

## Summary of Resources INDOT Provides:

- Training
- Templates
- Technical Assistance Tools
- Telephone Q&A during business hours

*“What do I need to provide to INDOT and how to I provide it?”*

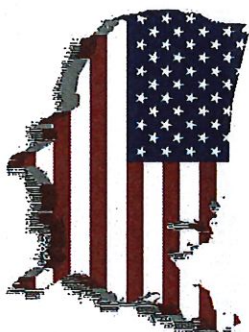
INDOT needs current contact information for your agency's program coordinators. This should be updated anytime there is a change.

INDOT should also have current copies of all your program documents and policies. This information should be updated at least once a year by sending copies of your program documents to INDOT at:

Accessforall@INDOT.IN.gov

INDOT is no longer using a precertification survey to capture this information. We are developing a portal to take its place and will advise LPAs when it is available for submission.

If you are able to provide everything on this checklist to INDOT, you can presume your program meets the requirements for having all required components, however actual compliance depends on how well your programs operate within your overall agency operations.



**“Simple Justice requires that public funds, to which all taxpayers of all races [colors, and national origins] contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial [color or national origin] discrimination.”**

- JFK 1963



**INDIANA DEPARTMENT OF TRANSPORTATION**

**Title VI & ADA Program Director**

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**Nondiscrimination  
&  
Accessibility  
Quick Guide and  
Checklists**

Accessforall@INDOT.IN.gov



## INDOT's Role & Resources for Your Community

INDOT monitors the compliance of all subrecipients of federal funds, including Indiana Communities who apply for federal aid for local projects through INDOT.

INDOT is required to ensure those who receive funds through our agency are in compliance with all Title VI & ADA (Nondiscrimination & Accessibility) Requirements. Our goal is to provide sufficient training, tools and resources to make your compliance efforts manageable and easier as we work together to improve our Indiana communities by constructing roads, bridges, highways, and pedestrian facilities for all people to move freely in communities and across the State.

Information related to training opportunities as well as an abundance of tools, templates and resources can be found on our website at: <http://www.in.gov/indot/3591.htm>.

You may also navigate to this page by visiting [www.indot.in.gov](http://www.indot.in.gov) and clicking the "Nondiscrimination & Accessibility" tab on the left side of the page, then choosing resources for subrecipients of federal funds from the menu.

### Accessibility Compliance Checklist:

- ◇ ADA Coordinator identified by name
- ◇ INDOT has current contact information for ADA Coordinator
- ◇ Current Coordinator has received ADA Coordinator Training
- ◇ Section 504 Nondiscrimination Policy
- ◇ Complaint / Grievance Procedures, Form & Complaint Log
- ◇ Accessibility Training is provided to your agency's employees on a regular basis
- ◇ Your agency has conducted a self-inventory and identified barriers to program and facility access.
- ◇ Your agency has prioritized these barriers for remediation and has a schedule of when each barrier will be addressed
- ◇ Your agency has an annual budget for eliminating barriers.
- ◇ Your agency has adopted accessible design standards
- ◇ Your agency offers auxiliary aides and services to those who require them as needed.
- ◇ All of the above have been incorporated into and ADA Transition Plan that your agency has adopted and keeps current by ensuring it is updated at least every 3 years.
- ◇ Your agency has sought and continues to seek public involvement and comments on your accessibility programs and ADA Transition Plan.
- ◇ Your agency maintains records and documents sufficient to demonstrate good faith efforts toward compliance with accessibility requirements.

**Did you know? INDOT offers a comprehensive Subrecipient Technical Assistance Tool on our website that provides specific information, tools and templates to help you meet all of these program requirements! Information about how to download this resources can be found here.**

Questions? [Accessforall@INDOT.IN.gov](mailto:Accessforall@INDOT.IN.gov)

### Title VI Compliance Checklist:

- ◇ Title VI Coordinator identified by name
- ◇ INDOT has current contact information for Title VI Coordinator
- ◇ Current Coordinator has received Title VI Coordinator Training
- ◇ Title VI Nondiscrimination Policy
- ◇ Complaint / Grievance Procedures, Form & Complaint Log
- ◇ Nondiscrimination Training is provided to your agency's employees on a regular basis
- ◇ Your agency has signed the Assurances of Nondiscrimination and ensures the proper appendices are included in subcontracts and the proper bid solicitation notice is included in solicitations as required.
- ◇ If applicable, you agency monitors subrecipients of federal funds for compliance.
- ◇ Your agency has sought and continues to seek public involvement and comments on your accessibility programs and ADA Transition Plan.
- ◇ Your agency meets LEP (Limited English Proficiency) Requirements and evaluates the need for services regularly, providing materials in other languages and providing in person language services as requested.
- ◇ Your agency evaluates its programs for environmental justice impacts and addresses issues as they arise.
- ◇ Your agency evaluates all its programs for discrimination and remedies discrimination and reduces risk by setting annual goals and reporting annual accomplishments. INDOT recommends a program liaison approach for this process.
- ◇ Your agency includes all of the above in a Title VI Implementation Plan and Annual Goals and Accomplishments report that it makes public and provides to INDOT each year.
- ◇ Your agency maintains records and documents sufficient to demonstrate good faith efforts toward compliance with nondiscrimination requirements.