



# Clay County ADA Transition Plan

Adopted X, 2025

# CLAY COUNTY ADA TRANSITION PLAN

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## **Introduction**

This document serves as the ADA Transition Plan for the county government of Clay County, Indiana. Throughout this document, the local, county-level government of Clay County, IN, will be referred to as “Clay County” or “the County.”

This ADA Plan is being prepared for submission by Clay County to demonstrate the county's efforts to fully comply with the Americans with Disabilities Act. This plan is a living document and will be updated as required to accurately reflect the county's current compliance efforts.

## **Americans with Disabilities Act (Section 504)**

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990, later amended effective January 1, 2009, and gives civil rights protections to individuals with disabilities. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA defines an individual with a disability as a physical or mental impairment that limits one or more major life activities, a person with a history or record of such impairment, or someone perceived by others as having such impairment. It guarantees equal opportunity for individuals with disabilities in employment, transportation, State and local government services, telecommunications, and the goods and services provided by businesses.

The Americans with Disabilities Act (ADA) 28 CFR PART 35, Title II Section 35.106 requires a public entity to disseminate sufficient information to applicants, participants, beneficiaries, and other interested persons to inform them of the rights and protections afforded by the ADA and this regulation. Methods of providing this information include, for example, the publication of information in handbooks, manuals, and pamphlets that are distributed to the public to describe a public entity's programs and activities; the display of informative posters in service centers and other public places; or the broadcast of information by television or radio. In providing the notice, a public entity must comply with the requirements for effective communication in §35.160. The preamble to that section guides how to communicate with individuals with disabilities.

Title II prohibits state and local governments from discriminating against persons with disabilities or excluding participation in or denying benefits of programs, services, or activities to a person with disabilities. ADA requires that ALL public facilities, programs, and services be accessible to everyone. Access means - entrance, exit, use of buildings, walkways, roadways, and other assets, as well as effective communications. Applying for a building permit or business license, playing ball in the local park, marching in a parade, and attending an annual festival or a city meeting are all examples covered by The Americans with Disabilities Act (ADA). Clay County provides public programs and services and must meet the requirements outlined in Title II. Clay County strives to ensure that all services and programs are available to all persons.

## **Non-Discrimination Notice**

**Accessibility:** In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), Clay County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Clay County will make reasonable alterations and adjustments to facilities, programs, policies, practices, and procedures whenever practical and necessary to avoid discrimination on the basis of ability. These alterations and adjustments will occur unless the modifications fundamentally alter the nature of the facility, service, program, or activity. Clay County will not place surcharges on individuals with disabilities to cover the cost incurred by the county in making the programs accessible.

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 Clay County should contact the office of the Clay County ADA Coordinator, Robert J. Gambill, by telephone at 812-448-8400 or by email at [RGambill@claycountyin.gov](mailto:RGambill@claycountyin.gov), as soon as possible but no later than 48 business hours before the scheduled event. If the ADA Coordinator cannot be reached, the notice should be made to the Clay County Auditor at 812-448-9001. The responsibility of ensuring that the necessary assistance is given to enable participation falls on the officeholder or the individual/group involved with the program, service, or activity. The ADA Coordinator, when available, will assist in meeting the needs.

Complaints that a Clay County program, service, or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator, Robert Gambill, by telephone at 812-448-8400 or via email at [RGambill@claycountyin.gov](mailto:RGambill@claycountyin.gov). In the event that the ADA Coordinator is unavailable, complaints should be directed to the Clay County Auditor at 812-448-8400. Complaint forms are available via the county website at [ClayCountyin.gov](http://ClayCountyin.gov) via the [Clay County Grievance Form](#).

**Employment:** Clay 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. On being hired, each new employee receives a copy of the Clay County Personnel Policy Handbook. Section 5.3 of the handbook is entitled “Americans with Disabilities Act (ADA)” and lists employees' rights.

**Effective Communication:** Clay 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 Clay 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

## **Plan Development**

On November 12, 2024, Clay County contracted with Thrive West Central to assess the County's public rights-of-way and facilities and assist with developing and updating its ADA Transition Plan.

### **A. Public Involvement**

The County began openly discussing the evaluation, ADA compliance, and updating the ADA transition plan at its October 7, 2024 Commissioners meeting. The County worked with Thrive to create a working group consisting of Randy Kaelber of Veteran Services, Marty Heffner, Clay County Commissioner, Rob Gambill, Clay County Emergency Management Director of Clay County, and Jordan Cunningham of Thrive West Central to review and provide input on ADA Transition Plan updates.

In December 2024, this group met to discuss changes, deficiencies, and recommendations. The ADA Updated Transition Plan was posted to the City and Thrive websites, and a hard copy was made available at the County Courthouse at 609 E National Avenue, Brazil, Indiana, 47834. These opportunities were used to encourage public input and participation.

Public input for the ADA Transition Plan was gathered online via the County website and during County Commissioners' meetings, held on the first Monday of each month at the County Courthouse, 609 E. National Avenue, Brazil, IN 47834. On January 6, 2025, the Commissioners provided an opportunity for additional public comments before making their final decision. All feedback was carefully reviewed, and relevant suggestions were incorporated into the plan. A complete record of public comments is included in Appendix I.

The ADA Transition plan was formally adopted by County Commissioners on **X**, 2025. Copies of the plan will be available on the County's website and at the Auditor's Office.

### **B. Self-Evaluation**

ADA requires all programs, facilities, websites, and County buildings to be evaluated for compliance. This self-evaluation identifies accessibility barriers and provides a prioritized schedule to address and resolve identified issues. It also establishes a valuable record of areas requiring improvement. If ADA rules and standards change, this record will allow Clay County to reassess these areas and maintain compliance with updated regulations. The County partnered with Thrive West Central to assess county-owned properties and sidewalks. The Clay County Commissioners acknowledge concerns regarding sidewalks within county road rights-of-way and have clarified that the County's current policies do not assign responsibility for maintenance or construction. Therefore, the sidewalk inventory collected by Thrive West Central is available but not included in this plan. The results of these assessments and recommendations are included in the appendices.

## 1. Facilities and Buildings

The evaluation focused on Clay County facilities commonly used by the public. The properties assessed included the County Courthouse, Justice Center, Probation Office, and County Health Department. The evaluation process involved site visits to each location, detailed measurements of facility features, assessments of accessibility conditions, and collecting information and data to verify compliance with ADA standards and identify areas for improvement accessibility barriers. The results of these assessments, along with recommendations, are included in Appendix J.

## **Implementation**

Clay County approved the ADA Transition Plan during the County Commissioners' meeting on X. Implementation began immediately following approval. Clay County is committed to adhering to the guidelines outlined in the Transition Plan and actively revising and amending the document as new information emerges and barriers are addressed. As a matter of policy, the plan will be updated at least every three years. A copy of the approved document is on file with the ADA Coordinator at 609 E National Avenue, Brazil, Indiana 47934, and is available on the Clay County website.

## **ADA Coordinator**

Clay County Ordinance 2012-19, entitled “COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT,” was adopted on the 4th day of September 2012 by the Clay County Board of Commissioners. This ordinance, amongst other things, dictates that the County Board of Commissioners appoint an ADA Coordinator. The following individual is the current designee named to the position of ADA Coordinator.

Robert J. Gambill  
Clay County Emergency Management Director  
209 E. National Avenue, Room 205  
Brazil, IN 47834  
812-239-9635  
[RGambill@claycountyin.gov](mailto:RGambill@claycountyin.gov)

The County Emergency Management Director will hold the position of ADA Coordinator concurrently with his full-time position. The ADA Coordinator isn't a separate job within the county but an assigned/additional duty. The ADA Coordinator is responsible for implementing and overseeing the county's ADA Transition plan. The ADA Coordinator will meet with the Clay County Board of Commissioners at least twice a year to discuss the plan's goals and the work conducted to correct deficiencies.

The Clay County Board of Commissioners will provide a budget of at least \$10,000 annually to correct any issues necessary for compliance. The ADA Coordinator will be permitted to obligate these funds to complete projects to further the goals outlined in this plan and comply with the Americans with Disabilities Act.

If additional funds are required to complete projects, the Clay County Board of Commissioners may, at their discretion, request additional funds from the Clay County Council.

The Clay County Board of Commissioners adopted the ADA plan on **X**, 2025; the plan will be renewed every three years unless new legislation, rules, or needs arise that require it to be done more frequently. Routine updates (three years) of the ADA Transition Plan will be submitted at the December meeting of the Clay County Board of Commissioners to prepare for submission to INDOT.

## **ADA Standards**

Clay County is committed to ensuring that all future constructed sidewalk areas and public facilities are accessible to all pedestrians, including those with disabilities, through the following actions:

1. **Sidewalks and Curb Ramps:** Sidewalks and curb ramps constructed or altered within Clay County, including those as part of planned developments or property owner responsibilities, will adhere to the **Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG)**, the **Indiana Department of Transportation (INDOT) design standards**, and the **ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)**. This ensures compliance with all federal and state regulations for new construction, reconstruction, roadwork construction, or alterations. All construction within the rights-of-way owned by Clay County will also comply with the **Federal standards and INDOT design guidelines, standard drawings, and standard specifications** (Appendix L). For more detailed information on these guidelines, see the links provided below:
  - PROWAG: <https://www.access-board.gov/guidelines-and-standards/streetssidewalks/public-rights-of-way>
  - INDOT: <https://www.in.gov/dot/div/contracts/standards/drawings/sep12/e/sep600.htm>
2. **Buildings and Public Facilities/Self Evaluation:** As part of its initial ADA Transition Plan, Clay County conducted a preliminary inspection of all county-owned buildings to ensure access for individuals with disabilities. The **Clay County Courthouse**, the most frequently visited building, was thoroughly evaluated, along with the **Health Department, Justice Center**, and the **Community Corrections/Probation building**, all built within the last 16 years. All remaining county-owned buildings will be evaluated within the first year of adopting this plan. Any new developments, improvements, or alterations to county facilities will comply with **ADAAG** standards. For additional information, refer to the following link:
  - ADAAG: <http://www.access-board.gov/adaag/html/adaag.htm>

By adhering to these standards, Clay County ensures that its sidewalks, curb ramps, and public buildings are accessible, supporting the needs of individuals with disabilities in the community.

## **Assurance Policies/Procedures**

### 1. Resolution adopting the provisions of the Americans with Disabilities Act

As part of Clay County's commitment to preventing discrimination in employment and access to public facilities, the County has adopted the ADA Provision by resolution, Appendix A.

### 2. Request for Reasonable Accommodation

A reasonable accommodation is defined as a change, exception, or adjustment in rules, practices, or services when such a change is necessary to afford a person with a disability equal opportunity to use and enjoy public spaces, services, and programs.

