

## Lapel ADA-Title VI Plan Update Proposals

ADA Transition and Title VI Plans cover a wide range of considerations and require significant data collection to be properly maintained. These considerations are generally distributed into 3 categories:

1. Public Facilities
  - a. Buildings
  - b. Parks & playgrounds
2. Public Rights-of-Way
  - a. Sidewalks
  - b. Curb ramps
  - c. Pedestrian signals
3. Programs & Internal Policies
  - a. Employment practices
  - b. Public meeting & special event procedures
  - c. Grievance procedures
  - d. Non-discrimination notices
  - e. Printed information & website requirements

The most extensive update to inventory requirements to date has been for curb ramps following changes in guidance from INDOT and the focus on public rights-of-way compliance as part of the Community Crossings grant program. Therefore, the primary focus for updates currently is curb ramp inventories. However, the other elements should also be updated and monitored to ensure compliance and that modifications are being made at the least costly time for the community.

The Town of Lapel's existing Plan should include a basic overview of each of these elements already and can serve as a base moving forward. Since the initial document was developed however, MCCOG has significantly changed the approach to data collection and inventory maintenance for all elements, even beyond curb ramps. These changes are to simplify document updates and accelerate movement toward compliance.

The scope of services outlined below illustrates the work and standard tasks for updating ADA Transition Plans.

### Standard Scoping Elements

#### Task 1: Project Initiation

**Kick-off:** Projects initiate with a joint meeting to discuss project organization and to finalize the project schedule. Outside of project logistics, discussion focuses on municipal-owned or -operated buildings, parks, and public spaces to be included in the ADA facility inventory.

**Previous Transition Plans:** Previous ADA Transition Plans and recommended modifications are reviewed to determine the best process for updating inventory items that already exist. As part of this process,

meetings are set with property/building maintenance personnel responsible for overseeing facility modifications. Discussions cover specific facilities and any projects that have occurred since the previous Transition Plan inventory was completed.

**Building Plan Collection & Digitization:** Linking the building inventory items within a building plan simplifies future inventory maintenance and updating. Building plans are generated from 360-degree camera imaging and/or laser measurement technology before the building inventory can take place, to simplify the facility data collection and maintenance processes.

#### Task 2: Collection Survey Development

The base of the data collection process is the translation of compliance standards into what information must be observed in the field. Due to the range of requirements, specific collection surveys must be developed for each component of the ADA Self-Evaluation and Transition Plan. The primary collection surveys include:

- Curb ramps
- Sidewalks & obstructions
- Buildings
- Parks & playgrounds

Surveys tied to the MCCOG geographic information system are developed for each component before field collection can begin.

#### Task 3: Data Collection

**Public Facilities:** An ADA inventory of all public facilities identified in the project initiation phase, including civic buildings, parks, and offices that are open to the public, is conducted. Elements of buildings such as *parking, entrances, restrooms, ramps, interior doors, and access to services* are evaluated for compliance with ADAAG standards. The Park inventory includes an evaluation of items such as *parking, access to services, and accessibility of playgrounds*. Evaluations are geolocated to points in parks or keyed to points in the digitized building plans.

**Public Rights-of-Way:** An inventory of all sidewalk curb ramps within corporate boundaries, including INDOT-owned roadways is conducted. Each ramp is evaluated according to INDOT specifications for approximately fifteen parameters, including at the least: *ramp width, ramp slope, cross slope, counter slope, DWS placement and DWS dome spacing*. In addition, a survey of sidewalk width and obstructions is conducted, wherein width is measured on all sidewalks at midblock locations and semi-permanent obstructions that reduce sidewalk width are geolocated. Finally, signalized intersection pedestrian signal timings are evaluated for compliance.

#### Task 4: Assessment & Transition Timeline Development

**Recommended Modifications:** A list of recommended changes for ADA considerations are compiled based on data from the inventories. Modifications are suggested where ADAAG standards are not met and each modification is categorized according to priority. A review of the public rights-of-way inventory identifies the number of passing and failing curb ramps, location of sidewalks above and below required widths, and location of potential accessibility issues where sidewalks are obstructed.

**Modification Costs:** A rough estimation of modification costs associated with both public facilities and public rights-of-way inventories, where even a rough estimate is possible, is developed. The purpose of the modification cost list is to facilitate future discussions on funding allocation around efforts to improve ADA and PROWAG compliance.

**Transition Timeline:** A tentative timeline is created for improving public facilities, based upon the approximate amount of time needed to complete modifications. Facilities are prioritized based on frequency of public utilization.

#### Task 5: Draft Update

A draft version of the ADA Transition Plan update is prepared for review. The update includes the findings of the inventories listed above, the list of recommended modifications, a modification cost estimate, and transition timeline, as well as text updates where compliance standards have changed. A final review and adoption process is determined to ensure any necessary edits can be completed before adoption.

