown Sidewalk Photos 117.jpg	117	BEAR'S BREECH CT SOUTH SIDE CUL DE SAC TO TOWNS GARDEN CT	1560	5.0'	7800	12.50%		\$5,850.00
Low: 0-25% defective	Huntertown Sidewalk Photos 118.jpg	118	BERGENIA COVE WEST SIDE TOWNS GARDEN CT TO CUL DE SAC	460	5.0'	2300	12.50%		\$1,725.00
Low: 0-25% defective	Huntertown Sidewalk Photos 119.jpg	119	BERGENIA COVE/BEAR'S BREECH EAST SIDE CUL DE SAC TO CLEMATIS DR	1280	5.0'	6400	12.50%		\$4,800.00
Low: 0-25% defective	Huntertown Sidewalk Photos 120.jpg	120	TOWNS GARDEN CT SOUTH SIDE BERGINIA COVE TO TOWNS GARDEN DR	265	5.0'	1325	12.50%		\$993.75
Low: 0-25% defective	Huntertown Sidewalk Photos 121.jpg	121	TOWNS GARDEN CT SOUTH SIDE TOWNE GARDEN DR TO BEAR'S BREECH RUN	265	5.0'	1325	12.50%		\$993.75
Low: 0-25% defective	Huntertown Sidewalk Photos 122.jpg	122	TOWNE GARDEN CT WEST SIDE MARGUERITE DR TO CUL DE SAC	1125	5.0'	5625	12.50%		\$4,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 123.jpg	123	TOWNE GARDEN CT WEST SIDE CUL DE SAC TO MARGUERITE DR	1145	5.0'	5725	12.50%		\$4,293.75
Low: 0-25% defective	Huntertown Sidewalk Photos 124.jpg	124	TOWNE GARDEN CT WEST SIDE MARGUERITE DR TO WOODS RD	700	5.0'	3500	12.50%		\$2,625.00
Low: 0-25% defective	Huntertown Sidewalk Photos 125.jpg	125	TOWNE GARDEN DR EAST SIDE WOODS RD TO MARGUERITE DR	720	5.0'	3600	12.50%		\$2,700.00
Low: 0-25% defective	Huntertown Sidewalk Photos 126.jpg	126	MARGUERITE DR TOWNE NORTH SIDE GARDEN CT TO PEONY COURT	280	5.0'	1400	12.50%		\$1,050.00
Low: 0-25% defective	Huntertown Sidewalk Photos 127.jpg	127	PEONY COURT EAST SIDE MARGUERITE DR TO CUL DE SAC	410	5.0'	2050	12.50%		\$1,537.50
Low: 0-25% defective	Huntertown Sidewalk Photos 128.jpg	128	PEONY COURT WEST SIDE CUL DE SAC TO MARGUERITE DR	425	5.0'	2125	12.50%		\$1,593.75
Low: 0-25% defective	Huntertown Sidewalk Photos 129.jpg	129	MARGUERITE DR NORTH SIDE PEONY CT TO END OF SIDE WALK	495	5.0'	2475	12.50%		\$1,856.25
Low: 0-25% defective	Huntertown Sidewalk Photos 130.jpg	130	MARGUERITE DR SOUTH SIDE TOWNE GARDEN DR TO END OF SIDEWALK	815	5.0'	4075	12.50%		\$3,056.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 131.jpg	131	STONERS MILL DRIVE NORTH SIDE ENTRANCE TO MILL RACE DRIVE	335	5.0'	1675	37.50%		\$3,768.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 132.jpg	132	MILL RACE DR WEST SIDE STONERS MILL DR TO MILL STREAM DR	320	5.0'	1600	37.50%		\$3,600.00

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Medium: 25- 50% defective	Huntertown Sidewalk Photos 133.jpg	133	MILL STREAM DR SOUTH SIDE MILL RACE DR TO BUHR RUN	425	5.0'	2125	37.50%		\$4,781.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 134.jpg	134	BUHR RUN WEST SIDE MILL STREAM DR TO MILL WHEEL DR	275	5.0'	1375	37.50%		\$3,093.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 135.jpg	135	MILL WHEEL DR SOUTH SIDE BUHR RUN TO BUHR DR	340	5.0'	1700	37.50%		\$3,825.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 136.jpg	136	BUHR DR WEST SIDE MILL WHEEL RUN TO STONERS MILL DR	615	5.0'	3075	37.50%		\$6,918.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 137.jpg	137	STONERS MILL DR NORTH SIDE BUHR DR TO ENTRANCE	380	5.0'	1900	37.50%		\$4,275.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 138.jpg	138	MILL RACE DR EAST SIDE STONERS MILL DR TO MILL STREAM DR	260	5.0'	1300	37.50%		\$2,925.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 139.jpg	139	MILL STREAM DR NORTH SIDE MILL RACE DR TO BUHR RUN	430	5.0'	2150	37.50%		\$4,837.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 140.jpg	140	BUHR RUN EAST SIDE MILL STREAM DR TO MILL WHEEL DR	275	5.0'	1375	37.50%		\$3,093.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 141.jpg	141	MILL WHEEL DR NORTH SIDE BUHR RUN TO BUHR DR	270	5.0'	1350	37.50%		\$3,037.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 142.jpg	142	BUHR DR WEST SIDE MILL WHEEL DR TO STONERS MILL DR	615	5.0'	3075	37.50%		\$6,918.75
manhole lid"	Huntertown Sidewalk Photos 143.jpg	143	STONERS MILL DR BUHR DR TO MILL RACE DR	700	5.0'	3500	75.00%		\$15,750.00
Low: 0-25% defective	Huntertown Sidewalk Photos 144.jpg	144	CLAYSTONE CT	660	5.0'	3300	12.50%		\$2,475.00
Low: 0-25% defective	Huntertown Sidewalk Photos 146.jpg	146	PEBBLE BROOK BLVD WEST SIDE CLAYSTONE CT TO WEST CEDAR CANYONS RD	213	5.0'	1065	12.50%		\$798.75
Low: 0-25% defective	Huntertown Sidewalk Photos 147.jpg	147	PEBBLE BROOK BLVD EAST SIDE WEST CEDAR CANYONS RD TO SILICA CT	340	5.0'	1700	12.50%		\$1,275.00
Low: 0-25% defective	Huntertown Sidewalk Photos 148.jpg	148	SILICA CT	950	5.0'	4750	12.50%		\$3,562.50
Low: 0-25% defective	Huntertown Sidewalk Photos 149.jpg	149	PEBBLE BROOK BLVD WEST SIDE MERRAMEC CT TO CLAYSTONE CT	615	5.0'	3075	12.50%		\$2,306.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 150.jpg	150	PEBBLE BROOK BLVD EAST SIDE SILICA CT TO OBSIDIAN LN	410	5.0'	2050	37.50%		\$4,612.50
Low: 0-25% defective	Huntertown Sidewalk Photos 151.jpg	151	MERRAMEC CT WEST SIDE OBSIDIAN LN TO CUL DE SAC	544	5.0'	2720	12.50%		\$2,040.00
Low: 0-25% defective	Huntertown Sidewalk Photos 152.jpg	152	MERRAMEC CT EAST SIDE CUL DE SAC TO OBSIDIAN LN	505	5.0'	2525	12.50%		\$1,893.75
Low: 0-25% defective	Huntertown Sidewalk Photos 153.jpg	153	OBSIDIAN LN NORTH SIDE PEBBLE BROOK BLVD TO MAPLE RIDGE	700	5.0'	3500	12.50%		\$2,625.00
Low: 0-25% defective	Huntertown Sidewalk Photos 154.jpg	154	OBSIDIAN LN SOUTH SIDE MAPLE RIDGE TO PEBBLE BROOK BLVD	860	5.0'	4300	12.50%		\$3,225.00
Low: 0-25% defective	Huntertown Sidewalk Photos 155.jpg	155	GALENA CT	440	5.0'	2200	12.50%		\$1,650.00

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 156.jpg	156	FLINT PASS NORTH SIDE AMETHYST PKWY TO END OF SIDEWALK	310	5.0'	1550	12.50%		\$1,162.50
Low: 0-25% defective	Huntertown Sidewalk Photos 157.jpg	157	SHALE RUN SOUTH SIDE GARNET RIDGE CT TO AMETHYST PKWY	285	5.0'	1425	12.50%		\$1,068.75
Low: 0-25% defective	Huntertown Sidewalk Photos 158.jpg	158	GARNET RIDGE CT	1190	5.0'	5950	12.50%		\$4,462.50
Low: 0-25% defective	Huntertown Sidewalk Photos 159.jpg	159	SHALE RUN SOUTH SIDE GARNET RIDGE CT TO CUL DE SAC	430	5.0'	2150	12.50%		\$1,612.50
Low: 0-25% defective	Huntertown Sidewalk Photos 160.jpg	160	SHALE RUN NORTH SIDE CUL DE SAC TO AMETHYST PKWY	750	5.0'	3750	12.50%		\$2,812.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 161.jpg	161	MARBLE RIDGE WEST SIDE OBSIDIAN LN TO GALENA CT	420	5.0'	2100	37.50%		\$4,725.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 162.jpg	162	MARBLE RIDGE WEST SIDE GALENA CT TO BOULDER RIDGE	250	5.0'	1250	37.50%		\$2,812.50
Low: 0-25% defective	Huntertown Sidewalk Photos 163.jpg	163	MARBLE RIDGE SOUTH SIDE BOULDER RIDGE TO END OF SIDEWALK	305	5.0'	1525	12.50%		\$1,143.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 164.jpg	164	AMETHYST PKWY EAST SIDE FLINT PASS TO SHALE RUN	770	5.0'	3850	37.50%		\$8,662.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 165.jpg	165	MARBLE RIDGE NORTH SIDE AMETHYST PKWY TO OBSIDIAN LN	1120	5.0'	5600	37.50%		\$12,600.00
Low: 0-25% defective	Huntertown Sidewalk Photos 166.jpg	166	AMETHYST PKWY WEST SIDE BOULDER RIDGE TO MARBLE RIDGE	1550	5.0'	7750	12.50%		\$5,812.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 167.jpg	167	MARBLE RIDGE SOUTH SIDE AMETHYST PKWY TO BOULDER RIDGE	305	5.0'	1525	37.50%		\$3,431.25
High: Greater than 50% defective	Huntertown Sidewalk Photos 168.jpg	168	PLEASANT RUN NORTH SIDE HUNTERS RIDGE LN TO HUNTERS LN	195	5.0'	975	75.00%		\$4,387.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 169.jpg	169	HUNTERS LN EAST SIDE PLEASANT RUN TO RABBIT RUN	390	5.0'	1950	75.00%		\$8,775.00
High: Greater than 50% defective	Huntertown Sidewalk Photos 170.jpg	170	HUNTERS LN EAST SIDE RABBIT RUN TO QUAIL TRAIL	495	5.0'	2475	75.00%		\$11,137.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 171.jpg	171	QUAIL TRAIL SOUTH SIDE HUNTERS LN TO TALLY HO DR	360	5.0'	1800	75.00%		\$8,100.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 172.jpg	172	QUAIL TRAIL NORTH SIDE HUNTERS LN TO END OF SIDEWALK	80	5.0'	400	37.50%		\$900.00
High: Greater than 50% defective	Huntertown Sidewalk Photos 173.jpg	173	HUNTERS LN WEST SIDE QUAIL TRAIL TO PHEASANT RUN	780	5.0'	3900	75.00%		\$17,550.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 174.jpg	174	PHEASANT RUN SOUTH SIDE HUNTERS LN TO END OF SIDEWALK	170	5.0'	850	37.50%		\$1,912.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 176.jpg	176	RABBIT RUN SOUTH SIDE HEDGEBROOK DR TO HUNTERS LN	615	5.0'	3075	75.00%		\$13,837.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 177.jpg	177	RABBIT RUN NORTH SIDE HUNTERS LN TO HEDGEBROOK DR	480	5.0'	2400	75.00%		\$10,800.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 178.jpg	178	HEDGEBROOK DR WEST SIDE RABBIT RUN TO WEST GUMP RD	645	5.0'	3225	37.50%		\$7,256.25