Clay County values public involvement and encourages citizen participation in all meetings, activities, and programs. The County has a policy of providing reasonable accommodation upon request. The request for Reasonable Accommodation form is found in Appendix D. It must be submitted no less than 48 hours before the event.

## **Grievance Procedure**

The Clay County Commissioners have established a Grievance Procedure to comply with the Americans with Disabilities Act of 1990 (ADA). It provides a process for addressing complaints alleging (perceived?) discrimination based on disability in services, activities, programs, or benefits the Clay County Government provides. The Clay County Personnel Policy governs employment-related complaints of disability discrimination.

Complaints must be submitted in writing and include the complainant's name, address, phone number, and a detailed description of the alleged violation, including the location and date. Alternative formats for filing complaints, such as personal interviews or audio recordings, are available upon request to accommodate individuals with disabilities. Complaints must be submitted no later than 60 calendar days after the alleged incident to:

### **Robert Gambill, ADA Coordinator**

609 E. National Ave RM 205

Brazil, IN 47438

Phone: 812-448-8400

Email: [rgambill@claycountyin.gov](mailto:rgambill@claycountyin.gov)

Within 15 calendar days of receiving the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the issue and explore potential resolutions. Within 15 calendar days of the meeting, a written response, provided in an accessible format, will be issued outlining the County's position and any proposed solutions.

If the complainant is unsatisfied with the response, an appeal may be filed with the ADA Coordinator within 15 calendar days of receiving the response. Appeals should be directed to the County Commissioners or their designee. The County Commissioners or designee will meet with the complainant within 15 calendar days of receiving the appeal and issue a final written response within 15 calendar days of the meeting. The final response will also be provided in an accessible format if necessary.

The Clay County Commissioners will retain all complaints, appeals, and corresponding responses for at least three years.

Appendix F contains the Clay County Complaint Form, used to submit complaints of alleged ADA violations.

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# **APPENDIX A- RESOLUTION ADOPTING ADA TRANSITION PLAN**

RESOLUTION NO \_\_\_\_\_

A RESOLUTION ADOPTING PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT REGARDING ADA COORDINATOR, GRIEVANCE PROCEDURES, AND ADA TRANSITION PLAN

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, the Commissioners of Clay 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, the Commissioners of Clay County shall post the ADA coordinator's name, office address, and telephone number along with the Notice of Nondiscrimination under ADA and ADA grievance procedure on its website and

Whereas, to remain in good standing with the Indiana Department of Transportation to receive funding, an ADA Transition Plan must be created and adopted to facilitate efforts to uphold the ADA requirements.

Now, therefore, be it resolved by the Commissioners of Clay County, Indiana, that:

- Robert Gambill is designated the ADA/Title VI Coordinator
- The Notice of Nondiscrimination under the Americans with Disability Act, a copy incorporated herein, is set as County policy.
- The Clay County grievance procedure, a copy of which is incorporated herein, is adopted as the grievance procedure for addressing complaints alleging discrimination based on disability in the provision of services, activities, or programs by Clay County.
- Clay County's January 2025 ADA Transition Plan is adopted, and implementation of the action plan therein shall begin upon executing this resolution.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING PROVISIONS OF THE AMERICANS WITH DISABILITIES  
ACT REGARDING THE ADA COORDINATOR, GRIEVANCE PROCEDURES, AND ADA  
TRANSITION PLAN.

Passed, Approved, and Adopted

\_\_\_\_\_

Paul Sindors, Board of Commissioners President

\_\_\_\_\_

Bryan Allender, Board of Commissioners Vice President

\_\_\_\_\_

Marty Heffner, Commissioner

\_\_\_\_\_

Robert Gambill, Emergency Management Director/ADA/Title VI Coordinator

# **APPENDIX B-ADA COORDINATOR RESPONSIBILITIES**

# CLAY COUNTY ADA COORDINATOR RESPONSIBILITIES

Clay County has appointed an ADA Coordinator to oversee the initiation, monitoring, and ensuring the County's Compliance with ADA requirements and implement the County's ADA Transition plan.

The general responsibilities of the Coordinator are outlined below. These responsibilities may evolve based on the County's needs, changes, and actions to remain ADA-compliant, so this list should be considered fluid.

- Distribute the plan and any subsequent updates internally and externally (website posting, etc.).
- Verify the ADA nondiscrimination policy (Page 5) is publicly posted and included in the employee handbook.
- Review and update the ADA Transition Plan, including the Action Plan (Appendix K), continually as work is identified and completed.
- Maintain records and documents demonstrating good faith efforts toward compliance, fulfillment of requirements, and the improvements/changes made. Track completed work, identify items needing remission, and update the action plan as needed.
- When applicable, ensure that the Assurances of Nondiscrimination Policy is incorporated into appropriate agreements and contracts.
- Attend ADA Coordinator and Accessibility training at least every three years.
- Provide annual reminders to staff and elected officials about the ADA requirements, links to instructional information, and any pertinent information regarding any changes to the ADA law.
- Regularly train employees and elected officials in accessibility requirements and the County's policies and goals. Training should be renewed every 2-3 years.
- Maintain a training log and retain Certification of Understanding forms from all employees and elected officials (Appendix C).
- Update inventory regularly to reflect improvements, changes, and additional identified barriers.
- Garner public involvement and input regarding plan updates and accessibility barriers. Provide a public involvement survey at all public meetings (Appendix I).
- Utilize public involvement data, data collected by County staff, and other relevant information to ensure the County fulfills its commitment to uphold ADA (Appendix I).

- Provide an annual ADA report to the County Commissioners listing items improved or remediated, the number and types of requests for reasonable accommodations and grievances received and how each was resolved or addressed, and a list of goals for the following year. These reports will be incorporated into the transition plan.
- Keep INDOT informed about work being done and keep contact information current.
- Review written ADA complaints and ensure every effort is made to resolve complaints informally at the local or regional level.
- Utilize the ADA Grievance Log (Appendix H) to manage complaints received, ensure all complaints have a written outcome, and proactively identify potential occurrences.

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Robert Gambill, Emergency Management Director/ADA/Title VI Coordinator

# **APPENDIX C- TRAINING CERTIFICATION FORM AND LOG**



## CERTIFICATION OF UNDERSTANDING

Check all applicable statements.

- I have received and reviewed Clay County's ADA training packet.
  
- I have received training regarding the Americans with Disabilities Act

Date \_\_\_\_\_

Training Title \_\_\_\_\_

Training Presented by \_\_\_\_\_

By signing below, I certify that I understand the materials provided and my obligation to ensure the County follows all ADA guidelines. I also certify that I will hold myself responsible for following ADA guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or Department



# **APPENDIX D- REQUEST FOR REASONABLE ACCOMMODATION**



## **Request for Reasonable Accommodation**

Clay County is committed to ensuring all its citizens have equal access and opportunities. To fulfill this commitment, the County has implemented a reasonable accommodation form to address the specific needs of individuals requesting unique accommodation. This form serves as a platform for citizens to communicate their requirements and preferences, enabling the County to tailor its services and facilities accordingly. Whether accessibility modifications, language interpretation services, or reasonable adjustments are required, Clay County will make every effort to accommodate its citizens and promote inclusivity.

Please follow the link or scan the QR code below to access the Request for Reasonable Accommodation form.

[Reasonable Accommodation Form Link](#)



# **APPENDIX E- GRIEVANCE PROCEDURE**



## **Grievance Procedure**

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 the Clay County Government. The Clay 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 the complainant's name, address, phone number, 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:

Robert Gambill, ADA Coordinator  
609 E. National Ave RM 205 Brazil, IN 47438  
Phone 812-448-8400  
[rgambill@claycountyin.gov](mailto:rgambill@claycountyin.gov)

Within 15 calendar days after receipt of the complaint, Robert Gambill or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Robert Gambill or his designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the Clay County Government and offer options for substantive resolution of the complaint.

If the response by Robert Gambill 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 County Commissioners or their designee.

Within 15 calendar days of receiving the appeal, the 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 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.

The Clay County Commissioners will retain all written complaints received by Robert Gambill or his designee, appeals to the County Commissioners or their designee, and responses from these two different offices for at least three years.

The County would like to emphasize that these procedures do not deny the right of any individual to file a formal complaint with any government agency (listed below) or affect an individual's right to seek private counsel for any complaint alleging discrimination.

**Indiana Department of  
Transportation Indianapolis District**

EEOC Office  
101 West Ohio Street, Ste 1900  
Indianapolis, IN 46204  
Phone: (317) 226-7212  
Fax: (317) 226-7953  
TTY: I (800) 669-6820

**Economic Opportunity Division**

100 N. Senate Ave., Room N750  
Indianapolis, IN 46204  
Phone: (317) 233-6511  
Fax: (317) 233-0891

**Indiana Civil Rights Commission**

100 N. Senate Ave., Room NI03  
Indianapolis, IN 46204  
Toll-Free: I (800) 628-2909  
Phone: (317) 232-2600  
Fax: (317) 232-6580  
Hearing Impaired: I (800) 743-3333

The Following Appendix contains the Grievance Form used by Clay County to receive complaints alleging discrimination or other violations of the ADA.

Note: A complainant's identity and complaint details shall be kept confidential except to the extent necessary to investigate.

# APPENDIX F- GRIEVANCE FORM



## **INSTRUCTIONS: COMPLAINT OF DISCRIMINATION**

This form is designed to assist individuals in filing a discrimination complaint with Clay County. A complaint must be submitted; other methods will not be formally accepted.

The Americans with Disabilities Act (ADA) is a federal civil rights law prohibiting discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination based on disability, just as other civil rights laws prohibit discrimination based on race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

Assistance with this form will be provided upon request. Individuals with a disability or limited English proficiency may also request alternative formats. You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to Clay County. Additionally, you have the right to seek private counsel.

Clay County is prohibited from retaliating against any individual because they opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

**Please make a copy of your complaint form for your records.** Please do not send your original documents, as they will not be returned. Mail the original complaint form and any copies of documents or records relevant to your complaint to the address below. Complaints of discrimination must be filed within 60 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 60 days ago, please explain your delay in filing this complaint.

To file a complaint, please visit this website or scan the QR code below:

[Clay County Grievance Form](#)

# Clay County Grievance Form



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**APPENDIX G- COMPLAINANT CONSENT  
RELEASE FORM**



## Complainant Consent Release Form

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

As a complainant, I understand Clay County may need to disclose my identity during an investigation to verify information or gather evidence for a civil rights compliance determination. I acknowledge that personal details collected in the investigation may be shared as necessary. I also understand that I am protected under Title VI of the Civil Rights Act of 1964 and related laws, which prohibit intimidation or retaliation for actions taken to secure rights under these nondiscrimination statutes.

***Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED, and sign below. (Please mark one)***

**CONSENT**

I have read and understood the above information and authorize Clay County to disclose my identity to individuals as needed during the investigation to verify information or gather facts and evidence relevant to the investigation of my complaint. I also authorize the County to receive, review, and discuss material and information about me appropriate to the investigation of my complaint.

