



**NOBLE COUNTY  
FISCAL YEAR 2026  
ADA TRANSITION PLAN**

**Adopted by:** Noble County Board of Commissioners  
**Date:** February 9, 2026

## Table of Contents

I.	Statement/Mission	1
II.	Non-Discrimination Notice	1
III.	Designation of an ADA Coordinator	3
IV.	Grievance Procedure under the Americans with Disabilities Act	3
V.	Design Standards	4
VI.	Public Involvement Opportunities	5
VII.	Self Evaluation	5
VIII.	Training	7
IX.	Funding & Scheduling	7
X.	Review & Evaluation	7
XI.	APPENDICES	7

# Noble County Government

## ADA Transition Plan

### I. Statement/Mission

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). Noble County recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules, and regulations. Therefore, Noble County will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Noble County are provided full access to the Noble County programs, services and activities in a timely manner. Noble County is committed to ensuring that individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any County program, service, or activity. The Noble County elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality-of-life Noble County residents seek to enjoy and to effective governance. Title II of the ADA requires that each of the Noble County services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

### II. Non-Discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Noble County will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities.

Employment: Noble County does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the US Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: Noble County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Noble County programs, services, and activities to make information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Noble County 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 welcome in Noble County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Noble County, should contact the following as soon as possible but no later than 48 hours before the scheduled event:

Zachary Smith  
County Engineer/ADA Coordinator  
1118 E. Main Street  
Albion, IN 46701  
(260)636-2124  
[zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)

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

Complaints that a program, service, or activity of Noble County is not accessible to persons with disabilities should be directed to the above contact person. Noble County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Dated

2/9/24



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**Gary Leatherman**

Noble County Commissioner President  
(Signature of Authorized Official)

### III. Designation of an ADA Coordinator

Pursuant to Resolution 2025-27 adopted on the 23<sup>rd</sup> day of June 2025, by the Noble County Commissioners, the position of ADA Coordinator for Noble County was updated (see **Appendix A**). The following individual was appointed to serve in such capacity:

Zachary Smith  
County Engineer/ADA Coordinator  
1118 E. Main Street  
Albion, IN 46701  
(260)636-2124  
[zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)

The Noble County ADA Coordinator will hold this position concurrently with their position for the county and is responsible for overseeing compliance with the ADA transition plan and reporting to the County Commissioners. The ADA Coordinator shall document grievances, audits, public complaints, department head comments, transition plan updates or revisions and provide County Commissioners with status updates of any work performed in accordance with this plan. All potential projects are subject to approval and financing by the Noble County Commissioners.

### IV. Grievance Procedure under the Americans with Disabilities Act

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

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

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

Zachary Smith  
County Engineer/ADA Coordinator  
1118 E. Main Street

Albion, IN 46701  
(260) 636-2124  
[zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)

Noble County will notify INDOT within 10 calendar days of receiving a complaint.

Within 15 calendar days after receipt of the complaint, ADA Coordinator, or his/her designee, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator, or his/her 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 Noble County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator, or his/her 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 Noble County Commissioners.

Within 15 calendar days after receipt of the appeal, the Noble County Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Noble County Commissioners will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, or his/her designee, appeals to the Noble County Commissioners, and responses from these two offices will be retained by the Noble County for at least three years.

**Appendix B** contains the Grievance Form

## V. Design Standards

**Sidewalks:** Sidewalk curbs constructed as part of planned development, sidewalk curbs replaced by or for the Noble County, or sidewalk curbs replaced by or for a property owner through a Noble County match funding program shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

**Buildings:** Any Noble County owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

## VI. Public Involvement Opportunities

The public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator and/or submittal of a completed grievance form as outlined in this plan.

The Noble County Transition Plan is available in the following County offices for viewing: Highway, South Complex and the first floor of the Courthouse. A copy of the Transition Plan will also be available at the County's Public Library at 813 E. Main Street, Albion, IN and 221 S. Park Avenue, Kendallville. A copy of the Transition Plan may also be available on the Noble County website - [Noble County: Noble County ADA Procedures](#).

A public hearing requesting public input into the ADA Transition Plan was held on June 23<sup>rd</sup>, 2025.

## VII. Self Evaluation

As required by Title II of ADA, Noble County Government must conduct a self-evaluation of physical assets and current policies and practices. Noble County hired USI Consultants to review all of the County's facilities accessible to the public in November 2024 and February 2025. The results are documented in Appendices B and C.

### a. Website

Noble County migrated to an IN.gov website a few years ago and should be in the same level of compliance as the State, with tools such as accessibility settings and language translation.

### b. Sidewalks

Noble County has inventoried all curbs and sidewalks within the Noble County's jurisdiction. The inventory procedure is intended to identify a comprehensive list or inventory of all curbs and sidewalks in the Noble County's jurisdiction that are not ADA compliant. This is composed of an effort to both fully inventory all of the infrastructure that is present and then to identify those items in the system which are not compliant with ADA requirements.

A field investigation of sidewalks and curb ramps was completed to measure and/or evaluate the following characteristics of each segment of sidewalk and curb.

The following attributes were to be collected for sidewalks and ramps.

- Measured width
- Cross slope observation (2% maximum)
- Heaving
- Continuity
- Joint condition
- Ramp width

- Ramp slope
- Ramp turning space
- Ramp clear space
- Detectable warnings

The above items were considered and a summary “Condition Rating” was given as follows:

- A – ADA Compliant, no concerns
- B – Minor problem noted, but no immediate needs
- C – One major problem or multiple minor problems, needs some attention
- D – Multiple major problems, possibly impassable for wheelchairs
- F – Broken, impassable by wheelchairs, difficult for pedestrians

Currently there are 18 ramps in Noble County. The number of non-compliant ramps is 16. Of the 16 non-compliant ramps, 16 are rated a B, 0 are rated a C, 0 are rated a D, and 0 are rated a F.

Currently there are 16,990 feet of sidewalks in Noble County. The number of non-compliant sidewalks is 6,222 feet. Of the 6,222 feet of non-compliant sidewalks, 0 feet are rated a B, 2,463 feet are rated a C, 3,759 feet are rated a D, and 0 feet are rated a F.

A list of the sidewalks/curb ramps and non-compliance issues can be found in **Appendix C**. This is a “living and working” document that will be updated ongoing as modifications are completed.

**c. Facilities**

Noble County is responsible for five facilities that are open to the public. The buildings below were reviewed for ADA Compliance in November 2024 and February 2025.

1. Noble County Annex Building  
109 N York St, Albion, IN 46701
2. Noble County Courthouse 2024  
101 N Orange St #240, Albion, IN 46701
3. Noble County Highway Department  
1118 E Main St, Albion, IN 46701
4. Noble County South Complex (Kendallville Outdoor Recreation Complex)  
524 S Allen Chapel Rd, Kendallville, IN 46755
5. Noble County Probation Department  
107 Weber Rd, Albion, IN 46701

A list of the identified buildings and non-compliance issues can be found in **Appendix D**. The total cost of repairs are estimated at \$22,350. This is a “living and working” document that will be updated ongoing as modifications are completed. Any Noble County owned buildings that are constructed, remodeled, or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

### VIII. Training

All Noble County department heads received ADA and Title VI training handouts on May 27<sup>th</sup>, 2025 to share with their staff. ADA and Title VI training will be part of the counties on boarding procedure for new employees. See **Appendix E** for training materials and completed staff training forms.

### IX. Funding & Scheduling

Noble County will use the following funding source Highway Maintenance Fund 1135 (Cum. Cap. Dev.) to repair, modify or reconstruct sidewalk and ramps. Noble County has budgeted up to \$50,000 annually to repair, modify or reconstruct sidewalk and ramps to meet current ADA standards. Additional funds are appropriated as needed for building compliance projects.

### X. Review & Evaluation

Annually, the County Commissioners and County Council will meet with the ADA Coordinator to review the County’s efforts put forth the previous year to comply with the ADA and the implementation of the Transition Plan. At this time an update to the Transition Plan will be done. This shall include any adjustment to the number of sidewalks and ramps that are non-compliant, any changes to funding sources and changes to the schedule, if needed. The County Commissioners, County Council and ADA Coordinator shall review the prioritization of repairs, modifications or replacement of sidewalks and curbs for the upcoming year. At this time, they will also determine the number of sidewalks and curbs that can be brought into compliance with ADA standards (if different than previously stated in Transition Plan).

### XI. APPENDICES

- Appendix A: Resolution 2025-27 – Appointing the Americans with Disabilities Act (ADA) Coordinator and Adopting Procedures.
- Appendix B: ADA Policy Statement & Grievance Procedure
- Appendix C: Ramp and Sidewalk Inventories
- Appendix D: Facility Reports (Buildings and Parking Areas)
- Appendix E: Staff Training Materials



**APPENDIX A – Resolution Appointing the  
Americans with Disabilities Act (ADA) Coordinator and Adopting Procedures**

**NOBLE COUNTY COMMISSIONER'S  
RESOLUTION #2025-27**

A Resolution of the Board of Commissioners of Noble County, Indiana  
Appointing the Americans with Disabilities Act (ADA) Coordinator and Adopting ADA Procedures

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

**WHEREAS**, in compliance with Title II of the ADA, Noble County, Indiana shall name an ADA Coordinator, and

**WHEREAS**, in compliance with Title II of the ADA, Noble County, 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, Noble County, Indiana shall publish notice to the public regarding the ADA;

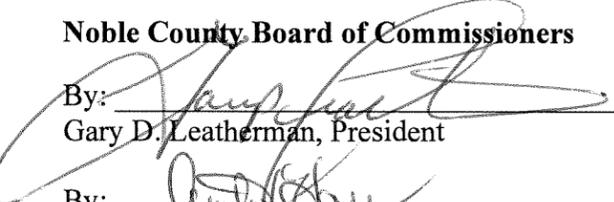
**WHEREAS**, in compliance with Title II of the ADA, Noble County, Indiana shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

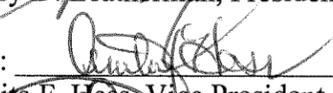
**NOW, THEREFORE, BE IT RESOLVED** by the County Commissioners of Noble County, Indiana:

- SECTION 1:** The County Engineer, who is currently Zachary Smith shall be designated as the ADA Coordinator for Noble County;
- SECTION 2:** The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice under the Americans with Disabilities Act.
- SECTION 3:** The Noble County 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 government agencies of Noble County;
- SECTION 4:** In compliance with Federal and State laws as set forth above, Noble County resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Noble County Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

RESOLVED AND ADOPTED this 23<sup>RD</sup> day of JUNE 2025.

**Noble County Board of Commissioners**

By:   
Gary D. Leatherman, President

By:   
Anita F. Hess, Vice President

By:   
Gary V. Timmerman, Member

ATTESTED:   
Shelley Mawhorter, Auditor



**APPENDIX B – ADA POLICY STATEMENT &  
GRIEVANCE PROCEDURE**

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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

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

*Effective Communication:* Noble County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Noble County's programs, services, 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:* Noble County will make all responsible modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in Noble County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service or activity of Noble County should contact the office of:

Zachary Smith, Noble County Highway Director  
ADA Coordinator  
1118 E. Main Street  
Albion, IN 46701  
P. 260-636-2124 ext. 6001  
zack.smith@nobleco.gov

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

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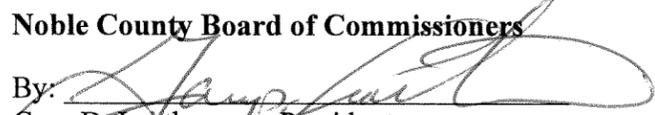
Complaints that a program, service or activity of Noble County is not accessible to persons with disabilities should be directed to:

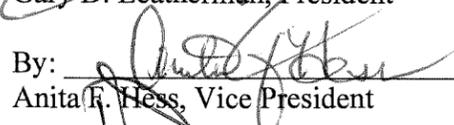
Zacchary Smith, Noble County Highway Director  
ADA Coordinator  
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Albion, IN 46701  
P. 260-636-2124 ext. 6001  
zack.smith@nobleco.gov

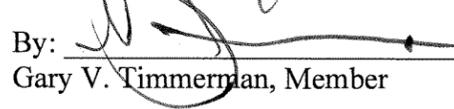
Noble County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are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

Approved this 23<sup>rd</sup> day of June 2025,

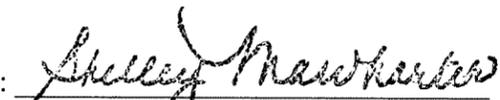
**Noble County Board of Commissioners**

By:   
Gary D. Leatherman, President

By:   
Anita F. Hess, Vice President

By:   
Gary V. Timmerman, Member

ATTESTED:

  
Shelley Mawhorter, Auditor

Noble County  
Grievance Procedure under  
The Americans with Disabilities Act

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

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Zachary Smith, Noble County Highway Director  
ADA Coordinator  
1118 E. Main Street  
Albion, IN 46701  
P. 260-636-2124 ext. 6001  
zack.smith@nobleco.gov

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If the response by Zack Smith 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 Noble County Commissioners or their designee. Within 15 calendar days after receipt of the appeal, the Noble County Commissioners or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Noble County Commissioners or their designee will respond in writing and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Zack Smith or his designee, appeals to the Noble County Commissioners or their designee and responses from these two offices will be retained by Noble County for at least three years.