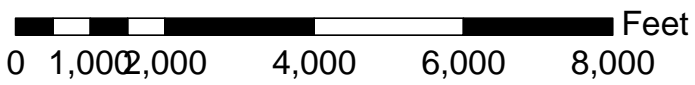
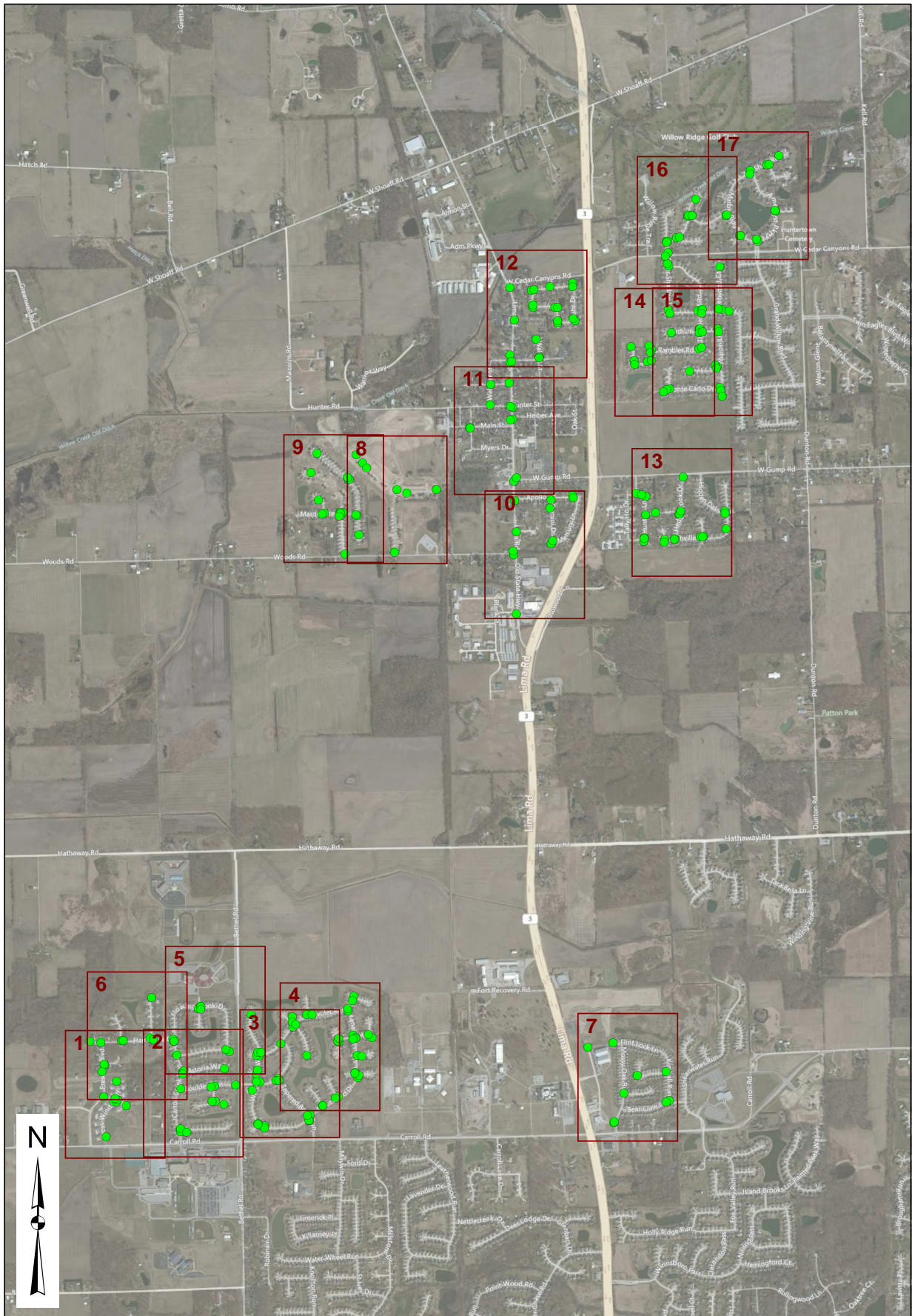
Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
High: Greater than 50% defective	Huntertown Sidewalk Photos 179.jpg	179	HEDGEBROOK DR EAST SIDE WEST GUMP RD TO ASHVILLE DR	1145	5.0'	5725	75.00%		\$25,762.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 180.jpg	180	HEDGEBROOK DR WEST SIDE ASHVILLE DR TO RABBIT RUN	460	5.0'	2300	37.50%		\$5,175.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 181.jpg	181	ASHVILLE DR NORTH SIDE HEDGEBROOK DR TO ASHVILLE CT	190	5.0'	950	37.50%		\$2,137.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 182.jpg	182	ASHVILLE CT	555	5.0'	2775	37.50%		\$6,243.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 183.jpg	183	ASHVILLE DR SOUTH SIDE ASHVILLE CT TO END OF SIDEWALK	605	5.0'	3025	37.50%		\$6,806.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 184.jpg	184	WINDWOOD CT	305	5.0'	1525	37.50%		\$3,431.25
High: Greater than 50% defective	Huntertown Sidewalk Photos 185.jpg	185	ASHVILLE DR NORTH SIDE WINDWOOD CT TO HEDGEBROOK DR	420	5.0'	2100	75.00%		\$9,450.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 186.jpg	186	ASHVILLE DR NORTH/EAST SIDE WINDWOOD CT TO WATER OAK PL	415	5.0'	2075	37.50%		\$4,668.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 187.jpg	187	WATER OAK PL WEST SIDE ASHVILLE DR TO HIDDEN OAKS RUN	350	5.0'	1750	37.50%		\$3,937.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 188.jpg	188	WATER OAK PL WEST SIDE HIDDEN OAKS RUN TO CUL DE SAC	430	5.0'	2150	75.00%		\$9,675.00
High: Greater than 50% defective	Huntertown Sidewalk Photos 189.jpg	189	HIDDEN OAKS RUN SOUTH SIDE WATER OAK PL TO WEST GUMP RD	980	5.0'	4900	75.00%		\$22,050.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 190.jpg	190	THUNDERBIRD RD SOUTH SIDE SILVER SHADOW LN TO DUESENBERG DR	1140	5.0'	5700	37.50%		\$12,825.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 191.jpg	191	DUESENBERG DR NORTH SIDE THUNDERBIRD RD TO SILVER SHADOW LN	545	5.0'	2725	37.50%		\$6,131.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 192.jpg	192	SILVER SHADOW LN EAST SIDE DUESENBERG DR TO THUNDERBIRD DR	765	5.0'	3825	37.50%		\$8,606.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 193.jpg	193	SILVER SHADOW LN EAST SIDE THUNDERBIRD DR TO WEST CEDAR CANYONS RD	950	5.0'	4750	37.50%		\$10,687.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 194.jpg	194	SILVER SHADOW LN WEST SIDE WEST CEDAR CANYONS RD TO DUESENBERG DR	950	5.0'	4750	37.50%		\$10,687.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 195.jpg	195	DUESENBERG DR SOUTH SIDE SILVER SHADOW LN TO THUNDERBIRD DR	150	5.0'	750	37.50%		\$1,687.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 196.jpg	196	THUNDERBIRD DR EAST SIDE DUESENBERG DR TO SILVER SHADOW LN	1215	5.0'	6075	37.50%		\$13,668.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 197.jpg	197	DUESENBERG DR NORTH SIDE FLEETWOOD CT TO CITY LIMITS	150	5.0'	750	37.50%		\$1,687.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 198.jpg	198	DUESENBERG DR SOUTH SIDE CITY LIMITS TO THUNDERBIRD DR	500	5.0'	2500	37.50%		\$5,625.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 199.jpg	199	DUESENBERG DR NORTH SIDE THUNDERBIRD DR TO FLEETWOOD CT	300	5.0'	1500	37.50%		\$3,375.00
Low: 0-25% defective	Huntertown Sidewalk Photos 200.jpg	200	FLEETWOOD CT WEST SIDE DUESENBERG DR TO CUL DE SAC	905	5.0'	4525	12.50%		\$3,393.75