I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.

**CONSENT DENIED**

I have read and understand the above information and do not want Clay County to disclose my identity to any individual during the investigation. I understand this choice could delay the analysis of my complaint and may, in some circumstances, result in an administrative closure of my complaint without Clay County deciding in my case.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **APPENDIX H- ACCOMMODATION REQUEST AND GRIEVANCE LOG**



# APPENDIX I- PUBLIC INVOLVEMENT



## Voluntary Public Involvement Survey

The Americans with Disabilities Act (ADA) is a federal civil rights law prohibiting discrimination against people with disabilities in everyday activities. It ensures they have the same opportunities as everyone else to enjoy employment, access goods and services, and participate in state and local government programs. Similar to other civil rights laws that address discrimination based on race, color, sex, national origin, age, and religion, the ADA protects individuals with disabilities. While completing this survey is voluntary, the information helps Clay County secure and maintain state and federal assistance and monitor its programs and activities for compliance with Title VI and the ADA.

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander

Black or African American  Asian  White  Multiracial

Age: \_\_\_\_\_

Disability:  Yes  No

Household Income: \_\_\_\_\_

Did you request reasonable accommodation? If yes, please provide the services requested:

---

For additional information, please get in touch with Clay County's ADA Coordinator:

Robert Gambill  
[rgambill@claycountyin.gov](mailto:rgambill@claycountyin.gov)  
609 E National Avenue  
Brazil, IN 47834

**APPENDIX J- FACILITY INVENTORY, SUMMARY  
AND RECOMMENDATIONS**

## Clay County Courthouse



### History and Overview

The Clay County Courthouse, a proud historical landmark, is located on a city block in the heart of Brazil, Indiana. Its boundaries are defined by National Avenue (U.S. Highway 40) to the north, Jackson Street to the south, Alabama Street to the west, and Harrison Street to the east. The Courthouse itself is positioned on the eastern section of the block, surrounded by well-maintained grassy areas and monuments on the west side, adding to the beauty of the courthouse square. Sidewalks on the grounds' north, south, and west sides are regularly maintained by the City of Brazil, though there is no public sidewalk along the west side of Harrison Street.

The current Clay County Courthouse was constructed starting in November 1912, with the County officially taking possession of the building in May 1914. This iconic building is prominent in history, listed on the National Register of Historic Places. Although modernization efforts have been made over the years—including the installation of heating and air conditioning, updated electrical systems, and an elevator—much of the building retains its original charm, with elements like the hallway benches remaining from the courthouse's early years.

The Courthouse offers convenient parking options for employees and visitors in the surrounding area. An employee lot with 40 marked spaces is located east of Harrison Street, just north of Jackson Street, with two additional spots reserved for Veterans' office transport vehicles. Public parking, maintained by the City of Brazil and INDOT, is easily accessible along city streets and U.S. Highway 40.

Visitors will find nine spaces on the north side along National Avenue, including an accessible spot near a curb ramp. Alabama Street provides 20 spaces on the west side, with six accessible spaces conveniently placed near the exterior ramp. The east side along Harrison Street features 17 freshly painted spaces designed to meet ADA standards, ensuring clarity and accessibility.

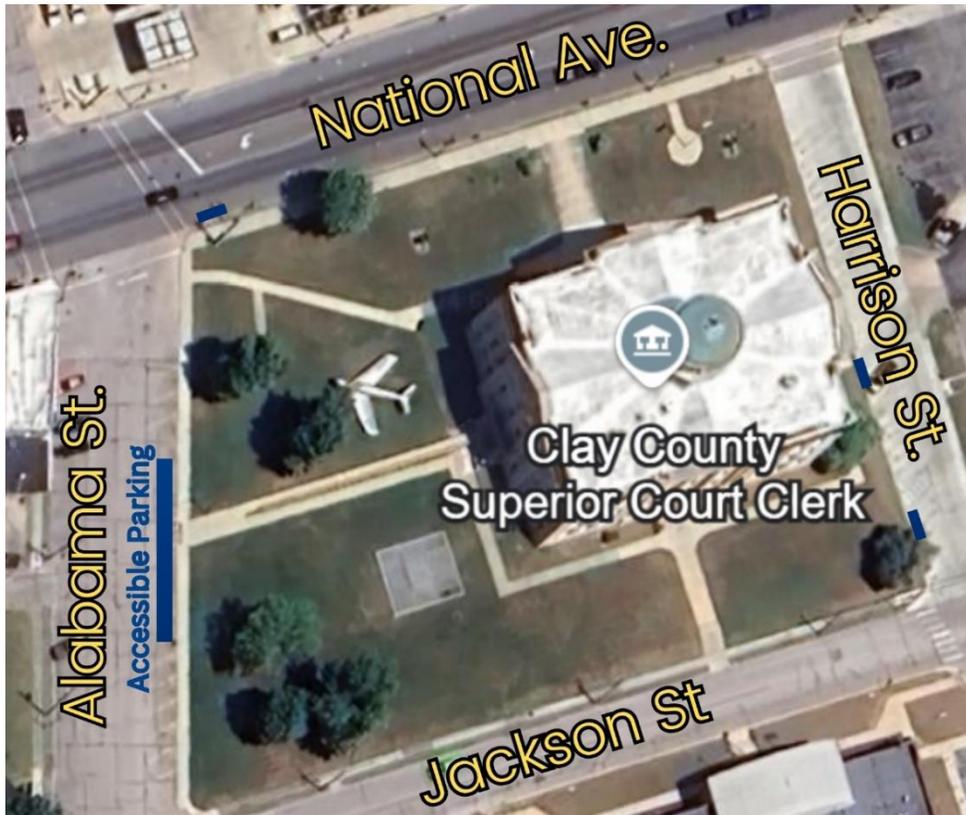
## Courthouse Measurements

<b>Parking</b>	<b>Areas must be well-marked &amp; level</b>	
Stall width	Measured	103.5"
	ADA	96" min
Aisle width	Measured	281"
	ADA	60" min
International Symbol of Accessibility Sign	Measured	63"
	ADA	60" above ground level
<b>Curb Access/Access to Walkways</b>	<b>Areas must be well-marked and free of debris</b>	
Access width	Measured	69.5"
	ADA	48" min
Access Slope	Measured	1%
	ADA	8% max
Turning Space	Measured	76"
	ADA	48" min
Pathways	Areas must be clear of debris & obstacles	
Ramp width	Measured	48.5"
	ADA	36" min
Ramp Slope	Measured	Varies from 3%-5%
	ADA	8% max
Handrail Height	Measured	36"
	ADA	34" min; 38" max
Doors and Entrances		
Entry Width	Measured	40"
	ADA	32" min
Maneuvering Area	Measured	60"
	ADA	32"-60" on each side of door/entrance
Handle Type	Measured	Yes
	ADA	Operable with one hand
Separation Space Between Doors	Measured	N/A
	ADA	48" min
Door Closing Time	Measured	5 seconds
	ADA	5 seconds min
Door Handle Height	Measured	36"
	ADA	34" min-48" max
Threshold Height	Measured	No Threshold
	ADA	1/2" max; with beveled sides 3/4" max
Automatic Door Opener Height	Measured	34"
	ADA	34"-48" max
Buzzer/Intercom System (should be equipped with visual & audible signals)	Measured	N/A
	ADA	48" or less

<b>Service/Kitchen/Bathroom Counters</b>		
Counter Height	Measured	42"
	ADA	34" max
Knee Clearance (height)	Measured	41"
	ADA	27" min
Knee Clearance (depth)	Measured	1"
	ADA	8" min
<b>Elevator</b>		
Dimensions	Measured	55" X 60"
	ADA	55" x 60"
Doors	Measured	35"      4-5 seconds
	ADA	36"; Remain open 3 seconds with obstruction sensor
Buttons/Control Panel	Measured	1"; Braille
	ADA	0.75" diameter; Braille
Audible Signals	Measured	Chime at each floor
	ADA	Verbal or non-verbal audible signal
Two Way Communication/Emergency Controls/Illumination	Measured	Emergency Controls      Two Way Communication
	ADA	Emergency Controls/Two way Communication grouped at the bottom- centerlines 35" or less from the floor
<b>Restrooms</b>		
Stall Door Width	Measured	35"
	ADA	32" min
Stall Dimensions	Measured	95"x 144"
	ADA	56" X 60" min
Grab Bar Height	Measured	35"
	ADA	33"-36"
Urinal/Toilet Height	Measured	Toilet-18.5"
	ADA	17"-19"
Towel Dispenser/Hand Dryer Height	Measured	46"
	ADA	38"-48"
Sink Height	Measured	40"
	ADA	34" max
Knee Clearance (height)	Measured	29"
	ADA	27" min
Knee Clearance (depth)	Measured	9.5"
	ADA	8" min
Drinking Fountain	Measured	36" sitting, 43" standing, 8" knee, 30.5" wall
	ADA	Spout 36" max sitting, 38"-43" standing; 8" min knee space; 30" from wall

ADA Standards-<https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

### Courthouse Photos



Accessible parking is available along Alabama and Harrison Streets.



Handicap accessible parking on the west side of the courthouse.



Continued assessable parking on the west side of the courthouse.



Ramp access from accessible parking on the west side of the courthouse.



Ramp access on the west entrance.



Automatic door opener on the west entrance ramp door.



West entrance ramp door.



West entrance ramp door.



Auditor's office service desk.



Elevator exterior.



Elevator interior.



Elevator button with alarm system with call box.



Restroom exterior door.



Restroom interior door.



Accessible bathroom.



Accessible urinals in men's bathroom.



Open, accessible hallway.



Another view of an open accessible hallway.



Drinking fountains (standing and seated).

## Summary and Recommendations

Overall, the ADA compliance measurements for the Clay County Courthouse are commendable, particularly for a building of its age. Updates made by officials over the years have ensured that the courthouse remains as accessible as possible while maintaining its historic character. Below is a summary of key findings from the ADA assessment:

### **Entrances and Doors**

- Current Observation: The entrance doors meet ADA requirements but lack automatic door openers.
- Recommendation: Install automatic door openers to improve accessibility.

### **Interior Features**

- Current Observation: The service counters in the Auditor's Office do not meet ADA height requirements. Aisles and turning spaces generally comply but could benefit from adjustments for improved mobility.
- Recommendation: Add desks or tables to meet ADA counter height requirements. Expand narrower turning spaces to ensure full compliance.

## **Restrooms**

- Current Observation: The sink height in the ADA restroom is too high.
- Recommendation: Lower sink height to improve usability.

## **Elevator**

- Current Observation: The elevator dimensions are just below ADA compliance.
- Recommendation: Update the elevator to meet ADA requirements for door width.

