



LPA  
2025

**Americans with  
Disabilities Act (ADA) –  
Title II Transition Plan:  
Pedestrian Network**

For the

Town of Sweetser, Indiana

Originally Adopted: May 25, 2010

Revisions Adopted by the Town of Sweetser, Indiana

***March, 2025***

**RESOLUTION 2025** [redacted]

**A RESOLUTION OF THE TOWN OF SWEETSER, INDIANA,  
ADOPTING TITLE II OF THE AMERICANS WITH DISABILITIES ACT  
“ADA TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK”**

**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 develop and adopt a document of physical barriers to accessibility, proposed structural modifications to a Transition Plan to remove those barriers, and a schedule to complete the modifications; and

**WHEREAS** the **Town of Sweetser, Indiana** adopted **Resolution** [redacted] 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 2011, respectively; and

**WHEREAS** the **Town of Sweetser, Indiana** remains committed to the “Title II of the ADA” and the elimination of barriers to public facilities; and

**WHEREAS** a “Transition Plan” for the pedestrian network has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the “ADA Title II Transition Plan: Pedestrian Network.”

**NOW, THEREFORE, BE IT RESOLVED** that the Sweetser Town Council hereby approves the “ADA Title II Transition Plan: Pedestrian Network.”

**PASSED, APPROVED AND ADOPTED** this [redacted] day of [redacted], 2025.

**TOWN COUNCIL OF SWEETSER**

[redacted]  
Kyle Taylor, Council President

[redacted]  
Travis LeMaster, Council Vice-President

[redacted]  
Warren Dailey, Member

[redacted]  
Tyler Wineinger, Member

[redacted]  
Matthew Moore, Member

Attest:

[redacted]  
John Potter, Clerk Treasurer

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AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

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- PRIORITY LISTING OF STREETS / INTERSECTIONS

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◇ ADOPTING THE NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

**RESOLUTIONS:**

◇ "TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA); ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE DESIGN AND GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY" (POLICY)

◇ APPOINTING AN ADA COORDINATOR & PROCEDURES

◇ GRIEVANCE PROCEDURE

◇ AN ADA TRANSITION PLAN

◇ DESIGN GUIDELINES & STANDARDS

◇ PLAN TO REMOVE BARRIERS

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## INTRODUCTION

The purpose of this plan is to ensure that the **Town of Sweetser** creates reasonable, accessible paths of travel in the public right-of-way for everyone, including people with disabilities. The **Town of Sweetser** has made a significant and long-term commitment to improving the accessibility of their pedestrian facilities. The Transition Plan identifies physical barriers and prioritizes improvements that should be made throughout the **Town of Sweetser**. This Transition Plan describes the existing policies and programs to enhance overall pedestrian accessibility.

### TRANSITION PLAN HISTORY AND OVERVIEW

The **Town of Sweetser** has completed an ADA Transition Plan for architectural barriers in their buildings, facilities, and programs throughout the Community. Over the last 15 years, the Town has been proactive with a Sidewalk Replacement Program in the heart of the downtown business district. Numerous curb ramps and pedestrian friendly sidewalks have been constructed on several projects in the marketplace and business district downtown. Their goal has been to make the **Town of Sweetser** a user-friendly Community that will be adaptable for all people that live within and visit the Town. This plan is to demonstrate the continued progress by the **Town of Sweetser** to make their pedestrian facilities accessible for all people.

### SUMMARY

*The Americans with Disabilities Act (ADA) was passed into law on July 26<sup>th</sup>, 1990. The ADA provided civil rights protection to people with disabilities. The ADA along with the Civil Rights Act of 1964 and the Section 504 of the Rehabilitation Act of 1973 provide protection for Americans with Disabilities. The ADA applies to the facilities of the Town, City or County that are provided both to the public and their employees.*

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services access to public accommodations, transportation, and telecommunications. The ADA is companioning civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any

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program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

**The ADA is divided into five parts, covering the following areas:**

Part 1: Employment (Title I)

**Under this title, employers**, including governmental agencies, must ensure that their practices do not discriminate against people with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment.

Part 2: Public Services (Title II)

This title prohibits local governments from discriminating against people with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that this self-evaluation is prepared. The self-evaluation is intended to outline programs and services of the Town and to evaluate what policies and procedures must be changed or implemented to comply with Title II.

Part 3: Public Accommodations (Title III)

Title III requires places of public accommodation to be accessible to and useable by people with disabilities. The term “public accommodation” as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Part 4: Telecommunications (Title IV)

This title covers regulations regarding Town services regarding telecommunications with Town residents and visitors.

Part 5: Miscellaneous Provisions (Title V)

This title contains several miscellaneous regulations, including construction standards and practices, provisions for attorney fees, and technical assistance provisions. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility by people with

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disabilities, and describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that a transition plan be prepared to describe any structural or physical changes required to make programs accessible. In the ADA, the term “disability” means, with respect to an individual:

- 1) a physical or mental impairment that limits one or more of the major life activities of such an individual.
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment. If an individual meets any one of these three tests, he or she is an individual with a disability for purposes of coverage under the ADA. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities are desired.

There is one exception to the requirements which is undue hardship. Undue Hardship is defined in the ADA as an action requiring significant difficulty or expense when considering the nature and cost of the accommodation in relation to the size, resources and structure of a specific operation, facility, or services. These exemptions are considered on a case basis but should be considered by the Town.

#### B. Definitions

As used in this Transition Plan (Plan), the following terms shall have the meaning ascribed to them in this Section, which are consistent with the provisions of existing federal and state law, including the regulations promulgated there under. Except to the extent expressly stated to the contrary, any term not expressly defined in this Section or elsewhere in this Transition Plan that has an expressly defined meaning in either the ADA or the regulations promulgated there under (“Regulations”) shall have the meaning ascribed to it by the ADA or the Regulations, in that order of preference. All other terms shall be interpreted according to their plain and ordinary meaning.

**ADA/ADAAG: “ADA”** means and refers to the Americans with Disabilities Act function as contained at 42 U.S.C. § 12101 et seq. “ADAAG” means and refers to the Americans with Disabilities Act Access Guidelines, codified at Appendix A to 28 Code of Federal Regulations part 36 and at Appendix A to 49 Code of Federal Regulations part 37. “ADAAG Standards” means and refers to physical conditions that meet the new construction and/or alterations standards set forth in ADAAG.

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**Compliance Period:** “Compliance Period” means and refers to the period for which this Transition Plan will be in effect. The Transition Plan shall become effective upon Final Approval and remain in effect for up to 30 years. The Town may dissolve the Transition Plan at any time upon showing that it provides Program Access to Pedestrian Rights of Way or upon a showing that it has met or exceeded the monetary obligations specified in this Transition Plan. Alternatively, the Transition Plan will remain in effect until it automatically dissolves 30 years after Final Approval.

**Compliant Curb Ramp:** “Compliant curb Ramp” means and refers to a curb ramp that is constructed to comply with state and/or federal law (whichever provides the higher access standard) in place at the time of construction. In the case of a location where it is Structurally Impracticable or Technically Infeasible to build a fully compliant curb ramp, or where construction of a fully compliant curb ramp would constitute a Fundamental Alteration of a service, program, or activity of the Town or an Undue Burden on the Town, a curb ramp that complies with access standards, or was constructed to the standards existing at the time of construction, or to the maximum extent feasible, will constitute a Compliant curb Ramp as long as the requirements set forth in this Transition Plan for justifying the reasons for the Town to avoid full compliance are met.

**Curb Ramp:** “Curb Ramp” is used interchangeably with “curb cut.”

**Detectable Warnings:** “Detectable Warnings” means and refers to truncated domes which provide a tactile surface at the transition between the curb and the street, assisting pedestrians with Vision Disabilities in determining when they enter the street.

**Final Approval:** “Final Approval” means and refers to the date when the Town Council approves the “Americans with Disabilities Act (ADA) Transition Plan” for the Town.

**Fundamental Alteration:** “Fundamental Alteration” means and refers to an action that, if taken by the Town, would result in a fundamental alteration in the nature of the service, program, or activity of Pedestrian Rights of Way in the Town. If the Town claims that any action otherwise required by this Transition Plan would constitute a Fundamental Alteration, the Town shall have to demonstrate that such alteration would result, and the decision that an action would constitute a Fundamental Alteration must be made by the ADA Coordinator, or his or her designee, after considering all funds available for such work, and must be accompanied by a written statement of the reasons for reaching that conclusion.

**Mobility Disability:** “Mobility Disability” means and refers, with respect to an individual, to any physical or mental impairment or condition that substantially limits an individual’s ability to move his or her body or a portion of his or her body and includes, but is not limited to,



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orthopedic and neuromotor disabilities and any other impairment or condition that limits an individual's ability to walk, maneuver around objects, ascend or descend steps or slopes, and operate controls. An individual with a Mobility Disability may use a wheelchair or motorized scooter for mobility, or Semi-Ambulatory.

**Pedestrian Rights of Way:** "Pedestrian Rights of Way" means and refers to all sidewalks over which the Town has responsibility or authority as well as all Curb Ramps and crosswalks serving such sidewalks and any other pathways used by pedestrians along public rights of way, including pedestrian pathways through public parking lots.

**Statutory Defenses:** "Statutory Defenses" means and refers to the Town's right to assert under this Transition Plan that removal of any barrier or installation of a Compliant curb Ramp is not required because such barrier removal or curb ramp installation would be Technically Infeasible, or Structurally Impracticable, or that it would constitute an Undue Burden or Fundamental Alteration.

**Structurally Impracticable:** Structurally Impracticable means and refers to circumstances in which the unique characteristics of terrain prevent the incorporation of accessibility features. If it is structurally impracticable to provide full access at any location along pedestrian right of way, the Town shall comply with access requirements to the extent that it is not structurally impracticable to do so. (See ADAAG § 4.1.1(5)(a)).

**Technically Infeasible:** "Technically Infeasible" means, with respect to an alteration of a building, facility or Pedestrian Rights of Way, that it has little likelihood of being accomplished because existing physical or site constraints or a lack of public right of way prohibit modification or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility (See ADAAG § 4.1.6(1)(j)).

**Third Party Entity:** "Third-Party Entity" means an entity other than the Town that controls certain barriers or elements of barriers in a Pedestrian Rights of Way. Local utilities are examples of Third-Party Entities.

**Undue Burden:** "Undue Burden" means and refers to an action that, if taken by the Town, would result in an undue financial and administrative burden. To demonstrate that removal of a barrier would constitute an Undue Burden, the decision must be made by the mayor, or his or her designee, after considering all resources available from the **Advisory Committee Fund**, and any other source of funding identified in this Agreement available for the removal of sidewalk barriers and must be accompanied by a written statement of the reasons for

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reaching that conclusion. In preparing such a statement, the Town designee may consider the usability of the existing facilities.

*C. Purpose of Plan (“Notice Under The Americans with Disabilities Act (ADA)”)*

The purpose of the Plan is to ensure that the residents of the Town are provided full access to the Town’s programs, services, and activities quickly and efficiently by insuring barriers are removed and services are in place to provide the service either directly or provide a point of contact to get the service in place as the need is identified. The Town's elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, quality of life and to effective Town service. The Town takes a service approach rather than a governance approach to its residents. This Plan has been prepared after careful study of all the Town’s programs, services, and activities [See following insert of the “Notice Under The Americans with Disabilities Act (ADA)”].

**NON-DISCRIMINATION**

No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Town program or activity.

**INDIVIDUALS WITH DISABILITIES**

No qualified individual with a disability shall, by reason of such disability, be excluded from participating in or be denied the benefits of the services, programs, or activities of the Town, or be subjected to discrimination by the Town. Nor shall the Town exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

**DEFINITION**

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Town.

**LEGAL REQUIREMENTS**

The federal legislation known as the American with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the

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areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Title II specifically applies to “public entities” (state and local governments) and the programs, services, and activities they deliver. Title II Article 8 requires public entities to take several steps designed to achieve compliance. The plan shall, at a minimum includes:

1. A list of the physical barriers in a public entity’s facility that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.
4. The name of the official responsible for the plan’s implementation.

Transition plans provide a method for a public entity to schedule and implement ADA required improvements to existing streets and sidewalks. Before a transition plan can be developed, an inventory of the current curb ramps and sidewalks must be developed.

## IDENTIFIED OBSTACLES TO THE PUBLIC RIGHT-OF-WAY

The first tier has a two-tiered system to identify and assess obstacles in the public right of way: a Preliminary Evaluation and a Detailed Evaluation. The barriers used in the evaluations are based on the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (ADA Guidelines) from the U.S. Architectural and Transportation Barriers Compliance Board.

### PRELIMINARY EVALUATION

The first tier is a Preliminary Evaluation of the intersections. The purpose of this evaluation is to determine which intersections are obviously non-compliant with the ADA Guidelines and to get a comprehensive overview of the complete pedestrian network. The preliminary inventory evaluates three (3) criteria for curb ramps and three (3) criteria for sidewalks:

#### Curb Ramps

1. Is there a curb ramp?
2. Does the curb ramp have a color contrasting detectable warning?
3. Does the curb ramp have a clear landing at the top of the ramp?

#### Sidewalks

1. Is there a continuous clear space for pedestrian access?
2. Does the sidewalk provide adequate passing zones?
3. Does the sidewalk is smooth without grade breaks?

The Preliminary Evaluation utilizes aerial and street-level photography to view each intersection. The criteria used can be seen on these aerials and are key design components to determine ADA compliance. If the curb ramps and sidewalks do not meet the criteria, then that intersection does not need further evaluation because it is obviously non-compliant with the ADA Guidelines. If it did meet the criteria, then that intersection would be “potentially compliant” and would need a Detailed Evaluation to determine if it fully complies with the ADA Guidelines.

### DETAILED EVALUATION

The second tier is a Detailed Evaluation of the intersections identified as “potentially compliant” during the Preliminary Evaluation. This requires fieldwork at the

intersection and measuring of specific physical attributes, such as width, running slope, and gaps in the curb ramp or sidewalk, to determine compliance to the identified ADA barriers. For a description of the identified barriers see **Attachment A**. When the data is gathered, it is recorded into an intersection *database*<sup>1</sup>. The result from this evaluation is a detailed understanding of the ADA barriers at that intersection.

## METHODS TO REMOVING BARRIERS – POLICIES & PRIORITIES

The **Town of Sweetser** utilizes many different approaches in removing barriers in the public right-of-way, including proactively identifying and eliminating the barrier, responding to public complaints, and ensuring the appropriate design and build-out of new construction following the most recent design guidelines.

### BARRIER REMOVAL PRIORITIES

The **Town of Sweetser** bases barrier removal priorities on two factors: location and the accessibility condition of the intersection.

#### Location Priority

According to the *Accessible Rights-of-Way: A Design Guide*, “the DOJ regulation imposes a specific construction requirement...specifies a priority for locating (curb ramps) at: State and local government offices and facilities; transportation; places of public accommodation; places of employment; and other locations.” Following this guidance, the Town identified its location priority as follows:

1. Intersections serving government facilities,
2. Intersections serving commercial and employment centers, and
3. Intersections serving other areas.

#### Accessibility Condition

Using the data from the Preliminary Evaluation and the Detailed Evaluation, an accessibility condition, or Access Grade, can be determined. Points are assigned to the identified ADA barriers and calculated for each intersection. This will give the intersection an overall Condition Score for accessibility. The Access Grade assesses the Condition Score out of the total possible points and assigns a letter grade. This letter grade is A through E, A being the most accessible and E being the least accessible.

<sup>1</sup> The *database* is quite large and is constantly updated; it is not feasible for it to be included in the text of this ADA Transition Plan. The *database* may be made available for public review by advanced written request to the ADA Coordinator.

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**Priority Rank**

To determine the overall priority of an intersection, or Priority Rank, the Town uses the following matrix to match the location priority to the Access Grade.

<i>- Location Priority -</i>			
	<b>1</b>	<b>2</b>	<b>3</b>
<u>Access Grade</u>	<u>Locations serving Government Facilities</u>	<u>Locations serving Commercial &amp; Employment Centers</u>	<u>Locations serving Other Areas</u>
<b>E</b>	1E	2E	3E
<b>D</b>	1D	2D	3D
<b>C</b>	1C	2C	3C
<b>B</b>	1B	2B	3B
<b>A</b>	1A	2A	3A

**Priority Rank Levels**

<b>High</b>	<b>Medium</b>	<b>Low</b>
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The **Town of Sweetser** determines the priority of improvements by identifying which of the groups are high, medium, or low priorities. A listing of priority intersections and a map,<sup>2</sup> that shows which intersections are high, medium, and low priorities for barrier removal, are in **Attachment B**.

