



City of Greenfield
American's with Disability Act
ADA Transition Plan

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The ADA Transition Plan Overview

The American with Disabilities Act Transition Plan is the City of Greenfield's commitment to providing equal access to all of its public programs, services, facilities, and activities for citizens with disabilities.

The American's with Disability Act (ADA) as enacted on July 26, 1990, and later amended effective January 1, 2009. As written and implemented, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. In order to be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having an impairment. The ADA, however, does not specifically name all of the impairments that are covered.

The ADA is divided into five sections covering the following topics:

Title I: Employment

Title II: Public Services (and Transportation)

Title III: Public Accommodations (and Commercial Facilities)

Title IV: Telecommunications

Title V: Miscellaneous Provisions

Title II specifically prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. This Transition Plan is intended to outline methods by which physical changes will be made to give effect to the non-discrimination policies described in Title II.

Transition Plan Development

To ensure program accessibility for people with disabilities in the community, the City of Greenfield has developed a Transition Plan, which is to be considered good practice. This Transition Plan for the City of Greenfield considers the following:

A. ADA Coordinator:

Effective communication is essential to address all the complaints or concerns of all individuals. In the interest of maintaining open lines of communication between all parties, the City of Greenfield has designated the City Engineer as the ADA coordinator. The ADA coordinator shall coordinate the City's efforts to comply with and carry out its responsibilities, including any investigation of any complaint communicated to the ADA coordinator, under Title II of the ADA.

B. Grievance Procedure:

This Grievance Procedure is established to meet the requirements of the 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 City. The City's Personnel Policy governs employment related complaints of disability discrimination.

1. Any citizen or employee who has a complaint regarding the City's alleged non-compliance with the ADA may file a written complaint within sixty (60) days of an incident or of the receipt of information of such alleged non-compliance.

2. That such written complaints filed by citizens shall be filed with the Engineering Office of the City of Greenfield.
3. Within 15 calendar days after receipt of the complaint, the City Engineer, or her designee, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of that meeting, the City Engineer, or her designee, will respond in writing, and where appropriate, in a format accessible to the complainant, accessible formats may include: large print, Braille, or audio tape. The response will explain the position of the City of Greenfield and offer options for substantive resolution of the complaint.
4. If the response by the City Engineer, or her designee, does not satisfactorily resolve the issue, the complainant and/or her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of Public Works & Safety.
5. Within 15 calendar days after the receipt of the appeal, the Board of Public Works president, or his designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Public Works president, or his designee, will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
6. All written complaints received by the City Engineer, or her designee, appeals to the Board of Public Works president, or his designee, and responses from these two offices, will be retained by the City of Greenfield for at least three years. **The Grievance Form can be found in Appendix A.**

C. Self Evaluation/Commitment

The City of Greenfield has conducted an inventory of evaluation of curbs, ramps and sidewalks using on-site inspections and review of construction drawings. The City of Greenfield recognizes that pedestrian sidewalks that are the responsibility of the City often play a role in providing access to government programs and services. When walkways cross a curb at

intersections, a ramp or sloped surface is needed. Curb ramps allow people with mobility impairments to gain access to the sidewalks.

- All new construction, reconstruction, roadwork construction or alterations, including federal projects under the control and/or inspection of the Department of Engineering will be in compliance with the ADA;
- In setting timelines for implementing this Transition Plan for existing curbs and sidewalks, the actual number of curb ramps installed in any given year is limited by the City's financial and administrative limitation. The missing or non-compliant curb ramps shall be prioritized.
- **The Inventory can be found in Appendix B**

D. ADA Standards/Guidelines:

The standards are intended to apply to all construction undertaken within the City of Greenfield Right-of-Way. The Indiana Department of Transportation design guidelines and standard drawing will serve as the primary standards and discretion of the ADA coordinator.

E. Implementation

The City of Greenfield intends to implement this Transition Plan effective the date of this document. Not only does the City commit to following the guidelines set forth in this Transition Plan, but it also commits to actively revising and amending this document as new information is discovered. The City of Greenfield has a budget of \$50,000 per year. This includes new sidewalks and improvements on existing access.

F. Removing Barriers

1. Methods

The City of Greenfield utilizes many different approaches in removing barriers in the public right-of-way, including proactively identifying and eliminating the barrier; responding to public grievances; and ensuring the

appropriate design and build-out of new construction following the most recent design guidelines.