Clay County is dedicated to advancing accessibility by building on the achievements of its previous ADA Transition Plan. While the prior plan addressed key barriers and laid the groundwork for compliance, the county recognizes the need for continued progress to meet evolving standards and community needs. The recommended enhancements for the courthouse, including adjustments to service counters, expansion of elevator dimensions, and restroom optimizations, will not only elevate accessibility but ensure that every visitor can fully engage with available services, regardless of ability. These efforts build upon the successes of earlier initiatives, reflecting the county's commitment to creating a user-friendly and inclusive environment. By focusing on past accomplishments and future goals, Clay County will continue its steady progress toward improved accessibility for all residents and visitors.

## Clay County Health Department



### History and Overview

The Clay County Health Department is located in a building that was originally a bank before being repurposed for use by the county. This transformation has allowed the building to serve as an important center for public health services, providing various health programs and support to the local community.

The facility is equipped with convenient features designed to accommodate all visitors. It offers 16 parking spaces, including two designated accessible spots, to ensure that individuals with mobility challenges have easy access. A flat, 50-inch-wide sidewalk leads visitors from the accessible parking area to the front entrance, providing a clear and easy path.

Inside, the entryway opens into a small vestibule leading into the main lobby, which is spacious and designed to accommodate people using wheelchairs or mobility devices comfortably. The lobby is furnished with movable seats and offers ample space for visitors.

The health department's exam areas and conference rooms are also accessible, allowing all individuals to participate in the services provided. Additionally, slip-resistant mats are placed at

doorways for safety, and the doors are easy to open with one hand, ensuring that the space is user-friendly and accessible.

Overall, the Clay County Health Department provides a welcoming environment for the community, with thoughtful features that support the accessibility needs of all its visitors.

### Health Department Measurements

<b>Parking</b>	<b>Areas must be well-marked &amp; level</b>	
Stall width	Measured	103"
	ADA	96" min
Aisle width	Measured	64"
	ADA	60" min
International Symbol of Accessibility Sign	Measured	46"
	ADA	60" above ground level
<b>Curb Access/Access to Walkways</b>	<b>Areas must be well-marked and free of debris</b>	
Access width	Measured	81"
	ADA	48" min
Access Slope	Measured	3%
	ADA	8% max
Turning Space	Measured	60"
	ADA	48" min
Pathways	Areas must be clear of debris & obstacles	
Ramp width	Measured	81"
	ADA	36" min
Ramp Slope	Measured	3%
	ADA	8% max
Handrail Height	Measured	No Handrails, not above a 5% slope
	ADA	34" min; 38" max
Doors and Entrances		
Entry Width	Measured	33 1/4"
	ADA	32" min
Maneuvering Area	Measured	33"
	ADA	32"-60" on each side of door/entrance
Handle Type	Measured	Yes
	ADA	Operable with one hand
Separation Space Between Doors	Measured	79"
	ADA	48" min
Door Closing Time	Measured	5 seconds
	ADA	5 seconds min
Door Handle Height	Measured	35"
	ADA	34" min-48" max
Threshold Height	Measured	1/4"
	ADA	1/2"max; with beveled sides 3/4" max

Automatic Door Opener Height	Measured	No Automatic Door Opener
	ADA	34"-48" max
Buzzer/Intercom System (should be equipped with visual& audible signals)	Measured	No Intercom
	ADA	48" or less
<b>Service/Kitchen/Bathroom Counters</b>		
Counter Height	Measured	42 1/2"
	ADA	34" max
Knee Clearance (height)	Measured	41"
	ADA	27" min
Knee Clearance (depth)	Measured	3 1/2"
	ADA	8" min
<b>Restrooms</b>		
Stall Door Width	Measured	42"
	ADA	32" min
Stall Dimensions	Measured	41 5/8" x 80" (this is the bathroom door not a stall)
	ADA	56" X 60" min
Grab Bar Height	Measured	35"
	ADA	33"-36"
Urinal/Toilet Height	Measured	17 3/4"
	ADA	17"-19"
Towel Dispenser/Hand Dryer Height	Measured	50"
	ADA	38"-48"
Counter Height	Measured	34"
	ADA	34" max
Knee Clearance (height)	Measured	28"
	ADA	27" min
Knee Clearance (depth)	Measured	9"
	ADA	8" min

ADA Standards-<https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

Health Department Photos



Handicap-accessible parking.



Walkway up to Health Department entrance.



Health Department entrance.



Second entrance door.



Health Department service counter.



Bathroom door.



Accessible bathroom.



Second view of the accessible bathroom.

## Summary and Recommendations

The Clay County Health Department provides a welcoming environment for visitors, with many features designed to be accessible. Several aspects of the building meet or exceed ADA standards, though there are some areas where improvements can enhance accessibility for all individuals, particularly those with mobility challenges.

### **Entrances and Doors**

- Current Observation: The doors are accessible but lack automatic door openers.
- Recommendation: Install automatic door openers to improve ease of access.

### **Interior Features**

- Current Observation: The service counters and towel dispenser do not meet ADA height requirements.
- Recommendation: Add desks or tables to meet ADA counter height standards and lower towel dispensers.

The Clay County Health Department is a well-maintained and functional building with many accessibility features that meet or exceed ADA standards. By implementing these recommended improvements, the health department can further enhance its accessibility, ensuring that all community members—regardless of ability—can easily access services and navigate the building independently. These adjustments will help solidify the health department as an inclusive and welcoming space for everyone.

## Justice Center



### History and Overview

The Clay County Justice Center, completed in 2006, was built to meet the growing needs of the county’s judicial system and provide a secure, functional space for court services. The facility was designed and constructed to adhere to ADA (Americans with Disabilities Act) specifications, ensuring accessibility for all community members. Since its opening, the Justice Center has operated as a modern and accessible facility, with no significant remodeling taking place to date.

The Justice Center features 44 public parking spaces and eight designated accessible parking spaces. Two of these accessible spaces are van-accessible, ensuring that individuals with mobility challenges can easily access the building. As part of its commitment to accessibility, the Justice Center has been maintained according to ADA standards, providing an inclusive environment for all who utilize its services.

### Justice Center Measurements

Parking	Areas must be well-marked & level	
Stall width	Measured	109"
	ADA	96" min
Aisle width	Measured	117"
	ADA	60" min
International Symbol of Accessibility Sign	Measured	81"
	ADA	60" above ground level

<b>Curb Access/Access to Walkways</b>	<b>Areas must be well-marked and free of debris</b>	
Access width	Measured	61"
	ADA	48" min
Access Slope	Measured	2%
	ADA	8% max
Turning Space	Measured	177"
	ADA	48" min
Pathways	Areas must be clear of debris & obstacles	
Ramp width	Measured	57"
	ADA	36" min
Ramp Slope	Measured	3%/5%
	ADA	8% max
Handrail Height	Measured	No Handrails, not above a 5% slope
	ADA	34" min; 38" max
Doors and Entrances		
Entry Width	Measured	40"
	ADA	32" min
Maneuvering Area	Measured	>60"
	ADA	32"-60" on each side of door/entrance
Handle Type	Measured	Yes
	ADA	Operable with one hand
Separation Space Between Doors	Measured	104"
	ADA	48" min
Door Closing Time	Measured	6 seconds
	ADA	5 seconds min
Door Handle Height	Measured	40"
	ADA	34" min-48" max
Threshold Height	Measured	1/2"
	ADA	1/2" max; with beveled sides 3/4" max
Automatic Door Opener Height	Measured	43 1/2"
	ADA	34"-48" max
Buzzer/Intercom System (should be equipped with visual& audible signals)	Measured	43"
	ADA	48" or lower
<b>Service/Kitchen/Bathroom Counters</b>		
Counter Height	Measured	40"
	ADA	34" max
Knee Clearance (height)	Measured	28"
	ADA	27" min
Knee Clearance (depth)	Measured	9"
	ADA	8" min

<b>Restrooms</b>		
Stall Door Width	Measured	32"
	ADA	32" min
Stall Dimensions	Measured	84" x 96"
	ADA	56" X 60" min
Grab Bar Height	Measured	36"
	ADA	33"-36"
Urinal/Toilet Height	Measured	17 3/4"
	ADA	17" max
Towel Dispenser/Hand Dryer Height	Measured	48"
	ADA	38"-48"
Counter Height	Measured	41"
	ADA	34" max
Knee Clearance (height)	Measured	29"
	ADA	27" min
Knee Clearance (depth)	Measured	8 1/2"
	ADA	8" min

ADA Standards-<https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

### Justice Center Photos



Handicap assessable parking.



The sidewalk leads to the Justice Center entrance.



Justice Center entrance.



Automatic door opener.



Justice service window.



Justice Center restroom.



Drinking fountains.

## Summary and Recommendations

The Clay County Justice Center is a modern facility built to ADA specifications. It features well-maintained accessible parking and pathways, though several areas could be improved by further adjustments, particularly for individuals with mobility challenges.

### **Entrances and Doors**

- Current Observation: Doors are generally compliant, but no automatic door openers exist.
- Recommendation: Install automatic door opener for those in wheelchairs or with limited mobility.

### **Interior Features**

- Current Observation: Service counters meet general accessibility standards but could benefit from ADA-compliant tables for greater inclusivity.
- Recommendation: Add desks or tables to meet ADA counter height requirements.

By addressing these recommendations, the Clay County Justice Center will enhance its accessibility, ensuring that all community members can access services and navigate the building independently, regardless of ability. These changes will further demonstrate the county's commitment to accessibility and inclusivity for everyone.

## Community Corrections/Probation



### History and Overview

The Clay County Community Corrections and Probation office, completed in 2017, was constructed considering ADA standards, providing accessibility for all individuals. The office is located near the Clay County Justice Center and offers a gravel parking lot with accessible parking spaces. While this lot has no designated parking spaces, some courthouse employees also utilize it. The parking area is directly connected to the sidewalk leading from the Clay County Justice Center parking lot, ensuring ease of access to the building. This facility serves as a vital resource for the community, offering probation and correctional services in a space that prioritizes inclusivity and compliance with ADA guidelines.