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Low: 0-25% defective	Huntertown Sidewalk Photos 201.jpg	201	FLEETWOOD CT EAST SIDE CUL DE SAC TO DUESENBERG DR	900	5.0'	4500	12.50%		\$3,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 202.jpg	202	THUNDERBIRD RD WEST SIDE CORD LANE TO DEUSENBERG DR	300	5.0'	1500	37.50%		\$3,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 203.jpg	203	THUNDERBIRD RD EAST SIDE DEUSENBERG DR TO CORD LN	300	5.0'	1500	37.50%		\$3,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 204.jpg	204	CORD LN NORTH SIDE THUNDERBIRD RD TO CUL DE SAC	660	5.0'	3300	37.50%		\$7,425.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 205.jpg	205	CORD LN SOUTH SIDE CUL DE SAC TO THUNDERBIRD RD	660	5.0'	3300	37.50%		\$7,425.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 206.jpg	206	THUNDERBIRD RD WEST SIDE CORD LN TO RAMBLER RD	300	5.0'	1500	37.50%		\$3,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 207.jpg	207	RAMBLER RD NORTH SIDE THUNDERBIRD RD TO CLASSIC LAKE RD	880	5.0'	4400	37.50%		\$9,900.00
Low: 0-25% defective	Huntertown Sidewalk Photos 208.jpg	208	CLASSIC LAKE RD EAST SIDE RAMBLER RD TO END OF SIDEWALK	80	5.0'	400	12.50%		\$300.00
Low: 0-25% defective	Huntertown Sidewalk Photos 209.jpg	209	CLASSIC LAKE RD WEST SIDE END OF SIDEWALK TO CLASSIC LAKE COVE	280	5.0'	1400	12.50%		\$1,050.00
Low: 0-25% defective	Huntertown Sidewalk Photos 210.jpg	210	CLASSIC LAKE COVE NORTH SIDE CLASSIC LAKE DR TO CONTINENTAL DR	255	5.0'	1275	12.50%		\$956.25
Low: 0-25% defective	Huntertown Sidewalk Photos 211.jpg	211	CONTINENTAL DR EAST SIDE CLASSIC LAKE COVE TO END OF SIDEWALK	155	5.0'	775	12.50%		\$581.25
manhole lid"	Huntertown Sidewalk Photos 212.jpg	212	CONTINENTAL DR WEST SIDE END OF SIDEWALK TO CLASSIC LAKE COVE	355	5.0'	1775	75.00%		\$7,987.50
Low: 0-25% defective	Huntertown Sidewalk Photos 213.jpg	213	CLASSIC LAKE COVE CONTINENTAL DR TO CLASSIC LAKE DR	450	5.0'	2250	12.50%		\$1,687.50
Low: 0-25% defective	Huntertown Sidewalk Photos 214.jpg	214	CLASSIC LAKE DR EAST SIDE CLASSIC LAKE COVE TO RAMLER RD	190	5.0'	950	12.50%		\$712.50
manhole lid"	Huntertown Sidewalk Photos 215.jpg	215	RAMLER RD SOUTH SIDE CLASSIC LAKE DR TO THUNDRBIRD RD	950	5.0'	4750	75.00%		\$21,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 216.jpg	216	THUNDERBIRD RD EAST SIDE RAMBLER RD TO CORD LN	350	5.0'	1750	37.50%		\$3,937.50
Low: 0-25% defective	Huntertown Sidewalk Photos 217.jpg	217	LEBARON LN EAST SIDE IMPALA DR TO CORD LN	705	5.0'	3525	12.50%		\$2,643.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 218.jpg	218	CORD LN NORTH SIDE LEBARON LN TO THUNDERBIRD RD	365	5.0'	1825	37.50%		\$4,106.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 219.jpg	219	CORD LN SOUTH SIDE THUNDERBIRD RD LEBARON LN	300	5.0'	1500	37.50%		\$3,375.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 220.jpg	220	LEBARON LN WEST SIDE CORD LN TO LEBARON COVE	620	5.0'	3100	37.50%		\$6,975.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 221.jpg	221	LEBARON COVE NORTH SIDE LEBARON LN TO CUL DE SAC	585	5.0'	2925	37.50%		\$6,581.25
Low: 0-25% defective	Huntertown Sidewalk Photos 222.jpg	222	LEBARON COVE SOUTH SIDE CUL DE SAC TO IMPALA DR	620	5.0'	3100	12.50%		\$2,325.00

Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
Medium: 25- 50% defective	Huntertown Sidewalk Photos 223.jpg	223	IMPALA DR WEST SIDE LEBARON COVE TO MONTE CARLO DR	375	5.0'	1875	37.50%		\$4,218.75
Low: 0-25% defective	Huntertown Sidewalk Photos 224.jpg	224	MONTE CARLO DR NORTH SIDE IMPALA DR TO TORINO COVE	920	5.0'	4600	12.50%		\$3,450.00
Low: 0-25% defective	Huntertown Sidewalk Photos 225.jpg	225	TORINO COVE	830	5.0'	4150	12.50%		\$3,112.50
Low: 0-25% defective	Huntertown Sidewalk Photos 226.jpg	226	MONTE CARLO DR NORTH SIDE TORINO COVE TO END OF SIDEWALK	175	5.0'	875	12.50%		\$656.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 227.jpg	227	MONTE CARLO DR SOUTH SIDE END OF SIDEWALK TO IMPALA DR	1115	5.0'	5575	37.50%		\$12,543.75
Low: 0-25% defective	Huntertown Sidewalk Photos 228.jpg	228	IMPALA DR WEST SIDE MONTE CARLO DR TO END OF SIDEWALK	150	5.0'	750	12.50%		\$562.50
Low: 0-25% defective	Huntertown Sidewalk Photos 229.jpg	229	IMPALA DR EAST SIDE END OF SIDEWALK TO LEBARON LN	600	5.0'	3000	12.50%		\$2,250.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 230.jpg	230	GEMINI DR WEST SIDE APPOLO DR TO END OF SIDEWALK	525	5.0'	2625	37.50%		\$5,906.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 231.jpg	231	MERCURY LN SOUTH SIDE GEMINI DR TO APPOLO DR	1240	5.0'	6200	37.50%		\$13,950.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 232.jpg	232	APPOLO DR NORTH SIDE MERCURY LN TO LIMA RD	1150	5.0'	5750	37.50%		\$12,937.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 233.jpg	233	GEMINI DR EAST SIDE APPOLO DR TO MERCURY LN	750	5.0'	3750	37.50%		\$8,437.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 234.jpg	234	MERCURY LN NORTH SIDE GEMINI DR TO APPOLO DR	945	5.0'	4725	37.50%		\$10,631.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 235.jpg	235	APPOLO DR SOUTH SIDE MERCURY LN TO GEMINI DR	425	5.0'	2125	37.50%		\$4,781.25
Medium: 25- 50% defective	Huntertown Sidewalk Photos 236.jpg	236	LIMA RD WEST SIDE EDGERTON ST TO TRINITY ST	400	5.0'	2000	37.50%		\$4,500.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 238.jpg	238	LIMA RD WEST SIDE TRINITY ST TO H&H SALES COMPANY, INC.	575	5.0'	2875	37.50%		\$6,468.75
Low: 0-25% defective	Huntertown Sidewalk Photos 239.jpg	239	LIMA RD EAST SIDE WEST CEDAR CANYONS RD TO LIMA VILLAS	570	5.0'	2850	12.50%		\$2,137.50
Low: 0-25% defective	Huntertown Sidewalk Photos 240.jpg	240	LIMA RD EAST SIDE LIMA VILLA TO TRINITY ST	700	5.0'	3500	12.50%		\$2,625.00
Low: 0-25% defective	Huntertown Sidewalk Photos 241.jpg	241	LIMA RD EAST SIDE TRINITY ST TO HUNTER ST	825	5.0'	4125	12.50%		\$3,093.75
Low: 0-25% defective	Huntertown Sidewalk Photos 242.jpg	242	LIMA RD EAST SIDE HUNTER ST TO HIEBER AVE	135	5.0'	675	12.50%		\$506.25
Low: 0-25% defective	Huntertown Sidewalk Photos 243.jpg	243	LIMA RD EAST SIDE HIEBER AVE TO WEST GUMP RD	1090	5.0'	5450	12.50%		\$4,087.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 244.jpg	244	LIMA RD EAST SIDE WEST GUMP RD TO APPOLO DR	310	5.0'	1550	37.50%		\$3,487.50
Low: 0-25% defective	Huntertown Sidewalk Photos 245.jpg	245	LIMA RD EAST SIDE APPOLO DR TO CANAVERAL CT	530	5.0'	2650	12.50%		\$1,987.50

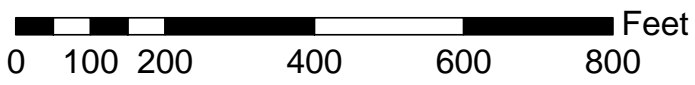
Priority	File Name	Picture	Description	Length	Width	Square Footage	Replacement %		Total Cost
manhole lid"	Huntertown Sidewalk Photos 246.jpg	246	LIMA RD WEST SIDE WOODS RD TO LIMA PLANK PKWY	1000	5.0'	5000	75.00%		\$22,500.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 247.jpg	247	LIMA RD WEST SIDE LIMA PLANK PKWY TO END OF SIDEWALK	610	5.0'	3050	37.50%		\$6,862.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 248.jpg	248	LIMA RD WEST SIDE WOODS RD TO MEYERS DR	1840	5.0'	9200	37.50%		\$20,700.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 249.jpg	249	LIMA RD WEST SIDE MAIN ST TO HUNTER ST	330	5.0'	1650	37.50%		\$3,712.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 250.jpg	250	LIMA RD WEST SIDE HUNTER ST TO EDGERTON ST	355	5.0'	1775	37.50%		\$3,993.75
Low: 0-25% defective	Huntertown Sidewalk Photos 251.jpg	251	WALNUT ST EAST SIDE TRINITY ST TO END OF SIDEWALK	360	5.0'	1800	12.50%		\$1,350.00
Medium: 25- 50% defective	Huntertown Sidewalk Photos 252.jpg	252	WALNUT ST WEST SIDE END OF SIDEWALK TO TRINITY ST	225	5.0'	1125	37.50%		\$2,531.25
Low: 0-25% defective	Huntertown Sidewalk Photos 253.jpg	253	TRINITY ST NORTH SIDE WALNUT ST TO END OF SIDEWALK	155	5.0'	775	12.50%		\$581.25
High: Greater than 50% defective	Huntertown Sidewalk Photos 254.jpg	254	EDGERTON ST NORTH SIDE WEBSTER TO END OF SIDEWALK	115	5.0'	575	75.00%		\$2,587.50
High: Greater than 50% defective	Huntertown Sidewalk Photos 255.jpg	255	HUNTER ST NORTH SIDE WEBSTER TO WASHINGTON ST	340	5.0'	1700	75.00%		\$7,650.00
High: Greater than 50% defective	Huntertown Sidewalk Photos 256.jpg	256	MAIN ST SOUTH SIDE WASHINGTON TO HULDA LN	75	5.0'	375	75.00%		\$1,687.50
Medium: 25- 50% defective	Huntertown Sidewalk Photos 257.jpg	257	MAIN ST SOUTH SIDE WASHINGTON TO LIMA RD	715	5.0'	3575	37.50%		\$8,043.75
Low: 0-25% defective	Huntertown Sidewalk Photos 258.jpg	258	GUMP RD NORTH SIDE LIMA RD TO END OF SIDEWALK	765	5.0'	3825	12.50%		\$2,868.75
Medium: 25- 50% defective	Huntertown Sidewalk Photos 259.jpg	259	CANAVERAL CT	570	5.0'	2850	37.50%		\$6,412.50