2. Priorities

The City of Greenfield bases barrier removal priorities on a number of factors: special request, location, condition, priority ranking, cost effectiveness, and any other pertinent considerations of the removal.

3. Special Request

The City of Greenfield will attempt to give priority to any site where a disabled person has requested help.

Programs, Services, and Activities Self-Evaluation

Overview of Accessibility: There are a number of City Departments that have received ADA training, or encountered interactions with persons with disabilities. Each department that encountered persons with disabilities was able to fully accommodate the individuals, and provide the services needed. The City of Greenfield has made great strides in creating an environment that is accessible and friendly to persons with disabilities. The City will provide all employees with annual reminders about the ADA requirements with links to instructional information, and any information to any changes to the ADA law.

The following is a summary of the citywide improvements that are recommended in this transition plan.

A. Customer Service

1. Telephone

The City of Greenfield does not currently have a TTY text telephone. This transition plan recommends that the City of Greenfield have one TTY telephone in the Mayor's office.

2. Walk-In Service

At most of the City of Greenfield's building, where the public is assisted, there are clear pathways. Clear of temporary or permanent barriers such as tables, chairs, coat racks, etc. However, there are a few places that could improve their pathways in order to better assist persons with disabilities.

B. Public Meetings, Hearings, Events

1. The City provides public meetings, hearings, or other events that are open and accessible to all citizens, regardless of disability
2. The City of Greenfield currently provides video for all City Meetings on the City's website for those that cannot attend the meeting.
3. This transition plan recommends that the City of Greenfield provides wheelchair seating in the Council Chambers and have a wheelchair seating sign outside Council Chambers

C. Printed Materials

1. The City provides a variety of informational and promotional materials for public use, including forms, brochures, fact sheets, reports, plans, proposals, agendas, ordinances, and resolutions. All departments must be able to provide documents and other printed materials in alternate formats, as requested. This includes Braille, audio recordings, enlarged print or computer disks at no extra charge to the individual making the request.

Appendix A- Grievance Form

Title II of the Americans with Disabilities Act

City of Greenfield Notification Procedure

Instructions:

Sign and return original with signature to:

**ADA Coordinator
Engineering Department
10 S State Street
Greenfield, IN 46140**

Please fill out this form completely. Please note that this ADA notification procedure is for facilities, services and programs owned and/or operated by the City of Greenfield.

Your name (complainant):			
Address:			
Contact numbers:	Home:	Work:	Mobile:
E-mail address:			
Reason for grievance/complaint, or why you feel you have been discriminated against. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem..			

Use a separate sheet if more space is needed.

State if you require an alternative form for any written follow-up communications:

Your signature:

Date:

If you have questions about this form, need an accommodation, or a different format, please contact the Engineering Department(317) 477-4320, or send an email to webmaster@greenfieldin.org

Please allow us 15 business days to investigate and respond to your complaint.

Appendix B- Inventory of Barriers

Street	Cross Street
Grant	Pratt
North	Pratt
North	Baldwin
North	Howard
Creekview Dr.	Waterview Dr.
Creekview Ct.	Waterview Dr.
Lakeview Dr.	Creekview Dr.
Lakeview Dr.	Lakeview Ct.
Cricket Reel Ct	Morningside Dr.
Boots Tr	GreenbrookDr
Greenbrooks Dr.	Greenbrook Ct.
Coventry Ct.	GreenbrookDr
PaulsDr	Cardinal Ln
PaulsDr	Pauls Ct.
Greenhills Ct	GreenhillsDr
Whispering Trails	Bluebird Dr
Brook	Tague
Riley	Osage
South	Spring
North	Wood
Grant	Wood
Lincoln	Wood
North	East
Fourth	Pennsylvania
Redbud	Park Ave
Swope	Boyd
Spring	Walker
Eikenberry	Ricks
Eikenberry	Ellis
Eikenberry	McKenzie

North	Wilson
North	Franklin
Walnut	Franklin
Seventh	Broadway
Sixth	Broadway
Sixth	School
Fifth	Wilson
Fourth	School
Walnut	Noble
Oak Blvd	Park Ave
School	Park Ave
Boyd	Noble
Boyd	School
Boyd	Michigan
School	Michigan
Oak Blvd	McKenzie
Greenfield	McKenzie
Greenfield	Meadow
Winfield Park Dr	Jefferson
Madison	Jefferson
Winfield Park Dr	Roosevelt
Martindale	W Bay

Appendix C: Sample Pictures of Barriers