**APPENDIX C – RAMP AND SIDEWALK  
INVENTORY**

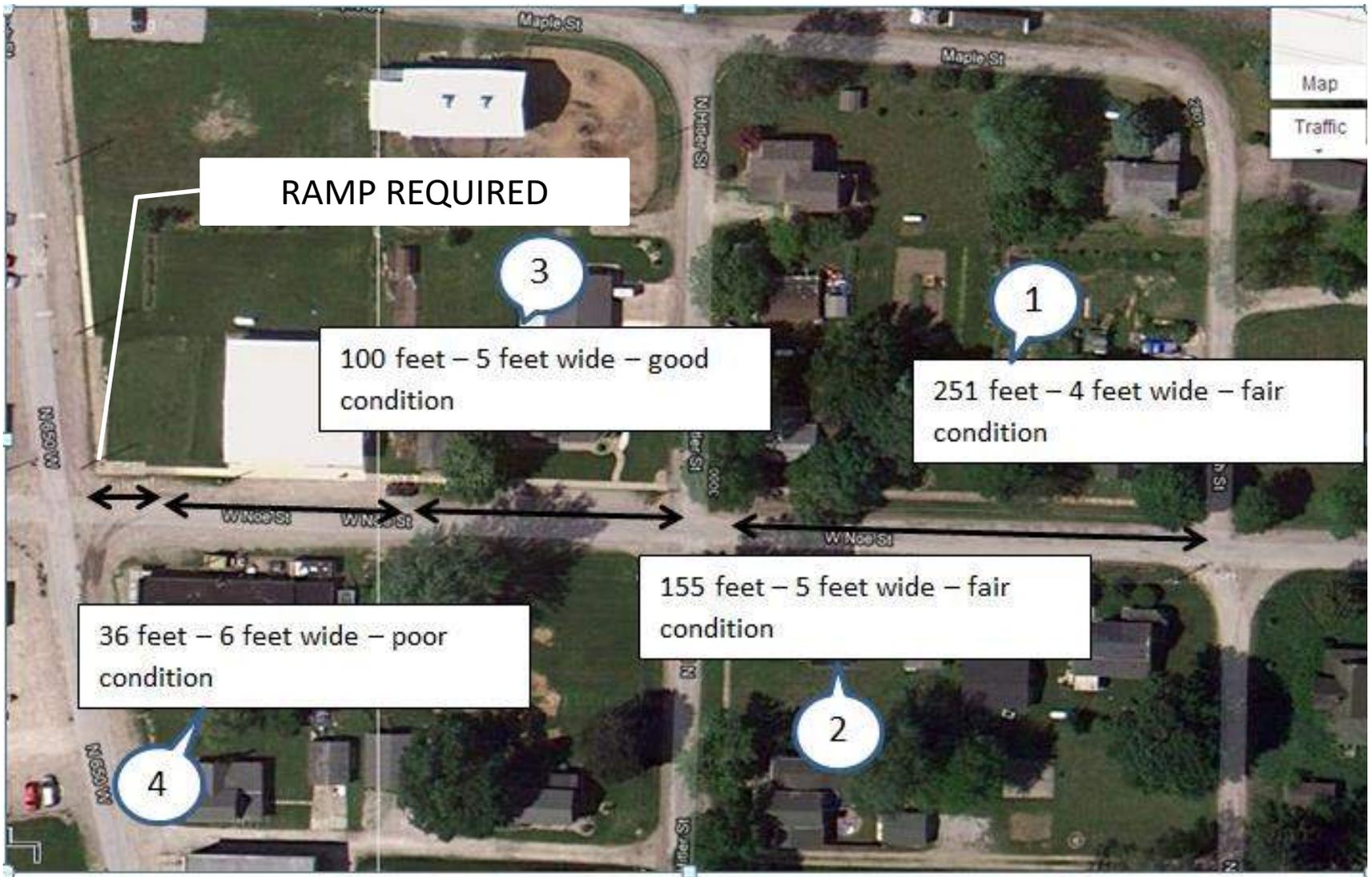
# Sidewalk and Ramp Survey

# Noble County Community of Kimmell

ADA Sidewalk Assessment Report



KIMMELL SIDEWALKS



Kimmel 1-2-3-4



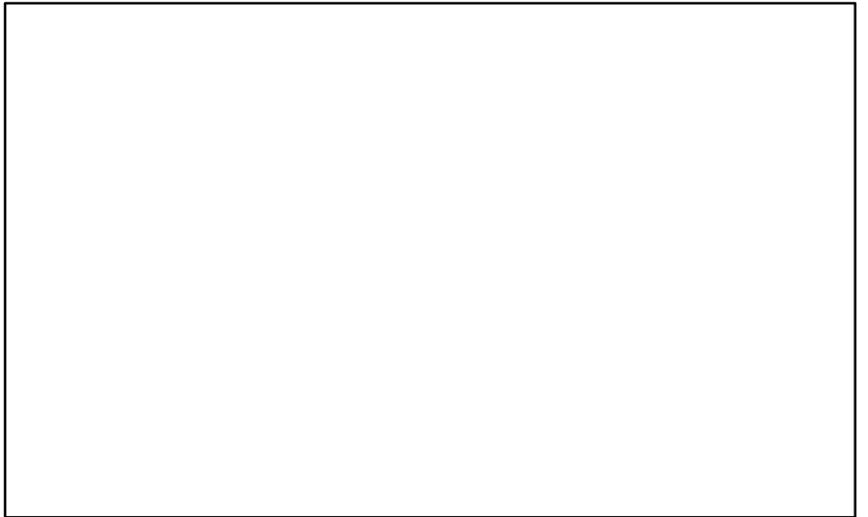
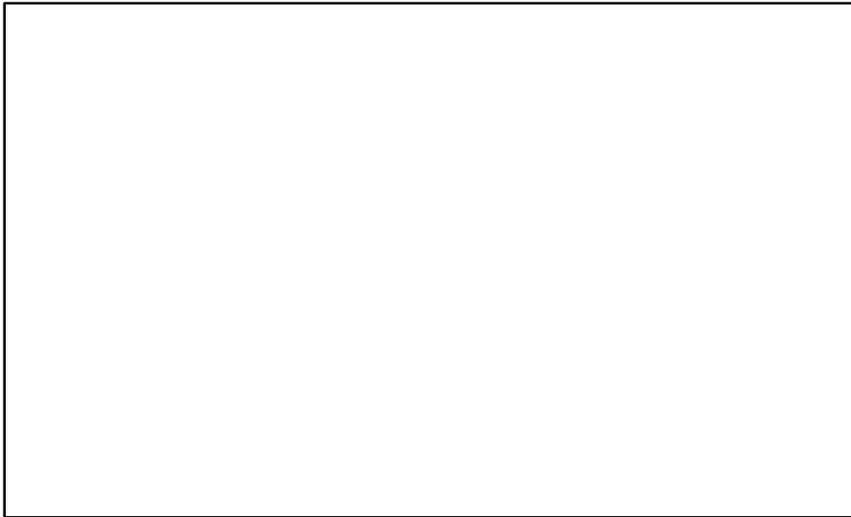
KIMMELL - SITE #1 & 2



KIMMELL - SITE #1 & 2



KIMMELL - SITE #3 & 4



KIMMELL - SITE #3 &4





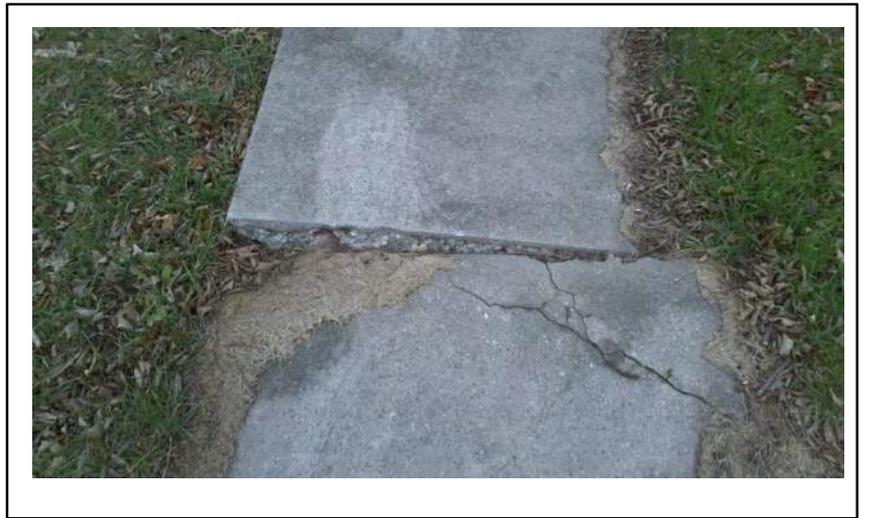
KIMMELL - SITE #5 & 6



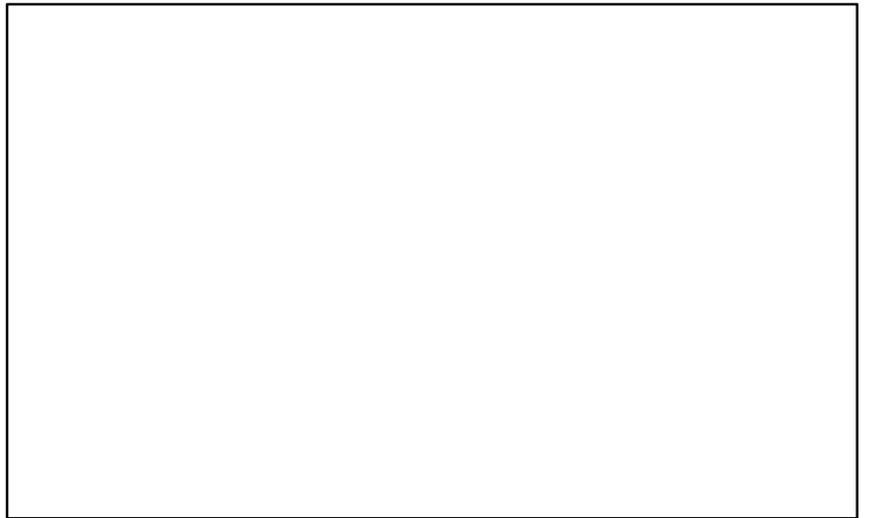
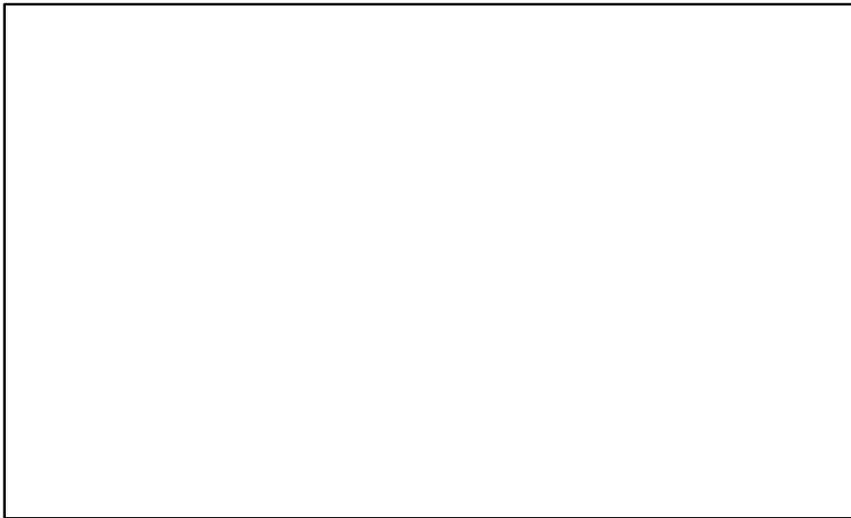
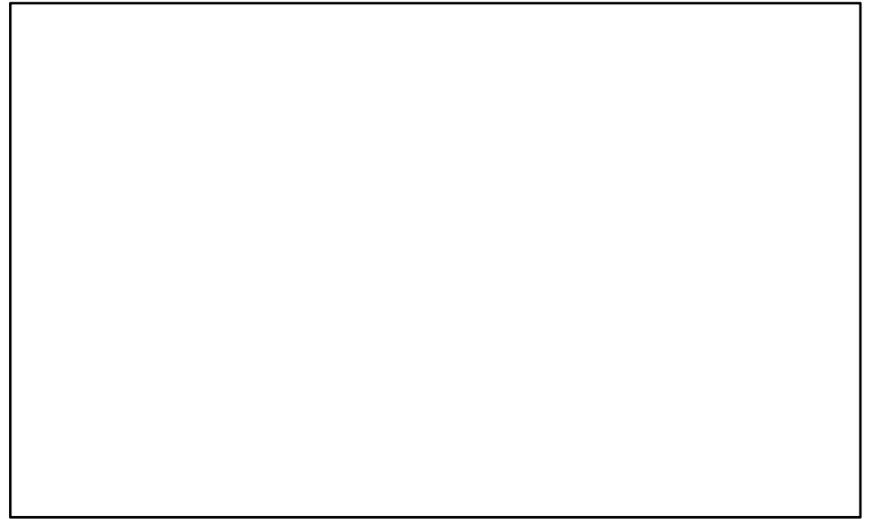
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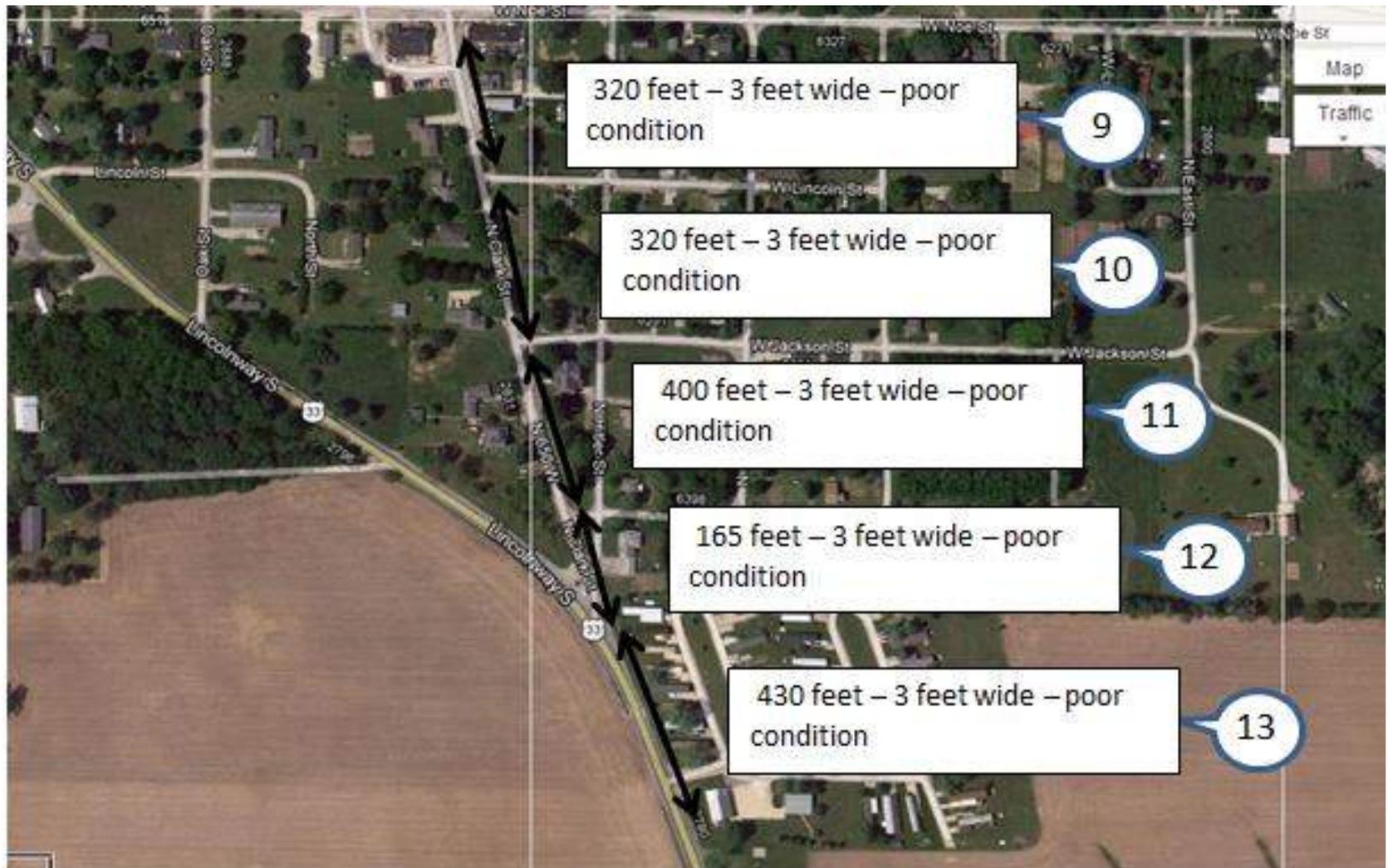
Kimmel 8



KIMMELL - SITE #8



KIMMELL - SITE #8



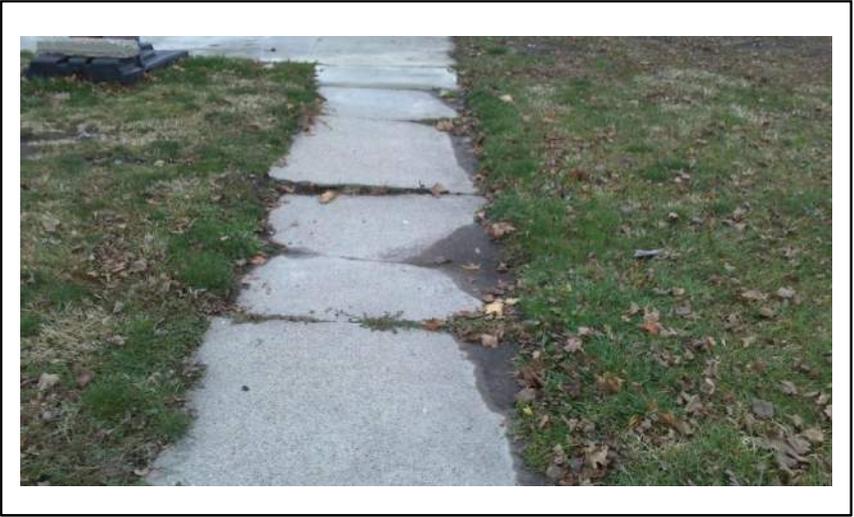
Kimmel 9-10-11-12-13



KIMMELL - SITE #9



KIMMELL - SITE #10



KIMMELL - SITE #11



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KIMMELL - SITE #12



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Kimme1 14



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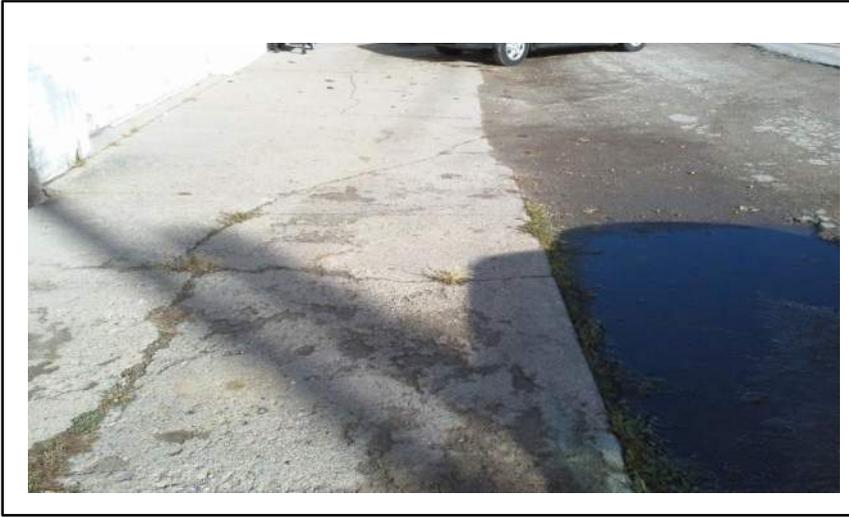
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Kimmel 15



