

Americans with Disabilities Act
Transition Plan
Randolph County, Indiana



August, 2014

Prepared by:



CHA Inc.

300 S. Meridian St.
Indianapolis, IN 46225

Americans with Disabilities Act
Transition Plan
for
Randolph County, Indiana

August 2014

Project Name: Americans with Disabilities Act
Transition Plan
Randolph County, Indiana

Designated Signatory: Michael Wickersham, County Commissioner
100 S. Main Street
Winchester, Indiana 47394

Approved for Public Hearing: _____
Michael Wickersham, County Commissioner

Approval Date: _____
Date

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Randolph County
ADA Transition Plan

TABLE OF CONTENTS

I.	General	1
II.	Self Evaluation	2
	A. Assessment of Public Buildings and Facilities	2
	B. Evaluation of Services and Programs	3
	C. Cost Estimates	3
	D. Prioritization	4
	E. Schedule for Improvements	4
	F. Funding	4
	G. Public Involvement	5
	1. Public Meeting	
III.	Transition Plan	5
	A. ADA Coordinator	6
	B. Public Notice of ADA Requirements	6
	C. Grievance Procedures	7
	D. Schedule and Budget	7
	E. Monitoring Progress	7
	F. Resolution (Notice provisions & Grievance procedures)	7
	G. Standards	7

Tables

Table I	Randolph County Facilities Deficiencies, Cost Estimates and Schedule
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Exhibits

Exhibit 1	Randolph County Courthouse Assessment
Exhibit 2	Randolph County Sheriff Building Assessment
Exhibit 3	Randolph County Highway Maintenance Building Assessment
Exhibit 4	Randolph County EMS Building Assessment
Exhibit 5	Randolph County Airport Assessment
Exhibit 6	Randolph County Court Services Building Assessment
Exhibit 7	Randolph County 4-H Fairground Assessment
Exhibit 8	F-System Building Assessment
Exhibit 9	Randolph County Center for Family Opportunity Assessment

Appendices

Appendix A	Public Meeting Information
Appendix B	Resolution <ul style="list-style-type: none">• Notice Under the Americans with Disabilities Act (ADA) - Sample• Grievance Procedure - Sample

Randolph County
Americans with Disabilities Act
Transition Plan

I. General

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The Act applies to all facilities, including those built before and after 1990. As a necessary step to a program access plan to provide accessibility under the ADA, state and local government, public entities or agencies are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the ADA. A Program Access Plan, also called a Transition Plan, must then be developed to address any deficiencies. The Plan is intended to achieve the following:

- (1) Identification of physical obstacles that limit the accessibility of facilities to individuals with disabilities,
- (2) Description of the methods to be used to make the facilities accessible,
- (3) Development of a schedule for making the access modifications, and
- (4) Identification of the public officials who are responsible for implementing the Transition Plan.

The Plan is required to be updated periodically until all accessibility barriers are removed.

An inventory was conducted in 2012 by CHA of the existing public buildings owned or used by the Randolph County. The inventory included a list of existing conditions that do not presently meet the ADA requirement. Cost estimates were prepared for bringing deficient items into compliance.

II. Self-Evaluation

The first task involved in preparing an ADA Transition Plan is conducting an inventory of the facilities operated by the County to determine if they are accessible by persons with disabilities. A list is then compiled of any items that are deficient. Inventory methods include site surveys, windshield surveys, aerial photos, and plan reviews. The information gathered through the inventory process is then quantified. This will act as the baseline to allow progress to be monitored and measured.

A. Inventory of Public Buildings and Facilities:

The existing conditions of each facility were evaluated and documented. Deficiencies were noted and compiled. It could then be determined what improvements were needed in order to upgrade the facilities to be in compliance with ADA standards.

The buildings and facilities evaluated include:

- Randolph County Courthouse
- Randolph County Sheriff Building
- Randolph County Highway Maintenance Building
- Randolph County EMS Building
- Randolph County Airport
- Randolph County Court Services Building
- Randolph County 4-H Fairgrounds
- F-System Building
- Randolph County Center for Family Opportunity
- Randolph County Home – Unoccupied

Refer to Exhibits 1-9 for detailed assessment information.

At the time of the survey, the County indicated that they had no sidewalks or bridges that they were responsible for.