### Community Corrections/Probation Measurements

Parking	Areas must be well-marked & level	
Stall width	Measured	104"
	ADA	96" min
Aisle width	Measured	62"
	ADA	60" min
International Symbol of Accessibility Sign	Measured	73"
	ADA	60" above ground level

<b>Curb Access/Access to Walkways</b>	<b>Areas must be well-marked and free of debris</b>	
Access width	Measured	48"
	ADA	48" min
Access Slope	Measured	0%
	ADA	8% max
Turning Space	Measured	No Ramp
	ADA	48" min
Pathways	Areas must be clear of debris & obstacles	
Ramp width	Measured	No Ramp
	ADA	36" min
Ramp Slope	Measured	No Ramp
	ADA	8% max
Handrail Height	Measured	No Handrails, not above a 5% slope
	ADA	34" min; 38" max
Doors and Entrances		
Entry Width	Measured	36"
	ADA	32" min
Maneuvering Area	Measured	72"
	ADA	32"-60" on each side of door/entrance
Handle Type	Measured	Yes
	ADA	Operable with one hand
Separation Space Between Doors	Measured	87.5"
	ADA	48" min
Door Closing Time	Measured	4 seconds
	ADA	5 seconds min
Door Handle Height	Measured	37"
	ADA	34" min-48" max
Threshold Height	Measured	1/2"
	ADA	1/2"max; with beveled sides 3/4" max
Automatic Door Opener Height	Measured	No Automatic Door
	ADA	34"-48" max
Buzzer/Intercom System (should be equipped with visual& audible signals)	Measured	No Intercom
	ADA	48" or less
<b>Service Counters</b>		
Counter Height	Measured	35" (Not a service counter/service window)
	ADA	34" max
Knee Clearance (height)	Measured	39"
	ADA	27" min
Knee Clearance (depth)	Measured	3 1/2"
	ADA	8" min

Restrooms		
Stall Door Width	Measured	35"
	ADA	32" min
Stall Dimensions	Measured	58" x 60"
	ADA	56" X 60" min
Grab Bar Height	Measured	36 1/2"
	ADA	33"-36"
Urinal/Toilet Height	Measured	Toilet- 18"
	ADA	17"-19"
Towel Dispenser/Hand Dryer Height	Measured	48 1/2"
	ADA	38"-48"
Counter Height	Measured	33"
	ADA	34" max
Knee Clearance (height)	Measured	28"
	ADA	27" min
Knee Clearance (depth)	Measured	9 3/4"
	ADA	8" min

ADA Standards-<https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

### Community Corrections/Probation Photos



Handicap assessable parking.



Sidewalk from accessible parking to Community Corrections/Probations.



Community Corrections/Probation entrance.



Second Door entry.



Community Corrections/Probation Service window.



Restroom entry.



Accessible restroom stall.



Drinking fountains.

## Summary/Recommendations

The Clay County Community Corrections and Probation office, constructed in 2017, offers several features that meet or exceed ADA standards. However, a few areas could benefit from adjustments to improve accessibility for individuals with mobility challenges. The facility is generally accessible, but addressing the following recommendations would enhance the overall experience and compliance with ADA guidelines.

### **Entrances and Doors**

- **Current Observation:** The doors are functional but lack automatic openers. The door closing time should be adjusted for a slower, more accessible closing mechanism.
- **Recommendation:** Install automatic door openers to improve accessibility. Calibrate the door closer to extend the time it takes for the door to shut fully, aligning with ADA standards.

### **Interior Features**

- **Current Observation:** Restroom grab bars and towel dispensers are positioned too high, and service counters do not meet ADA standards.

- Recommendation: Adjust grab bar heights, lower towel dispensers, and add desks or tables to meet ADA counter height requirements.

Making these adjustments will enhance the accessibility of the Clay County Community Corrections and Probation office and ensure that individuals of all abilities can more easily access services and navigate the space. These improvements will create a more inclusive atmosphere, providing a welcoming environment that accommodates the needs of all community members.

# APPENDIX K-ACTION PLAN

Clay County Action Plan			
Goal	Cost Estimate	Responsible Party	Completion Date
<b>Administrative</b>			
Submit required INDOT reports and documents with copies to Commissioners	N/A	ADA Coordinator	Annually
Review work plan, progress report, update and prioritize remediation efforts	N/A	ADA Coordinator/ Commissioners	Annually
Allocate \$10,000 for remediation efforts.	N/A	ADA Coordinator/ Commissioners	Annually
Procure a contractor to provide cost estimates for identified work.	\$5,000	ADA Coordinator/ Commissioners	3/31/2025
<b>Buildings-reduce County's liability by bringing facilities into compliance</b>			
Adjust accessible parking sign to correct height-Health Department	\$0	ADA Coordinator/ Commissioners	3/1/2025
Adjust door weight for longer shutting time-Community Corrections	\$0	ADA Coordinator/ Commissioners	3/1/2025
Adjust grab bar height in restrooms- Community Corrections	\$200	ADA Coordinator/ Commissioners	3/1/2025
Lower towel dispenser-Community Corrections/Probation	\$200	ADA Coordinator/ Commissioners	4/1/2025
Lower towel dispenser-Health Department	\$200	ADA Coordinator/ Commissioners	4/1/2025
Add desk/table to offices to meet ADA counter height-Courthouse (Auditor's office)	\$300	ADA Coordinator/ Commissioners	4/1/2025
Add desk/table to offices to meet ADA counter height-Health Department	\$300	ADA Coordinator/ Commissioners	4/1/2025
Add desk/table to offices to meet ADA counter height-Justice Center	\$300	ADA Coordinator/ Commissioners	4/1/2025
Add desk/table to offices to meet ADA counter height-Community Corrections/Probation	\$300	ADA Coordinator/ Commissioners	4/1/2025
Install automatic door opener-Community Corrections/Probation	\$700	ADA Coordinator/ Commissioners	6/1/2025
Install automatic door opener-Health Department	\$700	ADA Coordinator/ Commissioners	6/1/2025
Lower sink height in ADA restroom-Courthouse	\$1,000	ADA Coordinator/ Commissioners	12/1/2026
Update elevator car door to ADA compliant-Courthouse	TBD	ADA Coordinator/ Commissioners	12/1/2027

# **APPENDIX L-INDOT DESIGN STANDARDS (SECTION 22)\***

## SECTION 22 – ADA COMPLIANCE FOR SIDEWALK, CURB RAMPS, BLENDED TRANSITIONS, AND PEDESTRIAN FACILITIES

### 22.1 SIDEWALKS AND CURB RAMPS *(Rev. 09-01-24)*

#### 22.1.1 Regulations

When constructing pedestrian facilities (sidewalk, trail, non-vehicular use facility), the requirements of the Americans with Disabilities Act (ADA) must be met regardless of the contract's funding source. Exceptions to these requirements require a determination of technical infeasibility, issued by the Highway Engineering Division in conjunction with the Department's Title VI Program and FHWA. The intent is that technical infeasibility is determined prior to construction.

If the plans do not accurately reflect the field conditions encountered, particularly when curb ramps are involved, the PEMS should discuss the situations with the AE and the Designer to examine alternative solutions. "Doing the best you can" is not sufficient for ADA compliance. The Department's ADA Technical Advisory Committee, TAC, can provide technical assistance ([ADA@indot.in.gov](mailto:ADA@indot.in.gov)). During the contract, if an alternative that meets the ADA requirements cannot be found, the PEMS should have the Designer document the alternatives considered and request a determination of technical infeasibility from the TAC. The Indiana Design Manual, IDM, describes this process. Work should not continue until a determination has been made.

#### **Indiana Design Manual**

IDM Chapter 51 contains information on ADA, curb ramp, sidewalk, and pedestrian pushbutton requirements. IDM Chapter 17 contains information on curb ramp quantities.

Note: Effective with September 2016 lettings, curb ramps are no longer paid for by a type. Designers should be detailing all curb ramps on contract's construction plans.

#### **INDOT Standard Specifications**

- 604 Sidewalks, Curb Ramps, Steps, and Handrails
- 805 Traffic Signals
- 905.05 Detectable Warning Surfaces.

#### **INDOT Standard Drawings**

- 604-SWCR Sidewalk Curb Ramps
- 604-SDWK Sidewalk Details
- 801-TPAR Temporary Pedestrian Access Routes
- 805-PPBA Pedestrian Pushbutton Assembly.

#### **ADAAG vs. PROWAG**

The 2010 ADA Standards for Accessible Design (2010 Standards) is the current standard for providing facilities that are readily accessible and usable by persons with disabilities.

However, the guidelines were developed primarily for buildings and facilities outside the right of way. Pedestrian facilities within the public right of way contain elements to which the 2010 Standards cannot be readily applied. For this reason, the U.S. Access Board proposed guidelines specifically for pedestrian facilities in the public right of way denoted as the Public Rights-of-Way Accessibility Guidelines, PROWAG. These guidelines are recommended as best practice by FHWA and are currently being evaluated as part of the federal rulemaking process. Once adopted as a regulation, with or without modifications, the guidelines will be mandatory. The PROWAG was used to develop the Department's ADA transition plan and should be used as the basis for identifying the required curb ramp, landing (turning space), and sidewalk dimensions and slopes (running slopes and transverse slopes).

### **Changes from ADAAG to the PROWAG**

Very little has changed from the Americans with Disabilities Act Accessibility Guidance, ADAAG, to the PROWAG. The items listed below represent notable differences.

1. The minimum clear width of a curb ramp, turning space, or sidewalk, is 4 feet. A 3-ft pinch point is not acceptable. For sidewalks – where the width is less than 5 ft, a 5 ft by 5 ft passing space is required every 200 ft.
2. The grade (running slope) of the sidewalk shall not exceed the adjacent roadway profile grade.
3. A curb ramp running slope of 10% for a 6-in. rise is not acceptable.
4. A sidewalk adjacent to a roadway does not require a landing or handrail, regardless of the roadway grade.
5. Detectable warning elements must extend the full width of the ramp. Where forming is required, a 2-in. maximum border width may be provided. Only the clarification where a border is necessary is new.

### **Changes from previous Department practice**

Much has changed from previous Department practice. The items listed below represent notable differences.

1. Designers have been directed to fully detail curb ramps on contract construction plans. Simply calling out a ramp by type, e.g. Type A, is not acceptable. Spot elevations, widths, and slopes should be shown or tabulated.
2. **There is no construction tolerance for cross slope.** The maximum cross slope is 2.00%. The PROWAG contains exceptions to cross slope requirements for ramps and turning spaces when matching the grade of the adjacent roadway. Designers have been directed to use no more than

1.5% as a design value. The IDM now states this explicitly. A 2-ft level is also identified for checking compliance. *Note: A 2-ft level is not required by PROWAG but was included so that the expectation was clear. Forms should be checked prior to pour to ensure maximum slopes are not exceeded and minimum dimensions are met.*

3. **There is no construction tolerance for running slope.** The maximum ramp running slope is 8.33%. Designers have been directed to use no more than 8.0% as a design value. The IDM now states this explicitly. *Note: A 2-ft level is not required by PROWAG but was included so that the expectation was clear. Forms should be checked prior to pour to ensure maximum slopes are not exceeded and minimum dimensions are met.*
4. The Standard Drawings identify curb ramps as either perpendicular or parallel.
5. All curb ramps are paid for as a single pay item Curb Ramp, Concrete.
6. Detectable Warning Surfaces, DWS, (truncated domes) are paid for separately. The area of DWS is not subtracted from the Curb Ramp, Concrete quantity.