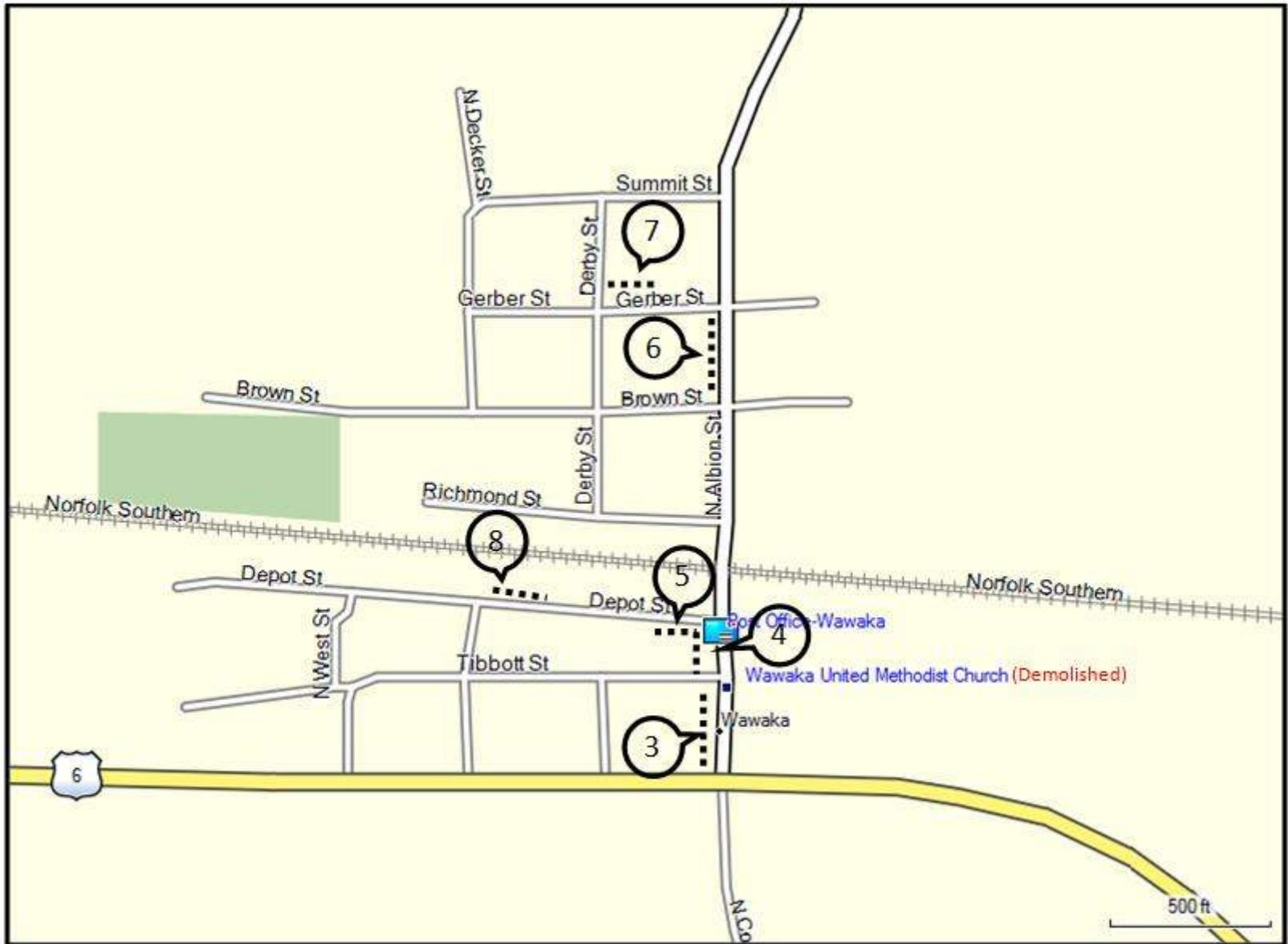
KIMMELL - SITE #15



KIMMELL - SITE #15

# Noble County Community of Wawaka

ADA Sidewalk Assessment Report



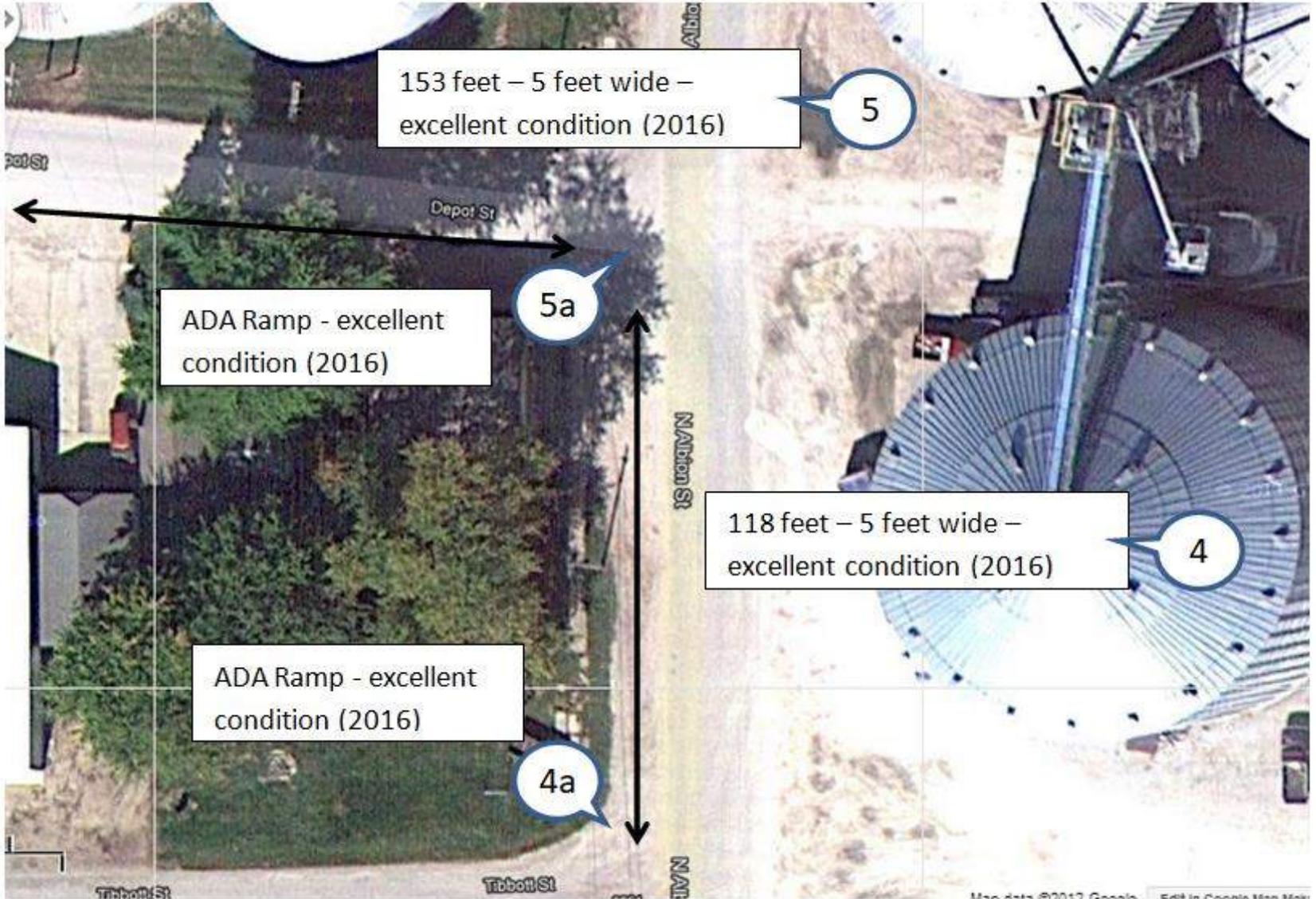
**WAWAKA SIDEWALK - RAMP MAP**



Wawaka 3



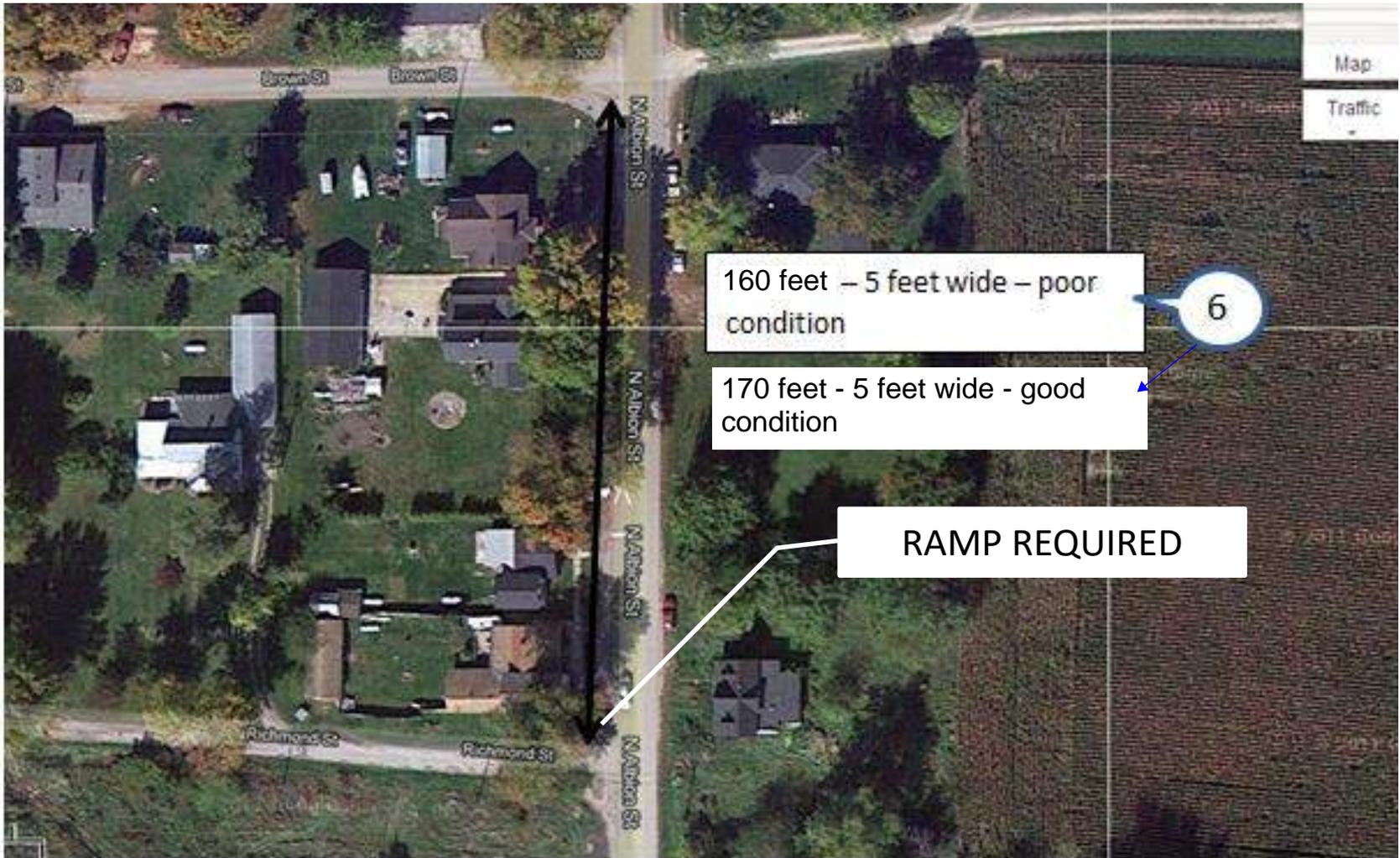
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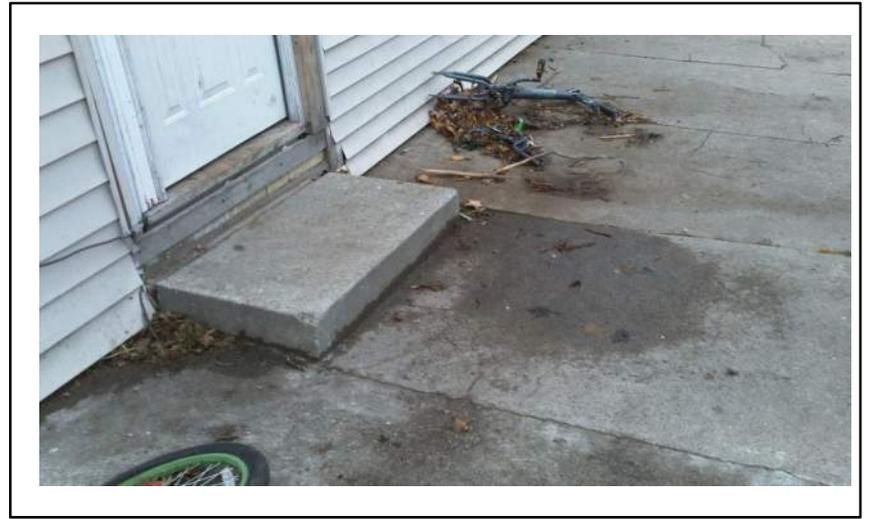
Wawaka 4-5



WAWAKA - SITE #4&5



Wawaka 6



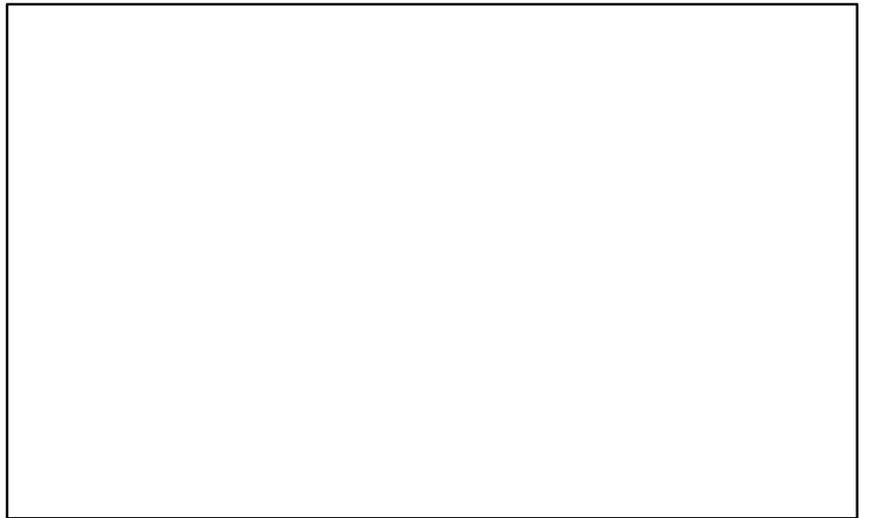
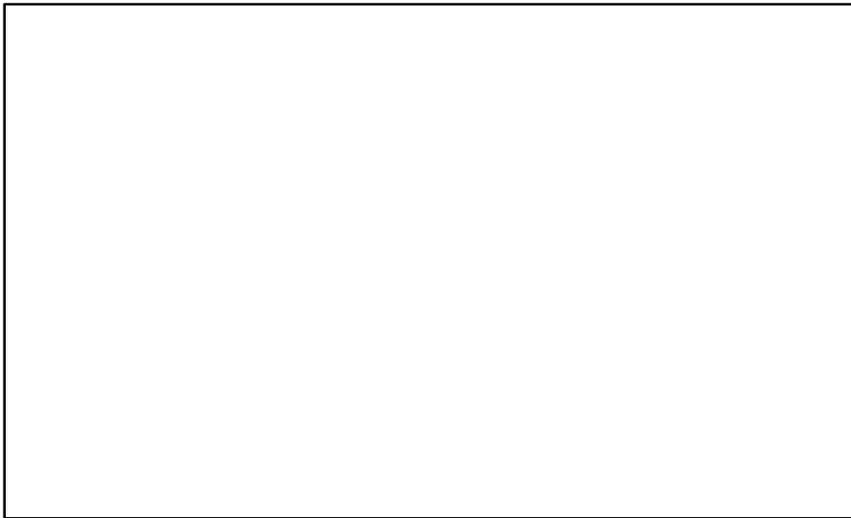
WAWAKA - SITE #6