B. Evaluation of Services and Programs

The services of facilities evaluated include:

- Randolph County Courthouse – Unrestricted right of use for the public and employees.
- Randolph County Sheriff Building – Courthouse – Unrestricted right of use for the public and employees.
- Randolph County Highway Maintenance Building – Not open to the public. County employment policy states that requirements of job preclude disabilities.
- Randolph County EMS Building – Partially open to the public. County employment policy states that requirements of job preclude disabilities.
- Randolph County Airport – Unrestricted right of use for the public and employees.
- Randolph County Court Services Building – Unrestricted right of use for the public and employees.
- Randolph County 4-H Fairgrounds – Unrestricted right of use for the public and employees.
- F-System Building – Tenant responsible for compliance.
- Randolph County Center for Family Opportunity – Unrestricted right of use for the public and employees.
- County Home - Unoccupied

C. Cost Estimates:

The following cost estimates are based on each facility being done as a separate project and the work being done on a bid basis.

• County Courthouse	\$3,100
• Sheriff Building	\$50,300
• Highway Maintenance Building	\$23,800
• EMS Building	\$36,000
• County Airport	\$27,800
• County Court Services Building	\$63,000
• County Fairground	\$17,500
• F-System Building	\$16,000
• Center for Family Opportunity	\$7,500

D. Prioritization

Prioritizing improvements will be included in existing programs where possible. Other remediation efforts will be completed based on an established set of priorities. Generally, priority will be given to public places and places of employment. Factors that will be used to consider priority include:

- Citizen requests or complaints regarding inaccessible locations
- Frequency of use
- Pedestrian level of service
- Presence of a disabled person
- Cost

E. Schedule for Improvements

The Transition Plan includes a schedule of improvements to eliminate deficiencies and upgrade accessibility. Needed remediation work is scheduled as both individual projects and as an integral part of regularly scheduled maintenance and improvements project. Regularly scheduled improvements include resurfacing, rehabilitation, and reconstruction.

These measures will assure that existing facilities are accessible to those with disabilities and are in compliance with ADA requirements. All new projects will include pedestrian elements that are consistent with the ADA guidelines.

F. Funding

The most practical means of funding remediating efforts is to incorporate needed improvements into existing budgets, maintenance activities, and planned projects. Large projects will be funded from loans, grants, and other government programs.

G. Public Involvement

The County has provided an opportunity for people with disabilities, and other interested individuals and organizations to review and comment on the ADA Assessment. This was accomplished by conducting a public meeting.

- Public Meeting

A public meeting was held on October 22, 2012 to solicit comments and explain the assessment. Advanced notice of the meeting was published in the local newspaper. Applicable comments and suggestions were incorporated into the final Transition Plan. A copy of the proof of publication is provided in Appendix A.

III. Transition Plan

ADA Transition Plans are required for all public facilities under the County's control including rights-of-way, buildings, fairgrounds, sidewalks, and curb ramps. The accessibility of pedestrian facilities in public facilities provides equal access to municipal programs, services, and activities and affects many citizens in their daily activities.

Meeting the requirements of the Act with regard to the accessibility of public facilities involves the following steps:

- (1) Designating an ADA Coordinator,
- (2) Providing notice to the public about ADA requirements,
- (3) Establishing a grievance procedure,
- (4) Developing internal design standards, specifications, and details,
- (5) Assigning personnel for the development of a Transition Plan and completing it,
- (6) Approving a schedule and budget for the Transition Plan, and
- (7) Monitoring the progress on the implementation of the Transition Plan.

Periodic updates to the Transition Plan are required in order to ensure on-going compliance.

A. ADA Coordinator

The County will designate one responsible employee to coordinate ADA compliance. The benefits of having an ADA Coordinator include:

- It makes it easier for members of the public to identify someone to help them with questions and concerns about disability discrimination
- It provides a single source of information
- It provides an individual who is responsible for implementing the plan

The person who is appointed to this position will be familiar with the County's operation, will be trained in the requirements of the ADA and other laws pertaining to discrimination, and will be able to deal effectively with local governments, advocacy groups, and the public.