### 22.1.2 General Construction Notes

1. Sidewalks are usually replaced when they are disturbed or removed during construction. Sidewalks beyond the construction limits, which are damaged by the Contractor's equipment, must be replaced at no cost to the Department. Sidewalks built adjacent to curbs should be constructed 1/2 in. above the curbs to reduce the potential for ponding on the sidewalk along the top of the curb.
2. Pedestrian accessibility is required to be provided and maintained during the construction of the contract where facilities currently exist. Accessibility consists of signed pedestrian detours utilizing existing and temporary features including curb ramps, DWS, pedestrian signals, pavement markings, pedestrian phasing, or sidewalks effected by the work zone. The PEMS should review the contract plans to identify the methods to be used for pedestrian access.
3. Sidewalks placed at drives shall be 6 in. thick or the same depth as the existing drive, whichever is greater.
4. When reconstructing portions of sidewalk, the joint pattern of new sidewalk should be similar to sidewalk intended to remain in place.

5. The height of a single two-by-four (3 1/2 in.) is not acceptable as a form.
6. Forms should be checked prior to a pour to ensure maximum slopes are not exceeded and minimum dimensions are met.
7. Construct sidewalks only where indicated on the plans unless a change is authorized.

## 22.2 CURB RAMP BASICS *(Rev. 09-01-24)*

Curb ramps and turning spaces are part of the Pedestrian Access Route (PAR) and must meet ADA standards. INDOT separates curb ramps into component and design elements.

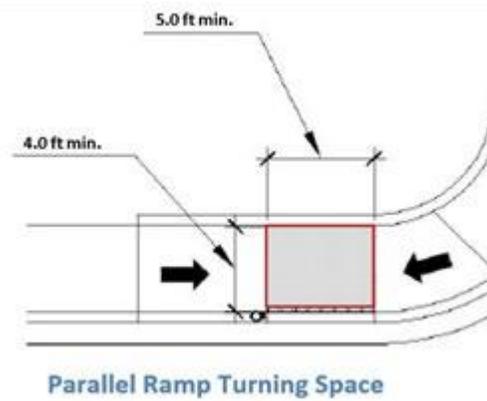
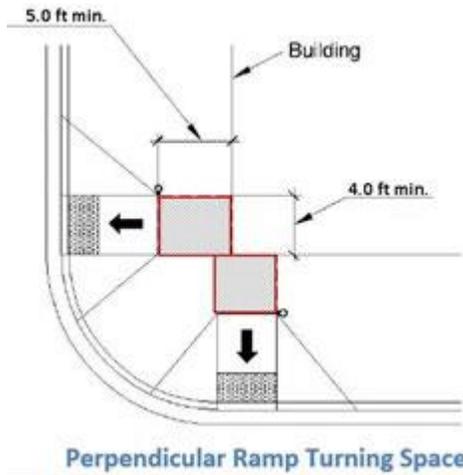
### 22.2.1 Components

The PROWAG section reference is shown in brackets adjacent the component description below.

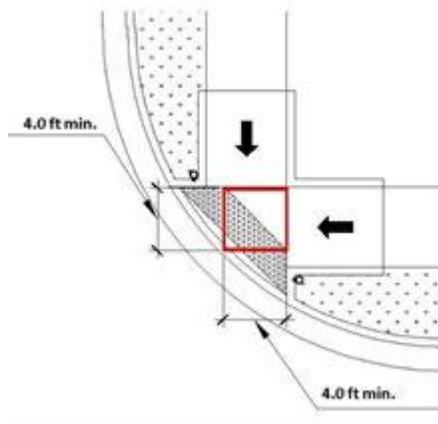
1. Ramp or Blended Transition [R304.1]. The ramp or blended transition is the portion of a curb ramp that facilitates the change in elevation from the sidewalk to street level. Typically, the curb ramp cuts through or is built adjacent to the curb. Although similar, ramps leading to or within buildings are subject to separate requirements [R407].
2. Turning Space [R304.2.1]. A turning space or landing area must be provided at the top of a perpendicular curb ramp, the bottom of a parallel curb ramp, and where the pedestrian access route changes direction. It is acceptable for two perpendicular curb ramps to share a common landing.

Minimum dimensions: 4 ft by 4 ft. Where the turning space is constrained by a curb, building, or other feature at the back of the sidewalk, the minimum required dimensions are 4 ft by 5 ft, with the 5-ft dimension in the direction of the ramp run.

Quantities: The turning space is included in the SYS cost of the concrete curb ramp. Where turning spaces overlap, the area should only be included once.



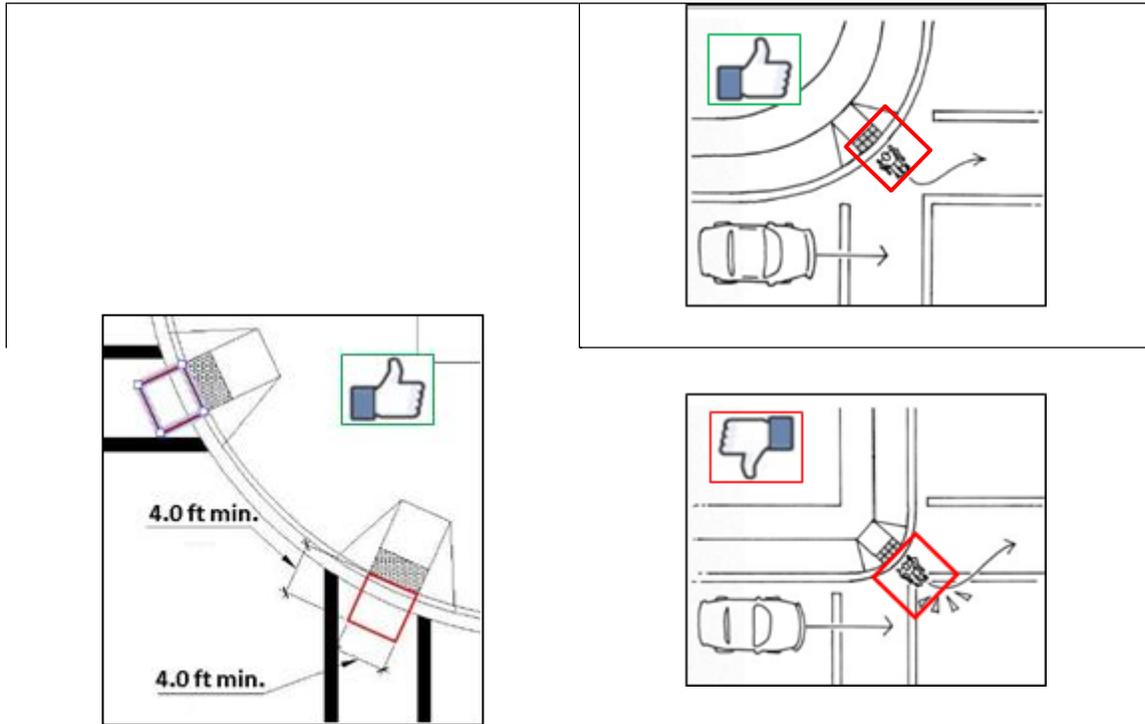
**Overlapping Turning Space**



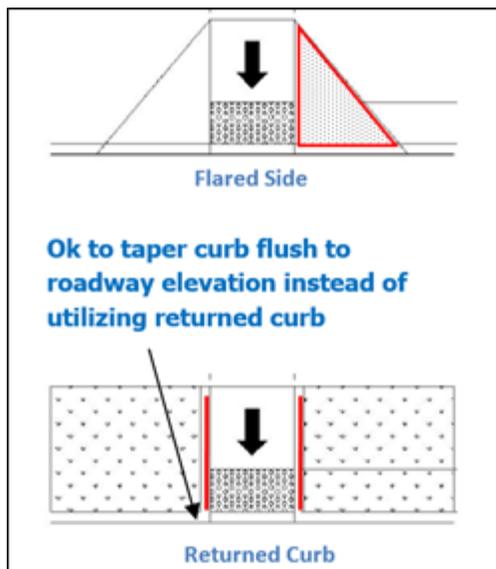
3. Clear Space [R304.5.5]. The clear space is provided beyond the grade break at the bottom of a ramp to allow a wheelchair user to maneuver and align with the crosswalk. The clear space requirement requires particular attention at diagonal ramps and other locations where the ramp run is not in line with the direction of pedestrian travel.

Minimum dimensions: The minimum required dimensions are 4 ft by 4 ft. The clear space should be within the width of the pedestrian crossing and wholly outside the parallel vehicle travel lane. The parallel vehicle travel lane is the lane where traffic is traveling parallel to the crosswalk.

Quantities: The clear space is not quantified separately.



4. Flared Sides and Returned Curbs [R304.2.3].



a. Flared Sides. Required where the curb ramp intersects a sidewalk or other walkable surface. The maximum allowable slope is 10.0%

b. Returned Curbs. May be used instead of flared sides where the curb ramp intersects a buffer, sodded area, or other non-walkable surface or where protected from cross travel by landscaping, street furniture, fencing, or railing. Return curbs assist pedestrians with low vision find their way.

Quantities: Both flared sides and returned curbs are included in the SYS cost of the concrete ramp.

5. Detectable Warning Surfaces, DWS [R305.1]. DWS consist of truncated domes aligned in a square or radial grid pattern and must extend the full width of the curb ramp. The Designer must show the

DWS the full width of the ramp. The Contractor chooses the DWS from the Department's Qualified Products List. Brick DWS will require some type of forming. A 2-in concrete border can encroach into the ramp width, but any additional width must be outside the ramp. An L-bracket or other means of restraint is also acceptable.

DWS must contrast visually with the adjacent gutter, street, or pedestrian access surface. Each curb ramp must contain a detectable warning surface except as follows.

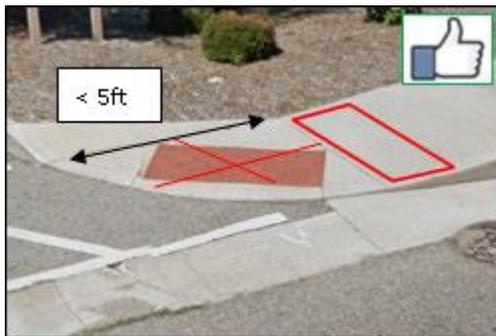
Where the cut through pedestrian refuge island is less than 6 ft in the direction of pedestrian travel, detectable warning surfaces should not be placed as there is not sufficient distance between surfaces to distinguish the boundary between pedestrian and vehicular routes.



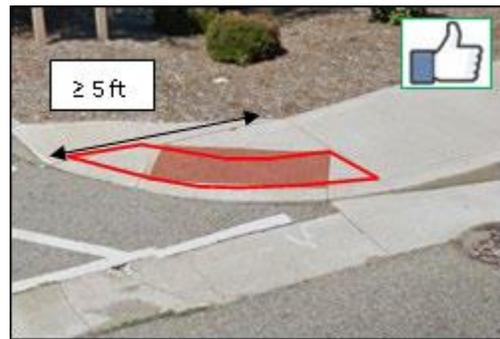
Detectable Warning Surface is the full width of the ramp.