Town of Huntertown - Sidewalks



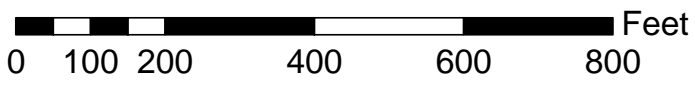
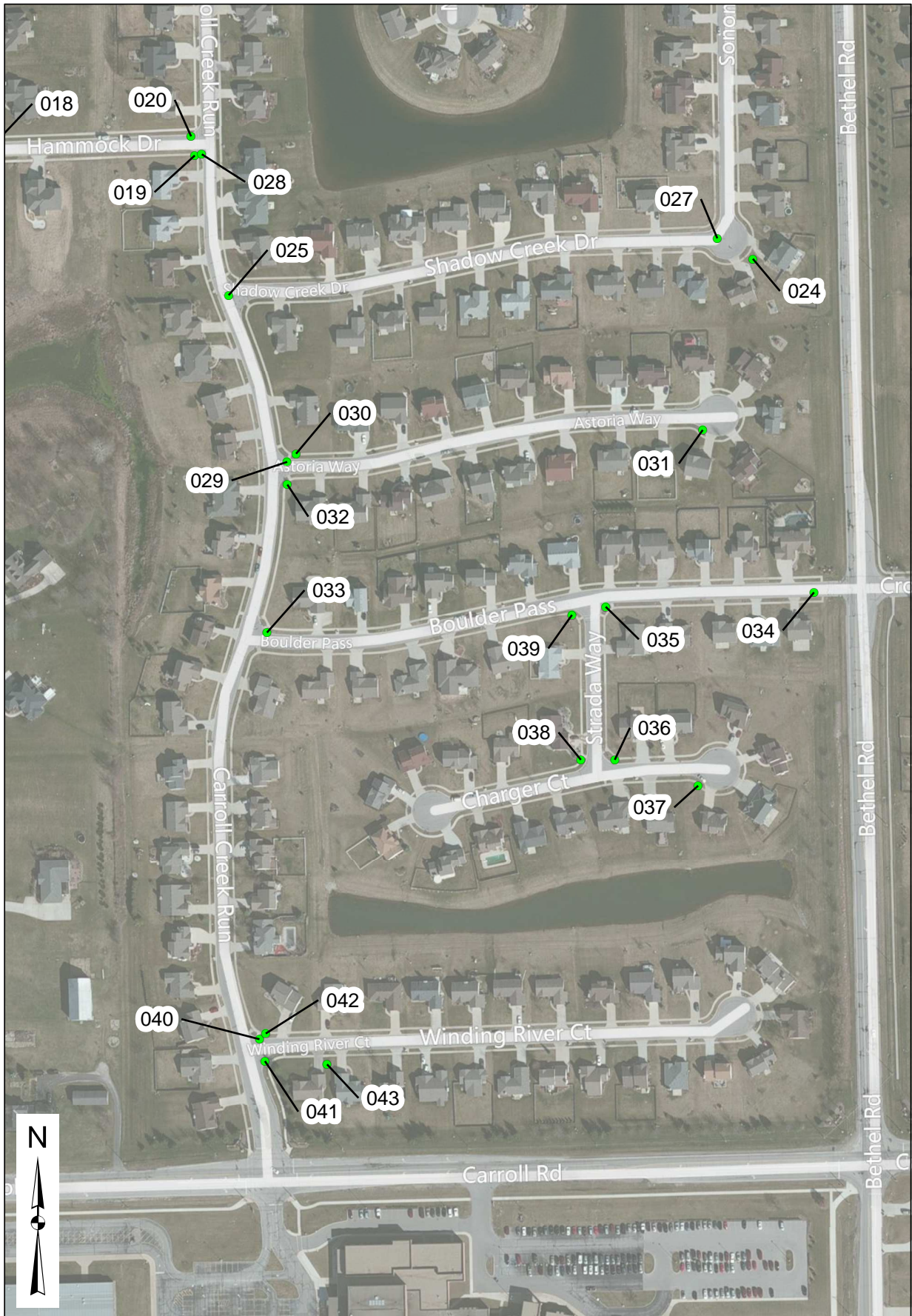
Town of Huntertown - Sidewalks

#1



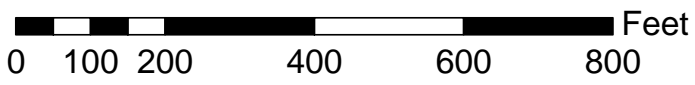
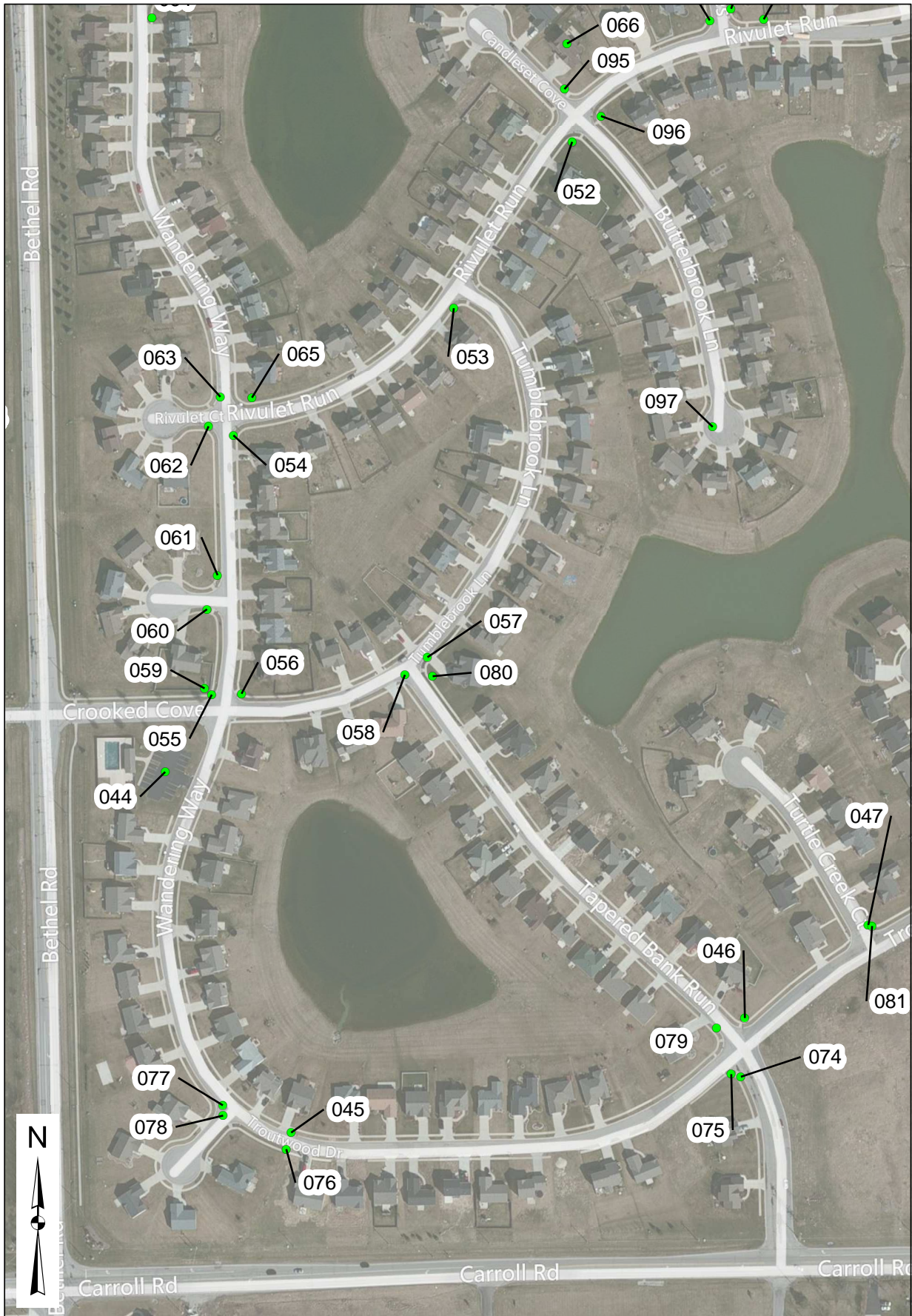
Town of Huntertown - Sidewalks