The County Building Commissioner shall act as the ADA Coordinator. The contact information is as follows:

Name: Randy Abel

Title or Position: Building Commissioner, ADA Coordinator

Location: Center for Family Opportunity

Address: 325 S. Oak St., Suite 204

Winchester, Indiana 47394

Phone No.: (765) 584-0275

B. Public Notice of ADA Requirements

A municipality must provide continuing public notice about the rights of the public under the ADA and the County's associated responsibilities under the ADA. The County will provide a notice to be published in a paper of local distribution. This will assure that a larger target audience is reached including those who may not be readily identifiable. Another avenue will be discussions of appropriate topics at regular council meetings and periodically held public meetings. These methods are believed to be the most effective ways to provide notice regarding public accessibility and compliance with ADA. The Notice under the Americans with Disabilities Act has been adopted by the County under Resolution 2014-14, Appendix B. The notice will be made available in alternative formats when necessary and will be posted in County facilities as deemed appropriate.

C. Grievance Procedures

In compliance with Title II of the ADA, grievance procedures for resolving complaints alleging violations have been adopted. The grievance procedures are included as a part of Resolution 2014-14, a copy of which is provided in Appendix B. This will allow equitable and prompt resolution of complaints related to alleged violations of ADA requirements. These procedures will be posted in the County Courthouse.

D. Schedule and Budget

Priorities will be established for implementing the needed upgrades. Table I provides a list of needed improvements, the expected cost estimate, and the proposed schedule to complete the work. Projects will be prioritized based on criteria listed in Section II-D.

E. Monitoring the progress

Self-evaluation will continue to take place after the Transition Plan is complete. Periodic reviews and updates to the plan will be conducted to ensure ongoing compliance with ADA requirements. Future self-evaluation activities will consist of reviewing the plan to assure continued compliance and determine if any additional areas of upgrade are needed.

In order to be effective, the Transition Plan will be referred to in annual project planning and budgeting. The Transition Plan will be updated regularly as needed to address any new areas of noncompliance. The goal is to eliminate barriers and incorporate ADA requirements in all future work initiated by the County.

F. Resolution

Resolution 2014-14 has been adopted by the County. The resolution includes the Notice provisions, grievance procedures, and designation of the ADA Coordinator. A copy of the adopted Resolution and associated attachments are contained in Appendix B.

G. Standards

Recognizing that standards change and evolve with time, Randolph County will follow the current edition of the ADA Standards for Accessible Design.