WAWAKA - SITE #6



WAWAKA - SITE #6



WAWAKA - SITE #6



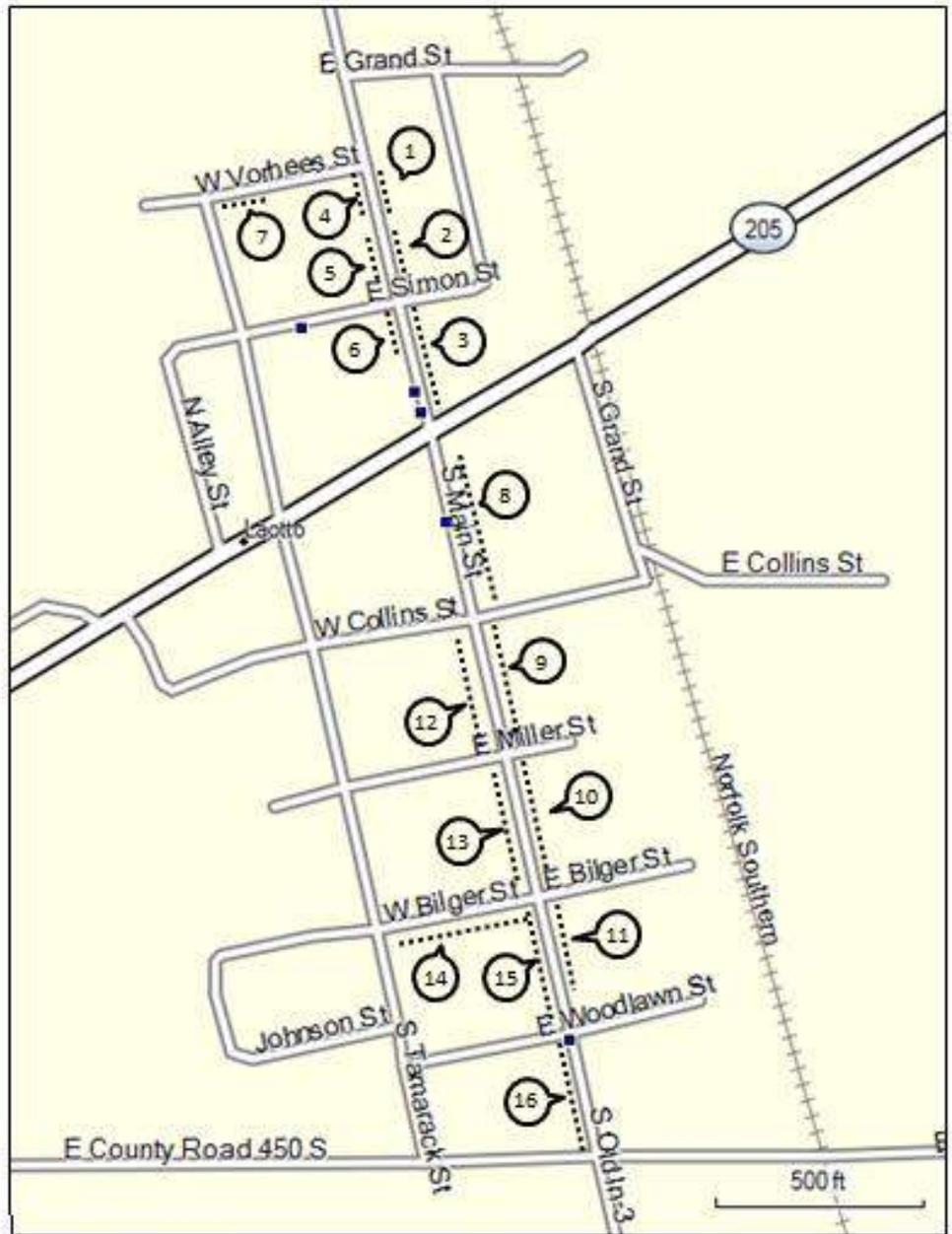
Wawaka 7



Wawaka 8

# Noble County Community of LaOtto

ADA Sidewalk Assessment Report



LAOTTO SIDEWALKS



1a

ADA Ramp – excellent condition (2018)

1

200 feet – 5 feet wide – excellent condition (2018)

2

200 feet – 5 feet wide – excellent condition (2018)

2a

ADA Ramp – excellent condition (2018)



LaOtto - Site 1 & 2





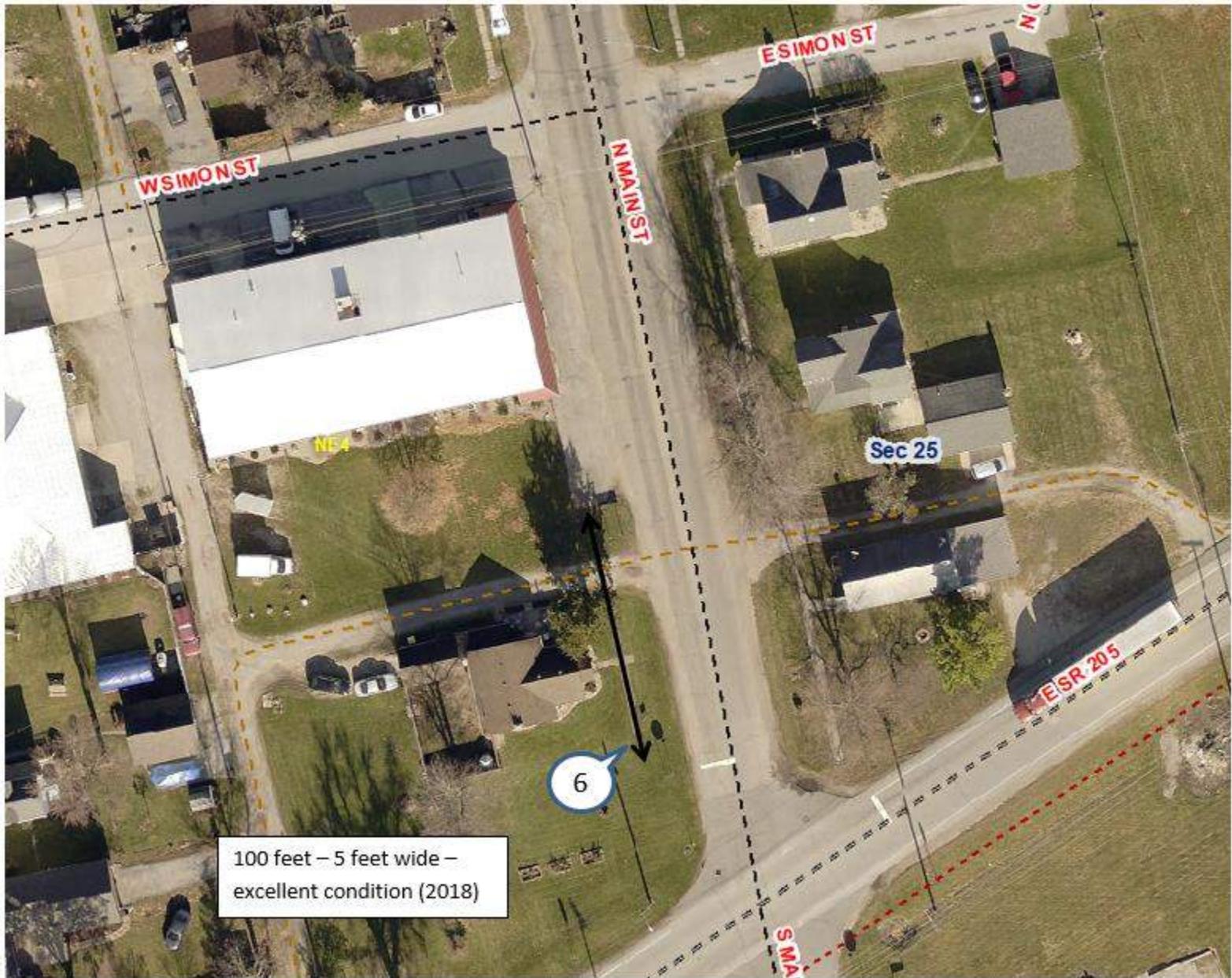
LaOtto – Site 3



LaOtto 5 & 6



LaOtto- Site 4 & 5



100 feet - 5 feet wide -  
excellent condition (2018)

6

LaOtto 6



LaOtto – Site 6



LaOtto 7



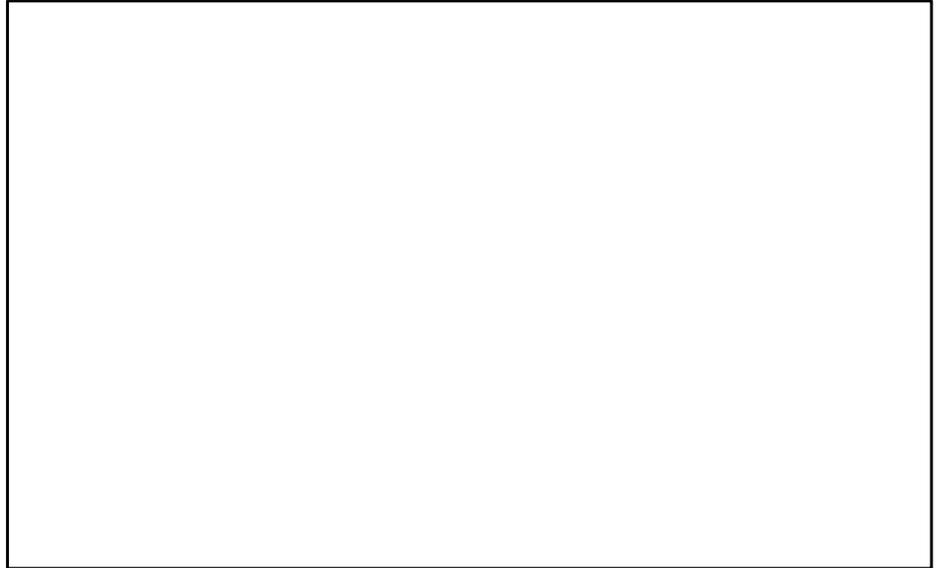
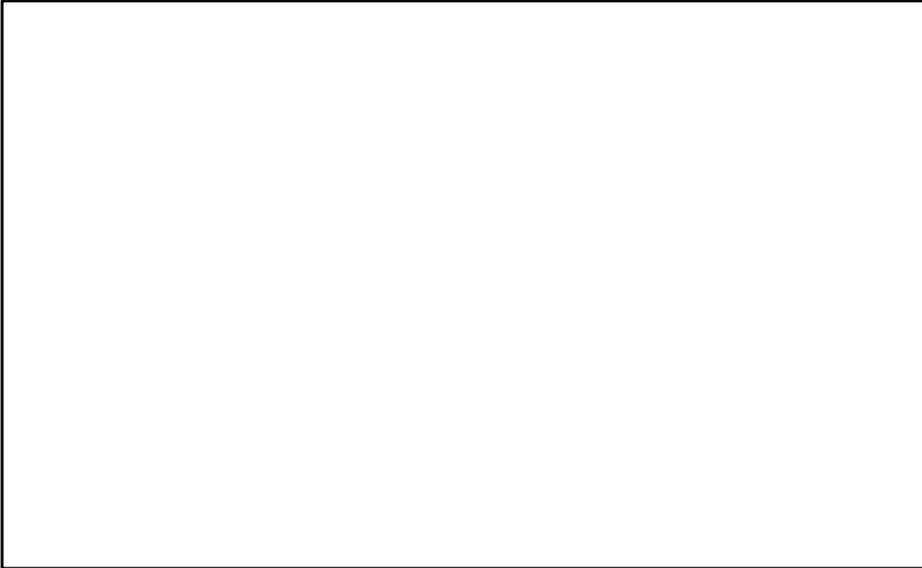
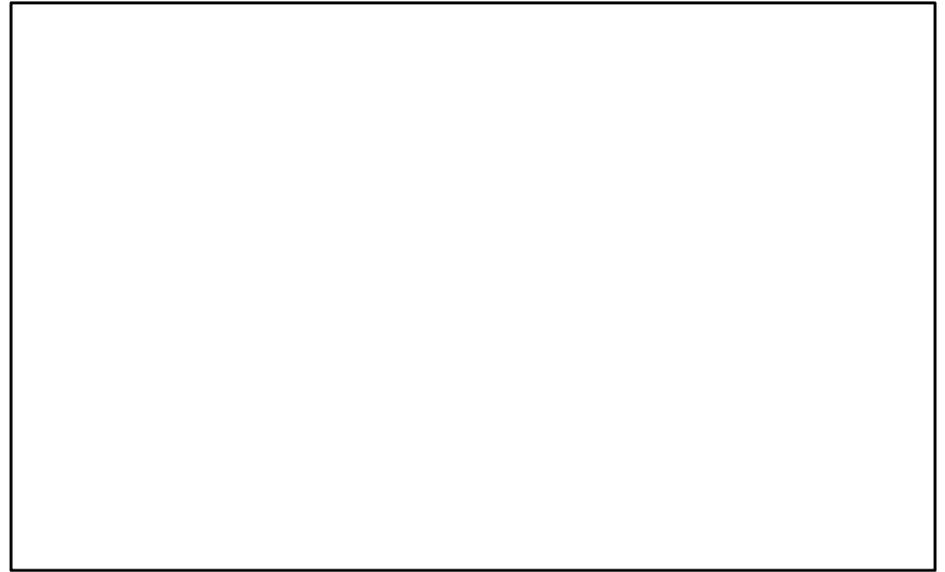
LaOtto8



LaOtto9



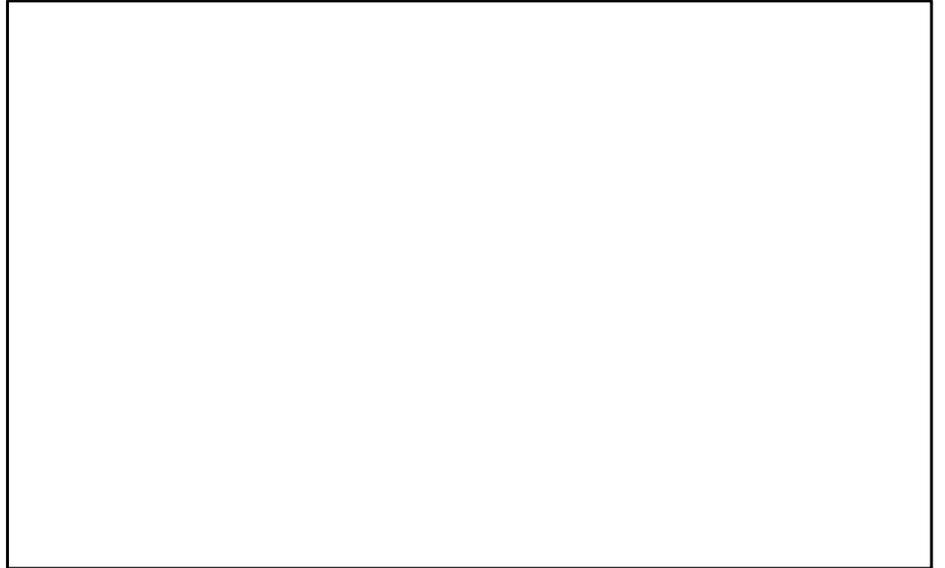
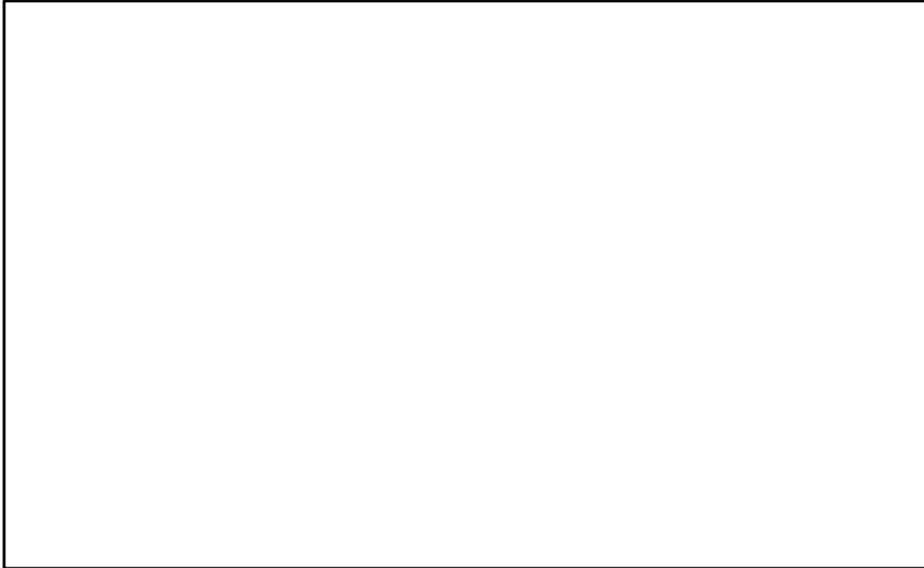
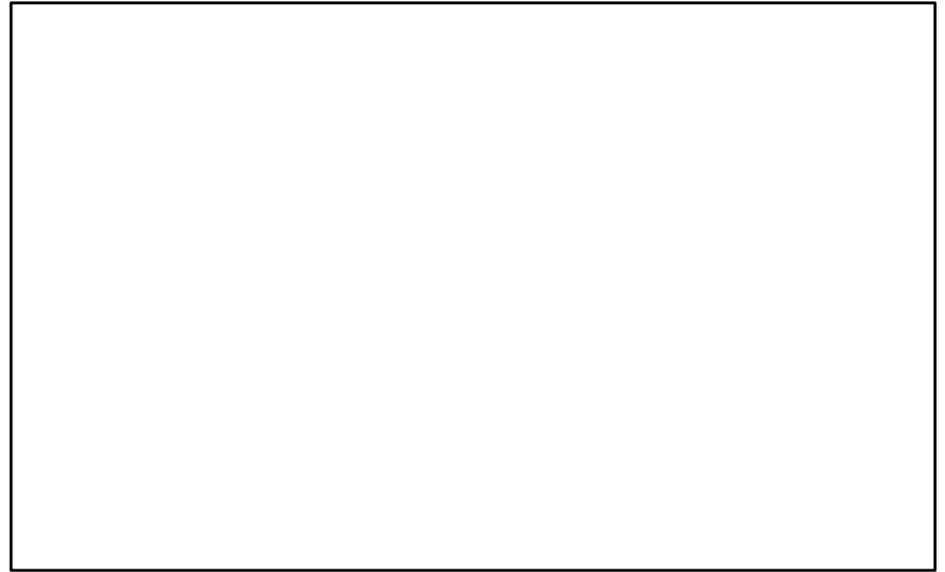
LaOtto 10



