



HOWARD COUNTY, INDIANA

Self Evaluation and ADA Transition Plan

October 20, 2014

Updated June 20, 2016

1. Introduction

The Americans with Disabilities Act (ADA) enacted on July 26, 1990, provides for comprehensive civil rights protections to persons with disabilities in employment, state and local government services, and access to public accommodations, transportation and telecommunications. The ADA is a companion civil rights legislation to 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 subject to discrimination under any programs or activities. The Act protects employees with disabilities with certain protections and requires employers to make reasonable accommodations for applicants and employees with disabilities.

The ADA consists of five parts which cover the following areas:

Title I: Employment

Under Title I, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancements, training, compensation or discharge of an employee. In other terms these are conditions and rights of employment.

Title II: Public Services

Title II prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services or activities to person with disabilities. It is under this Title that this ADA Transition Plan has been prepared. The ADA Transition Plan is intended to outline the methods by which physical or structural changes will be made to affect the non-discrimination policies described in Title II in regard to persons with disabilities.

Title III: Public Accommodations

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The intent of the definition of public accommodations is also to refer to any privately funded and operated facility serving the public.

Title IV: Telecommunications

Title IV covers regulations regarding private telephone companies, and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: Miscellaneous Provisions

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees and technical assistance provisions.

Title II of the ADA 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 for compliance requirements were issued in July 1991. A self-evaluation is also required. This evaluation is intended to examine activities and services and identify problems or barriers that may limit accessibility by persons with disabilities, and describe potential compliance solutions. The agency is then required to make necessary changes identified by the self- evaluation. The ADA requires that an ADA transition plan be prepared to describe any structural or physical changes required to make programs accessible.

The ADA identifies a disability with respect to an individual as:

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. a record of such an impairment, or
3. being regarded as having such impairment.

If an individual meets any one of these three tests, that person is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA. These rules are incorporated by reference as part of this ADA Transition Plan.

2. Non-Discrimination Notice

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

Employment: Howard 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: Howard 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 Howard County 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: Howard County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals

with service animals are welcome in Howard 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 Howard County, should contact Debbie Lorenz, ADA Coordinator, 220 N. Main, Room 220, Kokomo, IN 46901, (765) 456-7010, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Howard 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 Howard County is not accessible to persons with disabilities should be directed to Debbie Lorenz, ADA Coordinator, 220 N. Main, Room 220, Kokomo, IN 46901 (765)-456-7010.

Howard 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.

3. Howard County, Indiana Grievance Procedure under The Americans with Disabilities Act

Howard County has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity."

Complaints should be addressed to the Howard County Government ADA Coordinator,
Debbie Lorenz
220 N. Main, Room 220
Kokomo, IN 46901
(765) 456-7010
debbie.lorenz@howardcountyin.gov

Filing Procedures:

1. A complaint should be submitted by the grievant and/or his/her designee as soon as possible in writing and contain the name, address, phone number of the person filing the complaint and the location, date, and description of the alleged violation of the regulations. Alternative means of filing complaints, such as a personal interview or a

tape recording of the complaint, will be made available for persons with disabilities upon request.

2. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons or their representatives, if any, an opportunity to submit evidence relevant to a complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded of the complainant no later than twenty (20) work days after its filing and in a format accessible to the complainant.
4. The ADA Coordinator shall maintain the files and records of Howard County relating to the complaints filed for a period of three (3) years.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) work days to the Howard County Personnel Administrator, Debbie Lorenz, 220 N. Main St., Kokomo, IN 46901.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of the grievance is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Howard County complies with the ADA and implementing regulations.

Information Available to the Public

In compliance with Federal and State law, the Board of Commissioners of Howard County will post the required information regarding its ADA Coordinator, the Notice under the ADA, and the Howard County Grievance Procedure under the ADA on its website, www.howardcountyin.gov and the KHC Public Library.

Alternate Formats for Public Documents

Howard County will provide, upon request, appropriate aids and services for qualified personal with disabilities so that they can participate equally in the County programs, services and activities including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to persons who have speech, hearing or vision impairments. 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 County should contact the ADA coordinator as soon as possible but no later than 48 hours before the scheduled event.

Public Involvement Opportunities

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator.
Debbie Lorenz

220 N. Main, Room 220
Kokomo, IN 46901
(765) 456-7010
debbie.lorenz@howardcountyin.gov

4. Self Evaluation

As required by Title II of ADA, Howard County Government must conduct a self –evaluation of physical assets and current policies and practices. As inventories are complete, they will be included as appendices to the transition plan and modified ongoing, as appropriate.

The purpose of the assessment of the Howard County facilities was to evaluate the publically accessible areas or properties for compliance with ADA, ADAAG and PROWAG guidelines. **Reference Appendix B.**

Design Standards

Sidewalks: Sidewalk and ramps constructed as part of planned development, sidewalk and ramps replaced by or for Howard County, or sidewalk and ramps replaced by or for a property owner 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 Howard County owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guideline for Buildings and Facilities) regulations and standards.

Inventory

Howard County currently has only one (1) sub-division with sidewalks in its jurisdiction. These sidewalks only serve the citizens of this sub-division and do not lead to any school, post office, or other place of business. All curb/ramps have been identified and will be replaced in a timely matter if requested. Any future curbs/ramps will be built using the latest guidelines.

**HOWARD COUNTY ADA
TRANSITION PLAN
APPENDIX A**



Howard County, Indiana – ADA Complaint/Grievance Form

Complainant: _____

Person Preparing Complaint (if different from Complainant): _____

Relationship to Complainant (if different from Complainant): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please provide a complete description of the specific complaint or grievance:

Please specify any location(s) related to the complaint or grievance (if applicable):

Please state what you think should be done to resolve the complaint or grievance:

Please attach additional pages as needed.