**PUBLIC COMPLAINT PROCESS**

The public complaint process is an integral part of the Transition Plan. Public complaints or requests may often drive prioritization of improvements. To file a complaint or a request regarding accessibility of a sidewalk or curb ramp, contact the ADA Coordinator in writing and describe the issue in detail, including the location. The ADA Coordinator will take this information to the appropriate **Town of Sweetser** department for inspection and action. That department will then respond to the ADA Coordinator with its findings, and the ADA Coordinator will record the formal response and reply to the complainant/requestor. All complaints or requests

<sup>2</sup> The *map* is constantly updated and may be currently out-of-date from this plan. An updated *map* may be made available for public review by advanced written request to the ADA Coordinator.

will be kept on file and will include the response. **Attachment C** is a copy of the **Town of Sweetser's** public Grievance Procedure for Pedestrian Facilities in the Public Right-of-Way.

## NEW CONSTRUCTION & ALTERATIONS

To ensure the correct design of curb ramps, sidewalks, and crosswalks in new construction and alterations, the **Town of Sweetser** has adopted the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (see **Attachment C** for a copy of the resolution). Whenever there is an intersection improvement project or new construction project, any affected curb ramps, sidewalks, and crosswalks will be rebuilt to these ADA design guidelines, where feasible and reasonable.

## SCHEDULE

As the opportunity allows the **Town of Sweetser** will make efforts to improve the ADA Accessibility of pedestrian facilities in the public right-of-way. As stated in the *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*, "compliance is required to the extent practicable within the scope of the project." There will be times when it is technically infeasible to provide technical compliance: for example, if clear space at the top of the ramp is obstructed by a building or the slope of a hill is so extreme as to prevent a reasonable slope for a ramp in both directions. The inventory process may not account for such situations and could show a high-priority rating when all feasible actions have been taken.

Additionally, given a program as broad and comprehensive as the Town's pedestrian network, the **Town of Sweetser** will follow the concept of Program Access under Title II of the ADA. Program Access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities if the program is accessible. Under this concept, the **Town of Sweetser** may choose not to install a sidewalk at some locations (or to install them as a lower priority later) if a reasonable path of travel is available even without the sidewalk (Refer to **Appendix D** for "Schedule of Compliance").

## RESPONSIBLE INDIVIDUAL

The official responsible for the implementation of the **Town of Sweetser's** ADA Transition Plan for the pedestrian facilities in the public right-of-way is:

**Matthew Moore, Council Member**

Title VI / ADA Coordinator  
113 North Main Street  
Sweetser, Indiana 46987  
(765) 234-1239  
[mattmoore@sweetser.in](mailto:mattmoore@sweetser.in)

## PUBLIC INPUT

The **Town of Sweetser** provided opportunities for individuals to comment on this Transition Plan, which included:

- Document copies are available at the Sweetser Town Hall Clerk/Treasurer's Office located at 113 North Main Street, Sweetser, Indiana.
- Documents made available for viewing on the **Town of Sweetser's** website: [www:sweetserin.us](http://www:sweetserin.us)
- Documents will be available to the Public at any bi-monthly public meeting held every second and fourth Thursday every month at 7:00 PM beginning January 2025 at the Sweetser Town Hall.
- Formal adoption of the Transition Plan will take place on or before **the** **Month DD**, 2025. The Transition Plan will be available on the web and/or by written formal request to the ADA Coordinator.



## ATTACHMENT A

- IDENTIFIED BARRIERS, GUIDELINES AND EVALUATION FORMS

Under Revision

**ATTACHMENT A – 1**

**- IDENTIFIED BARRIERS (BUILDING / SITE BARRIERS) -**

Under Revision





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Area	Access Issue	Solution	Target Date	Person Responsible	Comments
text.	text.	text.	text.		
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Under Revision

**ATTACHMENT A – 2**

**- IDENTIFIED INTERSECTION BARRIERS -**

Under Revision

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Under Revision

**ATTACHMENT A - 3**

- IDENTIFIED SIDEWALK BARRIERS -

Under Revision



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Under Revision

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Under Revision

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**ATTACHMENT A - 4**

**- GUIDELINES FOR BUILDINGS / FACILITIES, ROW ELEMENTS -**

Under Revision

## ADA Guidelines used in Detailed Evaluation

### Public Buildings & Facilities

In evaluating the accessibility of public buildings & facilities, the following factors were considered:

1. Is there a minimum of 36" width for doorways and corridors?
2. Are light switches a maximum of 48" above the finished floor?
3. Is there a handrail at 36" above finished level for stairs or ramps?
4. If no ramps are present for stairs, is a wheelchair lift present?
5. Do accessible restrooms have compliant grab bars, toilets, etc.?
6. Are doors compliant for hardware, swing paths, etc.?
7. Are drinking fountain spouts between 38" and 42" above finished floor?
8. Are signs compliant for height, color, etc.?
9. Are parking spaces compliant for dimensions, number, markings, slopes, etc.?
10. Are there any uneven surfaces with greater than 1/2" gaps?

### Curb Ramps

In evaluating the accessibility of existing curb ramps, the following factors were considered:

1. Is there a curb ramp?
2. Is there a curb ramp where a sidewalk crosses a street?
3. What type of curb ramp?
  - a. Perpendicular curb ramp
  - b. Parallel curb ramp
  - c. Blended transitions
4. Is the width of the curb ramp at least 4 feet wide (excluding flares)?
5. Are there detectable warnings professionally installed where a curb ramp or blended transition connects to a street?
6. Is the running slope greater than 5% but less than 8.3% (blended transition 5% maximum)?
7. Is the cross slope less than 1%?
8. Is the landing a minimum of 4 feet x 4 feet?
9. Is the surface of the curb ramp or blended transition firm stable, and slip resistant and clear of gratings, access covers, and other appurtenances?
10. Is the grade break at the top and bottom of the ramp flush and not located on the surface of the curb ramp, landing, or gutter areas?
11. Is the counter slope of the gutter or street at the foot of the curb ramp less than 5%?

**AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -**

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12. Is the clear space beyond the curb face at least 4' x 4'?
13. If the curb ramp is perpendicular, is the slope of the flared sides less than 10% where a pedestrian path crosses the curb ramp or if the sides are returned, are they protected from cross travel?

### **Sidewalks**

In evaluating the accessibility of existing sidewalks, the following factors were considered:

1. Is there a sidewalk at each corner?
2. Is there at least 4 feet of continuous and unobstructed clear width of a sidewalk (excluding the curb width)?
3. If the continuous width is less than 5 feet, are the passing spaces at least every 100 feet along the sidewalk that are 5 feet wide or greater?
4. Is the cross slope of the sidewalk less than 1%?
5. Where the sidewalk is adjacent to the street, does the grade of the sidewalk not exceed the general grade of the street?
6. Is the surface of the sidewalk firm, stable, and slip resistant?
7. Are any gaps in the surface less than ½ inch?
8. Is the sidewalk clear of grates or if there is a grate:
  - a. are the openings no more than ½ inch wide and
  - b. do the elongated openings run perpendicular to the direction of travel?
9. Is the sidewalk clear of protruding objects? If there is a protruding object it is:
  - a. the leading edge of that object is less than 17 inch and more than 80 inch above the ground, or
  - b. the protrusion less than 4 inches into the travel path of the sidewalk, or
  - c. a barrier is provided no more than 17 inches from the ground where the vertical clearance is less than 80 inches.

### **Crosswalks and Intersections**

In evaluating the accessibility of existing crosswalks, the following factors were considered:

1. Is there a crosswalk that connects two sidewalks across a street?
2. Is the width of the marked crosswalk at least 6 feet?
3. Does the cross slope of the crosswalk meet the following guidelines:
  - a. If the crosswalk is crossing a street with a stop control, is the cross slope less than 1%?
  - b. If the crosswalk is crossing a street without stop control, is the cross slope less than 5%?
4. Is the running slope of the crosswalk less than 5%?

AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

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5. If the crosswalk crosses a median, is the length of the median at least 6 feet and does it contain detectable warnings located at curb line or edge of the roadway?
6. If the intersection is signalized, does it have a pedestrian signal, if so, does the pedestrian signal phase allow enough time for a walking speed of 3.5 ft/sec?

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Under Revision

**ATTACHMENT A - 5**

- EVALUATION FORMS FOR ROW -

Under Revision

**AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -**

**INTERSECTION EVALUATION FORM**

LPA: \_\_\_\_\_ N/S: \_\_\_\_\_ E/W: \_\_\_\_\_ Crew: \_\_\_\_\_ Date: \_\_\_\_\_ ID: \_\_\_\_\_

g		h	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #			

g

Approach	
# of lanes	
Control	N-ST-SG
Median	Y-N
Median Width	
Median Warn?	Y-N
Crosswalk	
Marked?	Y-N
Width	"
Length	ft
Run	%
Cross	%
Ped Signal?	Y-N
Ped Time	sec

South Bound

a		b	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #			

b

Approach		Crosswalk	
# of lanes		Marked?	Y-N
Control	N-ST-SG	Width	"
Median	Y-N	Length	ft
Median Width		Run	%
Median Warn?	Y-N	Cross	%
		Ped Signal?	Y-N
		Ped Time	sec

East Bound

Approach		Crosswalk	
# of lanes		Marked?	Y-N
Control	N-ST-SG	Width	"
Median	Y-N	Length	ft
Median Width		Run	%
Median Warn?	Y-N	Cross	%
		Ped Signal?	Y-N
		Ped Time	sec

West Bound

Picture #			
c		f	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N

f

Approach	
# of lanes	
Control	N-ST-SG
Median	Y-N
Median Width	
Median Warn?	Y-N
Crosswalk	
Marked?	Y-N
Width	"
Length	ft
Run	%
Cross	%
Ped Signal?	Y-N
Ped Time	sec

North Bound

Picture #			
c		d	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N

c

d

Curb Ramps												
	Type	Width	Landing	Clear Space	Run %	Cross %	Curber %	Edge Type	Flare %	Surface OK?	Warning	Grd Brk
A	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
B	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
C	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
D	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
E	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
F	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
G	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N
H	PE-PA-ST-N	"	"	"	%	%	%	N-F-R	%	Y-N	Y-N	Y-N

Notes:



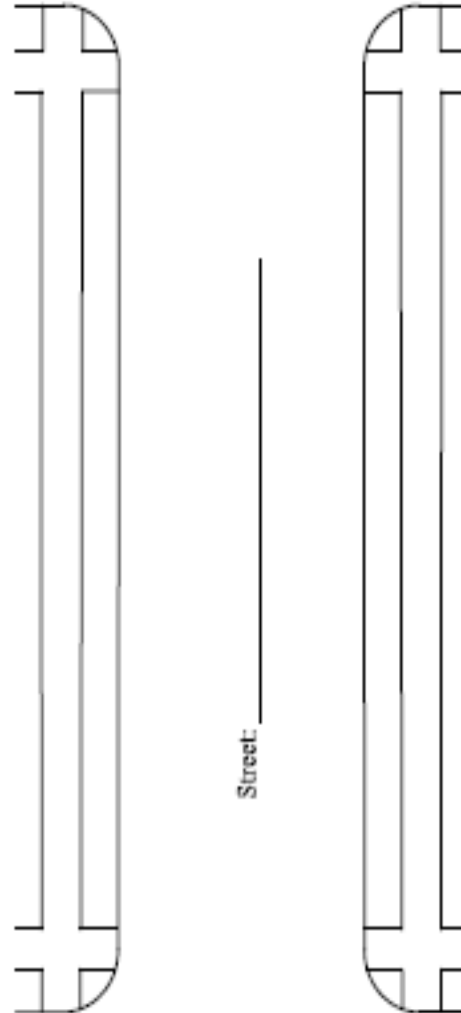
**AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -**

**NORTH / SOUTH SIDEWALK EVALUATION FORM**

LPA: \_\_\_\_\_ N/S: \_\_\_\_\_ E/W: \_\_\_\_\_ Crew: \_\_\_\_\_ Date: \_\_\_\_\_ ID: \_\_\_\_\_

Street: \_\_\_\_\_

a		b	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	
c		d	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	
e		f	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	



g		h	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	
i		j	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	
k		l	
Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"
Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #	

Street: \_\_\_\_\_

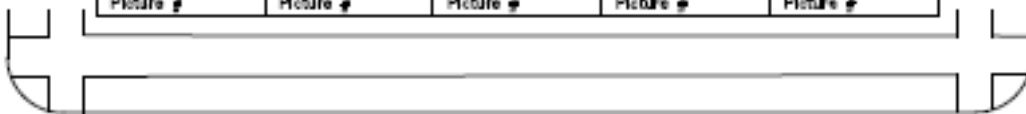
Notes:

**AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -**

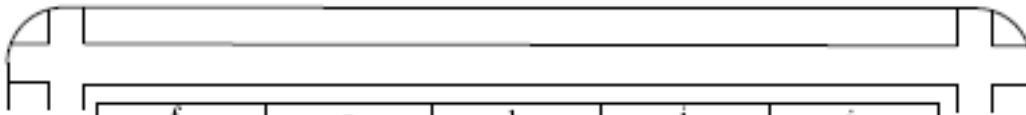
**EAST / WEST SIDEWALK EVALUATION FORM**

LPA: \_\_\_\_\_ N/S: \_\_\_\_\_ E/W: \_\_\_\_\_ Crew: \_\_\_\_\_ Date: \_\_\_\_\_ ID: \_\_\_\_\_

a		b		c		d		e	
Cross	%	Cross	%	Cross	%	Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"	Gap	"	Gap	"	Gap	"
Grate	Y-N	Grate	Y-N	Grate	Y-N	Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"	Protr. Height	"	Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"	Protr. Length	"	Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #		Picture #		Picture #		Picture #	



Street: \_\_\_\_\_



f		g		h		i		j	
Cross	%	Cross	%	Cross	%	Cross	%	Cross	%
Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N	Grade OK?	Y-N
Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N	Surface OK?	Y-N
Gap	"	Gap	"	Gap	"	Gap	"	Gap	"
Grate	Y-N	Grate	Y-N	Grate	Y-N	Grate	Y-N	Grate	Y-N
Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N	Protrusion	Y-N
Protr. Height	"	Protr. Height	"	Protr. Height	"	Protr. Height	"	Protr. Height	"
Protr. Length	"	Protr. Length	"	Protr. Length	"	Protr. Length	"	Protr. Length	"
Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N	Protr. Barrier	Y-N
Picture #		Picture #		Picture #		Picture #		Picture #	

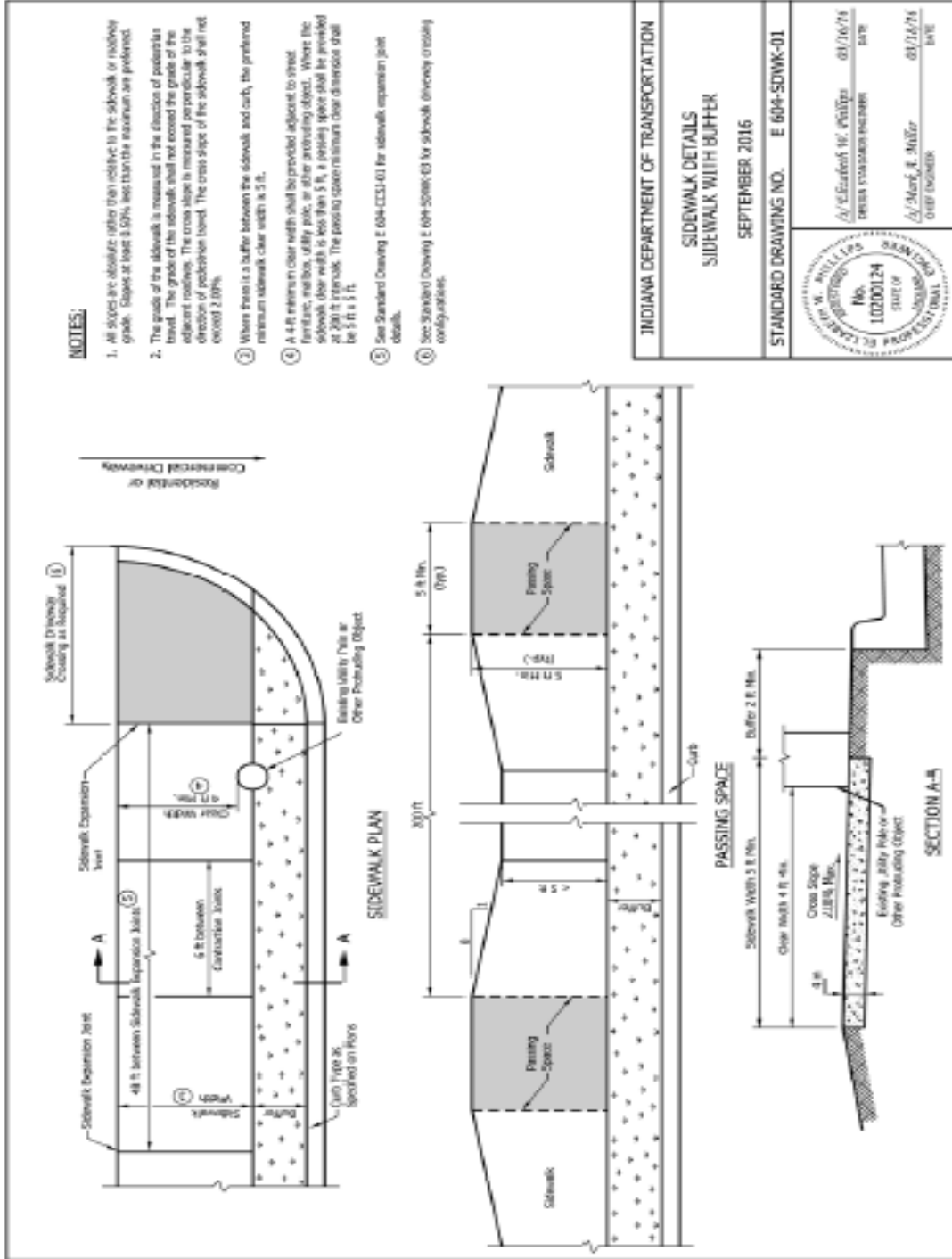
Notes:

**ATTACHMENT A - 6**

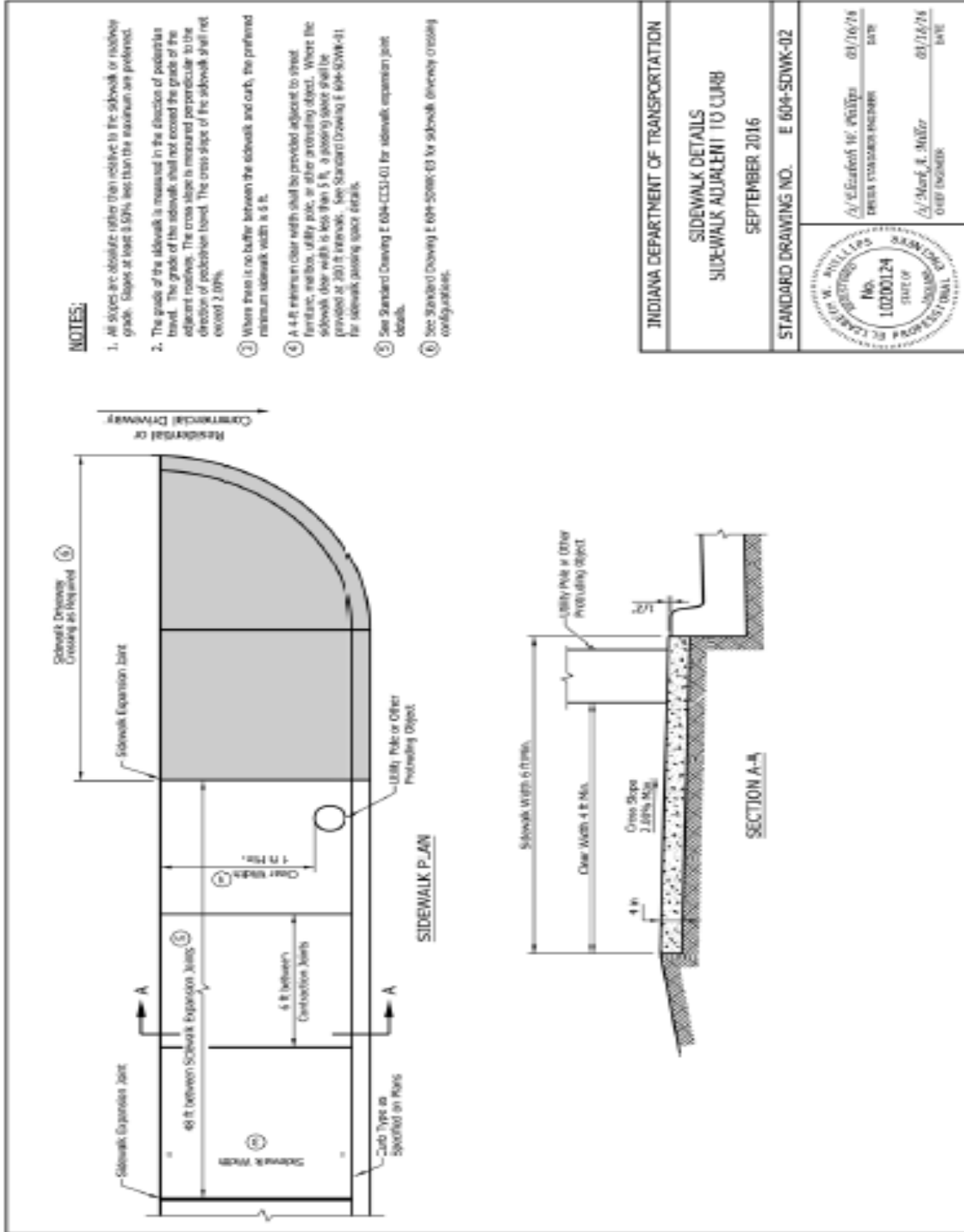
- STANDARD INDOT SIDEWALK AND RAMP DETAILS ('2024) -

Under Revision

AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



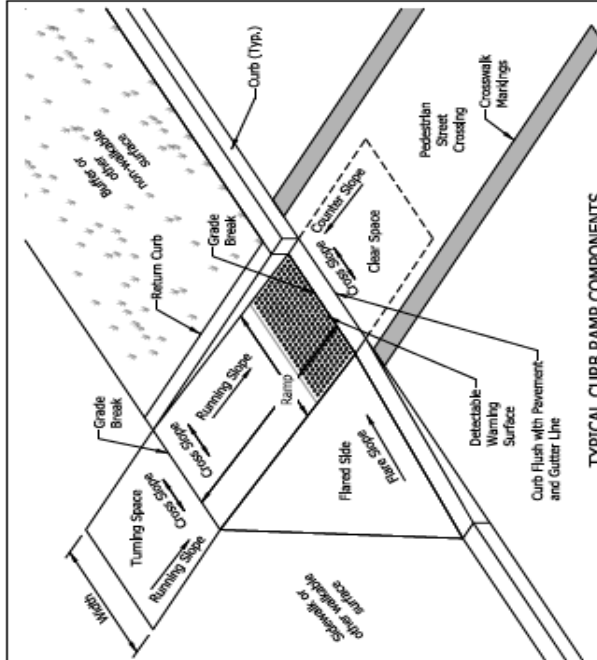
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

1. All slopes are absolute rather than relative to the sidewalk or roadway grade. Slopes at least 0.25% less than the maximum are preferred.
2. A sidewalk driveway crossing shall only be used on a sidewalk at a residential driveway or a commercial driveway without posted yield or stop control. A curb ramp shall be used at all other crossings. See Standard Drawing Series E 604-SDWK for curb ramp details.
3. Where a sidewalk transition is used to lower or raise the sidewalk to connect with a residential driveway or commercial driveway without posted yield or stop control, the running slope of the transition shall be 8.33% maximum.
4. The grade of the sidewalk across the driveway shall not exceed the grade of the adjacent roadway.
5. The area between the driveway and a flared side or sidewalk transition shall match the driveway profile and transverse slope.
6. A turning space is not required at the top of a sidewalk transition.
7. Objects such as a utility cover, vault frame, and grating shall be placed outside a sidewalk transition.
8. A detectable warning surface shall not be placed at the crossedge of a residential driveway. A detectable warning surface may be placed at the crossing of a commercial driveway without yield or stop control.
9. See Standard Drawing E 604-SDWK-01 and -02 for Sidewalk Details.
10. See Standard Drawing Series E 614-DRIV for driveways.

INDIANA DEPARTMENT OF TRANSPORTATION
SIDEWALK DRIVEWAY CROSSING
SEPTEMBER 2016
STANDARD DRAWING NO. E 604-SDWK-03
Elizabeth W. Phillips 03/16/16 DESIGN STANDARD ENGINEER DATE Mark A. Miller 03/16/16 CHIEF ENGINEER DATE

AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



TYPICAL CURB RAMP COMPONENTS

INDEX	
SHEET NO.	SUBJECT
1	Curb Ramp Drawing, Index and General Notes
2-3	Perpendicular Curb Ramp Typical Placement
4	Perpendicular Curb Ramp Component Details
5	One-Way-Directional Perpendicular Curb Ramp Typical Placement
6	One-Way-Directional Perpendicular Curb Ramp Component Details
7	Parallel Curb Ramps Typical Placement
8	Parallel Curb Ramp Component Details
9	Blended Transition Curb Ramp, Repressed Curb Ramp and Diagonal Curb Ramp Typical Placement
10	Blended Transition Curb Ramp Component Details
11	Median Cut-Through and Median Perpendicular Curb Ramp Typical Placement
12-13	Detectable Warning Surface Placement and Configuration
14	Detectable Warning Surface Details

**GENERAL NOTES:**

- All slopes are absolute rather than relative to the sidewalk or roadway grade. Slopes at least 0.50% less than the maximum are preferred.
- Ramp or Blended Transition. A ramp or blended transition shall be used to lower or raise the sidewalk to connect with the street or highway.
- Turning Space. A turning space shall be provided at the top of a perpendicular ramp, bottom of a parallel ramp, or where the pedestrian travel crosses a change in direction. A common turning space may be shared by adjacent ramps. The turning space shall have a minimum clear dimension of 4 ft x 4 ft. Where the turning space is constrained at the back of the sidewalk by a curb, existing wall, building, or feature over 2 inches in height, the minimum clear dimension shall be 4 ft x 5 ft, with the 5-ft dimension in the direction of the ramp running slope.
- Flared Side. A flared side shall be used adjacent to a walkable surface. A flared side may be used adjacent to a non-walkable surface. A flared side shall have a maximum slope of 10.00% measured parallel to the back of the curb.
- Return Curbs. A return curb is placed perpendicular to the roadway curb. A return curb may be used adjacent to a non-walkable surface. A return curb shall not be used adjacent to a walkable surface. The return curb may be omitted where the non-walkable surface is flared and the curb adjacent to the roadway is tapered to meet the flush curb at the bottom of the ramp.
- Clear Space. A clear space shall be provided beyond the bottom grade break of a curb ramp wholly contained within the crosswalk and wholly outside the parallel vehicular travel path. The clear space shall have a minimum clear dimension of 4 ft x 4 ft.
- Detectable Warning Surface. A detectable warning surface shall consist of truncated domes and be placed at each street, highway, or railroad crossing. The detectable warning surface shall extend a minimum of 2 ft in the direction of pedestrian travel and be placed the entire width of a ramp, blended transition, or turning space.
- Running Slope. The running slope of a ramp, blended transition, or turning space shall be measured parallel to the direction of pedestrian travel.
  - A ramp shall have a maximum running slope of 2.00% or less if unsmoothed.
  - A ramp shall have a maximum running slope of 8.33% but shall not require a ramp length to exceed 15 ft.
  - A blended transition shall have a maximum running slope of 5.00%.
  - A turning space shall have a maximum running slope of 2.00%.
- Width. Unless otherwise noted, minimum width of a ramp, blended transition, or turning space, excluding flared sides or return curbs, shall be 4 ft.
- Grade Breaks. A grade break at the top and bottom of a ramp, blended transition, or turning space shall be perpendicular to the running slope. Grade breaks shall not be within the ramp, blended transition, turning space, or detectable warning surface. Grade breaks shall be flush. Vertical discontinuities shall not be greater than 1/2 in. Where a discontinuity is greater than 1/4 in, the surface shall be beveled with a slope not steeper than 3V:2H.
- Cross Slope Exceptions. The cross slope of a ramp, blended transition, or turning space shall be measured perpendicular to the direction of pedestrian travel.
  - The maximum cross slope at a pedestrian street crossing without posted yield or stop control shall be 5.00%.
  - The maximum cross slope at a pedestrian street crossing with posted yield or stop control shall be 2.00%.
  - The maximum cross slope at a midblock crossing shall be the established grade of the adjacent roadway.
- Counter Slope. A counter slope is the cross slope of the gutter or street adjacent to the running slope of the ramp, blended transition, or turning space. See Standard Drawing E 604-SWCR-01 for counter slope details.
- Objects such as a utility cover, walk frame, and grating shall be placed outside the curb ramp.
- Curb ramps shall be placed within the marked crosswalk area.
- Drainage inlets should be located uphill from a curb ramp to prevent ponding in the path of pedestrian travel.

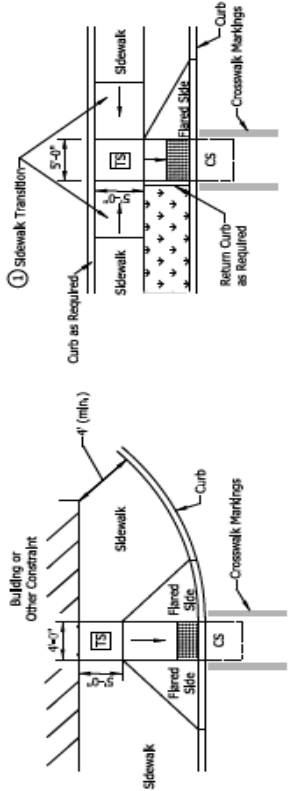
INDIANA DEPARTMENT OF TRANSPORTATION	
CURB RAMP DRAWING INDEX AND GENERAL NOTES	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-01	
	/s/ Elizabeth W. Phillips DESIGN STANDARDS ENGINEER DATE 03/20/18
	/s/ John Lasker CHIEF ENGINEER DATE 04/25/18



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

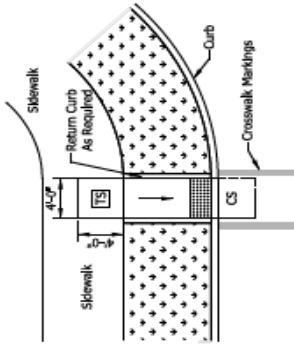
**NOTES:**

- Where insufficient width between the curb and back of sidewalk prevent a standard perpendicular curb ramp running slope, a sidewalk transition may be used to lower the sidewalk grade. The sidewalk transition running slope shall not exceed 8.33%. See Standard Drawing Series E 604-SOWK for sidewalk details.
- The turning space shall have a minimum clear dimension of 4 ft x 4 ft and a running slope of 2.00% maximum. Where the turning space is constrained at the back of the sidewalk, the minimum clear dimension shall be 4 ft x 5 ft, with the 5-ft dimension in the direction of the ramp running slope.



PERPENDICULAR CURB RAMP  
 ADJACENT WALKABLE SURFACE

TIERED PERPENDICULAR CURB RAMP



PERPENDICULAR CURB RAMP  
 ADJACENT NON-WALKABLE SURFACE

**LEGEND:**

- Buffer or Other Non-Walkable Surface
- Ramp
- Detectable Warning Surface
- Turning Space
- Clear Space

INDIANA DEPARTMENT OF TRANSPORTATION	
PERPENDICULAR CURB RAMP TYPICAL PLACEMENT	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-02	
	/s/ Elizabeth W. Phillips DESIGN STANDARDS ENGINEER DATE 03/29/18
	/s/ John Leckie CHIEF ENGINEER DATE 04/25/18

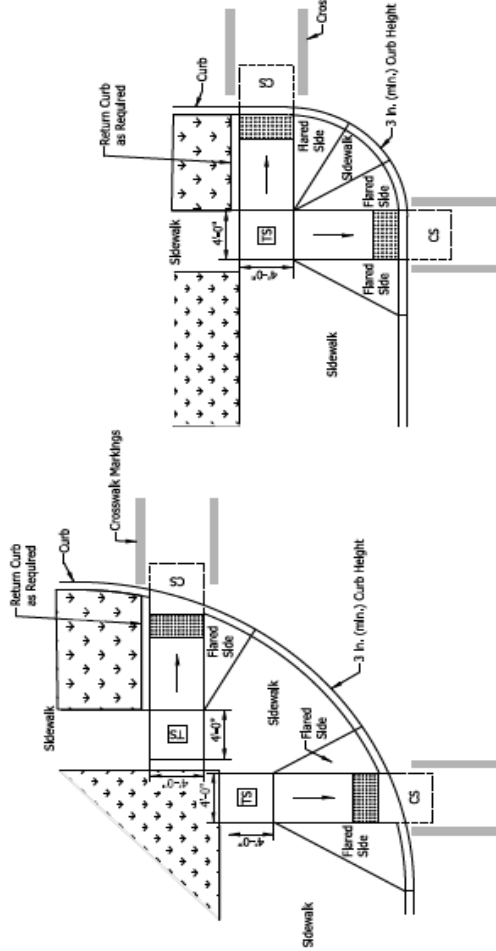




AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTE:**

1. The turning space shall have a minimum clear dimension of 4 ft x 4 ft and a running slope of 2.00% maximum. Where the turning space is constrained at the back of the sidewalk, the minimum clear dimension shall be 4 ft x 5 ft, with the 5-ft dimension in the direction of the ramp running slope.