LaOtto - SITE #10



LaOtto 11



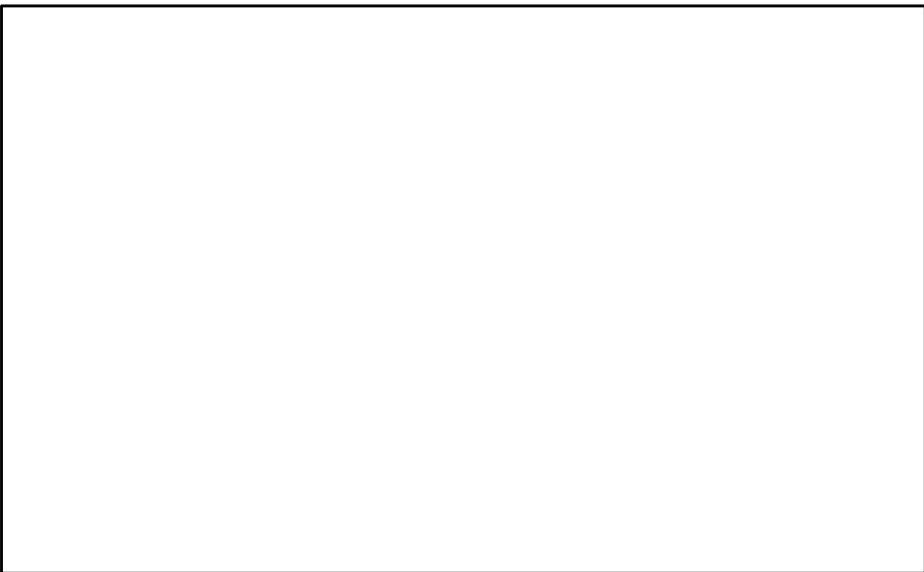
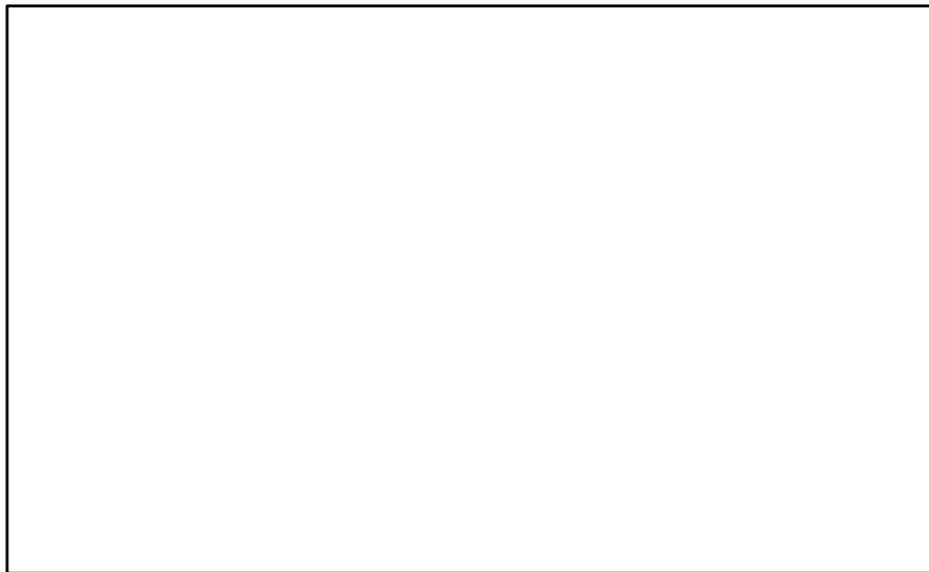
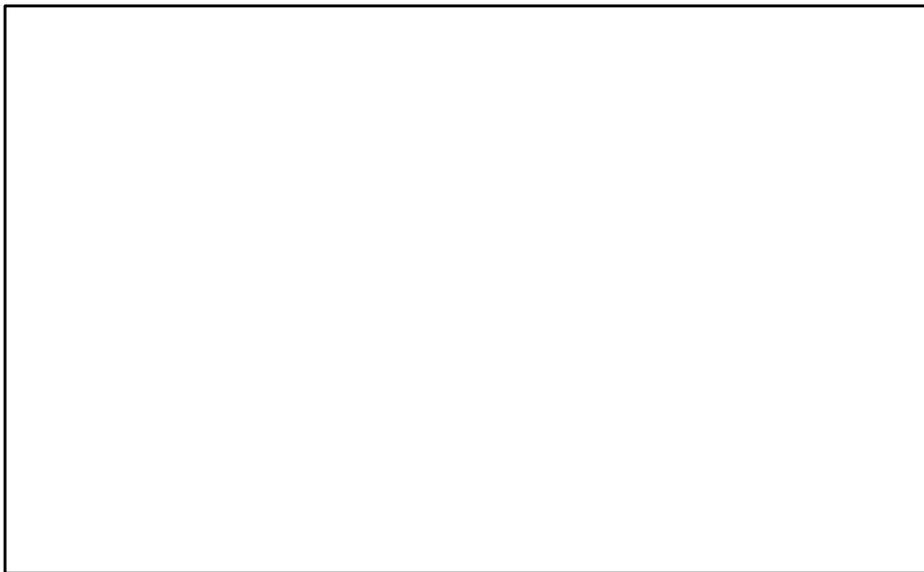
LaOtto - SITE #11



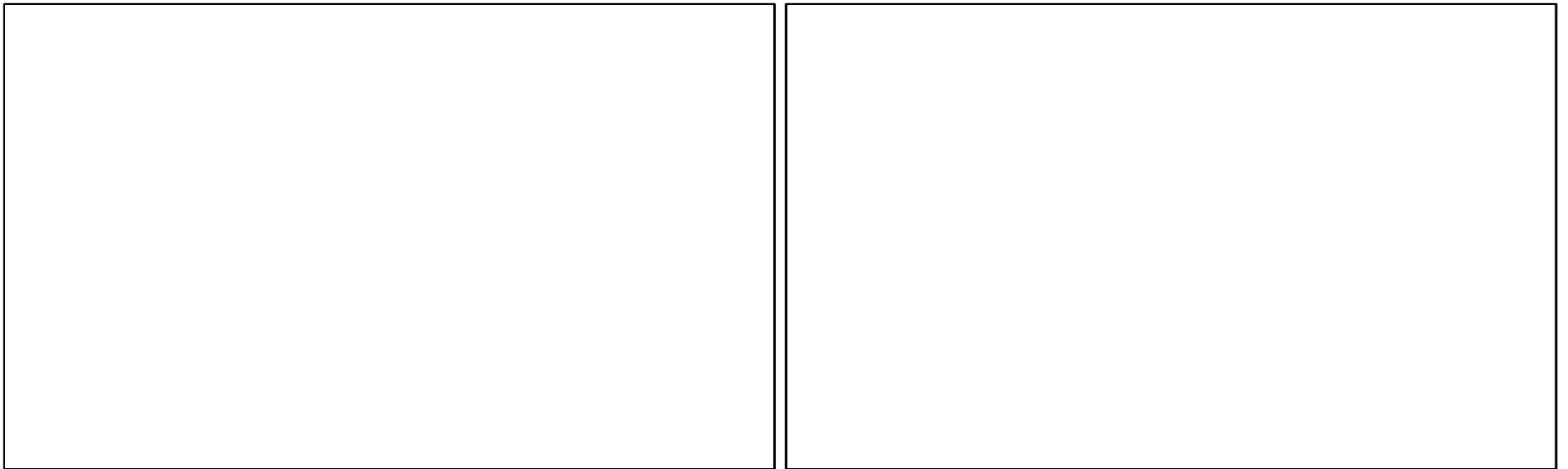
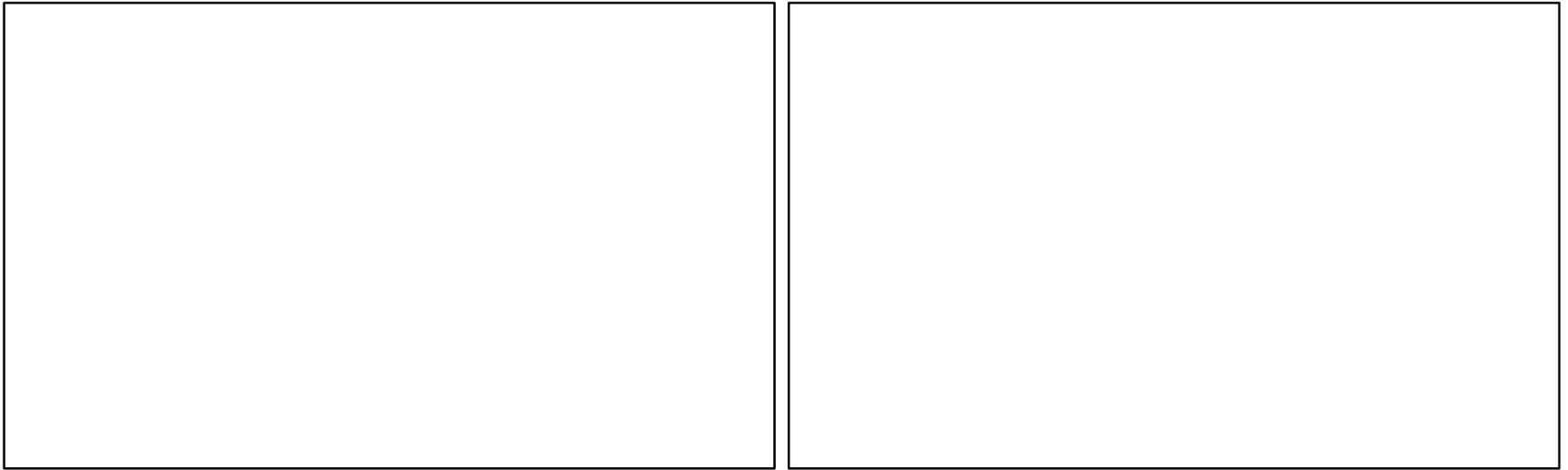
LaOtto 12



LaOtto – Site 12



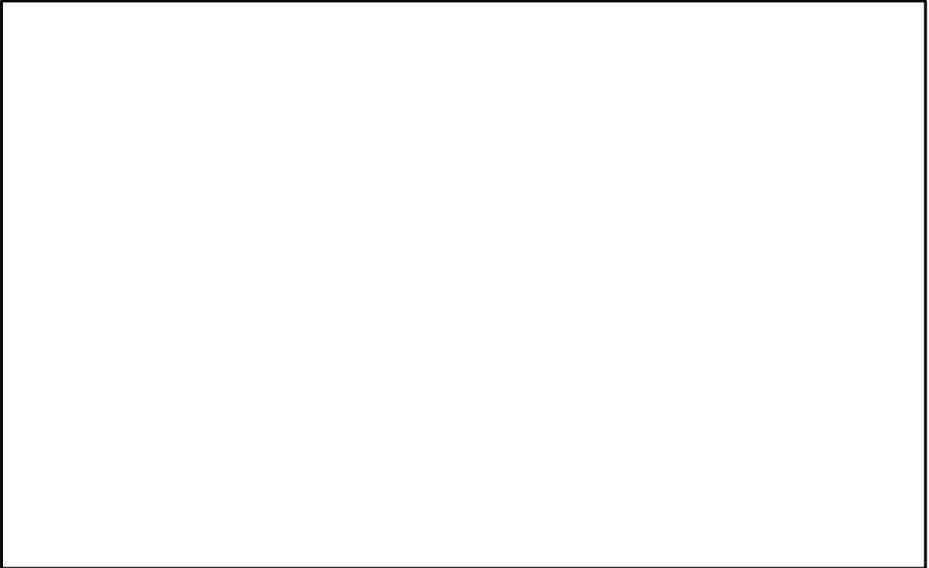
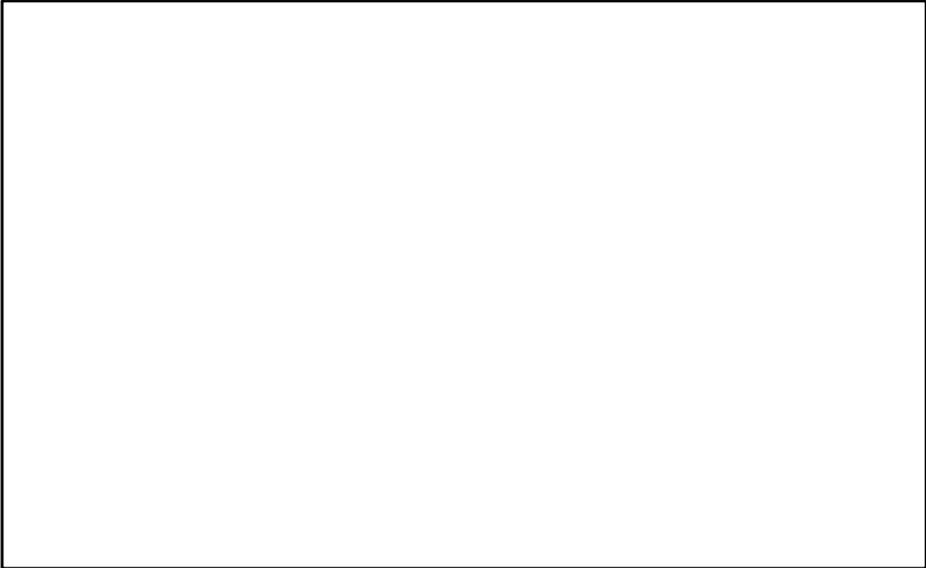
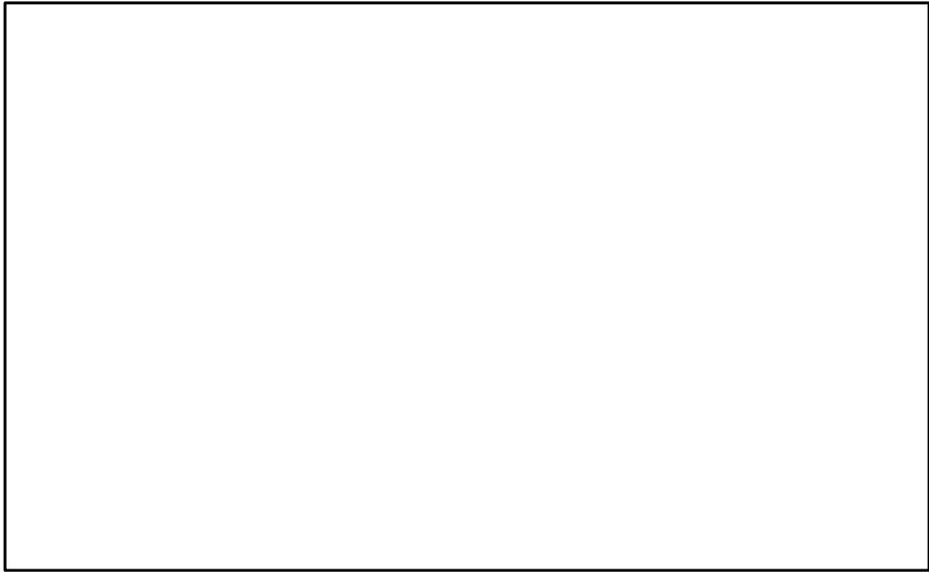
LaOtto - SITE #13