Randolph County ADA Assessment : Deficiencies and Cost Estimate

Building	Issues	Issue Description	Issue Solution	Estimated Cost	Building Total	Schedule
Sheriff Building	Accessible Parking	No signage. See Photo #001.	Provide ADA Signage	\$300	\$50,300	
	Restroom Compliance	No accessibility signage, no pipe protection, no grab bars and when grab bars are installed the lavatory will encroach on required clear space. No signage at non-accessible toilet. See Photo #006.	Modify restroom in staff area for ADA compliance. Add signage at public restrooms to direct people to ADA restroom.	\$20,000		
	Accessible shower for Holding Cell	Shower provided for Holding Cell is non-compliant. See Photo #003.	Provide ADA compliant correctional shower.	\$10,000		
	Accessible toilet for Holding Cell	Holding cell toilet combo is non-compliant. See Photo #002.	Modify toilet for compliance.			
	Holding Cell Accessibility	Holding cell does not have required 60" turnaround. See Photo #002.	Combine two cells into one	\$20,000		
Highway Building	Accessible Parking	Accessible parking is not provided	Provide paved parking with pavement markings and sign	\$2,000	\$23,800	
	Kitchen Appliance & Storage Compliance	Kitchen appliances do not comply with reach standards.	Modify location of appliances	\$300		
	Drinking Fountain Accessibility	Drinking Fountain is entirely non-compliant	Install compliant drinking fountain	\$1,500		
	Accessible Route	Route from parking to main entry has stability issues and requires use of stairs.	Provide ramp to front entry.	\$2,000		
	Main Entry Accessibility	No maneuvering clearance, threshold is too thick, non-compliant hardware. Alternate entry can't be used independently. No accessibility signage.	Remove interior walls from offices and provide system furniture. Install new threshold and door hardware. Provide signage.	\$8,000		
	Restroom Compliance	Restroom is entirely non-compliant.	Reconfigure restroom area to be in compliance	\$10,000		
EMS Building	Accessible Parking	No access aisle provided or marked, non-compliant signage, no van accessible space	Repaint parking area. Provide ADA Signage	\$1,000	\$36,000	
	Main Entry Accessibility	Non-compliant hardware, vestibule is too small. No accessibility signage.	The existing building will need to be totally remodeled to provide the required accessibility. This may include an addition to the building. Since there is no public access to the building, the county may want to consider a policy concerning employees with disabilities for this location.			
	Drinking Fountain	No Drinking Fountain				
	Circulation Path	Items encroaching on clear path, non-compliant hardware, non-compliant light switch mounting				
	Toilet Room	No signage, no maneuvering clearance, non-compliant hardware, inadequate clear floor space, mirror mounted too high, lavatory too deep, no pipe protection, paper towel dispenser mounted too high, toilet mounted too far from wall, inadequate clear floor space around toilet, non-compliant grab bar configuration, non-compliant shower stall.				
				\$35,000		
Airport	Accessible Parking	Accessible parking and van parking are not provided. No signage See Photo #002.	Repaint parking area. Provide ADA Signage	\$1,000	\$27,800	
	Accessible Route	Accessible route has stability issues. See Photo #003.	Fix concrete sidewalk.	\$1,000		
	Main Entry Accessibility	Door is too narrow, threshold too thick, closer shuts too quickly. Alternate entry can't be used independently. No accessibility signage. See Photo #005.	Install wider door, new threshold, hardware and signage. This will require the relocation of fuel pump pay machine and interior casework	\$12,000		
	Circulation Path	Non-compliant hardware.	Install compliant door hardware.	\$1,000		
	Drinking Fountain	No Drinking Fountain	Install compliant drinking fountain	\$1,500		
	Kitchen Appliances	Non-compliant refrigerator	Provide compliant refrigerator	\$1,300		
	Restroom Compliance	No accessibility signage, door is too narrow, non-compliant door hardware, no mirror, no clear space under lavatory, non-compliant faucet, paper towel dispenser too high, inadequate clear space around toilet, no grab bars, toilet paper dispenser improperly mounted. See Photo #006.	The entire restroom will need to be remodeled and reconfigured.	\$10,000		