- LEGEND:**
- Buffer or Other Non-Walkable Surface
  - Ramp
  - Detachable Warning Surface
  - Turning Space
  - Clear Space

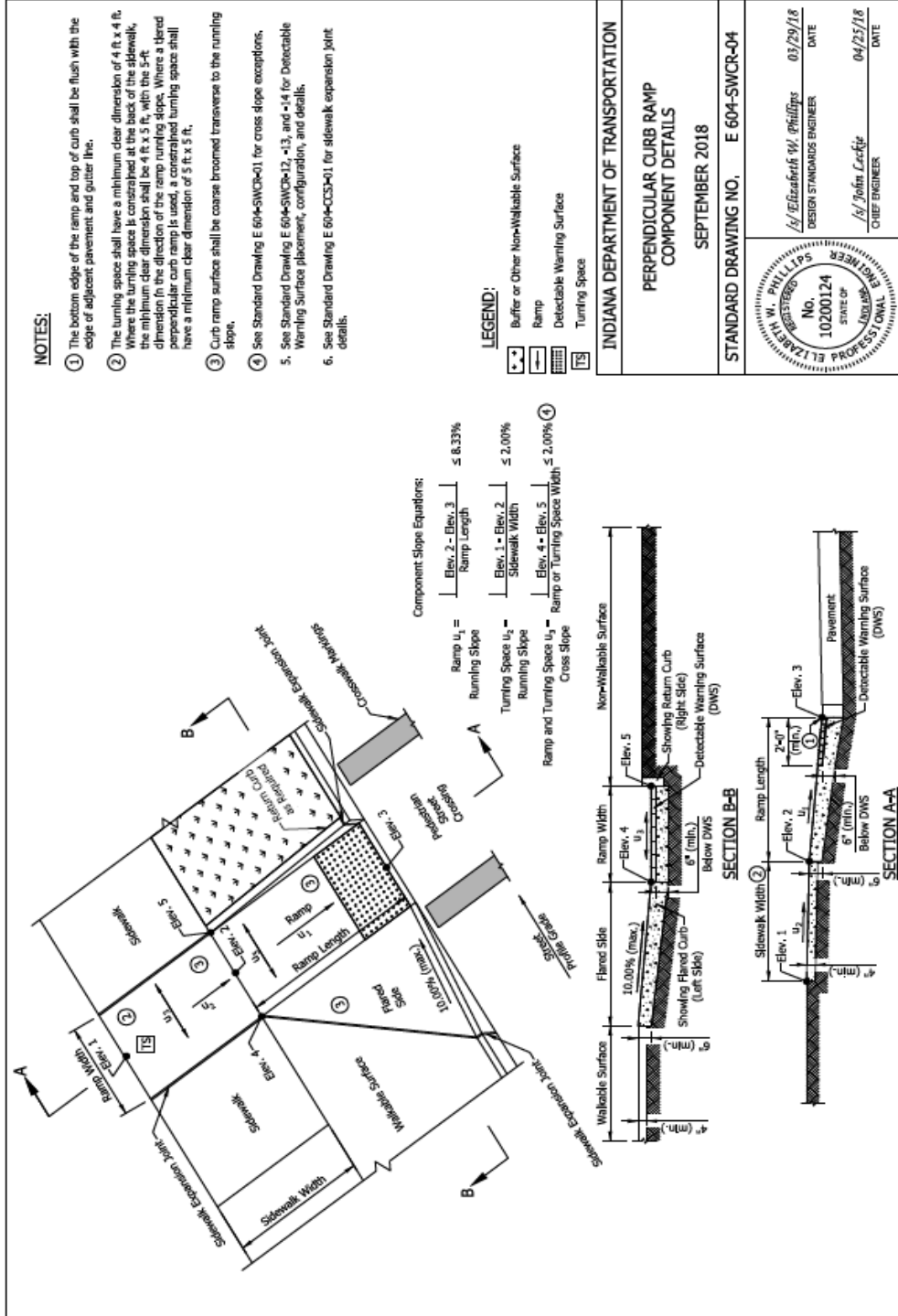
INDIANA DEPARTMENT OF TRANSPORTATION	
PAIRED PERPENDICULAR CURB RAMPS TYPICAL PLACEMENT SEPTEMBER 2016	
STANDARD DRAWING NO. E 604-SWCR-03	
	/s/ Elizabeth W. Phillips DESIGN STANDARDS ENGINEER DATE 03/15/16
	/s/ Mark A. Miller CHIEF ENGINEER DATE 03/18/16

PAIRED PERPENDICULAR  
CURB RAMPS AT SMALL RADIUS

PAIRED PERPENDICULAR  
CURB RAMPS AT LARGE RADIUS



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



INDIANA DEPARTMENT OF TRANSPORTATION

PERPENDICULAR CURB RAMP  
 COMPONENT DETAILS

SEPTEMBER 2018

STANDARD DRAWING NO. E 604-SWCR-04

W. PHILLIPS  
 No. 10200124  
 STATE OF INDIANA  
 PROFESSIONAL ENGINEER

/s/ Elizabeth W. Phillips 03/29/18  
 DESIGN STANDARDS ENGINEER DATE

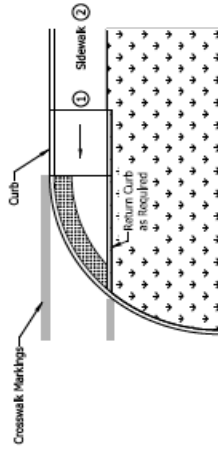
/s/ John Lucifora 04/23/18  
 CHIEF ENGINEER DATE



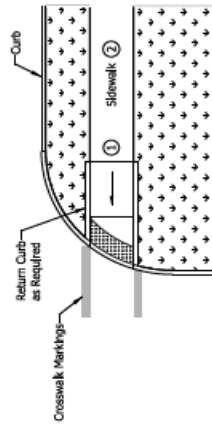
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

- ① A landing space is not required at the top of the ramp for a one-way directional perpendicular curb ramp.
- ② Where there is no buffer between the sidewalk and curb the preferred minimum sidewalk width is 6 ft. Where a buffer is placed between the sidewalk and curb, the preferred minimum sidewalk width is 5 ft. See Standard Drawing Series E 604-SWVK for sidewalk details.



ONE-WAY DIRECTIONAL PERPENDICULAR CURB RAMP ADJACENT CURB



ONE-WAY DIRECTIONAL PERPENDICULAR CURB RAMP WITH BUFFER

**LEGEND:**

- ▬ Buffer or Other Non-Walkable Surface
- ▬ Ramp
- ▬ Detectable Warning Surface

INDIANA DEPARTMENT OF TRANSPORTATION

ONE-WAY DIRECTIONAL  
 PERPENDICULAR CURB RAMP  
 TYPICAL PLACEMENT  
 SEPTEMBER 2016

STANDARD DRAWING NO. E 604-SWCR-05

	/s/ Elizabeth W. Phillips DESIGN STANDARD ENGINEER	03/15/16 DATE
	/s/ Mark A. Miller CHIEF ENGINEER	03/18/16 DATE



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

- ① The bottom edge of the ramp or setback and top of curb shall be flush with the edge of adjacent pavement and gutter line.
- ② A landing space is not required at the top of the ramp for a one-way directional perpendicular curb ramp.
- ③ Curb ramp surface shall be coarse broomed transverse to the running slope.
- ④ See Standard Drawing E 604-SWCR-01 for cross slope exceptions.
5. See Standard Drawing E 604-SWCR-12, -13, and -14 for Detectable Warning Surface placement, configuration, and details.
6. See Standard Drawing E 604-CCS-01 for sidewalk expansion joint details.

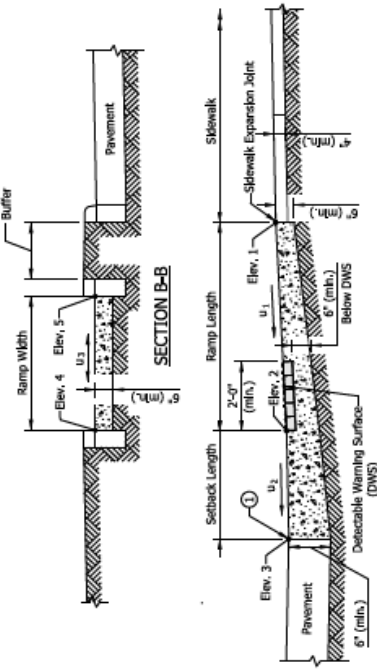
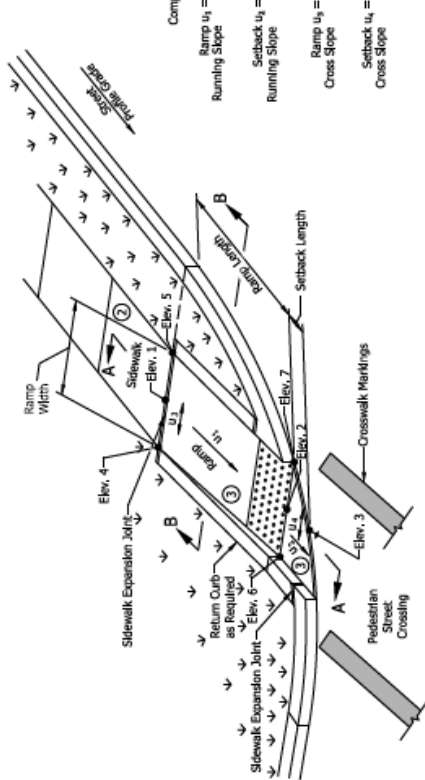
Component Slope Equations;

$$\text{Running Slope} = \frac{\text{Elev. 1} - \text{Elev. 2}}{\text{Ramp Length}} \leq 8.33\%$$

$$\text{Setback Slope} = \frac{\text{Elev. 2} - \text{Elev. 3}}{\text{Setback Length}} \leq \text{Profile Grade of Adjacent Street}$$

$$\text{Ramp Slope} = \frac{\text{Elev. 4} - \text{Elev. 5}}{\text{Ramp Width}} \leq 2.00\%$$

$$\text{Setback Slope} = \frac{\text{Elev. 6} - \text{Elev. 7}}{\text{Ramp Width}} \leq 2.00\%$$



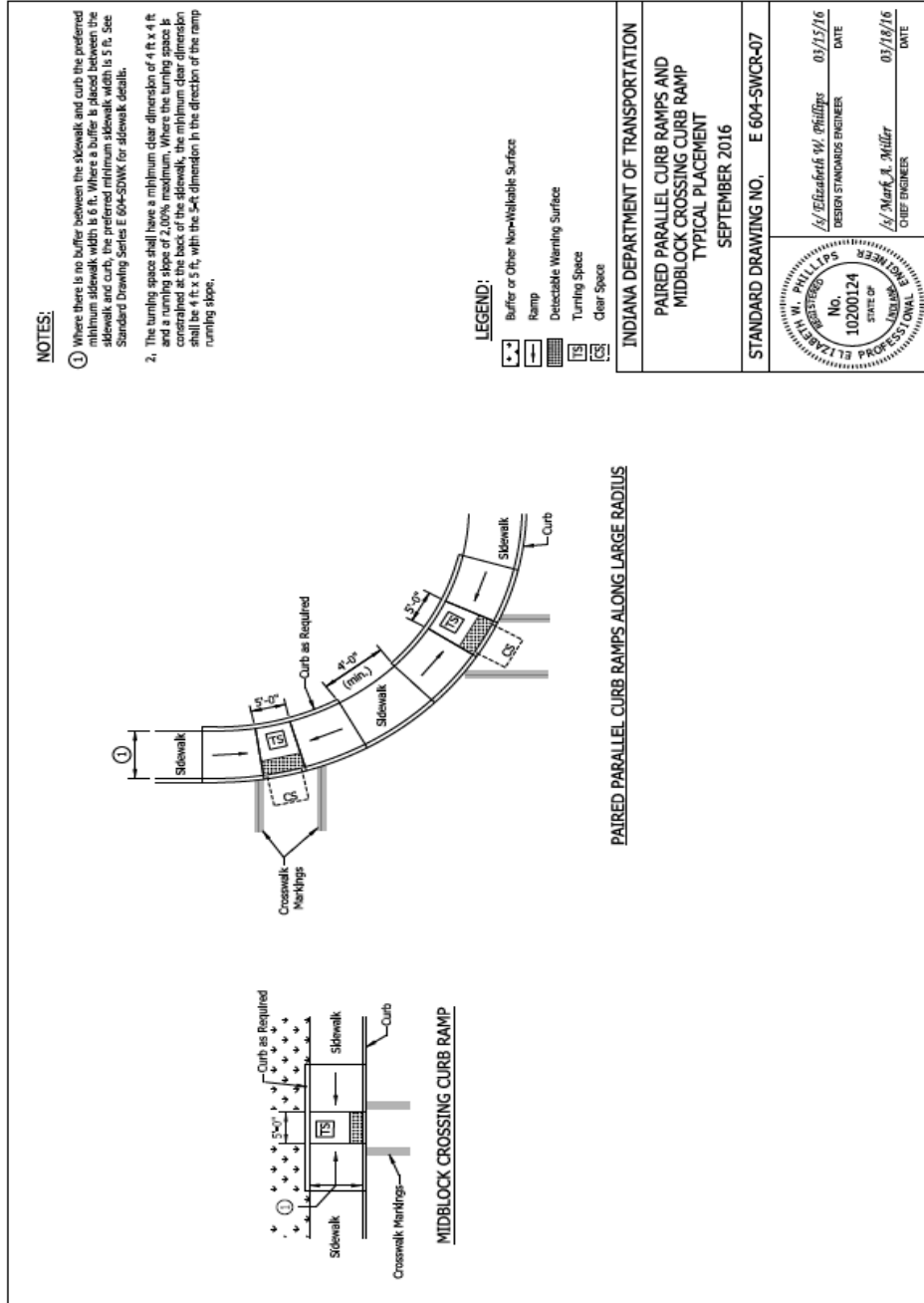
**LEGEND:**

- Buffer or Other Non-Walkable Surface
- Ramp
- Detectable Warning Surface

INDIANA DEPARTMENT OF TRANSPORTATION	
ONE-WAY DIRECTIONAL PERPENDICULAR CURB RAMP COMPONENT DETAILS	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-06	
<i>Elizabeth W. Phillips</i> DESIGN STANDARDS ENGINEER	03/29/18 DATE
<i>John L. Lutz</i> CHIEF ENGINEER	04/25/18 DATE



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



INDIANA DEPARTMENT OF TRANSPORTATION

PAIRED PARALLEL CURB RAMP AND  
 MIDBLOCK CROSSING CURB RAMP  
 TYPICAL PLACEMENT  
 SEPTEMBER 2016

STANDARD DRAWING NO. E 604-SWCR-07

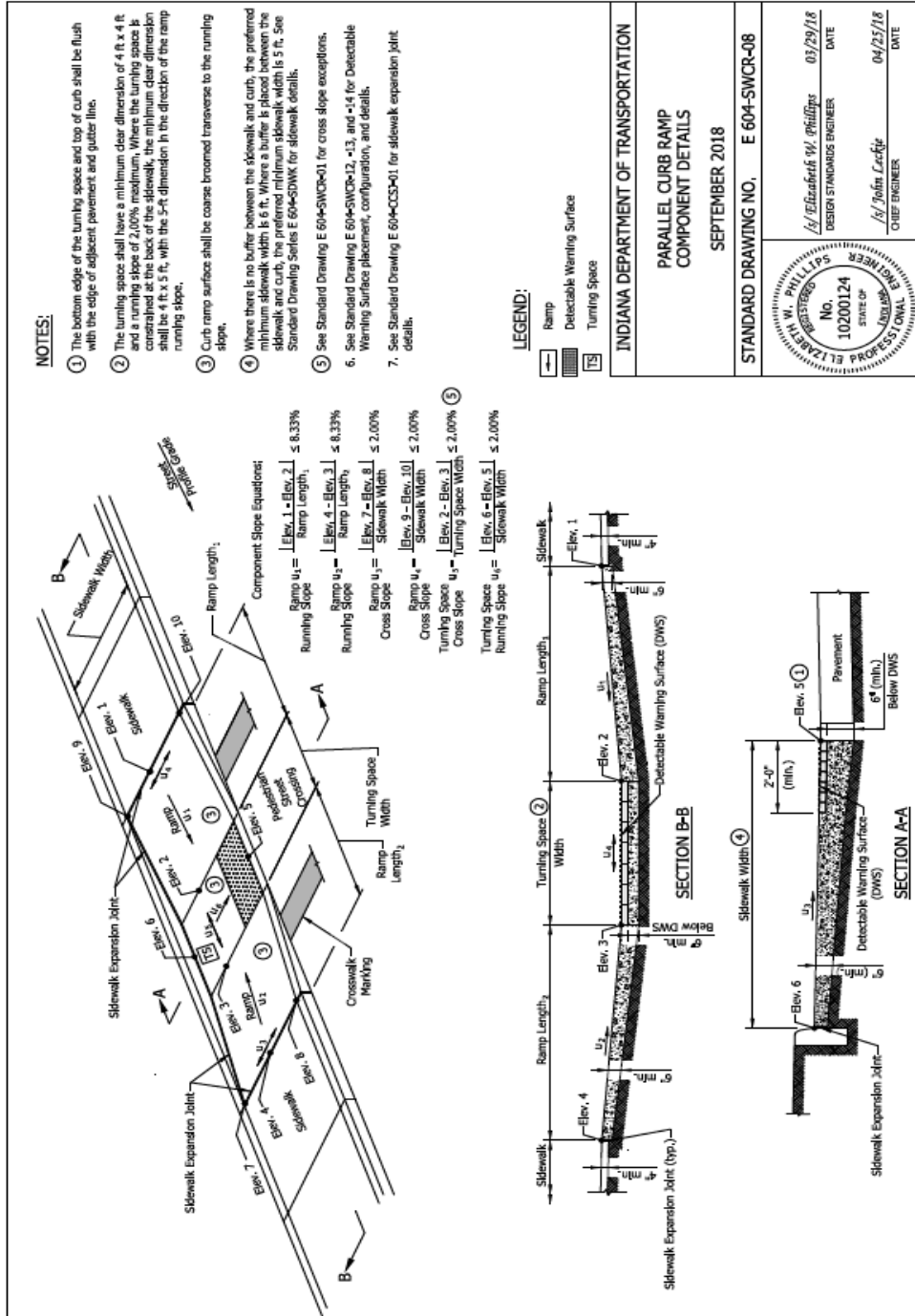
W. PHILLIPS  
 REGISTERED PROFESSIONAL ENGINEER  
 No. 10200124  
 STATE OF INDIANA