#2

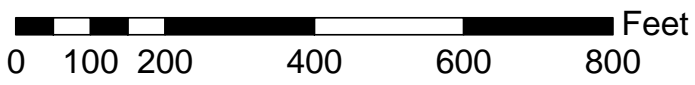
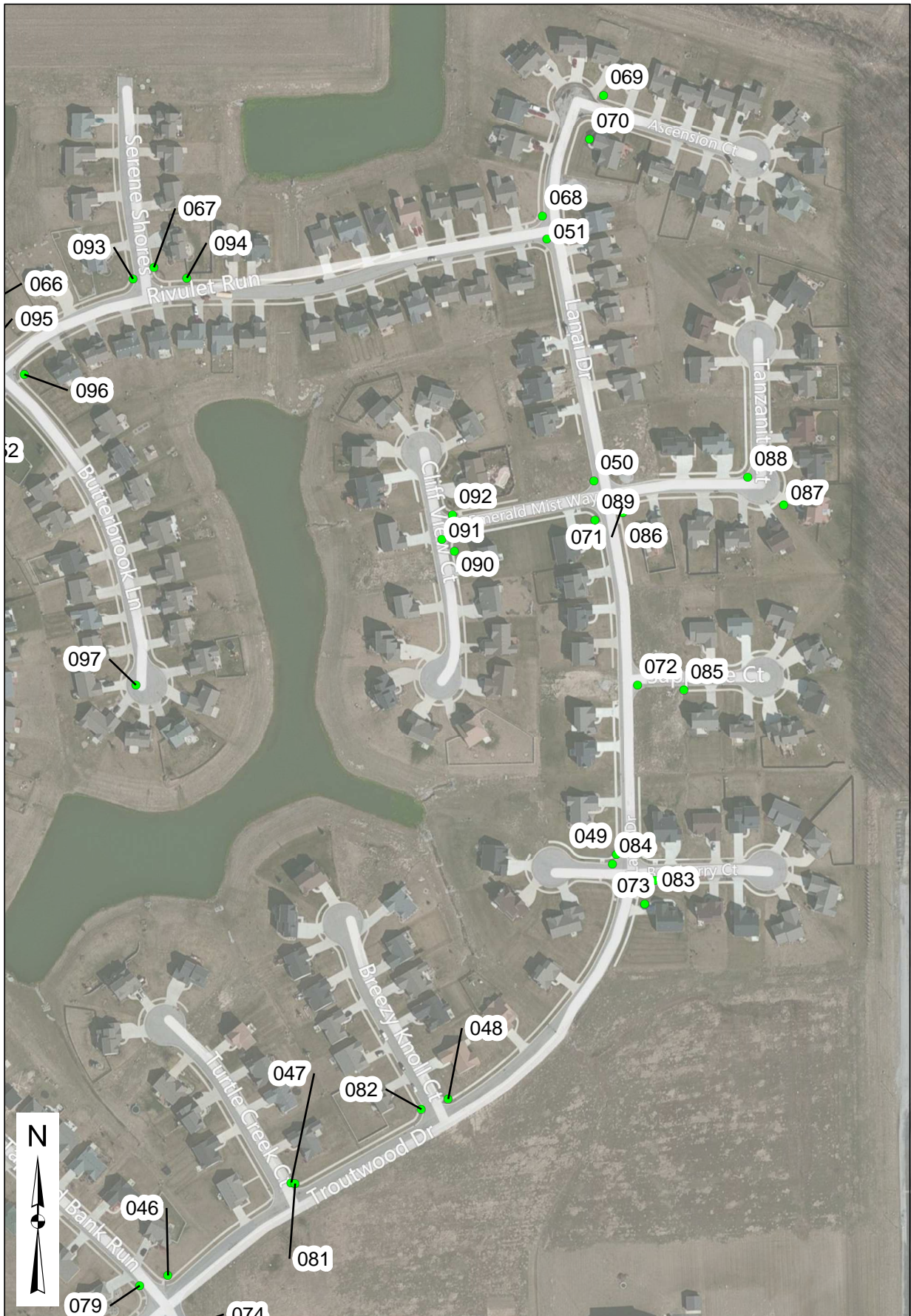


Town of Huntertown - Sidewalks

#3

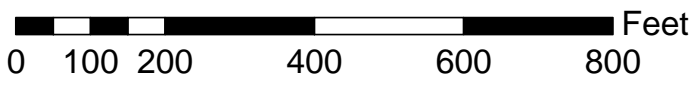
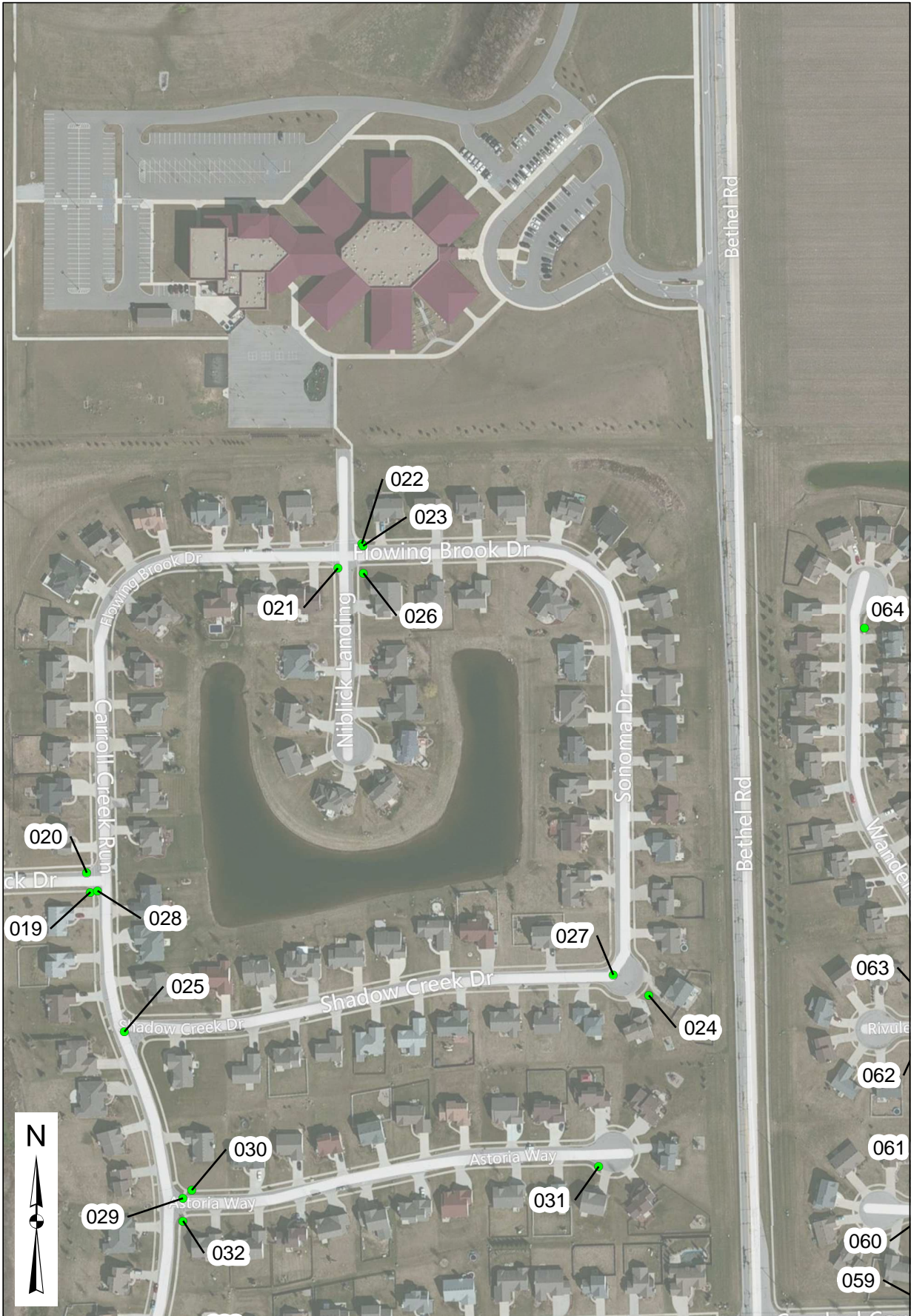


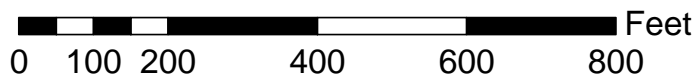
Town of Huntertown - Sidewalks



Town of Huntertown - Sidewalks

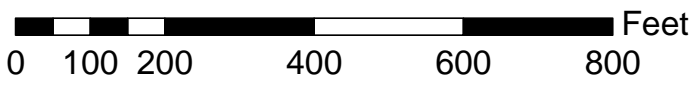
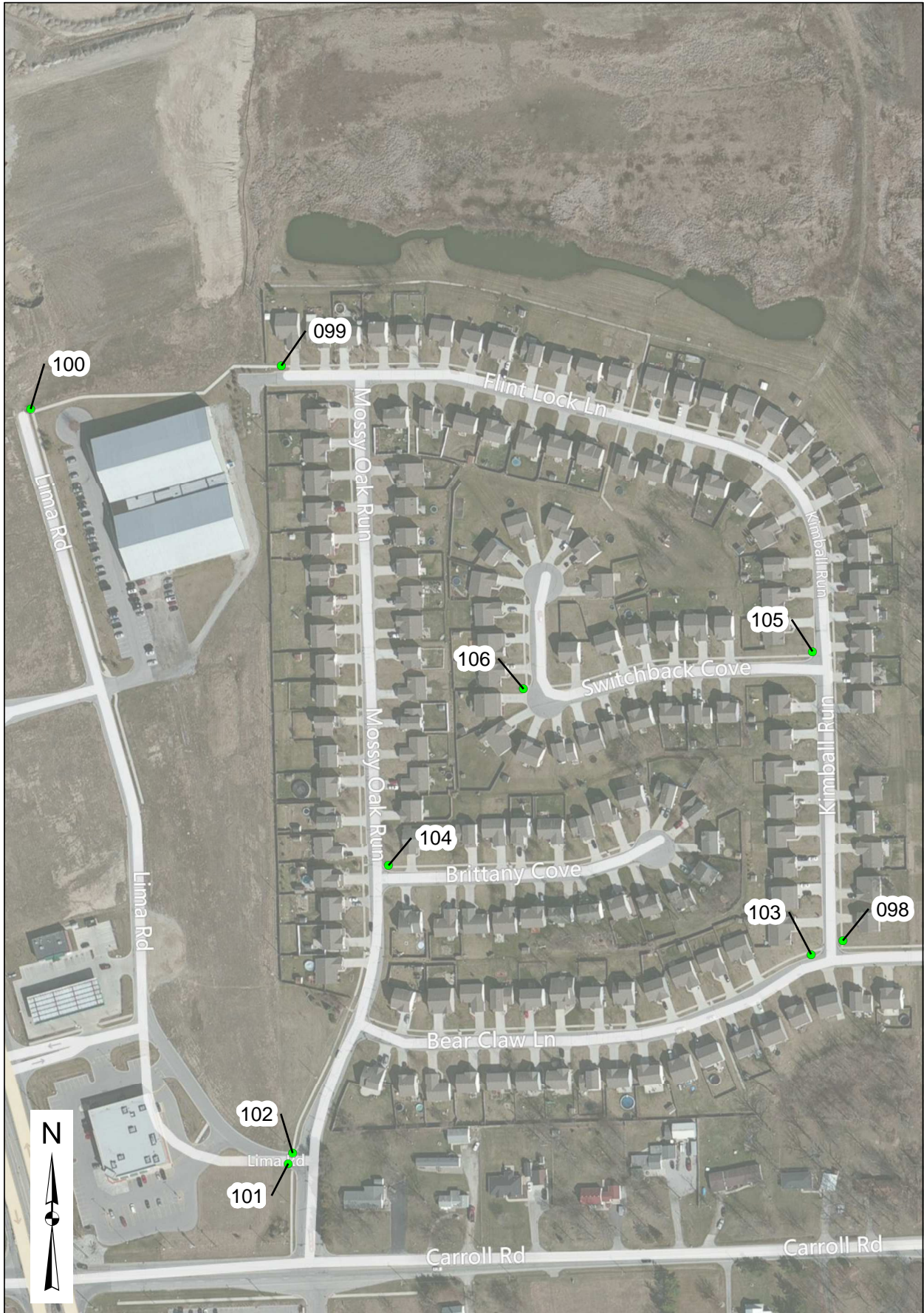
#5