Detectable Warning Surface is not the full width of the ramp. See below for possible solutions.



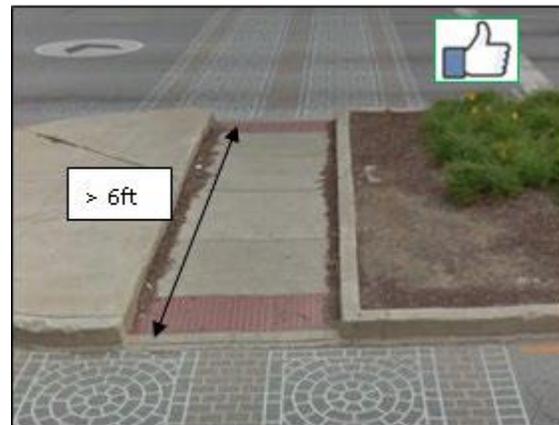
Solution 1. DWS may be located at the bottom of the ramp when located less than 5 ft from back of curb.



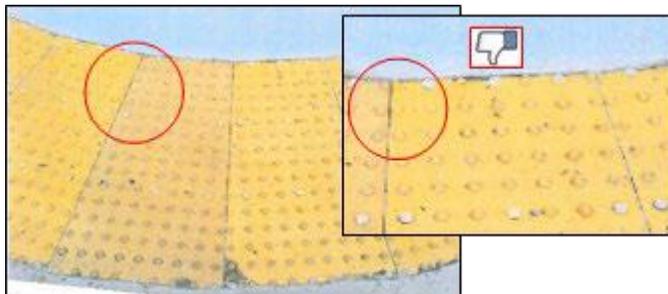
Solution 2. DWS should be in a radial pattern beyond the ramp when the bottom of the ramp is greater than or equal to 5 ft from the back of curb.



For a shared-use path, the DWS should extend the full width of the path, regardless of the inclusion of a ramp.



Use DWS in a median cut-through only when median width is 6 ft or greater. Do not use DWS when width is < 6 ft. When the width is < 6 ft, there is not enough space between each DWS to distinguish the boundary between pedestrian and vehicular routes.



Where DWS are field cut, particular attention must be paid to ensure the dome spacing is within the allowable range shown on the Standard Drawings.

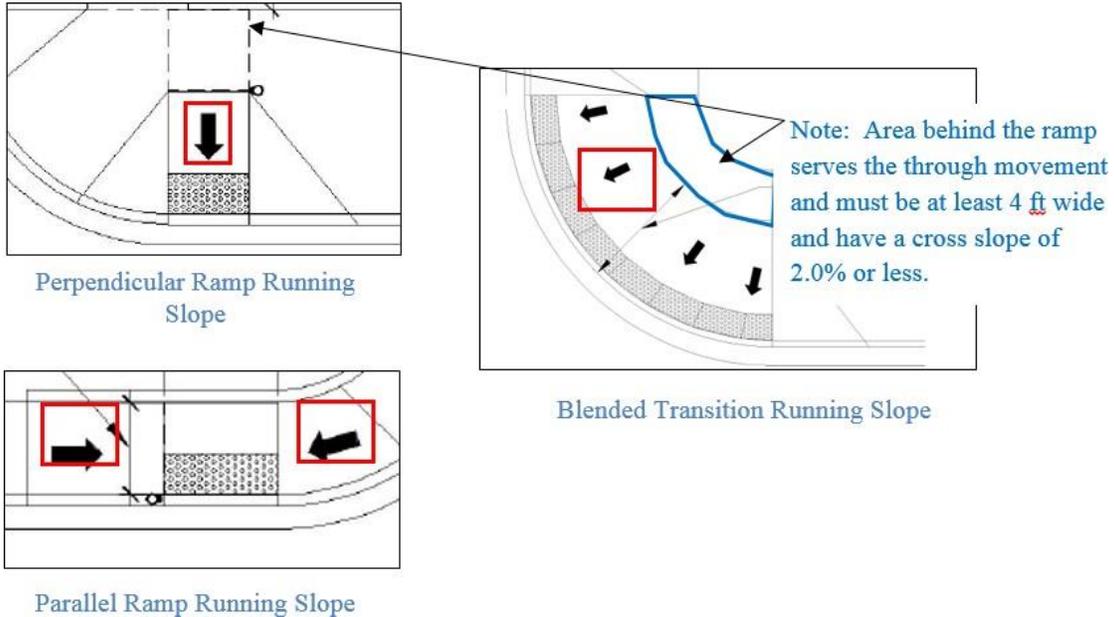
**Design Elements.** Design elements are characteristics of the various components. The PROWAG section reference is shown in brackets adjacent to the component description below.

6. Width [R304.5.1]. The minimum clear width of a curb ramp (excluding flared sides) or blended transition is 4 ft. The minimum width for a cut through in the median is 5 ft.

When ramp or blended transition is used with a shared-use path, it is the width shall match that of the shared-use path.

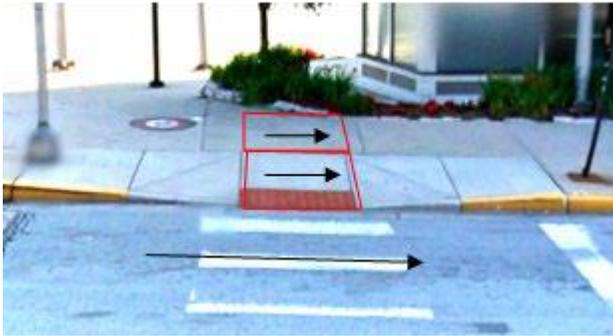
7. Running Slope [R304.2.2 and R304.3.2]. The running slope of a ramp is measured parallel to the direction of pedestrian travel. Providing the least slope possible is preferred, and there is no construction tolerance.
  - Curb Ramp. Running slope of 8.33% maximum. 8% should be used for design.

- Blended Transition. Running slope of 5.00% maximum.
- Running slope of 2.00% or less.



8. Grade Break [R304.5.2]. The grade break at the top and bottom of a curb ramp must be perpendicular to the direction of the ramp run. It may be necessary at corner with a larger radius to indent the grade break from the back of the curb meet this requirement. Grade breaks are not permitted on the surface of the ramp run or within the landing area.
9. Cross Slope [R304.5.3]. Cross slope measured perpendicular to the direction of pedestrian travel. The maximum allowable cross slope of a curb ramp, turning space, or clear space is 2.0% with the exceptions below permitted at crosswalks. 1.5% should be used for design purposes.

At a crosswalk, it may be acceptable for the cross slope to exceed 2.0% without a determination of technical infeasibility. See Sidewalk and Crosswalk Basics cross slope information.



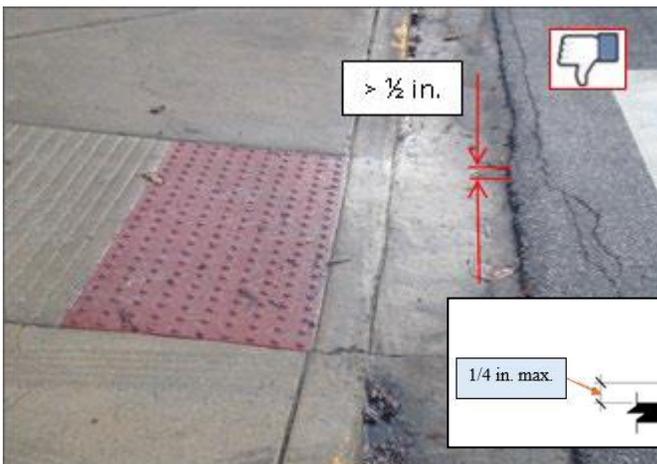
\*At a street crossing, cross slope of ramp and turning space may be >2% to meet roadway grade. If crossing is signalized or has no traffic control, max is 5%. If crossing is stopped condition, max is 2%. If crossing is a midblock crossing, max is the roadway grade.

Roadway grade >2%

10. Counter Slope [R304.5.4]. The counter slope is a slope opposite to the general running slope of the ramp or sidewalk, typically the cross slope of the gutter or roadway at the foot of the curb ramp or blended transition. The counter slope must not exceed 5%. This maximum allows the rate of grade change not to exceed 13% when the maximum ramp running slope is used. Excessive rate of grade change compromise the ground clearance of a wheelchair footrest and may cause a wheelchair to tip.

Where the rate of grade change exceeds 11% but less than 13.33%, a 2-ft level area (equal to or less than 2.00% slope) should be provided on the ramp, adjacent to the counter slope.

11. Vertical Surface Discontinuities [R302.7.2]. Where a curb ramp meets the roadway, the surface should be flush. Along the Pedestrian Access Route (PAR), surface discontinuities greater than 1/2 in. are not acceptable. Discontinuities of 1/4 in. and less are acceptable with no additional modifications. Discontinuities greater than 1/4 in. to 1/2 in. must be beveled.

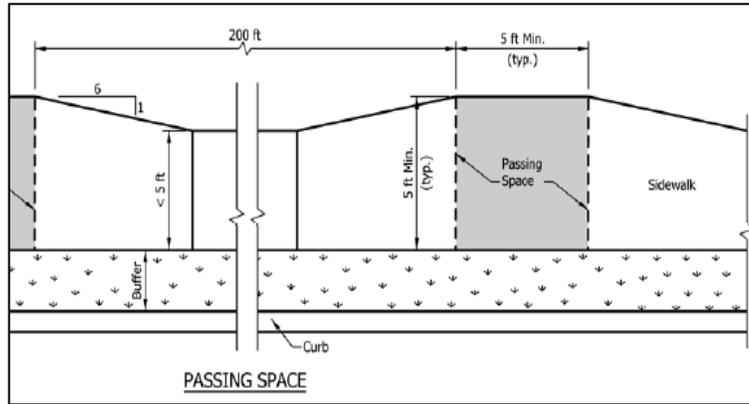


This curb ramp is flush at the curb line, but an overlay has created a vertical discontinuity which is greater than acceptable limits as shown below.