County Court Services Building	Accessible Parking	Accessible parking is not provided.	Provide on street accessible parking space	\$1,000	
	Accessible Route	Accessible route has stability issues, non-compliant slope and curb ramp, no accessibility signage, no alternate entry. See Photo #001.			
	Main Entry Accessibility	Concrete outside of main entry is not level, door closes too quickly.	Sidewalk will need to be removed and reinstalled. Adjust door closer.	\$7,000	
	Circulation Path	No maneuvering clearance, threshold is too thick, non-compliant hardware, closer closes too quickly, light switch configuration, no elevator to second floor.	No services should be on the second floor where a person with disabilities would need access. Replace entry door threshold.		
	Service Counter	Counter too high.	Rework counter to provide lower area.	\$500	
	Kitchen Accessibility	Raised floor, non-compliant appliances and storage. See Photo #003.	Provide ramp into kitchen area.	\$3,000	
	Restroom Compliance	No accessibility signage, door too narrow, non-compliant door hardware, door closer closes too quickly, inadequate maneuvering space, mirror mounted too high, no pipe protection, paper towel and soap dispenser mounted too high, inadequate clear space around toilet, no grab bars, toilet compartment door too narrow and not self-closing, non-compliant toilet compartment hardware, urinal mounted too high. See Photos #004 & #005.	Floor plan would need to be remodeled to provide an accessible restroom. This will be very difficult based on limited floor area. This remodel will affect other areas of the first floor.	\$50,000	
Drinking Fountain	Drinking Fountain is entirely non-compliant	Install compliant drinking fountain	\$1,500	\$63,000	
Fairground	Accessible Parking	Inadequate number of accessible parking spaces, markings are deteriorated, non-compliant signage, no van accessible signage.	Repaint parking area. Provide ADA Signage	\$1,000	
	Main Entry Accessibility	No accessibility signage.	Provide signage.	\$200	
	Circulation Path	No maneuvering clearance, closer closes too quickly, non-compliant light switch mounting	Adjust closer, relocate light switch	\$800	
	Service Counter	Counter too high.	Provide lower counter area	\$500	
	Kitchen Accessibility	Non-compliant sink and appliances.	Modify sink. Provide compliant appliances.	\$4,000	
	Restroom Compliance	No accessibility signage, door opens too hard, door closer closes too quickly, sink is mounted too low, soap dispenser mounted too high, paper towel dispenser mounted too high, inadequate clear space around toilet, non-compliant grab bar configuration, flush control on wrong side, non-compliant toilet paper mounting, toilet compartment door is not self-closing, toilet compartment door hardware is non-compliant, roll-in shower is too small and doesn't have grab bars. See photos #004, #005, #006.	Modify restroom for ADA compliance. See Sketch #001.	\$5,000	
Site Accessibility	Accessible path continuity.	Provide hard durable path between buildings.	\$6,000	\$17,500	
F-System Building	Accessible Parking	Accessible parking nor van parking is not provided.	Provide paved area with markings and ADA signage	\$3,000	
	Accessible Route	Accessible route has stability issues. See Photo #001.	Provide accessible route from parking area to door.	\$2,500	
	Main Entry Accessibility	No accessibility signage, unlevel walking surface, threshold is too thick, non-compliant hardware, closer closes too fast.	Provide new threshold and hardware. Install signage.	\$500	
	Circulation Path	Non-compliant hardware, non-compliant light switch mounting.	Install compliant door hardware. Relocate light switch.	\$500	
	Restroom Compliance	Restroom is entirely non-compliant. See Photos #004 & #005.	Entire restroom to be remodeled for ADA compliance.	\$8,000	
	Drinking Fountain	Drinking Fountain is entirely non-compliant	Install compliant drinking fountain.	\$1,500	\$16,000
Courthouse	Accessible Parking	No signage. See Photo #001.	Provide ADA signage.	\$300	
	Main Entry Accessibility	Inaccessible entries do not have signage, main entry does not have sign with Accessibility Symbol. See Photo #002 and #004.	Provide ADA signage	\$300	
	Circulation Path	Mural railing is non-compliant, certain rooms do not have required maneuvering clearance. See Photo #005.	Add warning device to wood trim near floor.	\$2,500	
	Service Counter	Certain counters are too high.	Provide lower areas.	-	\$3,100

Center for Family Opportunity	Accessible Parking	Inadequate number of accessible parking spaces, markings are deteriorated, non-compliant signage. See Photos #001 and #002.	Provide paved area markings and signage.	\$1,000	\$7,500	
	Circulation Path	Interior ramp is non-compliant	Provide railings. Floor slope needs to be reviewed.	\$4,000		
	Service Counter	Counter too high.	Provide lower areas.	-		
	Restroom Compliance	No signage, mirrors non-compliant, no pipe protection, paper towel dispensers too high, urinal too high, certain toilet compartments non-compliant.	Bring one mens and one womens restroom up to ADA standards. Add signage to ADA restroom.	\$2,500		
Union City Bridge						
S 700 E Sidewalk Spartanburg						
TOTAL COST					\$245,000	

Appendix A

Notice of Public Hearing

A public hearing will be held for the purpose of reviewing ADA survey information by the Board of Commissioners of Randolph County, Indiana at the Randolph County Courthouse, 100 South Main Street, Third Floor, Winchester, Indiana at 9:30 A.M. on Monday, November 5, 2012 at which time and place all persons interested in the proceedings may appear and be heard. A copy of the ADA survey will be available by appointment at the Randolph County Auditor's office 100 South Main Street, Room 102, Winchester, Indiana during the hours of 8 AM to 4 PM Monday –Friday. Copies are available upon request.

Randolph County Commissioners

Troy Prescott, Noel Bud Carpenter, William Terrell

Attest: Mary Ann Lenkensdofer
Randolph County Auditor

Please run 1 time on October 22, 2012

**Bill To: Randolph County Commissioners
100 S Main Street Room 102
Winchester, IN 47394**

RESOLUTION 2014-14

A RESOLUTION ADOPTING THE AMERICANS WITH
DISABILITIES ACT TRANSITION PLAN

WHEREAS, the Randolph County Board of Commissioners (Board) find that it would be in the best interest and benefit for the citizens of Randolph County, Indiana, to adopt the Americans with Disabilities Act Transition Plan (ADA Plan).