A/Edmund W. Phillips 03/15/16  
 DESIGN STANDING ENGINEER DATE

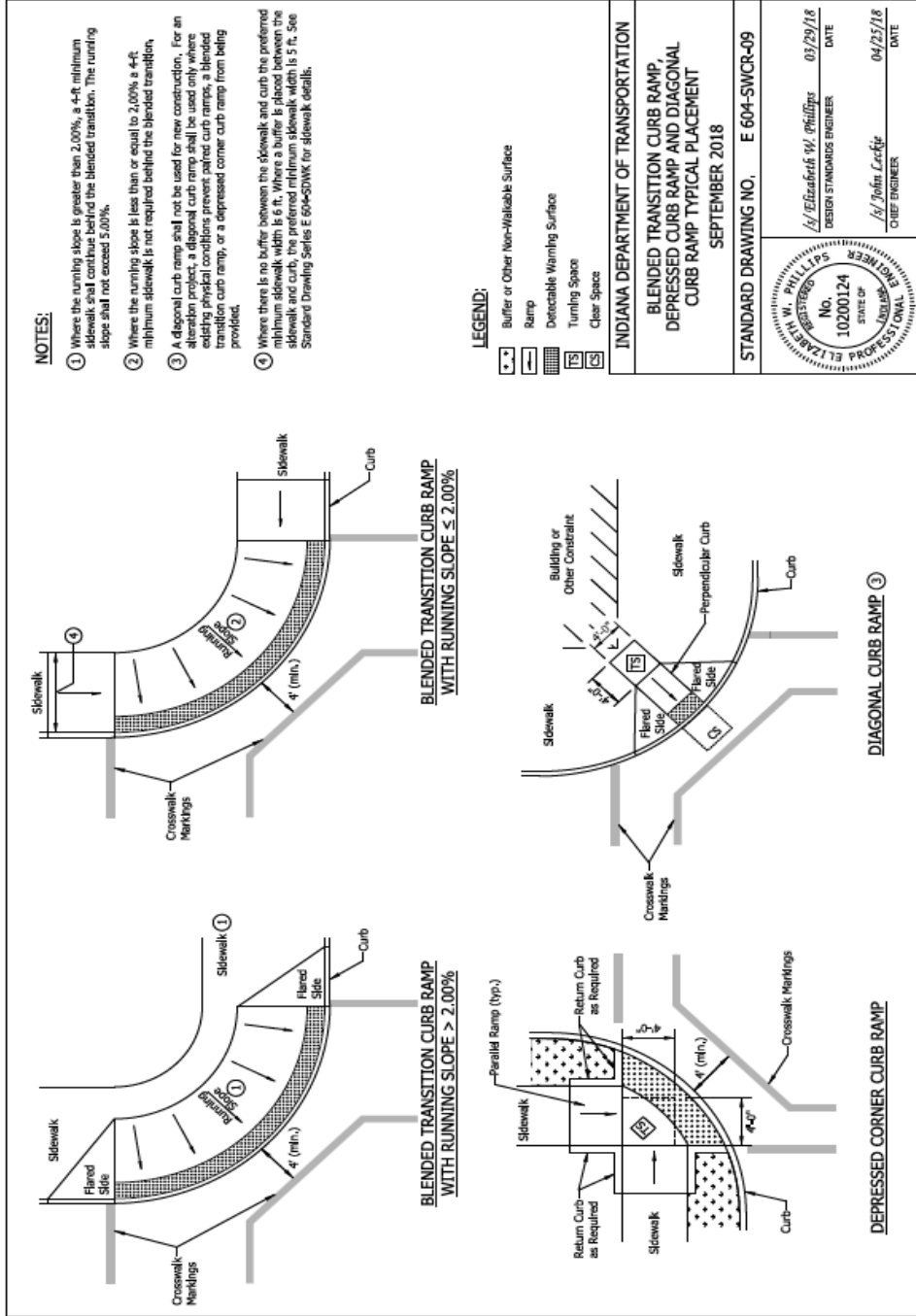
A/Mark A. Miller 03/18/16  
 CHIEF ENGINEER DATE



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



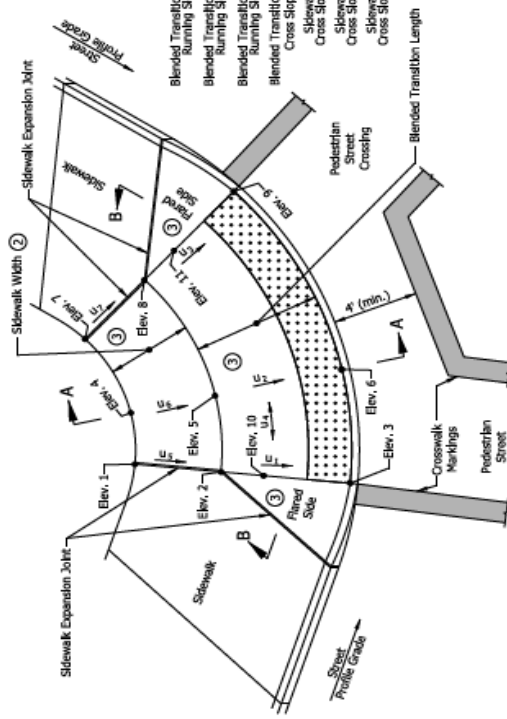
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

- ① The bottom edge of the blended transition and top of curb shall be flush with the edge of adjacent pavement and gutter line.
- ② Where the running slope is less than or equal to 2.00% a 4-ft minimum sidewalk is not required, behind the blended transition. Where the running slope is greater than 2.00%, a 4-ft minimum sidewalk shall continue behind the blended transition and the running slope shall not exceed 5.00%.
- ③ Curb ramp surface shall be coarse broomed transverse to the running slope.
- ④ See Standard Drawing E 604-SWCR-01 for cross slope exceptions.
5. See Standard Drawing E 604-SWCR-12, -13, and -14 for Detectable Warning Surface placement, configuration, and details.
6. See Standard Drawing E 604-CSS-01 for sidewalk expansion joint details.

**Component Slope Equations:**

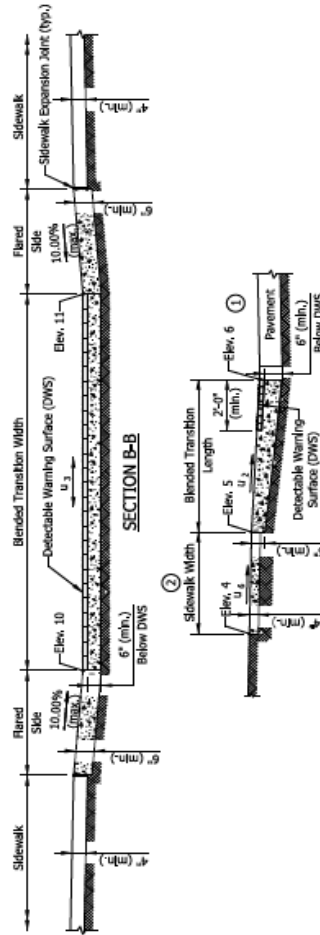
- Blended Transition  $u_1$  =  $\frac{\text{Elev. 2} - \text{Elev. 3}}{\text{Blended Transition Length}} \leq 2.00\%$
- Blended Transition  $u_2$  =  $\frac{\text{Elev. 5} - \text{Elev. 6}}{\text{Blended Transition Length}} \leq 2.00\%$
- Blended Transition  $u_3$  =  $\frac{\text{Elev. 8} - \text{Elev. 9}}{\text{Blended Transition Length}} \leq 2.00\%$
- Blended Transition  $u_4$  =  $\frac{\text{Elev. 10} - \text{Elev. 11}}{\text{Blended Transition Length}} \leq 2.00\%$
- Blended Transition  $u_5$  =  $\frac{\text{Elev. 1} - \text{Elev. 2}}{\text{Blended Transition Length}} \leq 2.00\%$
- Cross Slope
- Sidewalk  $u_1$  =  $\frac{\text{Elev. 2} - \text{Elev. 3}}{\text{Sidewalk Width}} \leq 2.00\%$
- Cross Slope
- Sidewalk  $u_2$  =  $\frac{\text{Elev. 4} - \text{Elev. 5}}{\text{Sidewalk Width}} \leq 2.00\%$
- Cross Slope
- Sidewalk  $u_3$  =  $\frac{\text{Elev. 7} - \text{Elev. 8}}{\text{Sidewalk Width}} \leq 2.00\%$
- Cross Slope



**LEGEND:**

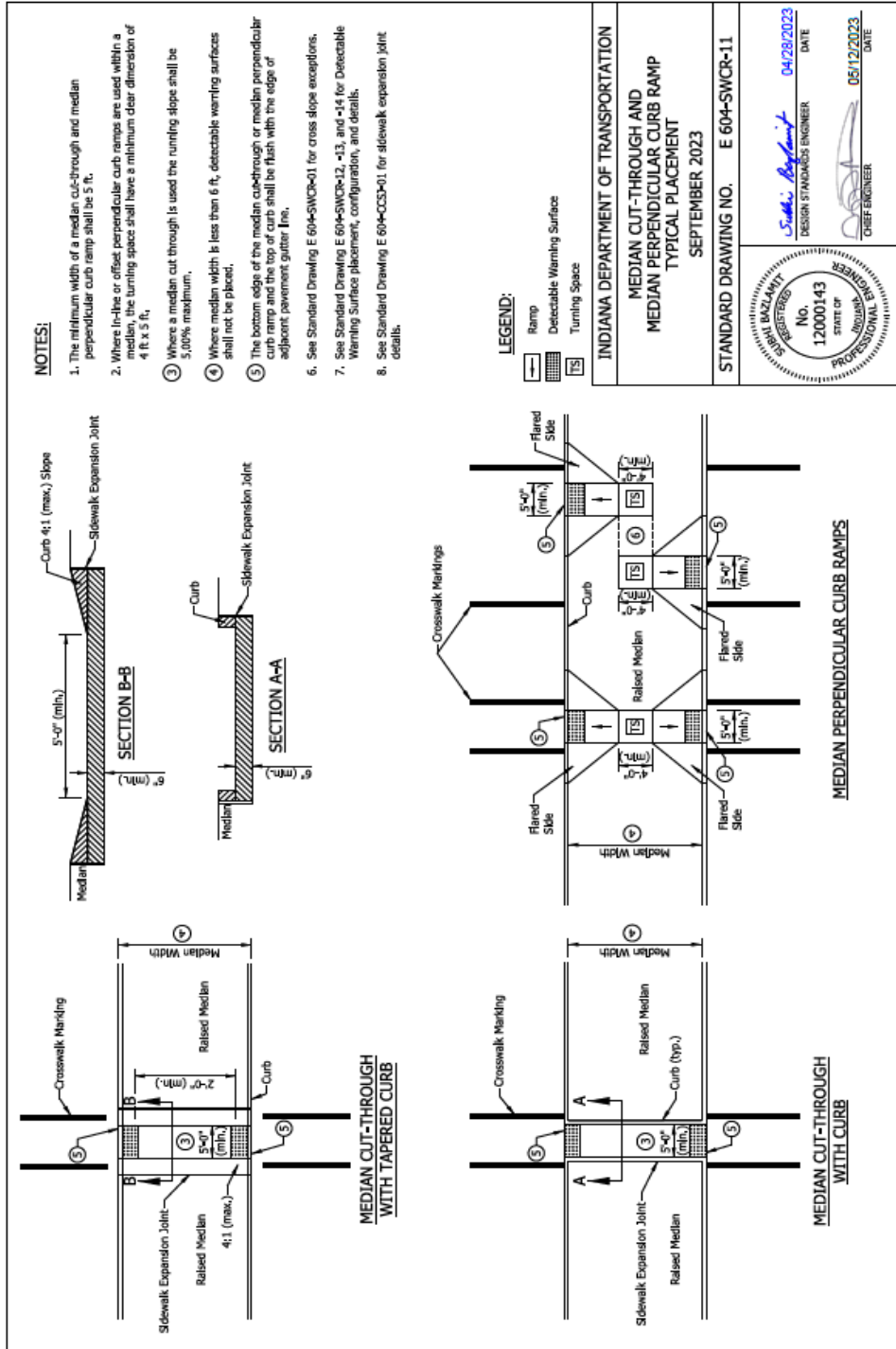
- ➔ Ramp
- ▨ Detectable Warning Surface

<b>INDIANA DEPARTMENT OF TRANSPORTATION</b>	
<b>BLENDED TRANSITION CURB RAMP COMPOSITION DETAILS</b>	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-10	DESIGN STANDARDS ENGINEER
/s/ Elizabeth W. Phillips 03/29/18 DATE	/s/ John Lockie 04/25/18 DATE





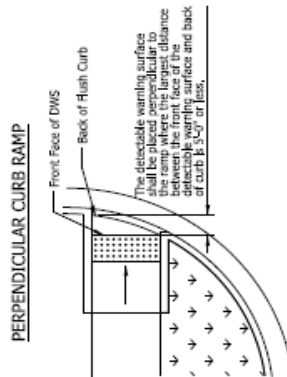
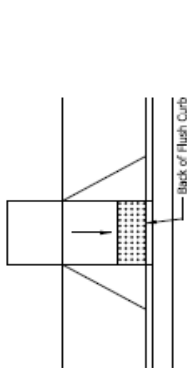
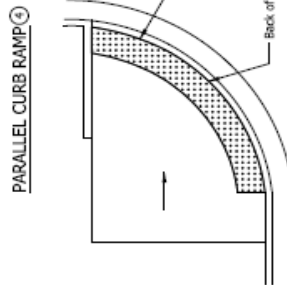
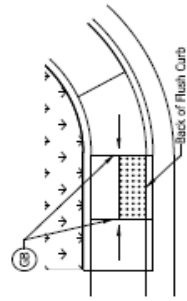
**AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -**



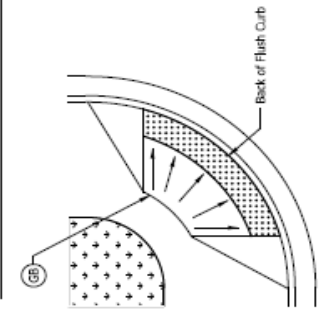
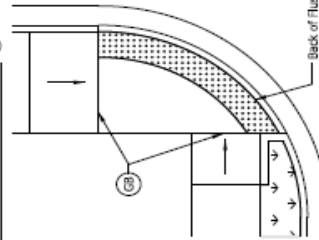
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

1. A detectable warning surface shall be placed at each street, highway, or railroad crossing. See Standard Drawing E 604-SWCR-03 for a detectable warning surface placement at a sidewalk driveway crossing.
2. The detectable warning surface shall extend a minimum of 2 ft. In the direction of pedestrian travel and extend the full width as shown. The detectable warning surface shall not be placed across a grade break.
3. Where the distance from the face of the detectable warning surface is 5 ft or less from the back of curb, the detectable warning surface shall be placed perpendicular to the ramp. Where the distance from the face of the detectable warning surface is more than 5 ft from the back of curb, the detectable warning surface shall be placed at the back of curb as shown or in an alternate placement configuration. See Standard Drawing E 604-SWCR-13 for alternate detectable warning surface placement.
4. The detectable warning surface on a parallel curb ramp shall be placed on the turning space at the flush transition between the street and turning space at the back of curb.
5. The detectable warning surface on a blended transition or depressed corner shall be placed at the back of curb as shown or in an alternate placement configuration. See Standard Drawing E 604-SWCR-13 for alternate detectable warning surface placement.
6. See Standard Drawing E 604-SWCR-14 for detectable warning surface details.