WAWAKA - SITE #4



LaOtto 15



LaOtto - SITE #15



LaOtto 16

# Noble County Community of Wolf Lake

ADA Sidewalk Assessment Report



WOLFLAKE SIDEWALKS

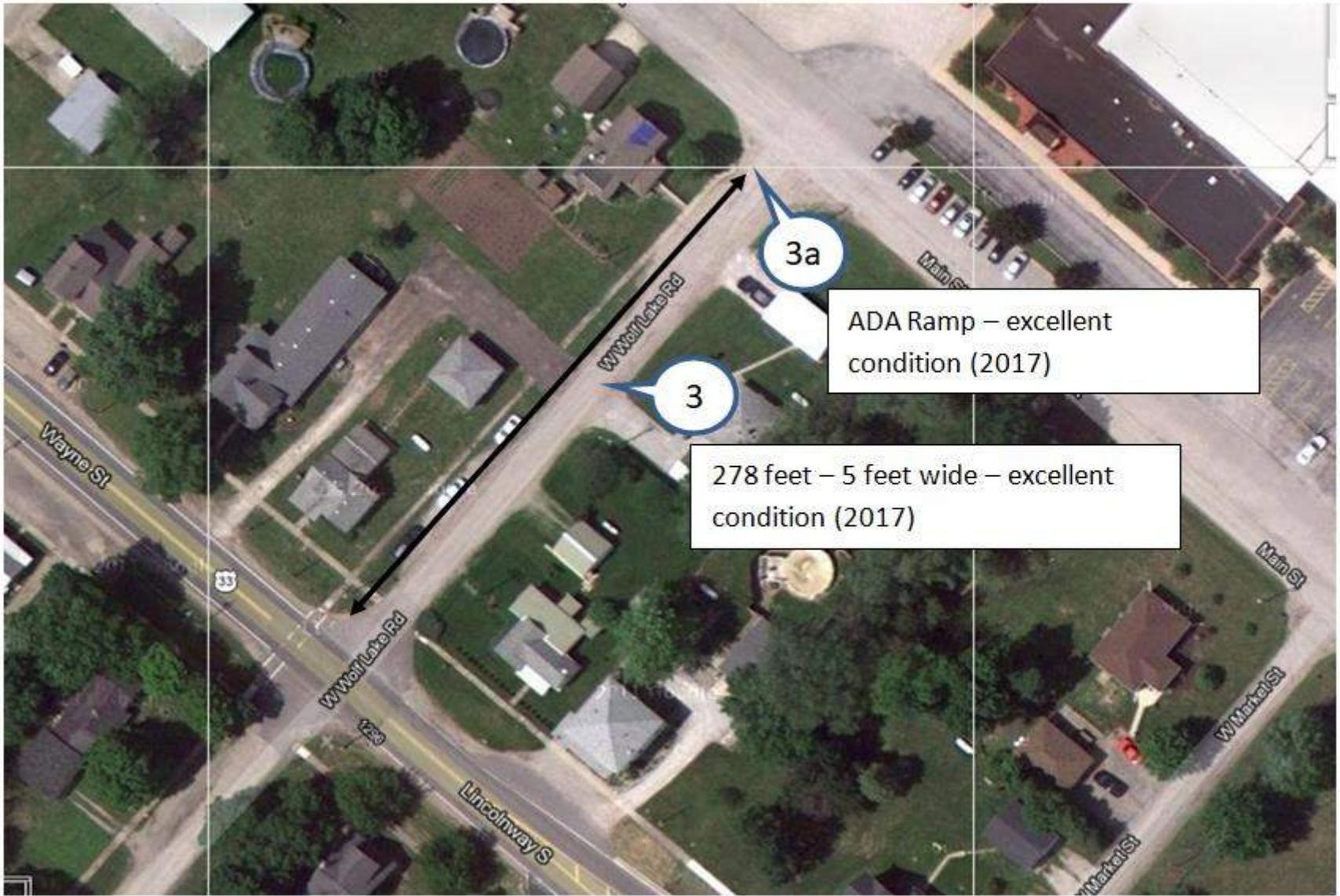


70 feet - 4 feet wide - good condition

1

Wolf Lake 1





Wolf Lake 3



WOLF LAKE - SITE #3



Wolf Lake 4



Wolf Lake 5



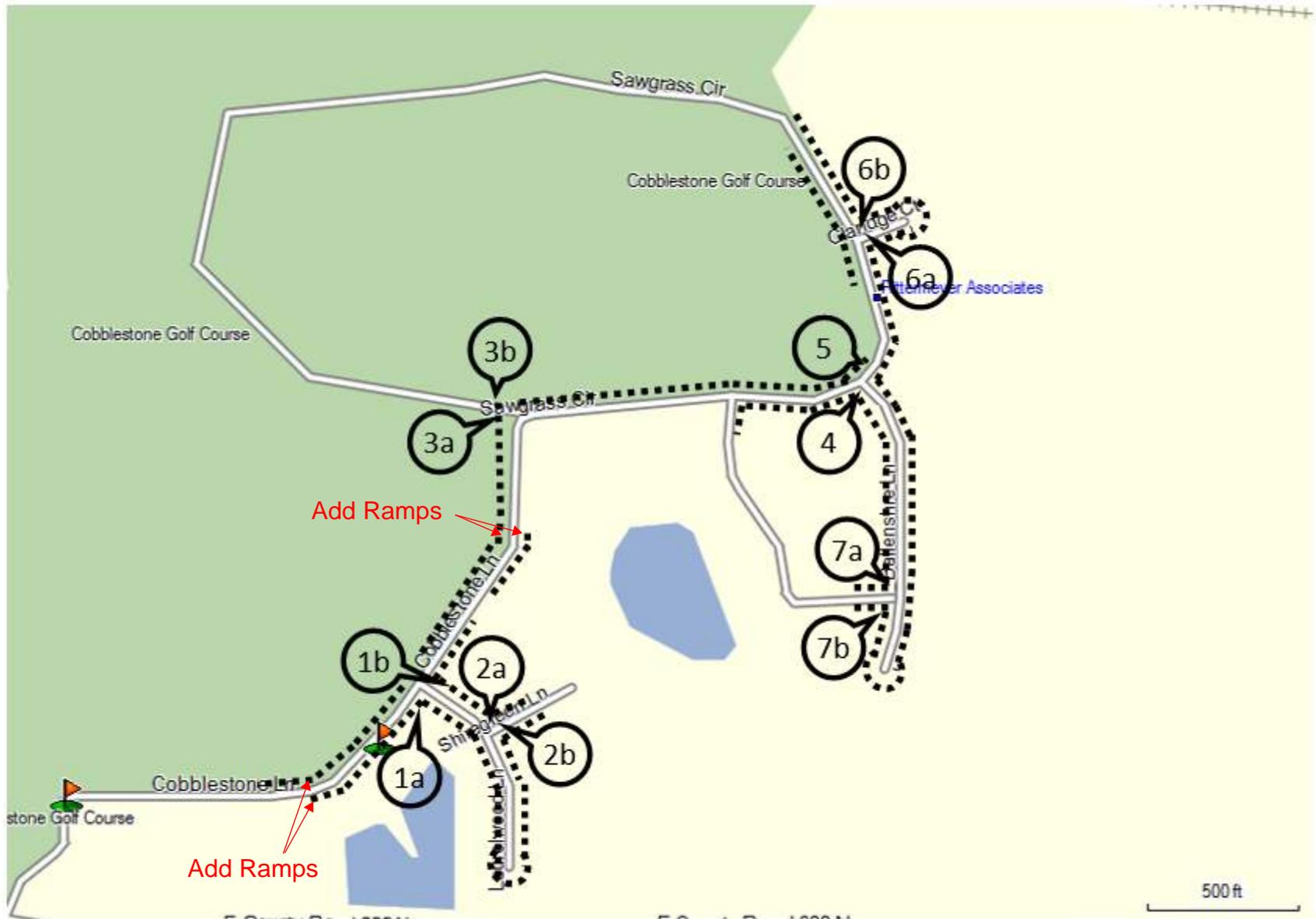
Wolf Lake 6



Wolf Lake 7

# Noble County Cobblestone Subdivision

ADA Sidewalk Assessment Report



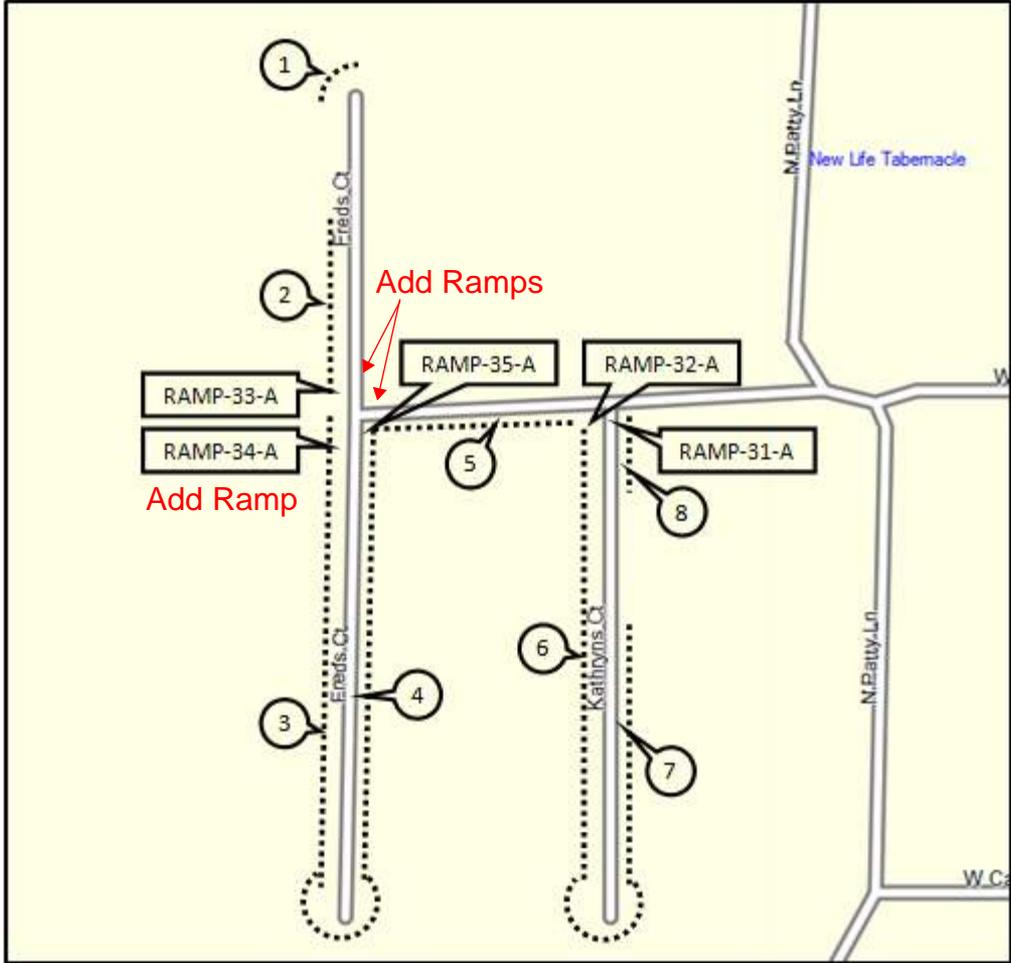
Cobblestone Subdivision



COBBLESTONE

# Noble County Meadow Lane Subdivision

ADA Sidewalk Assessment Report



MEADOW LANE SIDEWALK – RAMP MAP

# Noble County CR 1000 East

ADA Sidewalk Assessment Report



CR 1000 EAST SIDEWALK - MAP



CR 1000 East - SITE #1 - 3

# NOBLE COUNTY SIDEWALK AND RAMP COST ESTIMATE

May 27, 2025

Row#	Location	Area	Length	Width	Condition	Area (SqYd)	\$ 85.00	SqYd	Est 5' Sidewalk
							Cost	Est Repair \$	
1	LaOtto	1	167	5	A	92.78	\$ 7,886.11	\$ -	\$ -
2	LaOtto	2	167	5	A	92.78	\$ 7,886.11	\$ -	\$ -
3	LaOtto	3	283	5	A	157.22	\$ 13,363.89	\$ -	\$ -
4	LaOtto	4	167	5	A	92.78	\$ 7,886.11	\$ -	\$ -
5	LaOtto	5	167	5	A	92.78	\$ 7,886.11	\$ -	\$ -
6	LaOtto	6	52	3	A	17.33	\$ 1,473.33	\$ -	\$ -
7	LaOtto	7	84	2	A	18.67	\$ 1,586.67	\$ -	\$ -
8	LaOtto	8	418	4	C	185.78	\$ 15,791.11	\$ 9,474.67	\$ 11,843.33
9	LaOtto	9	320	4	D	142.22	\$ 12,088.89	\$ 10,880.00	\$ 13,600.00
10	LaOtto	10	334	3	D	111.33	\$ 9,463.33	\$ 8,517.00	\$ 14,223.39
11	LaOtto	11	266	3	A	88.67	\$ 7,536.67	\$ -	\$ -
12	LaOtto	12	290	4	C	128.89	\$ 10,955.56	\$ 6,573.33	\$ 8,216.67
13	LaOtto	13	336	3	C	112.00	\$ 9,520.00	\$ 5,712.00	\$ 9,539.04
14	LaOtto	14	133	3	D	44.33	\$ 3,768.33	\$ 3,391.50	\$ 5,663.81
15	LaOtto	15	333	3	A	111.00	\$ 9,435.00	\$ -	\$ -
16	LaOtto	16	260	3	C	86.67	\$ 7,366.67	\$ 4,420.00	\$ 7,381.40
17	Wawaka	3	210	5	A	116.67	\$ 9,916.67	\$ -	\$ -
18	Wawaka	4	118	5	A	65.56	\$ 5,572.22	\$ -	\$ -
19	Wawaka	5	153	5	A	85.00	\$ 7,225.00	\$ -	\$ -
20	Wawaka	6	160	5	D	88.89	\$ 7,555.56	\$ 6,800.00	\$ 6,800.00
21	Wawaka	6	170	5	A	94.44	\$ 8,027.78	\$ -	\$ -
22	Wawaka	7	50	5	D	27.78	\$ 2,361.11	\$ 2,125.00	\$ 2,125.00
23	Wawaka	8	65	2	A	14.44	\$ 1,227.78	\$ -	\$ -
24	Kimmell	1	251	4	C	111.56	\$ 9,482.22	\$ 5,689.33	\$ 7,111.67
25	Kimmell	2	155	5	C	86.11	\$ 7,319.44	\$ 4,391.67	\$ 4,391.67
26	Kimmell	3	100	5	A	55.56	\$ 4,722.22	\$ -	\$ -
27	Kimmell	4	36	6	D	24.00	\$ 2,040.00	\$ 1,836.00	\$ 1,836.00
28	Kimmell	5	79	6	D	52.67	\$ 4,476.67	\$ 4,029.00	\$ 4,029.00
29	Kimmell	6	63	4	A	28.00	\$ 2,380.00	\$ -	\$ -
30	Kimmell	7	118	4	C	52.44	\$ 4,457.78	\$ 2,674.67	\$ 3,343.33
31	Kimmell	8	77	3	D	25.67	\$ 2,181.67	\$ 1,963.50	\$ 3,279.05