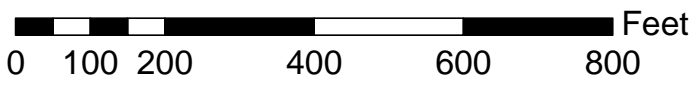


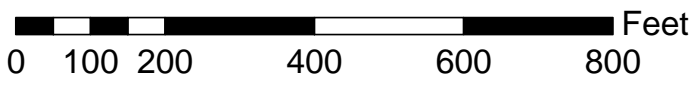
Town of Huntertown - Sidewalks

#7

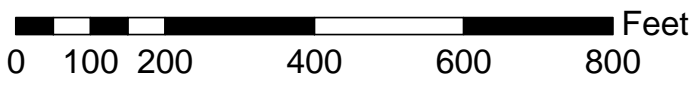


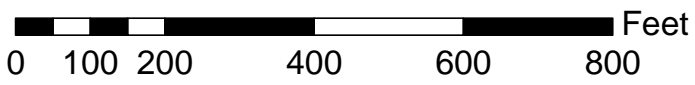
Town of Huntertown - Sidewalks

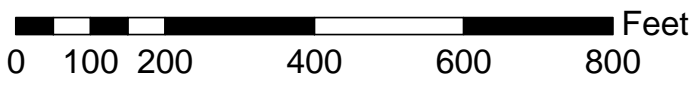


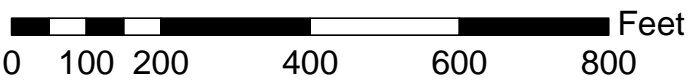


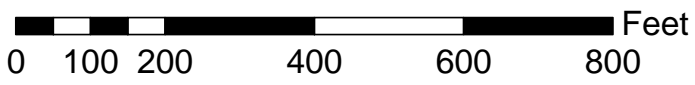
Town of Huntertown - Sidewalks



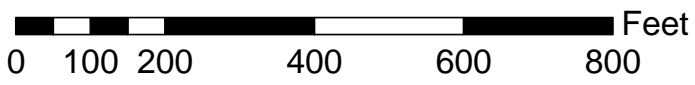
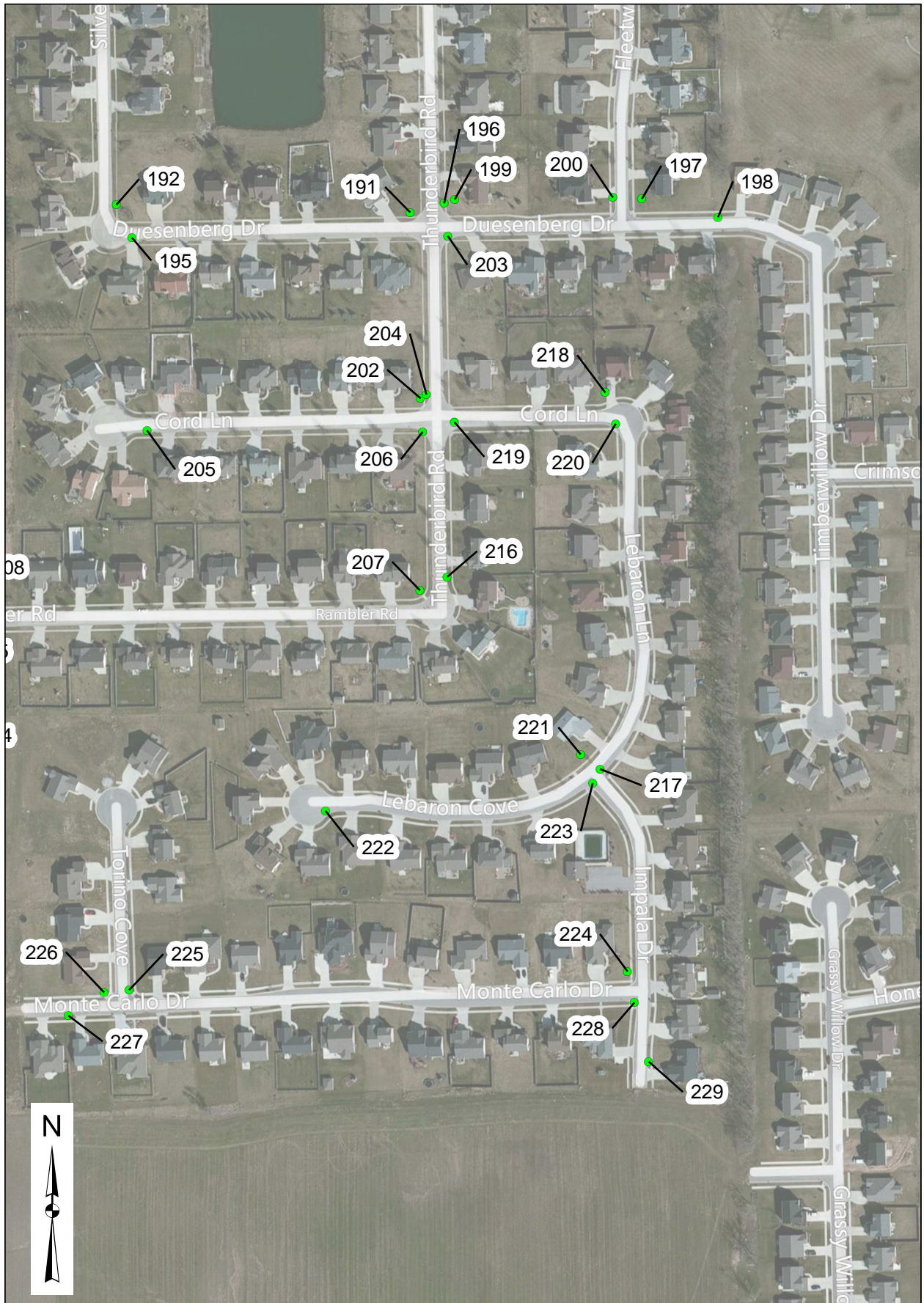


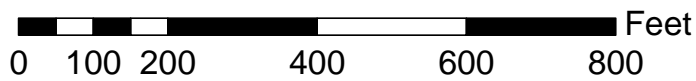
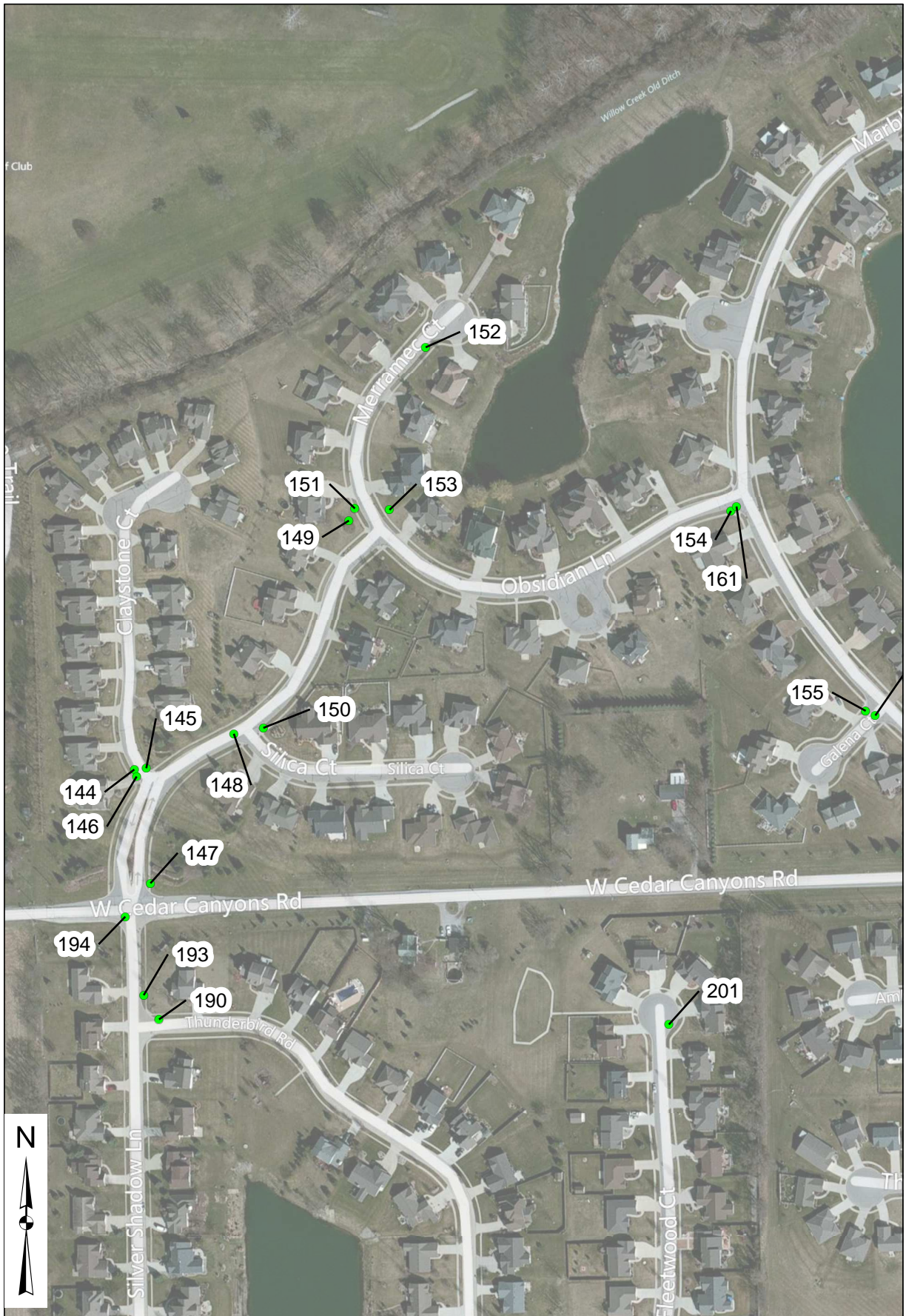


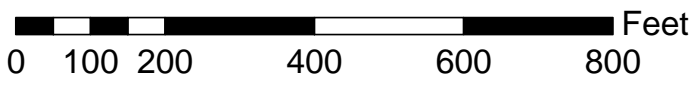




Town of Huntertown - Sidewalks







Appendix C

Town Questionnaire

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire Town of Huntertown, Indiana

DEPARTMENT: *All – Town in general*

CONTACT PERSON: *Mike Acker*

PHONE:

E-MAIL:

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 Town 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 Town to provide equal access to programs and activities to everyone, without exception.