#### Task 6: Final Plan & Adoption

A final draft of the ADA Transition Plan update is provided and presented for formal adoption. If needed, a draft resolution for plan adoption can be provided for the Town Council presentation.

#### Optional: Title VI Plan

**Program Requirements:** The current grievance and complaint procedures, as well as filed complaints, the public involvement process, and administrative policies are reviewed. Reviews determine required updates to be included to expand on Title VI requirements within the combined ADA Transition and Title VI Plan.

**Policy Development:** If additional policies need to be developed, the process for creating them is outlined.

#### Optional: Continued On-Call Support (ADA-Title VI Coordinator Facilitation Program)

If the Town desires, MCCOG can offer continued support to maintain the Plan through an annual on-call contract. Continuous support could include regular coordination meetings (ie monthly or quarterly) with appropriate personnel to identify potential modifications for inclusion in Town projects / renovations for all elements within the Plan, as well as the required documentation and inventory to support document maintenance. The ADA-Title VI Coordinator Facilitation Program offers an opportunity for additional ADA compliance inspection during construction / building renovation on projects identified within the Plan and ensures that the most updated compliance standards are met. Finally, as the program is built around maintaining the Town's inventory, any annual maintenance fees associated with collection surveys are included as part of the program.

#### Optional: Collection Survey Annual Maintenance

Without the ADA-Title VI Coordinator Facilitation Program, collection surveys developed are still available individually. However, access to the collection surveys requires an annual maintenance fee to cover the cost of time developing updates and maintaining data on the backend. Annual maintenance is necessary for each of the 4 collection survey categories to ensure that the Town inventory is following the most updated collection standards.

## Proposals

MCCOG has 2 proposals for the Town of Lapel to consider. The first approach follows our standard planning procedures and includes all elements required for a full document update in a single process. The second approach splits the work into phases to support greater flexibility for work elements and enrolls the Town in the *MCCOG ADA-Title VI Coordinator Facilitation Program* for 2 years.

### Approach 1 – Document & Inventory Overhaul

The first approach follows our standard planning procedures and includes all elements required for a full document update in a single process. The total cost assumes the addition of Title VI elements into the existing ADA Transition Plan, but it is an optional item that could be removed. Neither the annual fee for participating in the *ADA-Title VI Coordinator Facilitation Program* nor the annual maintenance costs for collection surveys are included in the cost, but either could be added (note the *ADA-Title VI Coordinator Facilitation Program* includes the collection survey maintenance as part of the program and not an additional cost).

<b>Task</b>	<b>Cost</b>
Project Initiation	\$3,725
Collection Survey Development	\$7,500
Data Collection	\$11,525
Assessment & Transition Timeline Development	\$4,000
Draft Update	\$5,675
Final Plan & Adoption	\$5,675
Optional: Title VI Plan	\$3,250
Optional: ADA/Title VI Coordinator Facilitation Program – Annual	\$4,000
Optional: Collection Survey Maintenance – Annual / per survey	\$1,625
<b>Total (Including optional Title VI Plan)</b>	<b>\$41,350</b>

## Approach 2 – Phased Updates

As an alternative to the full overhaul proposal, Lapel could follow a phased approach as part of the *ADA-Title VI Coordinator Facilitation Program*. In this approach, inventories and relevant document sections are updated in order based on level of importance in current conditions:

- Phase 1: Curb Ramps
- Phase 2: Sidewalks
- Phase 3: Facilities & Policies

Each phase consists of 3 primary tasks, with costs outlined below:

1. Survey development & processing
2. Data collection
3. Document updates

<b>Phase 1 – Curb Ramps</b>	<b>Cost</b>
Survey development & processing	\$2,500
Data collection	\$3,775
Document updates	\$3,000
<b>Phase 2 – Sidewalks</b>	
Survey development & processing	\$2,500
Data collection	\$4,300
Document updates	\$2,500
<b>Phase 3 – Facilities &amp; Policies</b>	
Survey development & processing	\$3,000
Data collection	\$3,450
Document updates	\$6,250
ADA-Title VI Coordinator Facilitation Program – Year 1	\$4,000
ADA-Title VI Coordinator Facilitation Program – Year 2	\$4,000
Optional: Title VI Plan	\$3,250
<b>Total (Including optional Title VI Plan)</b>	<b>\$34,525</b>

Generally, the costs associated with data collection are the largest as a single component to either approach due to the time required in the field and reliance on staff availability. The second approach provides greater flexibility and makes it easier for the Town to determine if there are elements that could be handled in house but spreads the process out over a longer period of time. Both approaches are crafted to ensure that the Town can track progress toward compliance in the broad considerations of the Americans with Disabilities Act and Title VI while targeting investments for improvements where they matter most.