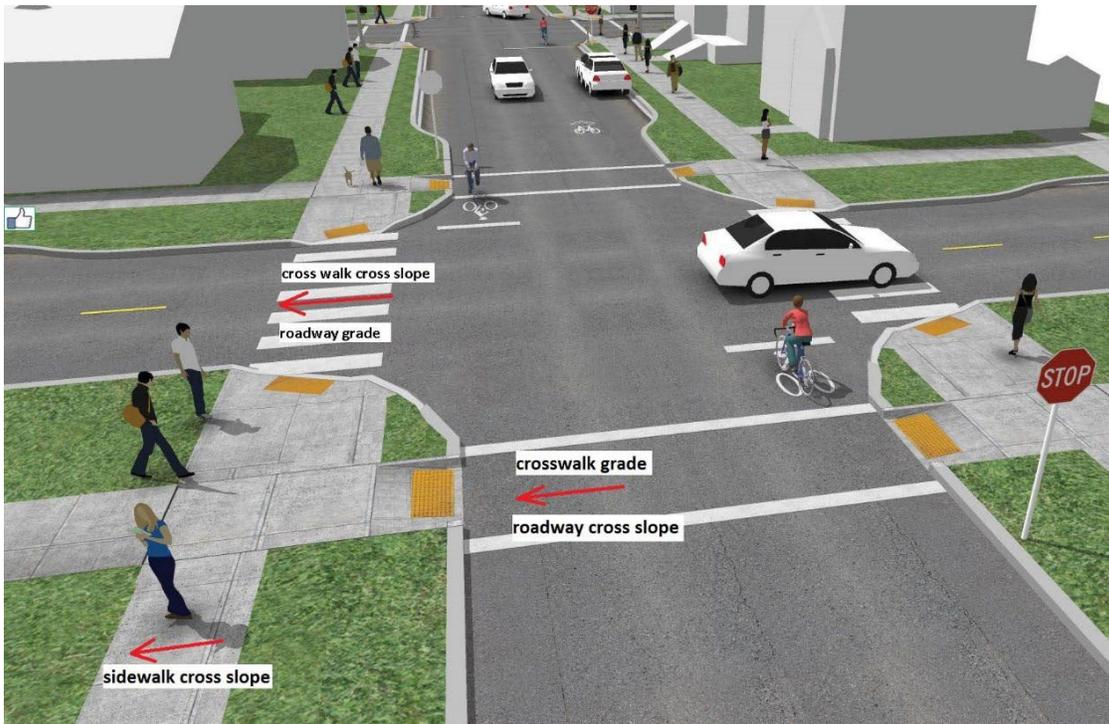
### 22.3 SIDEWALK AND CROSSWALK BASICS (Rev. 03-01-22)

Sidewalks and crosswalks are part of the Pedestrian Access Route (PAR) and must meet ADA standards.

1. Width. Minimum clear width of 5 ft. Where a 5-ft clear width is not provided, passing spaces of a minimum of 5 ft by 5 ft must be provided every 200 ft.



Where street furniture, utilities, or other obstructions are present on the sidewalk, a clear width (measured between obstructions or from the obstruction to the back of curb or sidewalk) can be 4 ft. The minimum 4 ft dimension is for pinch points only and should not be used as a continuous width.



2. Cross Slope (measured perpendicular to the direction of pedestrian travel).

Sidewalk. Maximum 2.0%. 1.5% should be used for design. The

cross slope requirements still apply where the sidewalk crosses a driveway. The sidewalk cross slope takes precedence over the driveway grade. The driveway approach can be built on a varying grade to ensure the sidewalk cross slope does not exceed 2.0%.

Crosswalk

- Pedestrian street crossings (crosswalks) with stop sign or yield sign = 2.0% maximum.
- Pedestrian street crossings (crosswalks) without yield or stop control, e.g. signalized = 5% maximum.
- Midblock crossing only = Maximum of grade of street or highway being crossed.

3. Grade (measured parallel to the direction of pedestrian travel).

Sidewalk. Maximum grade cannot exceed the grade of the adjacent roadway.

Crosswalk. Matches the cross slope of the roadway.

**22.4 PEDESTRIAN PUSHBUTTON BASICS** (Rev. 09-01-24)

The placement and configuration of the pedestrian pushbutton assembly is critical to proper function. Criteria for pushbutton placement are listed below. If these criteria cannot be met,

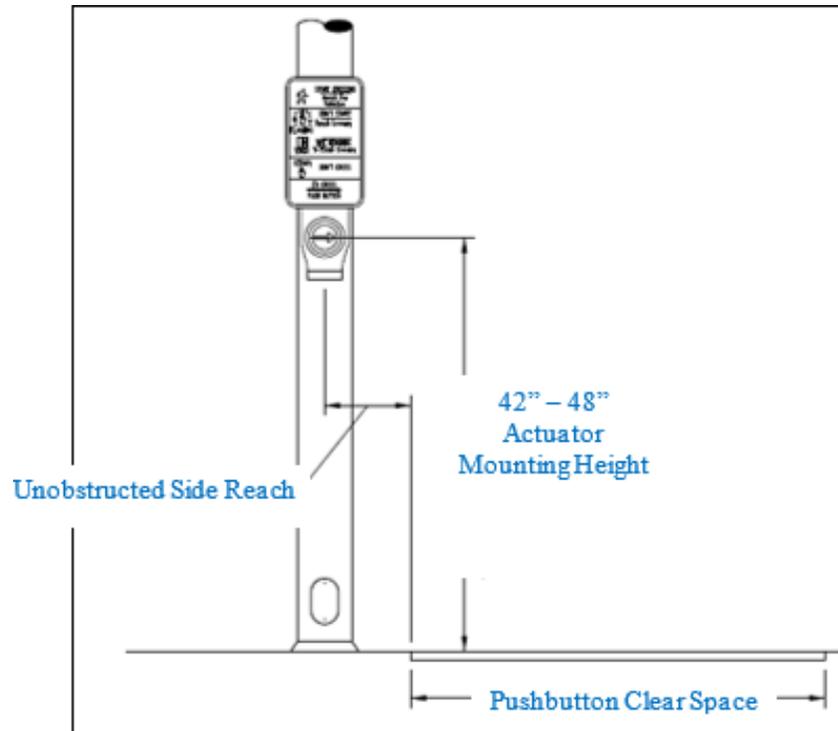
a Technical Inquiry must be sent to the ADA Technical Advisory Committee for review. Variations in curb radius, available right of way, presence of a buffer or curb ramp, and existing infrastructure make each crossing unique.

1. Placement. The MUTCD 4E.10 provides guidance on the location of pedestrian pushbuttons. The distance from the nearest face of a pushbutton assembly to face of the curb or edge of pavement should be between 1.5 ft and 6 ft and should not be greater than 10 ft. Placement that falls outside these guidelines should be documented as a Technical Inquiry with the ADA TAC. Placement of push buttons should be adjacent to the clear space and within reach requirements discussed below.

Where two APS pushbutton assemblies are closer than 10 ft., special features must be included in accordance with IMUTCD 4E.10 and sections 805 and 922.04(b) of the SS.

2. Side Reach. The maximum unobstructed side reach distance is 10 in. Designers should be mindful of guardrail, curb, or other obstructions that may affect the available side reach. Pushbutton extensions up to 12 in. may be used to meet the side reach requirements.
3. Mounting Height. The actuator must be mounted between 42 and 48

inches above the Pedestrian Access Route.



4. Pushbutton Clear Space. A clear space, similar to a curb ramp turning space must be provided adjacent the pushbutton assembly.

Minimum dimensions are 4 ft by 4 ft. The pushbutton clear space may overlap a curb ramp turning space. *Look for obstructions such as curb, slopes, guardrail, or unimproved surfaces that may obstruct access to the pushbutton assembly. Both photos below are examples of non-compliant push button installation.*

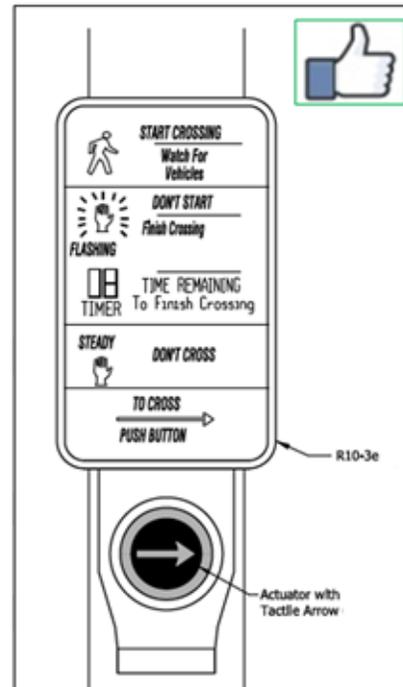




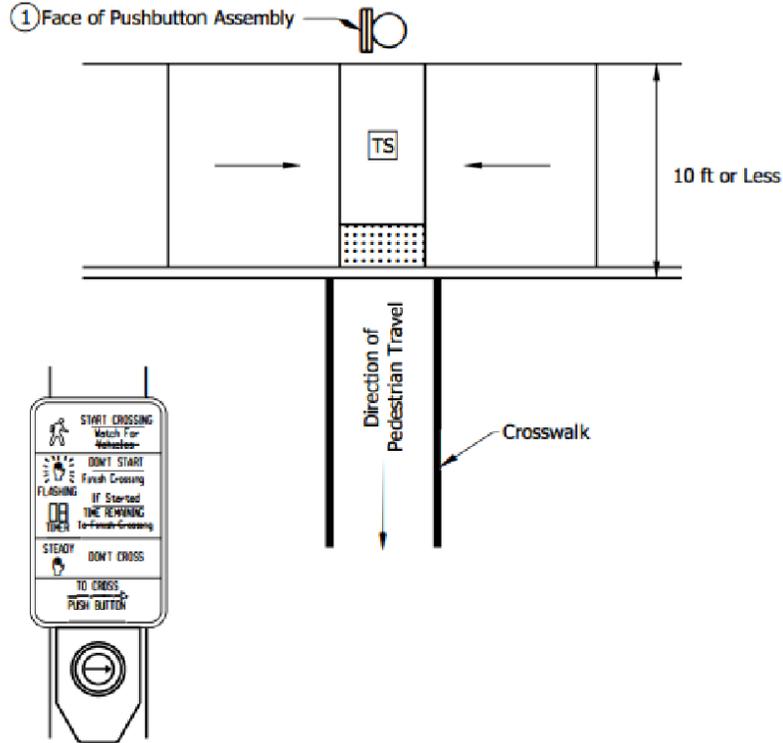
Photo: ADOT

Photo: FHWA

5. Actuator. The actuator must be at least 2 in. in diameter with a tactile arrow and contrast with the housing. Fingertip pushbuttons are not acceptable.



6. Orientation of Pushbutton. The face of a pedestrian pushbutton assembly must be aligned parallel to the direction of pedestrian travel on the associated crosswalk or as close as practical.



**FACE OF PEDESTRIAN  
PUSHBUTTON**

- ① The face of a pedestrian pushbutton assembly must be aligned parallel to the direction of pedestrian travel on the associated crosswalk.

**LEGEND:**

-  Detectable Warning Surface
-  Ramp
-  Pedestrian Pushbutton Assembly
-  Turning Space

**ORIENTATION OF PEDESTRIAN PUSHBUTTON  
ASSEMBLY**