- 1. What programs or services are offered in your department to the public? Please list them and also indicate the level of interaction your department has with the public (infrequent, daily, etc.).**

Billing, questions about utilities or town matters, council meetings, utility board meetings, tap permits, subdivision association meetings, town committee meetings (Heritage Days), making copies, purchase utility bags, use of a notary, meet with the resource officer, medication drop box, and restroom.

- 2. Are all programs offered by your department available to persons with disabilities noted below? Consider the unique challenge each presents to you and the person (i.e. can someone in a wheelchair see over your service counter, how you would communicate with someone with a severe hearing loss, etc.).**

- a. Physical challenge? (Uses a wheelchair, can't stand for long periods, etc.)**

Benches in the hallway/sitting area

- b. Sensory challenge? (Visual loss or hearing loss)**

None

- c. Cognitive challenge? (May have difficulty understanding)**

Work with a family member or have another employee assist

- 3. Are programs, services or activities offered by your department the same for people with disabilities or are separate or different accommodations necessary? Explain.**

They are same for all.

4. **Do any programs segregate people with disabilities from others participating in the same program service or activity?**
NO
5. **Are reasonable modifications necessary to provide programs, services, and activities? If so, what are your suggestions.**
N/A
6. **Does your department offer any permits, licensing, or certifications to citizens (building permits, voter registration, handgun purchase, etc.)? If YES, please list.**
Tap permits
7. **Is the building your programs are provided in owned by the Town or leased? Please consider all facilities used by your Department.**
Owned by the Town
8. **What auxiliary aids are provided for people with hearing impairments (may include: qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes) and where are they located?**
None
9. **What auxiliary aids are provided for people with visual impairments? (may include: qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items) and where are they located?**
Braille signs are available throughout the Town hall, large print material is available upon request, assistance will be provided with all services when asked.
10. **What auxiliary aids are provided for people with cognitive impairments? (may include: computer terminals, speech synthesizers, and communication boards) and where are they located?**
None
11. **Do any of the programs offered by your department have papers or documents that are given to employees or the public? Please list and include all publications.**
Yes
12. **Do any of the programs have any audio/visual media that is offered to employees or to the public? Please list and include information included on the Town web site.**
Only what is on the website.
13. **What policies and procedures are in place for each program?**
????

- 14. Has your department designated an employee to act as liaison to the Town ADA Coordinator? If so who is it and provide contact information (telephone and e-mail). How long have they been performing this function? Have they previously attended ADA-related training? Have they attended meetings (other than the one where this questionnaire was distributed) for the Self-Evaluation and Transition Plan for the Town of Huntertown?**

Mike Acker, 6 Months, no training, DLZ performing.

- 15. Has anyone in your department had any training specific to the ADA? If so identify the staff person, who provided the training, what the topic of the training was, and the date(s) of the training.**

NO

- 16. Has your department had any interactions with persons with a disability? If so, identify the type of disability and the methods used to provide equal service to them.**

NO

- 17. Do you have any recommendations for changes that would allow your department to better serve persons with disabilities?**

Provide Microphones and speakers during meetings for the public and hearing impaired listen.

Provide a sign language interpreter upon request.

Appendix D

Public Outreach

NOTICE OF PUBLIC COMMENT PERIOD

The Town of Huntertown is conducting a Self-Evaluation of all Town-owned facilities, public right-of-way and all Town programs for compliance with the Americans with Disabilities Act (ADA) and preparing a Transition Plan describing the results of the self-evaluation. Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The Town is soliciting public input, especially from persons with disabilities, their caregivers, and disability advocates on what barriers to access or use of town facilities or programs exist or are perceived to exist. This will also be an opportunity for the community 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 at the clerk-treasurer's office (15617 Lima Road) during normal business hours, provided via voicemail at (260) 420-0335 ext. 6685 or provided via email to huntertown@dlz.com. The comment period will be open for 14 days, commencing on November 29, 2012 and ending on December 12, 2012.

The Town of Huntertown complies with the Americans with Disabilities Act. Upon request, the Town 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested accommodation at least three (3) business days prior to the close of the comment period to the ADA Coordinator, Michael Aker, 15617 Lima Road, 260-637-5058.



November 20, 2012

ADA-Indiana, c/o Indiana Institute on Disability and Community
2853 E. 10th Street
Bloomington, IN 47409-2696

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

<u>Town</u>	<u>Voicemail</u>	<u>Email</u>
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Opportunities for Positive Growth, Inc
10080 East 12st Street, Suite 112
Fishers, IN 46037

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Easter Seals Arc of Northeast Indiana
Donna Elbrecht
4919 Coldwater Road
Fort Wayne, IN 46825

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

League for the Blind and Disabled
David Nelson
5821 S. Anthony Wayne Boulevard
Fort Wayne, IN 46816

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

The Arc of LaGrange County
Jeffrey Bassett
235 W 300 N
Howe, Indiana 46746

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Indiana Governor’s Council for People with Disabilities
Suellen Jackson-Boner
Indiana Government Center South, Room E145
Indianapolis, Indiana 46204

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



ENGINEERS • ARCHITECTS • SCIENTISTS
PLANNERS • SURVEYORS

November 20, 2012

Indiana Council on Independent Living
Carol Baker
402 W. Washington St. Room W453
P.O. Box 7083
Indianapolis, Indiana 46207-7083

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Self-Advocates of Indiana
C/o The Arc of Indiana
107 N. Pennsylvania, Suite 800
Indianapolis, Indiana 46204

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

IN*SOURCE

Rich Burden
1703 South Ironwood
South Bend, Indiana 46613

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js



November 20, 2012

Advocacy Angels
Deb Finchum
504 North Bay Drive
Warsaw, Indiana 46580-4627

DLZ is conducting self-evaluations of all Town-owned facilities, right-of-way and programs for compliance with the Americans with Disabilities Act (ADA) for various towns in northeastern Indiana. In order to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of City facilities or programs exist or are perceived to exist, DLZ is conducting a comment period until December 10th. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan. Comments may be dropped off in writing at Town Hall of each community (Attn: ADA Coordinator) or may be provided via voicemail or email according to the following list.

Town	Voicemail	Email
Markle	260-420-0335 Ext. 6680	Markle@dlz.com
Grabill	260-420-0335 Ext.-6681	Grabill@dlz.com
Fremont	260-420-0335 Ext. 6682	Fremont@dlz.com
Topeka	260-420-0335 Ext. 6683	Topeka@dlz.com
Ashley	260-420-0335 Ext. 6684	Ashley@dlz.com
Huntertown	260-420-0335 Ext. 6685	Huntertown@dlz.com
Shipshewana	260-420-0335 Ext. 6686	Shipshewana@dlz.com

Upon request, these communities 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the end of the comment period to the respective community via one of the methods indicated above.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

DLZ INDIANA, LLC

Sara Rhodes RLA, LEED AP

cc: file, cgh, sgm, jn, cme, js

Stephen G. Metzger, AICP, PWS

From: Beverly Harding [advocacycoordbah@yahoo.com]
Sent: Tuesday, December 11, 2012 5:17 PM
To: Stephen G. Metzger, AICP, PWS
Subject: Re: Huntertown

Huntertown: Town Hall -had ramp for accessible entrance/exit, signage -directional/informational, parking lot stripped for number of spaces and painted with blue bulyards for van accessible vehichles.

Appendix E

Forms and Notices

HUNTERTOWN RESOLUTION NO. 12- 003

**A RESOLUTION OF THE TOWN OF HUNTERTOWN, INDIANA
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)
ACCESSIBILITY GUIDELINES FOR STANDARDS FOR
~~ACCESSIBLE DESIGN AND GUIDELINES FOR PEDESTRIAN~~
FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

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

WHEREAS, Title II of the ADA requires that municipalities adopt the Americans with Disabilities Standards for Accessible Design that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, Title II of the ADA recommends that municipalities adopt the Americans with Disabilities Guidelines for Pedestrian Facilities in the Public Right-of-Way that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2005, respectively; and

WHEREAS, the Town of Huntertown remains committed to the ADA and the elimination of barriers to public facilities.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Huntertown, Indiana:

SECTION I

The Town Council of Huntertown, Indiana hereby adopts the 2010 Americans with Disabilities (ADA) Standards for Accessible Design, and any subsequent required standards for accessible design. In addition, the Town Council of the Town of Huntertown, Indiana hereby adopts the 2005 Guidelines for Pedestrian Facilities in the Public Right-of-Way, and any subsequent required guidelines for pedestrian facilities in a public right-of-way.

SECTION II

The express or implied repeal or amendment by this Resolution of any other Resolution or part of any other Resolution does not affect any rights or liabilities

accrued, penalties incurred, or procedures begun prior to the effective date of this Resolution. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended Resolution as if this Resolution had not been adopted.

SECTION III

No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

SECTION IV

This Resolution shall become effective upon promulgation according to law.

RESOLUTION ADOPTED by the Town Council of the Town of Huntertown, Indiana this 6th day of February, 2012.