ONE-WAY DIRECTIONAL PERPENDICULAR CURB RAMPS ON A RADIUS ③



- LEGEND:**
- ▭ Buffer or Other Non-Walkable Surface
  - ▨ Detectable Warning Surface (DWS)
  - ▬ Ramp
  - ⊕ Grade Break

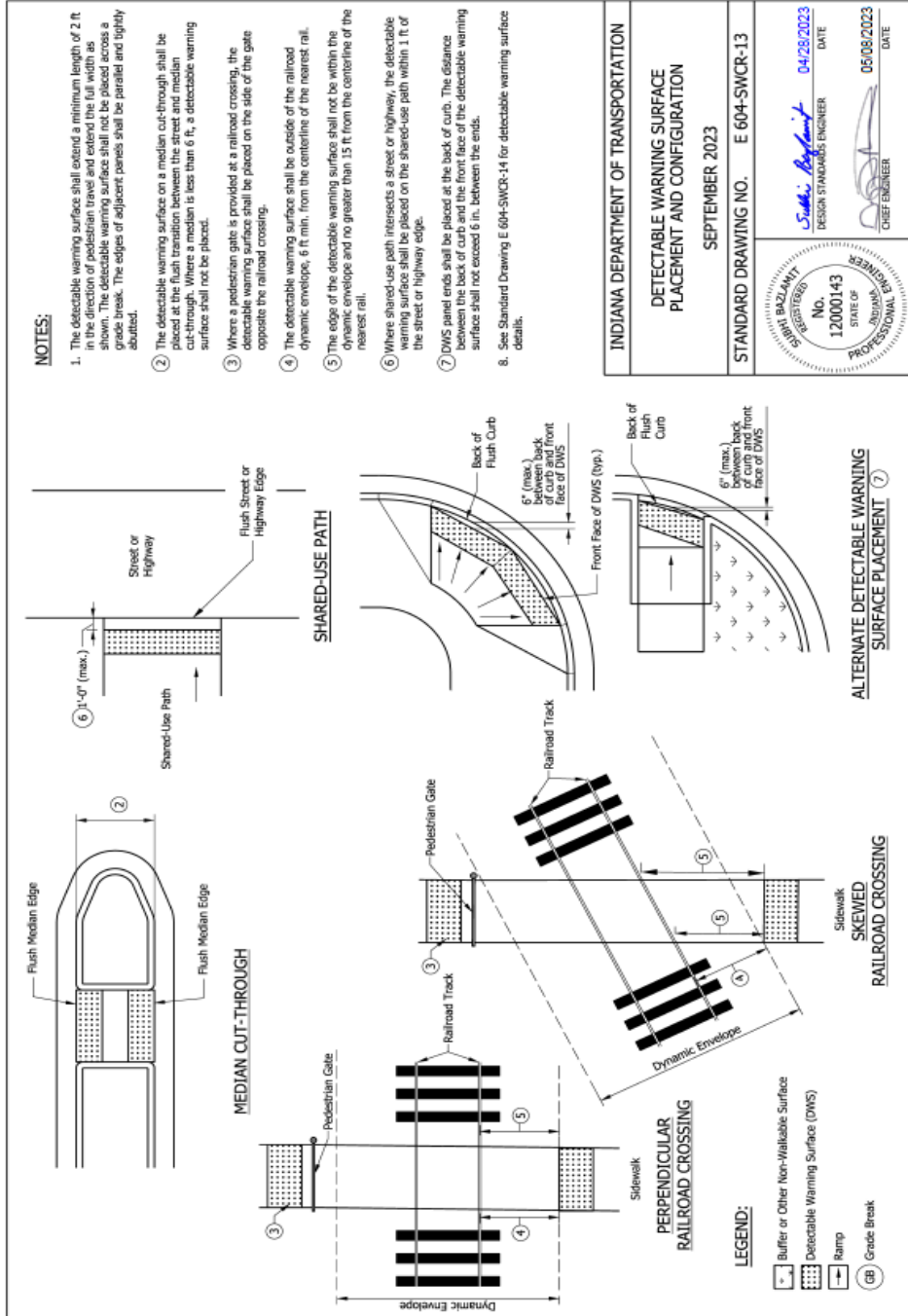
BLENDED TRANSITION CURB RAMP ⑤

DEPRESSED CORNER CURB RAMP ⑦

INDIANA DEPARTMENT OF TRANSPORTATION	
DETECTABLE WARNING SURFACE PLACEMENT AND CONFIGURATION	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-12	
/s/ Elizabeth W. Phillips DESIGN STANDARDS ENGINEER	03/29/18 DATE
/s/ John Leifjor CHIEF ENGINEER	04/25/18 DATE



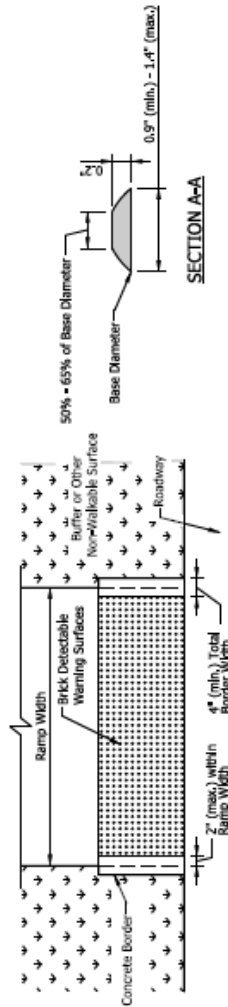
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -



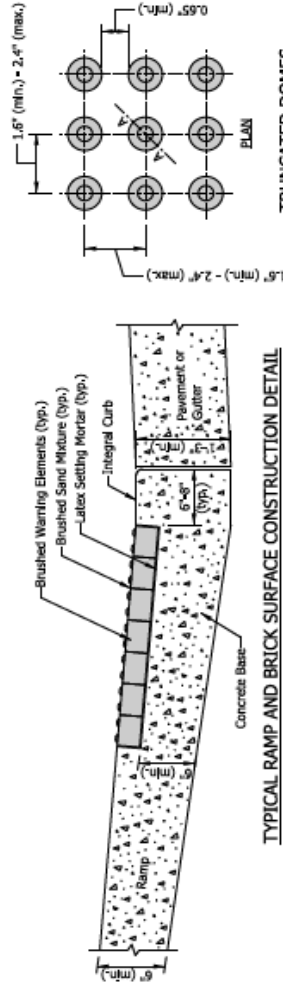
AMERICANS WITH DISABILITIES ACT (ADA) –  
 TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
 - For the Town of Sweetser, Indiana -

**NOTES:**

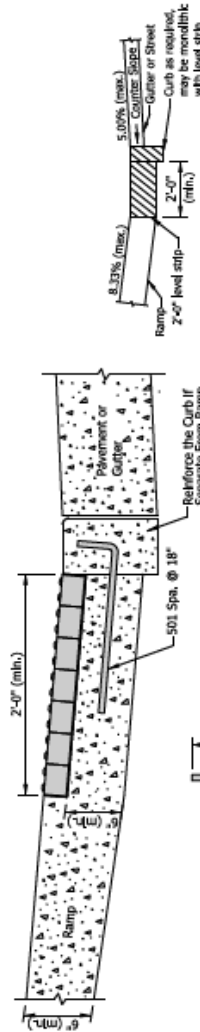
1. Detectable warning surface shall consist of truncated domes. Domes shall be aligned in a square or radial grid pattern with diameter and center-to-center spacing within the ranges specified.
2. The detectable warning surface may be field cut. Truncated dome spacing between adjacent panels shall be within the ranges specified.
3. The detectable warning surface shall contrast visually with adjacent surfaces, either light-on-dark or dark-on-light.
4. The detectable warning surface shall extend a minimum of 2 ft in the direction of pedestrian travel and extend the full width as shown. The detectable warning surface shall not be placed across a grade break.
5. The maximum counter slope of the gutter or street at the bottom of the ramp shall be 5.00%. Where the algebraic difference between the running slope and the counter slope exceeds 11%, a 2-ft minimum level strip should be provided at the bottom of the ramp.
6. Where a concrete border is used for forming, the border shall be cast monolithically with the curb ramp concrete. The concrete border shall not reduce the ramp width by more than 2 in. on each side.
7. Where forming other than a concrete border is used, the edge restraint shall not encroach upon the ramp width.



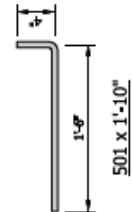
**BRICK DETECTABLE WARNING SURFACE WITH CONCRETE BORDER** ⑥ ⑦



**TYPICAL RAMP AND BRICK SURFACE CONSTRUCTION DETAIL**



**ALTERNATE CURB CONSTRUCTION**



INDIANA DEPARTMENT OF TRANSPORTATION	
DETECTABLE WARNING SURFACE DETAILS	
SEPTEMBER 2018	
STANDARD DRAWING NO. E 604-SWCR-14	
/s/ Elizabeth W. Phillips DESIGN STANDARDS ENGINEER	03/29/18 DATE
/s/ Robin Leckie CHIEF ENGINEER	04/25/18 DATE



## ATTACHMENT B

- ADA PRIORITIES MAP ADD PASTER AMP RANKING HERE
- PRIORITY LISTING OF STREETS / INTERSECTIONS  
& Street Rating Priority List

[Priority Map Placed Here]

Under Revision

[Priority Maps of Streets and Intersections Here]

Under Revision

[Priority Maps of Streets and Intersections Here]

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Under Revision



## ATTACHMENT C

- **NOTICE UNDER THE AMERICANS WITH DISABILITIES**
- **RESOLUTIONS ADOPTING:**
  - Resolution Adopting “Title II of the Americans with Disabilities Act (ADA)” (Policy)
  - Resolution Adopting “Title II of the Americans with Disabilities Act (ADA),” ADA Coordinator and Procedures”
  - GRIEVANCE PROCEDURES
  - AN ADA “TRANSITION PLAN” FOR PUBLIC FACILITIES & PEDESTRIAN RIGHT-OF-WAY
  - DESIGN GUIDELINE & STANDARDS – BUILDINGS / SIDEWALKS
    - ◇ PLAN TO REMOVE BARRIERS
    - ◇ REVIEW AND EVALUATION
    - ◇ PUBLIC INVOLVEMENT OPPORTUNITIES
  - “504/ADA Self Evaluation and Assurance of Compliance”
  - Section 504 - Employee Information & Guidelines
  - “Section 504 Of The Rehabilitation Act Of 1973”



## **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 Sweetser, Indiana** will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities.

**Employment:** The **Town of Sweetser, Indiana** does not discriminate based on 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:** The **Town of Sweetser, Indiana** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in The **Town of Sweetser, Indiana** 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:** The **Town of Sweetser, Indiana** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcomed in the **Town of Sweetser, Indiana** offices, where pets are 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 the **Town of Sweetser, Indiana**, should contact the office of **Matthew Moore, Title VI/ADA Coordinator** at 113 North Main Street, Sweetser, Indiana 46987 at [mattmoore@sweetser.in](mailto:mattmoore@sweetser.in) or by calling: (765) 243-1239 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **Town of Sweetser, Indiana** 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 the **Town of Sweetser, Indiana** is not accessible to persons with disabilities should be directed to **Matthew Moore, Title VI/ADA Coordinator** at 113 North Main Street, Sweetser, Indiana 46987 at [mattmoore@sweetser.in](mailto:mattmoore@sweetser.in) or by calling: (765) 243-1239

The **Town of Sweetser, Indiana** 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 aid/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to people who use wheelchairs.

AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

RESOLUTION 2025 [redacted]

A RESOLUTION OF THE TOWN COUNCIL OF SWEETSER, INDIANA  
ADOPTING “TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)  
ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE  
DESIGN AND GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC  
RIGHT-OF-WAY” (Policy)

WHEREAS the Federal government enacted “Title II of 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 of Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way” in 2010 and 2011, respectively; and

WHEREAS the **Town of Sweetser** remains committed to the ADA and the elimination of barriers to public facilities; and

NOW, THEREFORE, BE IT RESOLVED that the **Town Council of Sweetser** hereby adopts the “2010 Americans with Disabilities (ADA) Standards for Accessible Design and 2011 Guidelines for Pedestrian Facilities in the Public Right-of-Way”.

PASSED, APPROVED AND ADOPTED, this [redacted] day of [redacted], 2025.

TOWN COUNCIL OF SWEETSER

[redacted]  
Kyle Taylor, Council President

[redacted]  
Travis LeMaster, Council Vice-President

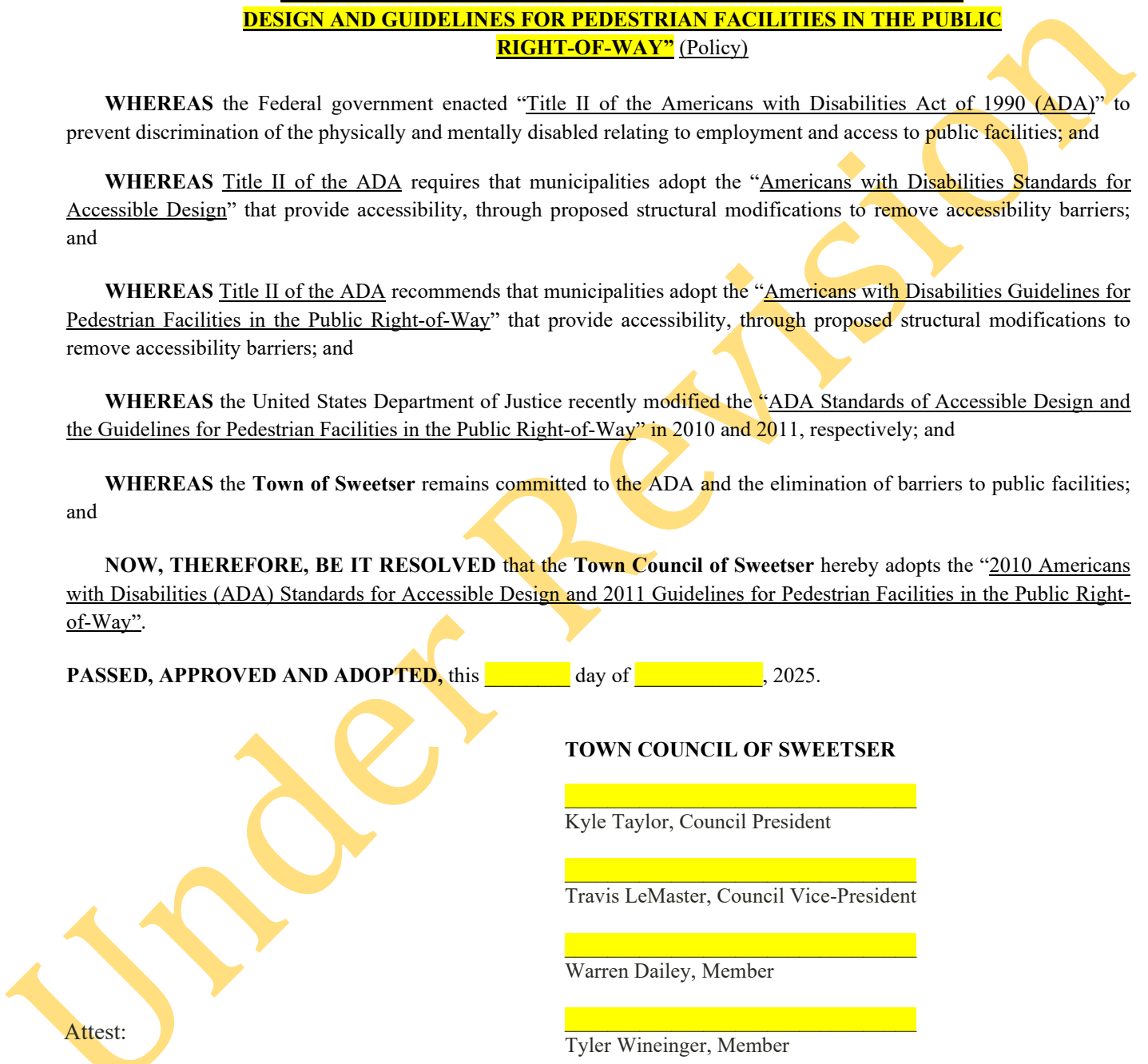
[redacted]  
Warren Dailey, Member

[redacted]  
Tyler Wineinger, Member

[redacted]  
Matthew Moore, Member

Attest:

[redacted]  
John Potter, Clerk-Treasurer



AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

RESOLUTION 2025 [redacted]

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

WHEREAS the Federal government enacted Title II of 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 Sweetser, Indiana** shall name an ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA the **Town of Sweetser, Indiana** shall adopt a Grievance Procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA the **Town of Sweetser, Indiana** shall publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title II of the ADA the **Town of Sweetser, Indiana** shall post the ADA coordinator’s name, office address, and telephone number along with the ADA Notice and ADA Grievance Procedure on its website.

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

Matthew Moore, Council Member is designated as the ADA Coordinator for the **Town of Sweetser, Indiana**.

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

The **Town of Sweetser's** Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted 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 of Sweetser, Indiana**.

In compliance with Federal and State laws as set forth above, the **Town of Sweetser’s** Town Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and **Town of Sweetser’s** Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

PASSED, APPROVED AND ADOPTED this [redacted] day of [redacted], 20[redacted].