# NOBLE COUNTY SIDEWALK AND RAMP COST ESTIMATE

Row#	Location	Area	Length	Width	Condition	Area (SqYd)	Cost	Est Repair \$	Est 5' Sidewalk
32	Kimmell	9	320	3	D	106.67	\$ 9,066.67	\$ 8,160.00	\$ 13,627.20
33	Kimmell	10	320	3	D	106.67	\$ 9,066.67	\$ 8,160.00	\$ 10,200.00
34	Kimmell	11	400	3	D	133.33	\$ 11,333.33	\$ 10,200.00	\$ 17,034.00
35	Kimmell	12	165	3	D	55.00	\$ 4,675.00	\$ 4,207.50	\$ 7,026.53
36	Kimmell	13	430	3	D	143.33	\$ 12,183.33	\$ 10,965.00	\$ 18,311.55
37	Kimmell	14	434	3	D	144.67	\$ 12,296.67	\$ 11,067.00	\$ 18,481.89
38	Kimmell	15	235	6	D	156.67	\$ 13,316.67	\$ 11,985.00	\$ 11,985.00
39	Wolflake	1	70	4	A	31.11	\$ 2,644.44	\$ -	\$ -
40	Wolflake	2	290	4	A	128.89	\$ 10,955.56	\$ -	\$ -
41	Wolflake	3	278	5	A	154.44	\$ 13,127.78	\$ -	\$ -
42	Wolflake	4	70	2	A	15.56	\$ 1,322.22	\$ -	\$ -
43	Wolflake	5	70	3	C	23.33	\$ 1,983.33	\$ 1,190.00	\$ 1,987.30
44	Wolflake	6	232	3	C	77.33	\$ 6,573.33	\$ 3,944.00	\$ 6,586.48
45	Wolflake	7	71	3	A	23.67	\$ 2,011.67	\$ -	\$ -
46	Cobblestone	1	200	5	A	111.11	\$ 9,444.44	\$ -	\$ -
47	Cobblestone	2	140	5	A	77.78	\$ 6,611.11	\$ -	\$ -
48	Cobblestone	3	300	5	A	166.67	\$ 14,166.67	\$ -	\$ -
49	Cobblestone	4	350	5	A	194.44	\$ 16,527.78	\$ -	\$ -
50	Cobblestone	5	295	5	A	163.89	\$ 13,930.56	\$ -	\$ -
51	Cobblestone	6	300	5	A	166.67	\$ 14,166.67	\$ -	\$ -
52	Cobblestone	7	60	5	A	33.33	\$ 2,833.33	\$ -	\$ -
53	Cobblestone	8	210	5	A	116.67	\$ 9,916.67	\$ -	\$ -
54	Cobblestone	9	345	5	A	191.67	\$ 16,291.67	\$ -	\$ -
55	Cobblestone	10	140	5	A	77.78	\$ 6,611.11	\$ -	\$ -
56	Cobblestone	11	200	5	A	111.11	\$ 9,444.44	\$ -	\$ -
57	Cobblestone	12	100	5	A	55.56	\$ 4,722.22	\$ -	\$ -
58	Cobblestone	13	190	5	A	105.56	\$ 8,972.22	\$ -	\$ -
59	Cobblestone	14	290	5	A	161.11	\$ 13,694.44	\$ -	\$ -
60	Cobblestone	15	610	5	A	338.89	\$ 28,805.56	\$ -	\$ -
61	Cobblestone	16	390	5	A	216.67	\$ 18,416.67	\$ -	\$ -
62	Cobblestone	17	500	5	A	277.78	\$ 23,611.11	\$ -	\$ -
63	Cobblestone	18	350	5	A	194.44	\$ 16,527.78	\$ -	\$ -
64	Cobblestone	19	380	5	A	211.11	\$ 17,944.44	\$ -	\$ -

# NOBLE COUNTY SIDEWALK AND RAMP COST ESTIMATE

Row#	Location	Area	Length	Width	Condition	Area (SqYd)	Cost	Est Repair \$	Est 5' Sidewalk
65	Cobblestone	Ramp 44	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
66	Cobblestone	Ramp 44a	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
67	Cobblestone	Ramp 44b	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
68	Cobblestone	Ramp 45	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
69	Cobblestone	Ramp 46	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
70	Cobblestone	Ramp 47	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
71	Cobblestone	Ramp 48	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
72	Cobblestone	Ramp 50	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
73	Cobblestone	Ramp 51	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
74	Cobblestone	Ramp 52	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
75	Cobblestone	Ramp 53	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
76	Cobblestone	Ramp 54	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
77	Cobblestone	Ramp 55	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
78	Cobblestone	Ramp 56	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
79	Cobblestone	Ramp 57	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
80	Cobblestone	Ramp 57a	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
81	Cobblestone	Ramp 57b	8	5	A	4.44	\$ 3,500.00	\$ -	\$ -
82	Cobblestone	Missing Ramp 57c	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
83	Cobblestone	Missing Ramp 57d	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
84	Cobblestone	Missing Ramp 57e	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
85	Cobblestone	Missing Ramp 57f	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
86	Meadow Ln	1	80	5	A	44.44	\$ 3,777.78	\$ -	\$ -
87	Meadow Ln	2	170	5	A	94.44	\$ 8,027.78	\$ -	\$ -
88	Meadow Ln	3	515	5	A	286.11	\$ 24,319.44	\$ -	\$ -
89	Meadow Ln	4	500	5	A	277.78	\$ 23,611.11	\$ -	\$ -
90	Meadow Ln	5	240	5	A	133.33	\$ 11,333.33	\$ -	\$ -
91	Meadow Ln	6	500	5	A	277.78	\$ 23,611.11	\$ -	\$ -
92	Meadow Ln	7	380	5	A	211.11	\$ 17,944.44	\$ -	\$ -
93	Meadow Ln	8	70	5	A	38.89	\$ 3,305.56	\$ -	\$ -

# NOBLE COUNTY SIDEWALK AND RAMP COST ESTIMATE

94	Meadow Ln	Ramp 33	8	5	C	4.44	\$ 3,500.00	\$ 2,100.00	\$ 2,100.00
95	Meadow Ln	Ramp 34	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
96	Meadow Ln	Ramp 35	8	5	C	4.44	\$ 3,500.00	\$ 2,100.00	\$ 2,100.00
97	Meadow Ln	Missing Ramp 35A	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
98	Meadow Ln	Missing Ramp 35B	8	5	F	4.44	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
99	Meadow Ln	Ramp 32	8	5	C	4.44	\$ 3,500.00	\$ 2,100.00	\$ 2,100.00
100	Meadow Ln	Ramp 31	8	5	C	4.44	\$ 3,500.00	\$ 2,100.00	\$ 2,100.00
								\$ 181,256.17	\$ <b>241,523.29</b>



**APPENDIX D – FACILITY REPORTS**



I. NOBLE COUNTY ANNEX (Priority 1-High, 2-Med, 3-Low)

NOBLE COUNTY ANNEX DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY
1. The slope of the accessible parking spaces is steeper than the 1:48 maximum	Regrade parking spaces	\$3,000	1
2. The carpet in the sitting area is not securely attached to the floor to prevent tripping	Secure carpet to the floor	\$0	1
3. There are no wheelchair spaces in Courtrooms	Reconfigure seating	\$0	2
4. The accessible portion of the counter is blocked by a computer monitor at both the Treasurer and the Auditor	Move computer monitors	\$0	2
5. The stall doors in the restroom are not self-closing	Install door closers	\$100 each for a total of \$400	3
<b>TOTAL</b>		<b>\$3,400</b>	

II. NOBLE COUNTY COURTHOUSE



Wall width too short to allow needed spacing for grab bar

NOBLE COUNTY COURTHOUSE DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY
1. Women’s bathroom has 4” of clearance space (18” minimum) beyond latch side	Place signage calling out the other compliant bathrooms on the floor.	\$0	2
2. Backwall width does not allow for 36” bar to be properly spaced between wall and toilet	Stuck between the existing wall and door opening. This is as close to compliant as is achievable in old historic structure.	\$0	2
3.			
<b>TOTAL</b>		<b>\$0</b>	
<b>TOTAL</b>		<b>\$0</b>	

III. HIGHWAY DEPARTMENT



Parking lot to the North of Highway Department Building



Path from Parking lot North of Highway Department building to Main Entrance

HIGHWAY DEPARTMENT DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY
1. There are no accessible parking spaces	Add an accessible parking space	\$1,500	1
2. The route from the parking lot to the main entrance is not stable and firm	Fill breaks with patches	\$500	1
3. Main entrance threshold is too steep	Replace threshold	\$300	1
4. The carpet immediately inside the main entrance is not securely attached to the floor to prevent tripping	Secure carpet to the floor	\$0	1
5. Counter is higher than 36" above the ground	Lower section of the counter	\$500	2
6. The bottom of the mirror over the sink in the bathroom does not meet the 40" maximum height	Lower the bathroom mirror above the sink	\$0	3
7. The top of the sink does not meet the 34" maximum height	Lower the sink	\$500	3
<b>TOTAL</b>		<b>\$3,300</b>	

IV. SOUTH COMPLEX



Handicap Parking North of Main Entrance



Ramp Leading to Main Entrance Doors



Signs Denoting Rooms



Sign denoting bathroom

SOUTH COMPLEX DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY
1. Access aisles are not marked to discourage parking in them	Repaint access aisles	\$1,500	1
2. The accessible parking space signs are lower than the 60" minimum	Raise signs	\$0	1
3. There is no sign indicating van accessible parking space	Install van accessible signs	\$200	1
4. Ramp nearest to the entrance does not meet the 1:12 maximum slope	Replace existing ramp	\$3,500	1
5. The surface of the ramp nearest to the parking lot does not extend 12" beyond the inside face of the handrail, and there is no barrier to prevent the passage of a 4" diameter sphere	Add barrier	\$450	1
6. The carpet immediately outside the main entrance is not securely attached to the floor to prevent tripping	Secure carpet to the floor	\$0	1
7. Signs designating permanent rooms are not able to be read using touch	Install tactile signs	\$500	2
8. Counter is higher than 36" above the ground at the septic station	Lower section of the counter	\$500	2
9. Counter is higher than 36" above the ground at the vital records office	Lower section of the counter	\$500	2
10. Counter is higher than 36" above the ground at the surveyor's office	Lower section of the counter	\$500	2
11. Counter is higher than 36" above the ground at the health clinic	Lower section of the counter	\$500	2
12. There is no tactile sign at restrooms	Install tactile signs	Addressed in item 7	3

NOBLE COUNTY – SUMMARY OF DEFICIENCIES

13. The coat hook in the women’s restroom is above the 48” height maximum	Lower coat hook	\$0	3
14. There is not proper toe clearance under the sink in both the men’s and the women’s restrooms	Rearrange sink piping to meet toe clearance requirements	\$600	3
15. The pipes under the sink in both the men’s and the women’s restrooms are not insulated to prevent contact	Add insulation or cover panel	\$600	3
16. The centerline of the toilet in the women’s room does not meet the 18” maximum distance from the side wall	Move the toilet closer to the side wall	\$500	3
17. Bathroom compartment does not meet the 60” wide minimum	Move stall walls	\$1,000	3
18. The grab bar on the side wall does not extend to the minimum 54” from the rear wall in both the men’s and women’s restrooms	Move side grab bar away from rear wall	\$0	3
19. There is no grab bar on the rear wall of the women’s restroom	Install grab bar	\$200	3
20. The grab bar on the rear wall in the restroom does not extend the minimum of 12” beyond the centerline of the toilet on the side of the stall nearest the side wall	Move grab bar on rear wall	\$0	3
21. The grab bar on the rear wall in the restroom does not have the minimum 1½” clearance between the grab bar and objects below	Raise grab bar on rear wall	\$0	3
22. The flush control is not located on the open side of the stall in the men’s room	Install toilet with flush control on the open side	\$500	3
23. The toilet paper dispenser in the men’s restroom does not meet the minimum of 7” from the front of the toilet	Move toilet paper dispenser	\$0	3
24. The maneuvering clearance on the pull side of the stall door does not meet the 60” minimum clear depth in the men’s restroom	Move stall walls	Addressed in item 17	3
25. The stall door in both the men’s and the women’s restrooms are not self-closing	Install door closers	\$200	3
26. There are not door pulls on both sides of the stall door in both the men’s and women’s restroom	Install hardware	\$200	3
<b>TOTAL</b>		<b>\$11,950</b>	

V. PROBATION DEPARTMENT – WEBER ROAD



Accessible Parking West of Probation Department Entrance

PROBATION DEPARTMENT – WEBER ROAD DEFICIENCIES	RECOMMENDATION	TOTAL COST	PRIORITY
1. The accessible parking space sign is lower than the 60” minimum	Raise sign	Addressed in item 2	1
2. There is no van accessible sign to identify van accessible parking space	Install van accessible parking sign	\$200	1
3. The accessible parking space in not located nearest to the main entrance	Convert the parking space nearest to the main entrance into an accessible parking space	\$3,000	1
4. Counter is higher than 36” above the ground	Lower the counter	\$500	2
<b>TOTAL</b>		<b>\$3,700</b>	

**Total Improvement Costs for all County Buildings - \$22,350**



**APPENDIX E – STAFF TRAINING MATERIALS**



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# **ADA /TITLE VI**

## **ANNUAL EMPLOYEE TRAINING**



# Agenda

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**Introductions**

**American with Disabilities Act**

**ADA/Title VI Coordinators**

**Why is this training important?**

**Compliance**

**Examples**

**Title VI Discrimination**

**Q&A**

# WHAT IS AMERICANS WITH DISABILITIES ACT?

Prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in mainstream of American Life regarding employment, state and local government services, private businesses, telecommunications, and transportation.

**This means they must be able to enjoy employment opportunities, to purchase goods and services, and to participate in all State and local government programs and services.**

**ADA** AMERICANS WITH  
DISABILITIES ACT

# Why must Local Public Agencies demonstrate compliance with ADA/Section 504?

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**A state or local government with 50 employees or more is required to:**

- Designate a County employee as ADA Coordinator
- Develop & Post an ADA Policy
- Complete a self-evaluation of all Public Facilities & Programs
- Develop an ADA Transition Plan
- Have a complaint and public input procedure
- Review & Monitor compliance

## Why is this training important?

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To receive federal funds through grant programs, highway projects, etc., we are **REQUIRED** to do more to demonstrate our compliance with these regulations, **OR** we risk **losing our Federal funding assistance.**

# What is ADA's Purpose?

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- Ensures that people with disabilities have the same rights and opportunities as everyone else.
- Gives civil rights protections to individuals with disabilities
- Guarantees equal opportunity for individuals with disabilities
- Prohibits discrimination in all employment practices

# Who is protected by the ADA?

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- Persons with a physical or mental impairment that substantially limits one or more major life activities
- A person with a **substantially limiting impairment**.
- ADA only protects a person **qualified** for the job she/he has or wants.
- Disabled individuals **must meet job-related requirements**
- Must be able to perform the job's **essential functions**

## EXAMPLE

Discrimination may consist of exclusion from participation in or denial of the benefits of programs and activities operated by a department, agency, or other state or local government instrumentality.

# Barriers and How to Identify Them

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## **Physical (*measurements, too tall, not wide enough, etc.*)**

Telephones

Drinking fountains

Mirrors and Paper Towel Dispensers

Conventional doorknobs and operating controls



If you notice a potential barrier, inform the ADA Coordinator so the appropriate steps can be taken to remove or address the barrier.

## **Communication (*Blind, Deaf, Mentally Challenged*)**

Lack of Conventional Signage

No Audible Alarm Systems

No Auxiliary Aids

Braille, etc.