TOWN OF HUNTERTOWN

By: Jim Fortman
Jim Fortman, President

By: Michael Aker
Michael Aker, Council Member

By: Patricia Freck
Patricia Freck, Council Member

By: Susan K. Gongwer
Susan Gongwer, Council Member

By: Gary Grant
Gary Grant, Council Member

Attest:

Colly M. Mendoza Deputy C.T.
David W. Rudolph,
Clerk-Treasurer

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.

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.

HUNTERTOWN RESOLUTION NO. 12- 004

**A RESOLUTION OF THE TOWN OF HUNTERTOWN, INDIANA
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)
COORDINATOR AND PROCEDURES**

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

WHEREAS, in compliance with Title II of the ADA the Town of Huntertown (the "Town") shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA and publish notice regarding the ADA requirements and accommodations; and

WHEREAS, in compliance with Title II of the ADA the Town shall name an ADA Coordinator; and

WHEREAS, the Town has previously named an ADA Coordinator but desires to update and revise the named ADA Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Huntertown, Indiana:

SECTION I

Councilman Michael Aker, is designated as the ADA Coordinator for the Town.

SECTION II

The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice of the Town under the Americans with Disabilities Act.

SECTION III

The ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted by the Town as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Town.

SECTION IV

In compliance with Federal and State laws as set forth above, the Town Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Town of Huntertown

Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

SECTION V

The express or implied repeal or amendment by this Resolution of any other Resolution or part of any other Resolution does not affect any rights or liabilities accrued, penalties incurred, or procedures begun prior to the effective date of this Resolution. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended Resolution as if this Resolution had not been adopted.

SECTION VI

No part of this Resolution shall be interpreted to conflict with any local, state or federal laws, and all reasonable efforts should be made to harmonize same. Should any section or part thereof of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Resolution are hereby declared to be severable.

SECTION VII

This Resolution shall become effective upon promulgation according to law.

RESOLUTION ADOPTED by the Town Council of the Town of Huntertown, Indiana this 6th day of February, 2012.

TOWN OF HUNTERTOWN

By: Jim Fortman
Jim Fortman, President

By: Michael Aker
Michael Aker, Council Member

By: Patricia Freck
Patricia Freck, Council Member

By: Susan Gongwer
Susan Gongwer, Council Member

By: Gary Grant
Gary Grant, Council Member

Attest:

David W. Rudolph, Dep. Ct.
David W. Rudolph,
Clerk-Treasurer



Town of Huntertown

15617 Lima Road, Huntertown, Indiana 46748
(260) 637-5058 Email info@huntertown.org
Web Site: www.huntertown.org

Town of Huntertown - Meeting Minutes

Meeting of the Town Council
of Huntertown, Indiana
February 6, 2012 6:00 p.m.
Huntertown Town Hall

A meeting of the Town Council of Huntertown, Indiana was held at the Town Hall on Monday, February 6, 2012 at 6:00 p.m. Council Members: Mike Aker, Sue Gongwer, Jim Fortman, Pat Freck, and Gary Grant . Tom Gongwer, Attorney Dave Hawk, Derek Frederickson with Engineering Resources, and Casey Erwin with DLZ, and Kevin Surface, Resource Officer.

Jim Fortman called the meeting to order with the Pledge of Allegiance.

Council Actions:

1. Sue Gongwer made a motion to approve the minutes of January 16, 2012. Gary seconded. All in favor.
2. Mike Aker made a motion to approve the claims. Sue seconded. All in favor.
3. Nicole Liter, Allen Co. Planning Services, presented Phil Roser , Parco, Inc. located at 16335 Lima Road, building # 3. He is purchasing new equipment and requesting an abatement of personal property. They are eligible for a 3 year abatement. Sue Gongwer made a motion to move forward for consideration of Resolution 12-002. Pat Freck seconded. All in favor.
4. Pat Freck inquired about the sewer rate increase. Charlene Brown is working on the study.
5. Casey Erwin formed two resolutions to be complaint with the ADA. Sue Gongwer made a motion to consider Resolution 12-003 the ADA. Pat Freck seconded. All in favor. Sue Gongwer then made a motion to adopt Resolution 12-004. Gary Grant seconded. All in favor.
6. Gary Grant says the Med Drop Box needs a N.W. location. Gary is asking that the Town Hall be the new location. Open only during Town Hall business hours. Police presence needed.
7. The Lakes of Carroll Creek sign request was denied.
8. County Exchange Services: Agreement presented to county to utilize manpower for the water treatment facility and maintaining Byron property as needed. Sue Gongwer made a motion to adopt a change of services. Pat Freck seconded. All in favor.
9. Discussion was made whether the \$5000 is a donation to the Allen Co. Partnership for water quality. Sue Gongwer will follow up on this.
10. Town hall contacted residents in the Carroll Creek about the removal of ash trees. Homeowners may mark the trees they wish not removed.
11. Pat Freck would like to look into new voting districts. One year after census , state can set new voting districts.
12. Cathy Mittendorf is doing claims, disbursements, and payroll transfers. Charlene Brown should complete her training the week of February 13th.
13. Tom Gongwer and Gary Grant are working on the Town Hall phone systems. They now have a contact person and will be getting quotes.
14. Council will get with Charlene Brown on the cash fund statement.
15. Willow's Restaurant sign is now installed.

16. Motion was made to adopt Ordinance # 12-003 by Pat Freck for changing rezoning of Hunteertown Senior apartments. Gary Grant seconded. All in favor.

17. Rhonda Baker from Wells Fargo is requesting time with the council to review health insurance rates.

18. Gary Grant commended Kevin Surface on completing 14 weeks of K-9 training.

19. Tom Gongwer requested permission to install 4 additional manhole sewer covers @ \$1100 each. Sue Gongwer made a motion to approve, Gary Grant seconded. All in favor.

20. Tom Gongwer requested \$3450 for Magic Salt. Gary Grant made a motion to approve, Sue Gongwer seconded. All in favor.

21. Casey Erwin reported the surveyor's office proposed a plan to relocate and elevate a drain at the water treatment plant. The Hathaway Road side ditch is halfway completed.

22. Derek Frederickson talked to the Indiana Dept. of Environmental Management. Application is completed. He has not received notice of public meeting.

23. Dave Hawk had nothing to report.

Public comments:

24. Deborah Tannehill, 3302 Rivulet Drive, Fort Wayne is concerned about the asphalt streets falling apart and ruining her grass. Will be in contact with county highway.

25. Jacquelyn Tracy, 12234 Tumblebrook Lane, Fort Wayne is requesting the Hunteertown Town Council begin impeachment process for Clerk Treasurer Dave Rudolph. She claims his inability to perform his duties as Clerk Treasurer is costing the Town money. Jim Fortman replied this action is unprecedented and not sure how to proceed. The town council will meet and contact attorney.

26. Gary Grant made a motion to adjourn, Pat Freck seconded. All in favor.

Next council meeting is Tuesday, February 21st at 6:00 p.m.

Attest: _____

David W. Rudolph, Clerk Treasurer Jim Fortman, President



Town of Huntertown

15617 Lima Road, Huntertown, Indiana 46748
(260) 637-5058 Email info@huntertown.org
Web Site: www.huntertown.org

Town of Huntertown - Meeting Minutes

Meeting of the Town Council
of Huntertown, Indiana
December 3, 2012 6:00 p.m.
Huntertown Town Hall

A meeting of the Town Council of Huntertown, Indiana was held at the Town Hall on Monday, December 3, 2012 at 6:00 p.m. Council members: Mike Aker, Pat Freck, Jim Fortman, Sue Gongwer Gary Grant, Attorney Dave Hawk, Casey Erwin with DLZ., Kevin Surface Resource Officer, Derek Frederickson with Engineering Resources , 14 visitors and 2 reporters. Deputy Clerk Janine Rudolph and Utility Superintendent Tom Gongwer were absent.

Jim Fortman called the meeting to order with the Pledge of Allegiance.

Public Hearing:

Hearing held to discuss newly proposed sewer rate ordinance. Comments were received from resident Dave Garman

Public Comments:

None

Council Actions:

1. Gary Grant made motion to approve November 19, 2012 minutes. Pat Freck seconded. All in favor.

2. Sue Gongwer made motion to approve claims. Mike Aker seconded. All in favor

3. ADA Update – The public notice and input period is underway. Mike Aker, the council ADA Coordinator read the “Notice of Public Comment Period” document which is required as part of our ADA Compliance. Mike made a comment recommending a microphone be placed at the front of the council table, and speakers be placed at the back of the room to assist with any Americans with disabilities. No action was taken at this time on his recommendation.

4. A motion to consider Ordinance 12-011, “An Ordinance to Amend Ordinance 88-02 To Provide For Metered Rates and Charges for Services of The Huntertown Sewage Utility”, was made by Sue Gongwer. Pat Freck seconded. Discussion was held. All in favor. Mike Aker made motion to adopt Ordinance 12-011. Sue Gongwer seconded. All in favor.

5. Tom Gongwer requested 3 quotes for concrete street repairs. Mike Aker made motion to approve a quote from Miller Concrete in the amount of \$5900 for street repairs at 4 locations. 1) 1420 Rabbit Run, 1827 Hunter Street, corner of Hunter and Oak Street, and corner of Hunter and Hulda. Gary Grant seconded. All in favor.

6. Sue Gongwer made a motion to purchase upgraded radio read meter hardware and software not to exceed \$8500. Gary Grant seconded. All in favor.

7. Gary Grant made a motion to purchase a Qwik Freezer Pipe Freeze Kit in the amount of \$513.50 from HD Supply Waterworks, LTD. Sue Gongwer seconded. All in

favor.

Council Member and Others Reports:

8. Jim Fortman advised that anyone interested in serving on the new Utility Service Board should send an email or letter to him by December 12th as the new members will be appointed at the next council meeting on December 17, 2012.

9. Casey Irwin with DLZ reported that we need a Resolution adopting all new streets. Dave Hawk will create a document for the developers to sign, along with a Resolution.

Public Comments:

Dave Garman and Terry Stable provided comments related to the sewer rates and the amount of money spent to date from the sewer fund.

Adjournment

Mike Aker made motion to adjourn. Pat Freck seconded. All in favor.

Next council meeting is Monday December 17, 2012 at 6:00 p.m.

Attest: _____

David W. Rudolph, Clerk Treasurer

Jim Fortman, President