TOWN COUNCIL OF SWEETSER

[redacted]  
Kyle Taylor, Council President

[redacted]  
Travis LeMaster, Council Vice-President

[redacted]  
Warren Dailey, Member

[redacted]  
Tyler Wineinger, Member

[redacted]  
Matthew Moore, Member

Attest:

[redacted]  
John Potter, Clerk-Treasurer

2025

AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

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Under Revision

## **Town of Sweetser, Indiana 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 based on disability in the provision of services, activities, programs, or benefits by the **Town of Sweetser, Indiana**. The **Town of Sweetser's Town Council** 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 people 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:

**Matthew Moore, Council Member**

Title VI / ADA Coordinator  
113 North Main Street  
Sweetser, Indiana 46987  
(765) 243-1239  
[mattmoore@sweetser.in](mailto:mattmoore@sweetser.in)

Within 15 calendar days after receipt of the complaint, Matthew Moore or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Matthew Moore 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 Sweetser's Town Council** and offer options for substantive resolution of the complaint.

If the response by Matthew Moore 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 of Sweetser's Town Council or their designee.

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

AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

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All written complaints received by Kyle Taylor, Matthew Moore, or their designee, appeals to the Town of Sweetser's Town Council or their designee, and responses from this office will be retained by the Town of Sweetser's Town Council for at least three years.

Under Revision

AMERICANS WITH DISABILITIES ACT (ADA) –  
TITLE II TRANSITION PLAN: PEDESTRIAN NETWORK  
- For the Town of Sweetser, Indiana -

**ADA TRANSITION PLAN**  
**- TOWN OF SWEETSER, INDIANA -**  
**(ORIGINALLY ADOPTED MAY 25, 2010)**  
**REVISED MARCH \_\_\_\_\_, 2025**

**INTRODUCTION**

The **Town of Sweetser, Indiana**, recognizes its legal obligation to comply with the federally enacted Americans with Disabilities Act of 1990, as amended (“ADA”), and herein establishes a transition plan to ensure compliance with Title II of this federal law to avoid discrimination against its citizens who have disabilities, by identifying barriers to access both physical and non-physical, by identifying how and when barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, by addressing and meeting access needs, and by establishing periodic reviews of the plan to monitor progress and compliance.

**COMPLAINT / GRIEVANCE PROCESS**

The ADA Coordinator shall be responsible for coordination the efforts of the **Town of Sweetser, Indiana**, to comply with Title II of the ADA and shall be responsible for investigating complaints that the County has violated Title II.

In the event such a complaint is lodged, the complaining party shall be obligated to give the **Town of Sweetser, Indiana** written notice of the alleged discrimination by delivering such written complaint in person, or by first class U.S. mail to the ADA/Title VI Coordinator, at 113 North Main Street, Sweetser, Indiana 46987 at <https://www.sweetserin.us>, or by calling: (765) 384-5333.

The complaint should contain details related to the alleged discrimination, as well as the full legal name, address, and telephone number of the complainant.

Any complaint should be filed as soon as possible after the incident giving rise to the complaint, but in no event later than sixty (60) days after such incident.

Upon receipt of the complaint, the ADA Coordinator shall investigate the allegations contained therein, and, within fifteen (15) calendar days, meet with the complainant to discuss the complaint and resolution thereof. Within fifteen (15) calendar days thereafter, the ADA Coordinator shall issue his findings and recommendations to resolve the complaint in writing.

If the ADA Coordinator’s findings and recommendations do not resolve the complaint to the complainant’s satisfaction, the complainant may, within fifteen (15) calendar days after receipt of the ADA Coordinator’s findings and recommendations, appeal to the **Town of Sweetser’s Town Council** at the Town Hall located at 113 North Main Street, Sweetser, Indiana 46987. Within fifteen (15) calendar days after receipt of the appeal, the **Town of Sweetser’s Town Council**, or their designee, shall meet with the complainant to discuss the complaint and resolution. Within fifteen (15) calendar



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days thereafter, the **Town of Sweetser's Town Council** shall issue their findings and recommendations. All documents related to the complaint shall be retained by the **Town of Sweetser's Town Council** for not fewer than three (3) years after the complaint is resolved.

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DESIGN STANDARDS – BUILDING / SIDEWALKS

Buildings: Newly constructed buildings which are renovated shall meet the standards of handicap accessibility in accordance with the Indiana Building Code. This may include the use of street level entrances or graded sidewalks in lieu of steps to reach an entrance; shall require sufficiently wide doorways, hallways and bathrooms to accommodate individuals in wheelchairs; shall require automatic doors or electronic means of requesting assistance, if needed, shall require an elevator which allows the transportation of a person in a wheelchair from one floor level to another in a multi-story building; and shall require the use of tactile messages to assist those who are sight impaired. Reasonable accommodations shall also be made, as needed to assist the hearing impaired or to assist citizens with other disabilities to ensure access to county offices and services.

Sidewalks: All sidewalk curbs shall, at street intersections, be constructed in accordance with INDOT regulations and standards to ensure color warning of an approach to a street, tactile warning of approach to a street and contouring of the curb to a flush level with the street pavement.

PLAN TO REMOVE BARRIERS

To remove barriers to such things as buildings, offices, personnel, services, employment opportunities, housing and streets and sidewalks, the **Town** shall rely upon the Indiana Building Code in the construction of renovation of buildings. In addition, the **Town** encourages property owners who are not required to comply with ADA standards to voluntarily do so or make reasonable accommodations for individuals with handicaps.

The **Town of Sweetser** shall make reasonable efforts to educate the public regarding rights under the ADA and shall encourage various local institutions and agencies to implement rules and regulations designed to prevent discrimination when performing services, when offering job opportunities or when offering housing.

REVIEW AND EVALUATION

In January of each year, the **Town of Sweetser's Town Council** shall meet with the ADA Coordinator to review the **Town's** efforts to comply with the ADA and to implement the foregoing Plan. Progress shall be noted, and the Plan shall be evaluated for the purpose of determining its effectiveness. Modifications to the Plan may be recommended by the **Town of Sweetser's Town Council**. The **Town Council** and the ADA Coordinator shall also review prioritization of repairs and modifications for the upcoming year and shall review the **Council** funding sources and availability of funding to determine the number of modifications which can be brought into compliance with ADA standards.

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**PUBLIC INVOLVEMENT OPPORTUNITIES**

The public is encouraged to participate in identifying needs or barriers for accessibility. This may be done by contacting **Matthew Moore, Title VI/ADA Coordinator** at 113 North Main Street, Sweetser, Indiana 46987 at [mattmoore@sweetser.in](mailto:mattmoore@sweetser.in) or by calling: (765) 243-1239.

Notice of a need or barrier may be communicated in person or by mail. In addition, the public is invited to attend any meeting of the **Town of Sweetser's Town Council** to request a need to be addressed or to seek relief from a barrier to access. The **Town of Sweetser's Town Council** are scheduled to meet each 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 7:00 p.m., each month at the **Town of Sweetser's Town Hall** located at 113 North Main Street, Sweetser, Indiana 46987 at [mattmoore@sweetser.in](mailto:mattmoore@sweetser.in) or by calling: (765) 243-1239.

Notice of this Plan and the Notice under The American with Disabilities Act created by the U.S. Department of Justice shall be published on the **Town of Sweetser's** website, [www.sweetserin.us](http://www.sweetserin.us) and shall also be provided to the local media.

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## **504/ADA SELF-EVALUATION AND ASSURANCE OF COMPLIANCE**

### **INSTRUCTIONS**

#### **504/ADA Self-Evaluation Questionnaire Form**

This form will help you evaluate your organization or firm's programs and services, employment, and facilities to ensure they are accessible to people with disabilities. Complete the 504/ADA Self-Evaluation Questionnaire and keep it on file at your office. Do not return the questionnaire with your contract.

#### **“Quick Look” Barriers Checklist**

Note: If the business is a construction company, this form pertains only to the primary office, not the construction sites. Firms that provide services outside their office do not need to write a corrective action plan for physical accessibility if these services are provided in an accessible location for people with disabilities who cannot access the office. However, physical access must also be reviewed considering hiring an individual with a disability or accommodating a current employee who becomes disabled.

#### **504/ADA Assurance of Compliance Form**

All contractors must complete this form, as required by Governmental agencies and contracts for the direct purchase of goods are exempt.

- **Complete this form.** If your organization or firm is out of compliance with any of the 504/ADA requirements, indicate on the 504/ADA Disability Assurance of Compliance form the corrective actions that will be taken to achieve compliance and the date these actions will be completed.
- **Sign the Assurance of Compliance form and send the original back with your contract.** Keep a copy of the form on file in your office for use during on-site reviews. You will be notified at least one week in advance of any scheduled review. (Note: This form may be used as an exhibit with other contracts for two years from the date the form is completed.)

**If you have questions regarding this process, or if you require this material in an alternate format,** please contact a 504/ADA Disability Compliance Specialist at 206-296-7592 or 206-296-7596 TTY, or by e-mail: [Civil-Rights.OCR@metrokc.gov](mailto:Civil-Rights.OCR@metrokc.gov).

#### **504/ADA GENERAL INFORMATION**

Federal and State laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that communities, all organizations and firms contracting with exception of those providing tangible goods, comply with the 504/ADA accessibility requirements.

Under 504 and ADA, a “qualified individual with a disability” is anyone who has, has a history of, or is perceived as having a physical or mental impairment which limits one or more major life activities. Disabilities include, but are not limited to mobility, visual, hearing, or speech disabilities; mental illness; epilepsy; learning disability; brain injury; HIV/AIDS; arthritis; cerebral palsy; multiple sclerosis; developmental disability; and alcohol and/or drug addiction.

## **DISABILITY RESOURCE LIST**

**Note:** Inclusion in this resource list does not constitute endorsement by a Town, City or County Government, nor does omission imply non-endorsement. Our goal is to provide you with information on some key resources available. Please contact us if you know of a useful resource missing from this list.

### **Governor's Committee on Disability Issues and Employment (GCDE)**

Advises and informs the Governor, state and local governments, the business community, and the disability community on ADA and other issues related to disability policy.

Olympia: 360-438-3168 V, 360-438-3167 TTY; Spokane: 509-532-3149 V, 509-532-3113 TTY.

GCDE publishes "Producing Materials in Alternative Formats: A Guide for Agencies" which provides information on producing materials in large print, on audio tape or computer disk, and Braille. Send a written request for a copy.

### **King County Office of Civil Rights**

Disability Compliance Specialist, Yesler Building, 400 Yesler Way, Room 260, Seattle, WA 98104-2683; 206-296-7592 V, 206-296-7596 TTY; 206-296-4329 Fax; e-mail: [Civil-Rights.OCR@metrokc.gov](mailto:Civil-Rights.OCR@metrokc.gov) web site: [www.metrokc.gov/dias/ocre](http://www.metrokc.gov/dias/ocre)

### **DBTAC Northwest**

Provides information on the Americans with Disabilities Act in Alaska, Idaho, Oregon and Washington. Western Washington University 6912 220th St. SW, Suite 105 Mountlake Terrace, WA 98043 800-949-4232 V/TTY 425-774-9303 Fax e-mail: [dbtacnw@wwu.edu](mailto:dbtacnw@wwu.edu) web site: [www.dbtacnorthwest.org](http://www.dbtacnorthwest.org)

### **Sprint Washington Telecommunications Relay Service (TRS)**

Provides free telephone accessibility to TTY users. 500 108<sup>th</sup> Avenue NE, Suite 800, Bellevue, WA 98004; Relay Services: 711 TTY; 800-833-6384 V.

### **ADA Technical Assistance Hotline (U.S. Dept. of Justice)**

Provides free technical assistance and informational materials to people with disabilities, businesses, state and local government agencies, and the public on rights and responsibilities under Titles II and III of the ADA. 800-514-0301 V/TTY. web site: [www.usdoj.gov/crt/ada](http://www.usdoj.gov/crt/ada)

### **Washington Assistive Technology Alliance (WATA)**

Information & referral to disability resources, including assistive technology options, funding sources, legal issues, accommodations. 509-328-9350 V/TTY; 800-214-8731 V/TTY; 509-326-2261 Fax; e-mail: [spokane@seals.org](mailto:spokane@seals.org) web site: [wata.org/watt/eatrc/index.htm](http://wata.org/watt/eatrc/index.htm)

### **Job Accommodations Network (JAN)**

An international toll-free consulting service that provides information regarding the ADA, job accommodations and the employability of people with disabilities. P.O. Box 6080, 918 Chestnut Ridge Road, Suite 1, Morgantown, WV 26506-6080; JAN ADA Information 800-526-7234 V/TTY; 800-ADA-WORK (232-9675) V/TTY; web site: [janweb.icdi.wvu.edu](http://janweb.icdi.wvu.edu)

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### Emergency Procedures for Employees with Disabilities in Office Occupancies

A procedural guideline funded by the U.S. Fire Administration and developed by the National Institute of Standards and Technology with assistance from the National Task Force on Life Safety and People with Disabilities. Write for a copy of Item Number FA -154: United States Fire Administration, 16825 South Seton Avenue, Emmitsburg, MD 21727.

## 504/ADA SELF-EVALUATION QUESTIONNAIRE

### GENERAL REQUIREMENTS

Please check the appropriate answers. If necessary, attach additional pages of explanation. **If you have fewer than 15 employees, please skip the first section and start with "Program Access."**

	YES	NO	N/A
1. Do you have a 504/ADA coordinator? If so, who?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____			
Title _____ Phone _____			
2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with 504/ADA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a policy that provides for notifying participants, applicants, employees, unions, and professional organizations holding collective bargaining or professional agreements that you do not discriminate based on disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you notified these individuals of your nondiscrimination policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination based on disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Program Access

1. Do you notify the public and other interested parties that agency meetings, board of director meetings, hearings, conferences, public appearances by elected officials, and interviews will be held in accessible locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to parties with disabilities?                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with individuals who use TTYs for communication purposes?                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities? | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
|   | <b>YES</b>                          | <b>NO</b>                | <b>N/A</b>               |
| 5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes)                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair?                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups?   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public?  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)?  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

**EMPLOYMENT AND REASONABLE ACCOMMODATION**

1. When gathering affirmative action data regarding disabilities, do you make it clear that:
  - the information requested is intended for use solely in connection with reporting requirements.
  - the information is voluntary.
  - the information will be kept confidential; and

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- refusal to provide or provide the information will not subject the applicant or employee to any adverse treatment?
  
- 2. If you make pre-employment medical inquiries or conduct pre-employment medical examinations:
  - Is the inquiry related to the applicant’s ability to perform the job?
  - Do you condition offers of employment conditions on the results of these examinations?
  - Is the examination required for all employees in the same job classification?
  - Are all applicants in the same job classification asked the same medical and/or interview questions?
  
- 3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodation for applicants and employees with disabilities?

**Employment and Reasonable Accommodation (continued)**

- |   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 4. Do you have a written policy stating the following?<br>504/ADA requires that information concerning an applicant’s medical condition or history must be kept separate from personnel records and may be shared in only three ways: |                          |                          |                          |
| (1) supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s); and   |                          |                          |                          |
| (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and  |                          |                          |                          |
| (3) government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**PHYSICAL ACCESSIBILITY**

**Complete the “Quick Look” Barriers Checklist and then answer the following questions:**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is the building(s) where your business is located barrier-free?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If you checked <u>NO</u> to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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If access would be impacted, describe on the Corrective Action Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Corrective Action Plan.

**This 504/ADA Self-Evaluation Questionnaire was completed by:**

Print name  
Number

Date

Phone

## “QUICKLOOK” BARRIERS CHECKLIST

This checklist may be used to conduct a quick appraisal of potential problem areas for accessibility. For detailed review standards, refer to IBC 2003, ANSI A117.1-2003, and the Washington State Administrative Code (WAC) 51-50. If you are not located in the State of Washington, you may refer to federal ADA Accessibility Guidelines (ADAAG), state or local laws and regulations.

### Building Access

YES NO N/A

- Garage/lot has required number of accessible parking spaces?
- Are accessible parking spaces near the main building entrance?
- Walkways are level (44" wide min.) or ramped (max. 1:12)?
- Does the entrance doorway have at least 32" wide clearance?
- Is the door threshold maximum ¼" high (½" if beveled)?
- Door hardware are levered handles, pulls, or push-pull activating bars?
- Are the doors easy to open (exterior doors max. 8.5 lbs. opening force, interior doors 5 lbs. max.)?
- If revolving doors are used, are alternate accessible entrances available?

### Building Corridors

- Is the path of travel free of obstruction and at least 36" wide?
- Is the floor surface stable, firm and slip resistant?
- Do obstacles (phones, fountains, etc.) protrude no more than 4"?
- If provided, minimum one public phone or water fountain accessible?
- Are elevator controls no higher than 48"?
- Are elevator markings in Braille and raised letters/numbers?
- Does elevator provide audible and visible signals?
- Floor of elevator cab is min. 51" x 68" (door offset) or 51" x 80" (door centered)?