WHEREAS, the Board wishes to adopt the ADA Plan.

NOW THEREFORE, BE IT RESOLVED, that the Randolph County Board of Commissioners hereby adopts the Americans with Disabilities Act Transition Plan, which is attached hereto.

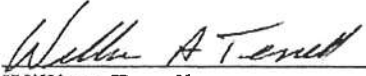
BE IT FURTHER RESOLVED, that the Randolph County Board of Commissioners hereby adopts the American with Disabilities Act Grievance Procedures, which is attached hereto.

This Resolution shall be effective upon passage.

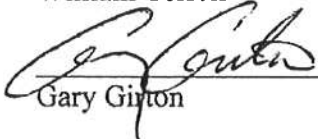
Adopted by the Randolph County Board of Commissioners this 18th day of August, 2014.



Michael Wickersham



William Terrell



Gary Ginton

Attest:



Mary Ann Lenkensdofer
Auditor, Randolph County Indiana



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 **Randolph County** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: **Randolph County** 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: **Randolph County** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **Randolph County'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: **Randolph County** 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 **Randolph County** 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 **Randolph County**, should contact the office of **Randy Abel, County Building Commissioner & ADA Coordinator:**

Center for Family Opportunity
325 S. Oak St., Suite 204
Winchester, Indiana 47394
765-584-0275

as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **Randolph County** 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 **Randolph County** is not accessible to persons with disabilities should be directed to **Randy Abel, County Building Commissioner & ADA Coordinator:**

APPENDIX B-3

***Center for Family Opportunity
325 S. Oak St., Suite 204
Winchester, Indiana 47394
765-584-0275***

Randolph County 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.

SAMPLE

Randolph County 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 **Randolph County**. The County'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:

Randy Abel, County Building Commissioner & ADA Coordinator
Center for Family Opportunity
325 S. Oak St., Suite 204
Winchester, Indiana 47394
765-584-0275

Within 15 calendar days after receipt of the complaint, *Randy Abel* or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *Randy Abel* 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 Randolph County and offer options for substantive resolution of the complaint.

If the response by *Randy Abel* 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 a County Commissioner or his/her designee.

APPENDIX B-5

Within 15 calendar days after receipt of the appeal, the County Commissioner or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Commissioner or his/her 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 *Randy Abel* or his/her designee, appeals to a County Commissioner or his/her designee, and responses from these two offices will be retained by the Randolph County for at least three years.

SAMPLE

Appendix B-6

Randolph County
Office of the ADA Coordinator
Center for Family Opportunity
325 S. Oak Street, Suite 204
Winchester, Indiana 47394
765-584-0275

ADA Formal Written Complaint Form

Please print legibly.

Reporting Individual: _____ Date of Request: _____

Address: _____

City, State and Zip: _____

Telephone Number: _____ Business Phone: _____

Other Contact Information: _____

If person needing accommodation is not the individual completing this form, please complete below:

Name: _____ Telephone Number: _____

Other Contact Information: _____

Program/Facility to be Inaccessible: _____

When did the situation occur (date)? _____

Describe the situation or way in which the program is not accessible, providing the name(s) where possible of the individuals who were involved in the situation and any documentation or photographs supporting the incident:

Have efforts been made to resolve this complaint through the Request for Accommodation with the ADA Coordinator?

Yes No

If yes, what were the results?

How do you suggest this issue be remedied?

Signature: _____ Date: _____

ADA Coordinator Office Representative: _____ Date: _____

**Randolph County
Office of the ADA Coordinator
Center for Family Opportunity
325 S. Oak Street, Suite 204
Winchester, Indiana 47394
765-584-0275**

ADA Request for Accommodation

Please print legibly.

Reporting Individual: _____ Date of Request: _____

Address: _____

City, State and Zip: _____

Telephone Number: _____ Business Phone: _____

Other Contact Information: _____

If person needing accommodation is not the individual completing this form, please complete below:

Name: _____ Telephone Number: _____

Other Contact Information: _____

Check One: Accommodation Barrier Removal

Accommodation needed or location of barrier:

Brief statement of why the accommodation is needed or the barrier removed:

Date accommodation is needed _____

Signature: _____ Date: _____

ADA Coordinator Office Representative: _____ Date: _____