Please do not contact me personally

Signature: _____ Date: _____

Return to: Howard County, ADA Coordinator, 220 N. Main St., Room 220 Kokomo, Indiana 46901.

Upon request, reasonable accommodation will be provided in completing this form, or copies of the form will be provided in alternative formats. Contact: Howard County, ADA Coordinator, 220 N. Main Street, Kokomo, IN 46901 Telephone (765) 456-7010 Fax (765) 456-280

**HOWARD COUNTY
ADA TRANSITION
PLAN
APPENDIX B**

HOWARD COUNTY OWNED BUILDING

Building Name	Address
Courthouse	104 N. Buckeye St. Kokomo, IN 46901
Administration Center	224 N. Main St. Kokomo, IN 46901
Government Center	120 E. Mulberry St. Kokomo, IN 46901
Criminal Justice Center	1800 W. Markland Ave. Kokomo, IN 46901
Kinsey Youth Center	701 S. Berkley Rd. Kokomo, IN 46901
EMA	627 S. Berkley Rd. Kokomo, IN 46901
Highway Department	625 S. Berkley Rd. Kokomo, IN 46901
Highway Pole Barn #1	625.1 S. Berkley Rd. Kokomo, IN 46901
Highway Pole Barn #2	625.2 S. Berkley Rd. Kokomo, IN 46901
Highway Pole Barn #3	625.3 S. Berkley Rd. Kokomo, IN 46901
Highway Pole Barn #4	625.4 S. Berkley Rd. Kokomo, IN 46901
Highway Tower Shed	625.5 S. Berkley Rd. Kokomo, IN 46901
Academy	623 S. Berkley Rd. Kokomo, IN 46901
Academy Maintenance Pole Barn	623 ½ S. Berkley Rd. Kokomo, IN 46901
Academy Sheriff Pole Barn	623 ¼ S. Berkley Rd. Kokomo, IN 46901
Howard Haven	3600 W. Boulevard Kokomo, IN 46902
Howard Haven Pole Barn	3600 ½ W. Boulevard Kokomo, IN 46902

HOWARD COUNTY SELF EVALUATION FOR HANDICAP ACCESS October 17, 2016

Howard County Courthouse
104 N. Buckeye
Kokomo, IN 46901



East Public Entrance



East door with Handicap operating switch and opener



East Interior door with operating switch and opener



Northeast ramp



Southeast ramp

Howard County Administration Center
220 N Main St
Kokomo, IN 46901



Administration West Entrance



Administration Bldg. bank entrance with Handicap operator



Administration Building Government Entrance with Handicap operator



Administration Building West exterior with Handicap operator



Administration North Entrance



Administration North Entrance with Handicap operator



Administration North Entrance with Handicap operator for Veterans Service Office



Administration North Interior Bank Entrance
*Requires Handicap Operator

Howard County Government Center
120 E. Mulberry
Kokomo, IN 46901



Government Center North Entrance
New Concrete and Handicap ramps installed in 2015
*Requires Handicap Operator



Government Center North Entrance Interior

*Requires Handicap operator



Government Center South Entrance (East View)

No Handicap access possible



Government Center South Entrance (West View)
No Handicap access possible



Government Center East Entrance
No Handicap access possible

Howard County Kinsey Youth Center

701 S Berkley Rd
Kokomo, IN 46901



North Entrance

*Handicap operator required



Kinsey Interior Double doors
*Handicap operator required

Howard County Criminal Justice Center
1800 W Markland Ave
Kokomo, IN 46901



Howard County Criminal Justice Center (HCCJC) South Entrance



HCCJC (South Entrance)
*Requires Handicap Operator



HCCJC South Interior Double doors
*Requires Handicap Operator

Howard Haven Residential Center
3600 W Boulevard
Kokomo, In 46901



South Public and Resident Entrance with Handicap operator



Howard Haven 2nd Public and Resident entry door with Handicap operator

Howard County currently owns the following 11 buildings which do not have public access

EMA Berkley Rd	627 S Berkley
Highway Department	625 S Berkley
Highway Barn #1	625.1 S Berkley
Highway Barn #2	625.2 S Berkley
Highway Barn #3	625.3 S Berkley
Highway Barn #4	625.4 S Berkley
Highway Tower Shed	625.5 S Berkley
Kokomo Academy	623 S Berkley
Maintenance Barn	623.5 S Berkley
Sheriff Barn	623.25 S Berkley
Howard Haven garage	3600.5 W Boulevard

Summary

Howard County owns 17 buildings.

Howard County has 6 buildings with public access.

Ramps are provided to all buildings for wheelchair access.

There are 4 buildings that require Handicap operators.

The HCCJC has double doors that do not have operators.

Kinsey Youth Center has double doors that do not have operators.

The Howard County Government Center has a north entrance that requires a Handicap Operator.

The Howard County Administration Center has a single north entrance door which enters the bank that requires a Handicap Operator.

Recommendations and timeline for Transition

Obtain costs for installing Handicap Operators on all 4 buildings requiring them.

Budget for the installations.

The goal of Howard County should be to have these installations completed no later than 2018. It may be possible to make these installations no later than 2017 depending on costs and other budgeting factors.

Prepared by:

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Howard County Building Supt

Howard County Courthouse

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Howard County Government

Personnel Office

220 N. Main Street

Kokomo, IN 46901

Phone: (765)456-7010

Fax: (765)456-2803

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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