### Restrooms

- Door hardware are levered handles, pulls, or push-pull activating bars?

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- Do restroom entrance doors have at least 32" wide clearance?
- Is the restroom large enough for a wheelchair turnaround (5' diameter)?
- Does accessible stall door have at least 32" wide clearance?
- Are grab bars provided in accessible toilet stalls?
- Toilet seat top is 17-19" above floor?
- The sink has clear knee space under basin; exposed pipes are insulated?
- Are the faucets lever-operated or push-type?
- Are soap and towel dispensers no more than 40" from the floor?

**Reception and Personnel Office**

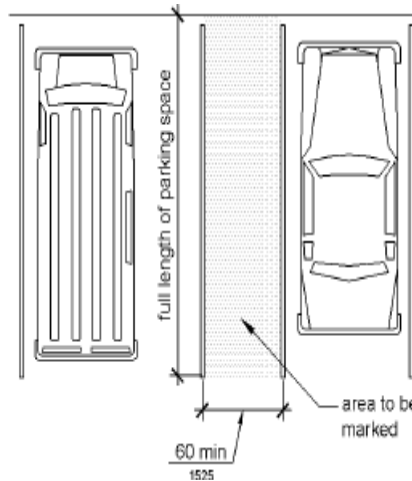
- Lower counter space in reception, customer service areas?
- Do doors have at least 32" wide clearance?
- Is the door easy to open (max. 5 lbs. opening force)?
- Door threshold is maximum ¼" high (½" if beveled)?
- Is the path of travel between furniture at least 36"?

**Required Number of Accessible Parking Spaces**

Total Garage/Lot Parking Spaces	Minimum No. of Accessible Spaces
1-25	1 (van accessible)
26-50	2 (including one van space)
51-75	3 (including one van space)
76-100	4 (including one van space)
101-150	5 (including one van space)
151-200	6 (including one van space)
201-300	7 (including two van spaces)
301-400	8 (including two van spaces)
401-500	9 (including two van spaces)
501-1000	2% of total spaces (every six accessible spaces include one van space)
More than 1000	20, plus 1 for each 100 over 1000 (every six accessible spaces include one van space)

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Locate accessible parking spaces on the shortest accessible route of travel to an accessible building



entrance (where practical, not crossing traffic lanes).

Car and van parking spaces shall have an adjacent access aisle. Two parking spaces may share an access aisle. Van parking spaces that are angled shall have access aisles located on the passenger side of the parking space.

If there is only one accessible parking space, then it shall meet the codes for a van accessible parking space: 11' wide vehicle parking space plus a 5' access aisle. (An 8' vehicle parking space with an 8' access aisle is acceptable under local code.)

## 504/ADA DISABILITY ASSURANCE OF COMPLIANCE

Complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, two federal laws which prohibit discrimination against qualified people with disabilities.

I understand that federal and state laws prohibit discrimination in public accommodation and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through contracting with a governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, Section 504/ADA requirements. I understand that reasonable accommodation is required in both program services and employment, except where to do so would cause an undue hardship or burden.

I agree to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information, and employees therein to review compliance with Section 504 and ADA requirements.

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I agree that any violation of the specific provisions and terms of the 504/ADA Disability Assurance of Compliance and/or Corrective Action Plan required herein or Section 504 or the ADA, shall be deemed a breach of a material provision of the Contract between the Community and the Contractor. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part, of this Contract by the Community.

According to the responses to the questions in the 504/ADA Self-Evaluation Questionnaire, (company name) \_\_\_\_\_ YES NO  
o o  
\_\_\_\_\_ is in compliance with 504/ADA. If  
the above response is NO, the following corrective actions will be taken:

CORRECTIVE ACTION PLAN

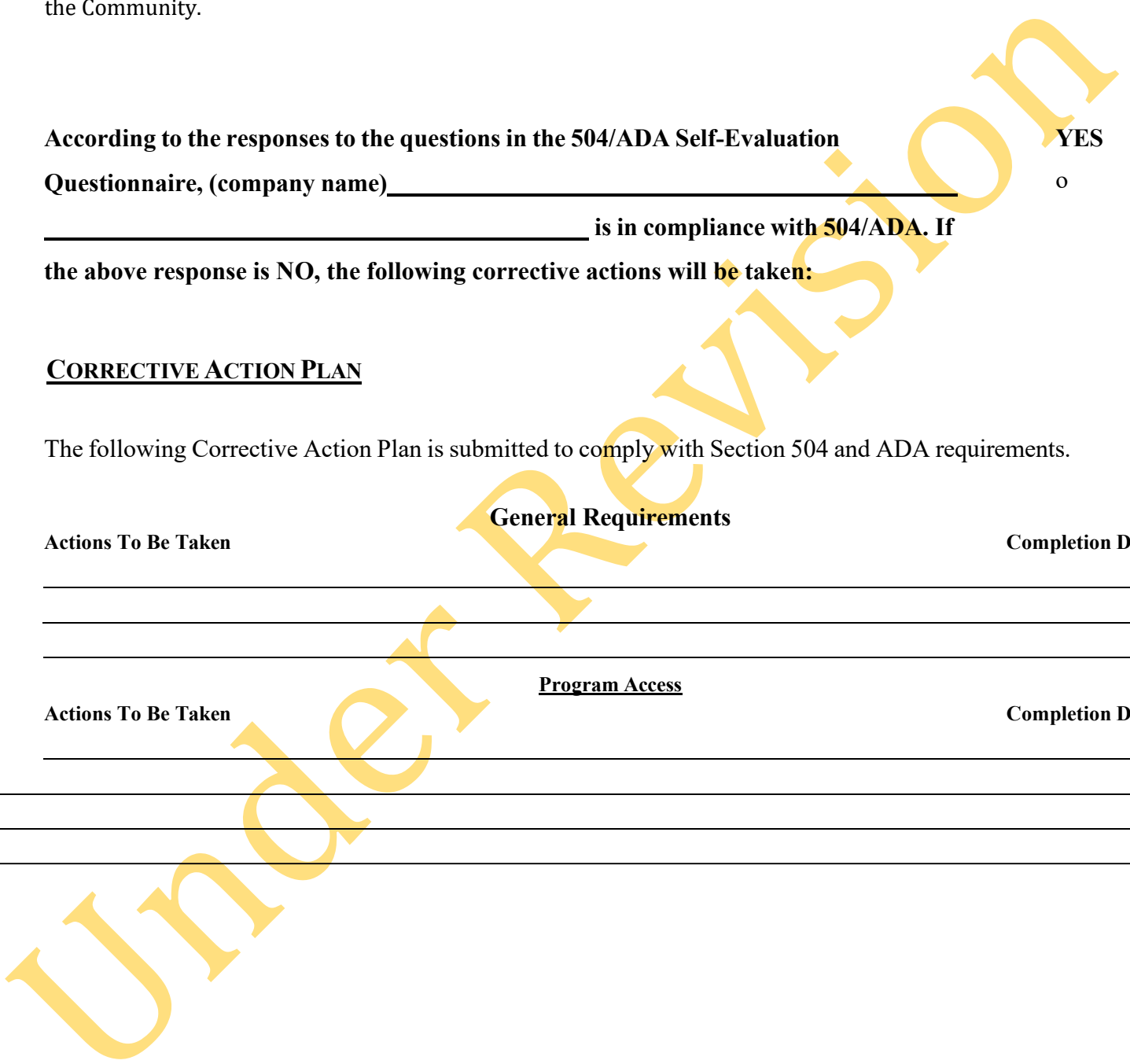
The following Corrective Action Plan is submitted to comply with Section 504 and ADA requirements.

**General Requirements**

Actions To Be Taken	Completion Date

Program Access

Actions To Be Taken	Completion Date



**504/ADA DISABILITY ASSURANCE OF COMPLIANCE (continued)**

**Employment and Reasonable Accommodation**

**Actions To Be Taken**

**Completion Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical Accessibility**

**Actions To Be Taken**

**Completion Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Declare Under Penalty of Perjury under the Laws of the State of Indiana that the Foregoing is True and Correct.

\_\_\_\_\_  
Signature of authorized signatory

\_\_\_\_\_  
Type or print name of authorized signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

**For Notary:**

State of \_\_\_\_\_, County of \_\_\_\_\_ Signed and

sworn before me on (date) \_\_\_\_\_ by (print authorized signatory name) \_\_\_\_\_

Notary signature: \_\_\_\_\_

Notary (print name): \_\_\_\_\_

My appointment expires: \_\_\_\_\_

Contractor: \_\_\_\_\_

Company Name

2025

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Street Address

Town

State

Zip

Note: This form may be used as an exhibit with other contracts for two years from the date the form is completed.

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## **SECTION 504 - EMPLOYEE INFORMATION & GUIDELINES**

### **Employee Information and Guidelines**

Any Town's departments or programs receiving federal funding must comply with Section 504 of the Rehabilitation Act of 1973, in addition to Title II of the Americans with Disabilities Act of 1990. The two laws are similar in content and aim, which is to ensure that people with disabilities are given equal access to public facilities, programs, services, and activities. Section 504, however, applies additional requirements to any organization, agency or program that receives federal funding. This document will explain what these requirements are and how to fulfill them.

24 CFR Part 8 of Section 504 states:

*"No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service."*

Section 504 regulations define "recipient" as any public or private agency, institution, organization or other entity, or any person, to which federal financial assistance is extended for any program or activity, either directly or through another recipient.

Section 504 covers all programs, services and activities of any Town's department or program that received federal financial assistance, including:

- Outreach and public contact, including contact with program
- Eligibility criteria
- Application process
- Admission to a program
- Admission to a program
- Tenancy, including eviction
- Service delivery
- Employment policies and practices

### **Actions Prohibited by Section 504:**

- Denying a qualified individual with disabilities the opportunity to participate in, or benefit from, the housing, aid, benefit, or service.
- Failing to afford a qualified individual with disabilities the opportunity for equal participation and benefit.
- Failing to provide a qualified individual with disabilities with a program or service that affords the same opportunity to benefit as those afforded others.

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- Providing different or separate housing, aid, benefits, or services based on disability unless doing so is necessary to provide housing or benefits that are as effective as that provided to persons without disabilities.
- Providing significant assistance to an agency, organization or person that discriminates based on disability in any aspect of a federally funded activity.
- Denying a qualified individual with disabilities the opportunity to participate as a member of a planning or advisory board associated with the federally funded department or program.
- Providing programs or services to qualified individuals with disabilities in settings that are unnecessarily separate, segregated, or restricted.

**Town Departments or programs receiving federal funding shall:**

- Take steps to ensure effective communication with applicants, beneficiaries, and members of the public.
- Take steps to ensure that employment activities for federally funded or supported jobs do not discriminate based on disability.
- Ensure all non-housing programs are operated in a manner that does not discriminate based on disability, and that new construction and alterations to non-housing facilities are made accessible in accordance with federal, state, and local standards.
- Provide reasonable accommodations necessary for a person with a disability to use or participate in the program, service, or activity; unless the recipient can demonstrate that the accommodation will result in undue financial or administrative burden or a fundamental alteration in the nature of the program, service, or activity. Reasonable accommodation includes, but is not limited to, modifications to buildings or other facilities, and may also include providing auxiliary aids, such as readers, interpreters, and materials in alternate formats.
- Pay for reasonable accommodation needed by an individual with disabilities unless providing that accommodation would be an undue financial or administrative burden or would fundamentally alter the program.
- Ensure that all new construction is readily accessible to and usable by people with disabilities and meets the requirements of applicable accessibility standards. This could include an accessibility checklist that plan reviewers, designers or construction inspectors must fill out before and after construction.
- Ensure that any improvements made to existing facilities or buildings are readily accessible to and usable by people with disabilities and meet the requirements of applicable accessibility standards.
- Designate a Section 504 Coordinator if they have 15 or more employees who will ensure the federally funded programs, services or activities meet the requirements of Section 504, adopt a grievance procedure to effect due process standards and prompt and equitable resolutions of complaints.



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- Notify participants, beneficiaries, applicants, and employees of their nondiscrimination provisions if they have 15 or more employees (i.e., Notice of Program statement on Web pages or application materials).
- Maintain records and reports of efforts to meet the requirements of Section 504 and keep these records on file so they are available if a complaint is filed or if a federal funding agency conducts a compliance review.

### **The Section 504 Coordinator (if applicable)**

Any Town department or division with 15 or more employees that receives federal funding must designate a Section 504 Coordinator from amongst its staff. This person should be directly involved with the program or activity that receives the federal funding and have the authority to recommend and implement changes to the way the program or activity is operated or administered, as needed.

Qualifying Town departments or divisions shall provide the name and contact information of their Section 504 Coordinator to the Town's ADA Coordinator, along with a brief description of their federally funded program or activities, within 30 days of receipt of federal funding, or within 30 days of reviewing these guidelines.

### **Section 504 Coordinator Responsibilities**

- Assure that respective departments comply with all grant requirements by developing and implementing appropriate monitoring and review processes.
- Create complaint procedures and ensure that they are communicated to the public, employees, and service recipients.
- Ensure that information about the program or service accessibility is provided to all participants, beneficiaries, applicants, and employees (Notice of Program Accessibility).
- Assure that sub-recipients comply with all grant requirements and that sub-recipients have compliance and compliance procedures of their own in place.
- Investigate complaints related to their department's federally funded programs or services, as well as complaints filed against subrecipients, consultants, and contractors.
- Serve as the department/program liaison with granting agencies on compliance issues, including on-site compliance monitoring activities.
- Work with the Town's ADA Coordinator as needed when a grant requires ADA compliance.
- Maintain all related files and reports.

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### **Town ADA Coordinator Responsibilities**

- Assist individual department or program Section 504 Coordinators with ADA compliance issues relative to the requirements of a federal grant or funding agency.
- Direct complaints and inquiries regarding federally funded programs or services to the appropriate Town department.
- Assist Section 504 Coordinators with complaints and investigations as needed.
- Prepare ADA accessibility surveys and materials for Section 504 inspections.
- Serve as a resource on ADA issues.

### **Contractor Assurance of Compliance**

Contractors, sub-contractors, and other entities participating in Section 504 programs will be required to show compliance with the ADA and Section 504 regulations. The Town is required to provide contractors with assurance of compliance documentation, including:

- General information about Section 504 and the ADA
- ADA self-evaluation questionnaire
- Checklist for readily achievable barrier removal
- Assurance of compliance form
- Corrective action plan
- Notice to program applicants

### **Notice to Participants and Applicants**

Where possible, Section 504 Coordinators will distribute and post a notice to applicants and participants that the program, service, or activity is federally funded and must meet the mandates of Section 504 and the ADA. This notice may be posted on the Web pages/websites for the department or programs, and/or on informational and application materials for the program or service.

### **Complaints**

Persons with disabilities who believe they have been subjected to discrimination may file a complaint with the Town department that manages or administers the federally funded program, the Town's ADA Coordinator, the U.S. Department of Justice and/or the U.S. Department of Housing and Urban Development (when discrimination in housing is alleged).

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**NOTICE OF NON-DISCRIMINATION UNDER TITLE II OF  
THE AMERICANS WITH ISABILITIES ACT(ADA): AND  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Pursuant to Title II of the Americans with Disabilities Act as amended (ADA) of 1990 (42 U.S. C. §§12101 et seq.) and **Section 504 of the Rehabilitation Act of 1973**, as amended (Section 504) (29 U.S.C. §794) and implementing regulations found in 28 CFR 35 and 49 CFR 27, the **Town of Sweetser** does not discriminate against qualified individuals with disabilities in its policies, or in the admission of, access to, treatment of or employment in its programs, services or activities.

Upon request, the **Town of Sweetser** will use its best effort to provide appropriate auxiliary aid and services to facilitate effective communication for qualified persons with disabilities so that they have an equal opportunity to obtain the same result, to gain the same benefit or to reach the same level of achievement as provided to others. These efforts may include providing qualified sign language interpreters, Brailled documents, and other products and services to make communications accessible to individuals with speech, hearing and vision impairments.

Upon request, the **Town of Sweetser** will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy their programs and activities. **Town of Sweetser** is not required to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The **Town of Sweetser** will not place a surcharge on qualified individuals with disabilities to cover the cost of providing auxiliary aid, services or reasonable modifications of policies.

Inquiries or complaints regarding Section 504 or the ADA should be directed to Matthew Moore, Title VI/ADA Coordinator, will investigate all complaints in accordance with **Sweetser's** Title VI compliant process, which is also used for ADA complaints, and promptly take any remedial action deemed necessary to provide an equitable resolution to overcome the effects of a substantiated violation.

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Kyle Taylor, Council President

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Date

## **ATTACHMENT D**

- **SCHEDULE FOR COMPLIANCE**

Under Revision



## **ATTACHMENT E**

- **PUBLIC COMMENT AND RESPONSE FORM**

Under Revision

**Public Comment and Response Form**

**Date of Comment:**

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**Name of Person(s):**


**Comment:**


**Response:**


Under Revision