Language Barrier

# Other Physical Barrier Examples

Examples of what an employee may notice and should advise the ADA/Title VI Coordinator

**(Auditor's Office)**  
Counter space width/height to accommodate wheelchair

**(Jail)**  
Doors hard to open for disabled person

**(Voter Reg)**  
No on-hand materials for the hearing/sight impaired

**(County Courthouse) LEP**  
Language (Spanish written instruction/documents, etc. not available)

**(Circuit Court)**  
Larger wheelchairs (some motorized), will need to expand gateway.

**(Hwy Dept)**  
Typically, not open to the public. Will need a sign indicating "No Public Restrooms"

# ADA Notice: Program Accessibility

## Examples of the Target Audience for the ADA Notice

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- a recipient of social services, food stamps, or financial assistance provided by the state or local government
- an applicant for a public library card
- a person who uses the County community center, if available
- a grandmother attending her grandchild's high school graduation in a County park
- a member of a citizen's advisory committee
- a recipient of a grant from the state or local government
- a citizen who wants to participate/attend in a County Public Meeting

*“Noble County does not discriminate based on disability in its programs, services, activities, and employment practices. If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device, or print material in digital format) or a reasonable modification to programs, services, or activities, contact the ADA Coordinator as soon as possible, preferably four business days before the activity or event. A grievance procedure is available to resolve complaints. Upon request, this notice is available in alternative formats such as large print or Braille.”*

**ADA Coordinator, Zack Smith at 260-636-7877 or E-mail [zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)**

## Summarized Non-Discrimination Statement

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

*A link to this statement will soon be added to the County website and posted in common areas of County facilities.*

# ADA & Title VI Coordinators

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## **ADA Coordinator**

### **Zack Smith**

1118 E. Main Street

Albion, IN 46701

Phone 260-636-2124 ext. 6001

Fax 260-636-2542

E-mail [zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)

## **Title VI Coordinator**

### **Jackie Knafel**

109 N. York Street

Albion, IN 46701

Phone: 260-636-2658

Fax: 260-636-4001

E-mail: [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov)

# ADA Work Group & Role

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ADA Coordinator

Mayor

Council Member

County Auditor

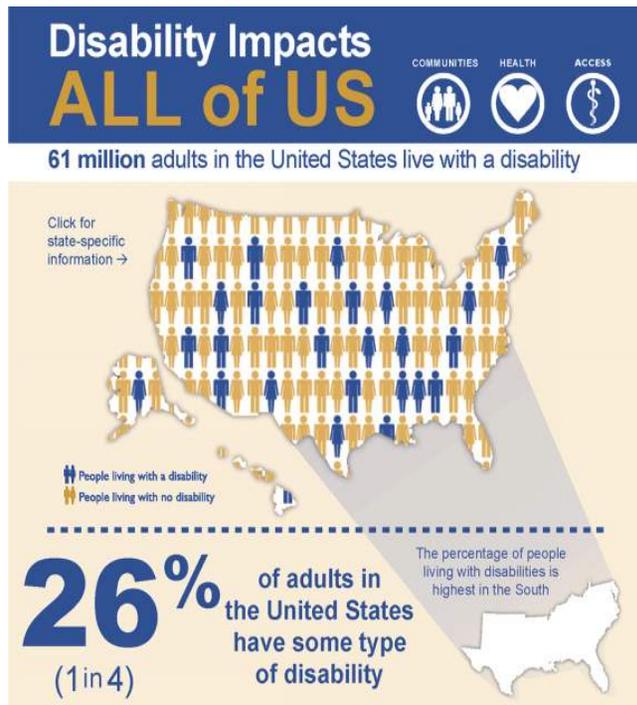
County Attorney

County Sheriff

Having a working ADA group is important to help the County maintain its compliance. Members of this group (may vary) span several functions based on their varied expertise.

This collaboration intends to leverage the constituent members' skills, experience, and expertise in matters involving ADA compliance and accessibility.

## ADA Coordinator Role:

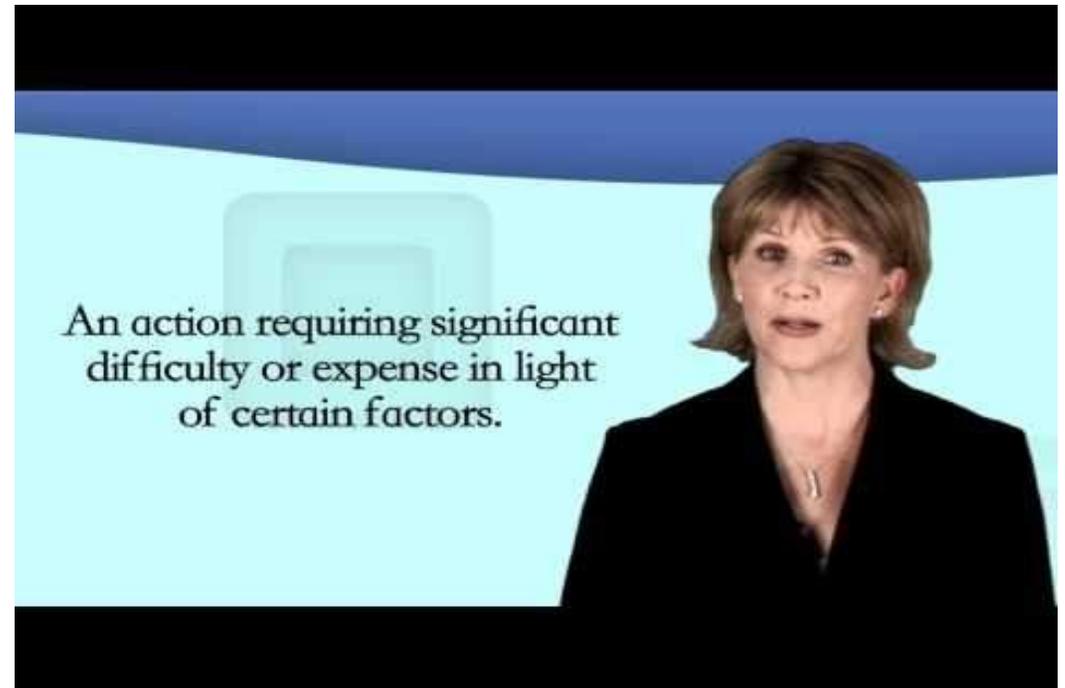


- Monitoring the County's ADA Transition Plan
- Monitoring established procedures
- Conduct reviews of ADA program areas
- Conducting ADA training programs
- ADA information for dissemination to the general public
- Identifying, investigating, and addressing ADA discrimination

# Recognizing Disabilities Covered Under ADA



An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, intellectual disability, mental illness, or a specific learning disability is covered.



<https://youtu.be/X6P9kSqGVt4>

# For Department Heads: *What Is A “Reasonable Accommodation”?*



**REASONABLE ACCOMMODATIONS**

THE ADA AND THE FEHA BOTH REQUIRE EMPLOYERS TO PROVIDE REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES.

REASONABLE ACCOMMODATIONS INCLUDE:

- CHANGES TO WORK RULES AND SCHEDULES
- REASSIGNMENT OF JOB DUTIES
- THE STRUCTURE AND CONFIGURATION OF THE WORKPLACE

ALL OF THESE WILL ALLOW AN EMPLOYEE WITH A DISABILITY TO DO THE JOB. HOWEVER, THE BURDEN IS ON THE EMPLOYEE TO ASK FOR A REASONABLE ACCOMMODATION. THE EMPLOYER MUST THEN WORK WITH THEM TO COME UP WITH AN ACCOMMODATION THAT WILL ALLOW THEM TO DO THEIR JOB.

# EMPLOYER-Reasonable Accommodation Examples

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- Making existing facilities accessible
- Job restructuring/modifying work schedules, reassignment to a vacant position
- Acquiring or modifying equipment, devices, materials, or policies
- Reduced/modified work schedules

## Undue Hardship: What if it costs too much to accommodate?

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- An employer does not have to provide a reasonable accommodation
- An employer is not required to lower quality or standards to make an accommodation
- **Example of Undue Hardship:**  
<https://www.eeoc.gov/policy/docs/accommodation.html#undue>

# Other Accommodations: Program Accessibility

**Program accessibility** may be achieved in a variety of ways. County governments may choose to make structural changes to existing facilities to achieve access. But County governments can also pursue alternatives to structural changes to achieve program accessibility.

## **EXAMPLE 1**

The County can move public meetings to accessible buildings and can relocate services for individuals with disabilities to accessible levels or parts of buildings..

## **EXAMPLE 2**

If an old courthouse does not have ADA restrooms, the County must make the necessary repairs or structural changes to make it accessible. Signage directing people with disabilities to the accessible features and spaces in a facility should also be provided.

# IMPORTANT: Public Complaints for ADA Access

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If a **COMPLAINT** regarding ADA access or ability to utilize County services is encountered:

1. Direct the individual to the County Website or a physical location where they can obtain a formal complaint form.
2. Provide them with the ADA Coordinator contact information:

**ADA Coordinator**

**Zack Smith**

1118 E. Main Street

Albion, IN 46701

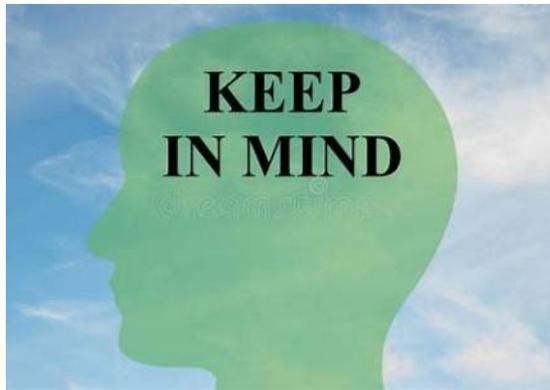
Phone 260-636-2124 ext. 6001

E-mail [zack.smith@nobleco.gov](mailto:zack.smith@nobleco.gov)

If the individual is extremely upset, or you/your staff feel ill-equipped to handle the situation, contact the Title VI Coordinator.

# ADA Self-evaluations: Priorities for Accessible Facilities – What we look for?

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The checklist follows the four priorities in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 - Accessible approach and entrance

Priority 2 - Access to goods and services

Priority 3 - Access to public toilet rooms

Priority 4 - Access to other items such as  
communication devices

# ADA Self-evaluations

## What to look for...

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- High pedestrian traffic areas (County sidewalks, parks, etc.)
- Areas near facilities frequently used by the public (Parks, County Courthouse, etc.)
- Identify physical barriers that might restrict access to individuals with disabilities that should be considered

# ADA Self-evaluations

## When evaluating your area, where do we start?

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1. **Identify**
2. **Determine** familiarity with the public entity's ADA obligations
3. **Determine** when and how to arrange for auxiliary aids and services
4. **Review** service, activity, and program policies and procedures
5. **Survey** facilities and determine whether there are physical barriers to accessing programs

# ADA Self-evaluations

## What are some Physical Accessibility to Facilities Used by the Public

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**The following list of facilities should not only be evaluated but also reported by County employees for any non-compliance:**

- Elevators
- Signage
- Parking Spaces
- Ramps
- Entrances
- Doors and Doorways
- Stairs
- Rest Rooms
- Floors, Floor Coverings
- Water Fountains (these are becoming obsolete)
- Identification (for room or offices)
- Lighting
- Switches and Controls
- Emergency Signals (lights, heat, etc.)
- Public Meeting Rooms
- Hazards (manholes, protruding)
- Fire Exits (low-hanging objects)
- Communication Barriers

## ADA Self-evaluations:

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This is conducted every 3 years

- Newly added buildings, programs, or services

# ADA Self- evaluations

## Frequently Asked Questions (Public ROW)

- What if a County building is not open to the public?
- If the existing sidewalk stops before intersecting the street, do we still need to construct a curb ramp?
- Do I have to worry about the railroad crossing?



## TITLE VI: Non-Discrimination

# Civil Rights: Restoration Act of 1987

*The goal of Title VI is  
“voluntary compliance”....*



- Title VI includes ALL programs and activities of Federal-aid recipients and contractors regardless if the programs are federally funded or not.

## What is Title VI Purpose?

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- Title VI was enacted as part of the landmark Civil Rights Act of 1964
- The primary purpose of Title VI is to "prevent discrimination"

### FHWA Nondiscrimination Assurances



# How the County Demonstrates Title VI Compliance

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- Designates an official Title VI Coordinator
- Develop and post the Title VI policy in public areas/buildings
- Shows non-discrimination in our programs, facilities, activities, and employment practices.
- Submits assurances (signed by the Commissioners) that no such discrimination will occur.
- Communicate and train our employees on Title VI requirements, including ***what to do if they receive a complaint.***

# Important Changes that Impact YOU

## PUBLIC MEETINGS

### Voluntary Title VI Public Involvement Survey

“As a recipient of federal funds, and in support of the County’s efforts to ensure nondiscrimination and equal access to all citizens, the County gathers statistical data regarding participants in County activities.

Therefore, we have provided a VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY at this meeting. You are not required to complete this survey. However , the form is anonymous and will be used solely for the purpose of monitoring our compliance with Title VI and ADA.”



# Important Changes that Impact YOU

## **PUBLIC COMPLAINTS – TITLE VI DISCRIMINATION**

**If you, or anyone in your department, receives a discrimination complaint:**

- Handle the situation calmly
- Be professional; empathize without admitting any blame
- Can submit by County website's online form, mail, facsimile, or email to the Title VI Coordinator
- If the individual is upset, or you/your staff feel ill-equipped to handle the situation, feel free to call the Title VI Coordinator
- A courtesy email to the Coordinator to provide whatever limited information you may have (as a heads up to a possible complaint) is advised and appreciated.

# FOUR FACTOR ANALYSIS

## Factor One

Number/Proportion of LEP Persons in Service Area

- Include data from sources such as Census Bureau, American Community Survey (ACS), etc.
- Include a listing of the counts and percentages of LEP individuals present in your service area by language.
- Identify if any of the LEP languages reach the LEP threshold of 5%, or the Safe Harbor Threshold (1000 persons).

## Factor Two

Frequency of Contact with LEP Persons

- How frequently does your organization encounter LEP persons?
- Are you in contact with LEP persons within a specific language group, and that language is not identified in Factor One?
- Include information gathered from face-to-face meetings with LEP persons or from surveys of LEP persons.
- Include information gathered from interviews with agency staff who typically come in contact with LEP persons.
- Include information kept by your organization on past interactions with members of the public who are LEP.

## Factor Three

Nature & Importance of the Service to LEP Persons

- Provide a brief summary of the services, benefits, and activities offered by your organization.
- Gather input from CBO/FBOs on the importance of this service to LEP persons.

## Factor Four

Resources Available & Overall Costs

- Include a brief summary of the resources available and overall costs of providing language assistance.
- Analyze budget to identify available funding for providing language assistance.

## Required and Demonstrates Title VI Compliance

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**Language Barrier:  
Limited English Proficient  
(LEP)**

# Title VI: Contractors to the County

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- Any and all contracts that are funded in any part by Federal dollars will include language that assures the County that such contractor is in compliance with Title VI.
- County Council and Attorney will ensure such language is included and must review all contracts of this nature for compliance.
- If you contract with any company/individual/organization and pay for the services using a Grant and/or Federal funds, please be sure you inform the Title VI Coordinator and include appropriate, County-required assurances.



# Next Steps in Training

**Department Heads, Elected Officials, and other leaders who have received this initial training are required to:**

- Provide this training to all employees under their supervision within 60 days of receiving this training.
- This can be done in person or via email with verification that your employees have reviewed this PowerPoint presentation. Documentation of training can be in the form of a signed training sheet or copies of email verification from the employee(s) – or a combination thereof.
- Each employee is required to sign the Title VI Nondiscrimination statement and attest to having received training.
- Please send all signed forms/proof of training to your Title VI Coordinator for tracking and retention.

**Noble County**  
Title VI Nondiscrimination & ADA Training Program

The following employees have signed below indicating they have reviewed the Title VI Nondiscrimination and ADA Training with an understanding that all necessary forms, resources and updated plans are available for employee and public review (at any time) at the County Auditor's office or the County's website.

Date of Training	Employee Name (Print)	Employee Signature	Department

MANAGER INSTRUCTIONS: \*\*you may use more than one form to complete your department's signatures

Once all department employees have received training (and verified on this form), please scan this sheet via email to: ADA Coordinator, Zack Smith, 109 N. York Street, Albion, IN 46701, Phone 260-636-7877 Fax 260-636-4001, or E-mail [zack.smith@noblecoco.gov](mailto:zack.smith@noblecoco.gov)

If you elect to utilize email verification as your documentation, please print the emails documenting training received from the trained employee and forward to the ADA/Coordinator.

**Thank you for being an advocate for equal access and the fair treatment/nondiscrimination of the citizens we serve.**

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**QUESTIONS?**

**Title VI Coordinator**

Jackie Knafel

109 N. York Street

Albion, IN 46701

Phone: 260-636-2658

Fax: 260-636-4001

E-mail: [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov)

**PLEASE DON'T FORGET TO SIGN THE ACKNOWLEDGEMENT FORMS BEFORE YOU LEAVE**



# Noble County

## Title VI Nondiscrimination & ADA Training Program

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