

# City of Lafayette ADA Transition Plan



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[www.lafayette.in.gov](http://www.lafayette.in.gov)

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## **INTRODUCTION**

The Americans with Disabilities Act (“ADA”), signed into law on July 26, 1990, and subsequently amended with the ADA Amendments Act (ADAAA) effective January 1, 2009, is a landmark civil rights statute designed to eliminate discrimination against individuals with disabilities. The ADA ensures that people with disabilities have equal access to the same rights and opportunities as everyone else in American society. 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 telecommunication.

The ADA is closely aligned with other major civil rights laws, including the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex, or national origin, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability in programs and activities receiving federal financial assistance.

Under the ADA, protections extend to individuals who:

- Have a physical or mental impairment that substantially limits one or more major life activities,
- Have a record or history of such an impairment, or
- Are regarded as having such an impairment, even if they do not have a disability as defined under the law.

Importantly, the ADA also safeguards individuals who have a relationship or association with a person with a known disability, such as a caregiver or family member.

The definition of “major life activities” includes—but is not limited to—functions such as walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, and working. The ADA Amendments Act of 2008 further broadened this definition to include major bodily functions (e.g., immune system, normal cell growth, digestive, neurological, and brain functions), making it easier for individuals with disabilities to qualify for protection.

It is also important to note that the ADA does not provide an exhaustive list of qualifying impairments. Instead, it offers a flexible and inclusive standard intended to cover a broad range of physical and mental conditions.

Pursuant to the requirements of Title II this ADA Transition Plan (“Plan”) has been developed. This Plan is intended to serve as a roadmap for identifying and addressing physical barriers within facilities owned or operated by the City of Lafayette (“City”) and ensuring all City programs and services are accessible by persons with disabilities in accordance with ADA guidelines under Title I (Employment) and Title II (Local Government Services). This Plan outlines the strategies and methods by which necessary physical modifications have been and will continue to be implemented as well as establishes the City’s ongoing commitment to the development and maintenance of programs and services that include all citizens thereby supporting the broader goal of full and equal access for all individuals in accordance with the ADA’s nondiscrimination mandate. This Plan is a fluid document to be reviewed, updated and modified as necessary.

## **LEGAL FRAMEWORK**

This legislation provides comprehensive civil rights protections across these five key areas:

1. Employment (Title I)
2. State and Local Government Services/Public Transportation (Title II)
3. Public Accommodations and Commercial Facilities/Private Transportation (Title III)
4. Telecommunications (Title IV)
5. Miscellaneous Provisions (Title V)

### **Title I- Equal Employment Opportunity for Individuals with Disabilities**

Title I of the ADA prevents employment discrimination that would deny qualified individuals with disabilities access to employment opportunities and benefits that are available to others without disabilities. Title I requires employers to reasonably accommodate disabilities of qualified applicants and/or employees unless an undue hardship or burden would result. Title I is administered and enforced by the Equal Employment Opportunity Commission (EEOC) through investigation, mediation or litigation in federal court.

### **Title II- Nondiscrimination based on disability in State and Local Government (services)**

Title II of the Americans with Disabilities Act (ADA) specifically prohibits state and local governments from discriminating against individuals with disabilities. It ensures that individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any programs, services, or activities provided by public entities. Public transportation is also covered under Title II of the ADA- public transit systems (public buses, school buses and trains) must be accessible to individuals with disabilities. Paratransit services must be provided for those unable to use fixed-route systems. Title II is enforced by the Department of Justice (DOJ) or other relevant federal agencies (Department of Education or Transportation) or through private litigation in federal court.

### **Title III- Nondiscrimination based on disability by Public Accommodations and in Commercial Facilities**

Title III ensures that individuals with disabilities have equal access to goods, services, facilities, privileges, advantages and/or accommodations offered by private entities that are open to the public (e.g. restaurants, retail stores, hospitals, museums, health clubs, etc.) Title III also covers private transportation services requiring these services be accessible and reasonable modifications are provided (taxi companies, private shuttles operated by hotels or theme parks). Title III complaints are reviewed by the Department of Justice (DOJ) for civil penalties and injunctive relief or through private litigation.

### **Title IV- Telecommunications**

Title IV mandates that all telephone companies in the United States provide telecommunications relay services (TRS) for both interstate and intrastate communications. Services include Text Telephone services (TTY), Voice Carry Over (VCO), Hearing Carry Over (HCO), and internet based relay services like Video Relay Services (VRS) and IP Relay to

ensure individuals who are deaf, hard of hearing, or have speech impairments can communicate via telephone with individuals who do not have such disabilities. The Federal Communications Commission (FCC) is responsible for regulating Title IV compliance.

### **Title V- Miscellaneous Provisions**

Title V contains a variety of provisions as they relate to the ADA as a whole, including the relationship to other laws and how the law should be interpreted or applied. Title V is monitored and enforced by the Department of Justice, Equal Employment Opportunity Commission and federal courts, depending on the issue under the specific title.

### **TRANSITION PLAN DEVELOPMENT**

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

In alignment with the requirements of Title II of the Americans with Disabilities Act (ADA) and in support of the City's commitment to inclusivity and equal access, the City has developed this Plan as both a best practice and a strategic tool for advancing accessibility throughout its programs, services, and facilities.

The development of this Plan reflects the City's proactive approach to identifying and eliminating barriers that may prevent individuals with disabilities from fully participating in public life. While the ADA mandates that public entities ensure program accessibility, the City has taken deliberate steps to go beyond basic compliance—striving to foster a community that is welcoming, navigable, and equitable for all residents and visitors, regardless of ability. This Plan serves multiple purposes:

- To assess and document existing physical barriers within City-owned rights-of-way and facilities;
- To prioritize and plan for corrective actions based on assessment, feasibility, and available resources;
- To establish timelines and milestones for barrier removal;
- To demonstrate the City's ongoing efforts to achieve full compliance with Title II requirements;
- And to promote transparency and engagement in the accessibility improvement process.

The Plan incorporates the following elements:

- A self-evaluation of existing policies, programs, and facilities identifying barriers;
- An inventory and assessment of physical barriers, particularly within sidewalks, curb ramps, pedestrian crossings, parks, buildings, and public spaces;
- Public outreach and community input, including feedback from individuals with disabilities, advocacy groups, and other stakeholders;
- The development of criteria for prioritizing barrier removal, such as frequency of use, location significance, and safety concerns;

- A schedule for implementation, tailored to funding availability and logistical considerations;
- And the designation of a responsible official, the ADA Coordinator, to oversee implementation and serve as a point of contact for public inquiries.

By undertaking this comprehensive planning process, the City affirms its dedication to creating a more accessible and inclusive environment and to ensuring that no resident or visitor is denied the opportunity to participate in civic life due to physical or programmatic inaccessibility.

**ADA COMPLIANCE COORDINATOR:**

Effective communication is essential to address all the complaints or concerns of all individuals. In order to keep maintaining the lines of communication open, and thereby ensuring effective communication between all parties, the City has designated the Human Resources Director as the ADA Compliance Coordinator. The ADA Compliance Coordinator shall coordinate the City’s efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to the ADA Compliance Coordinator. A complaint may take the form of alleging noncompliance with an ADA mandate or alleging any actions that would be prohibited under the ADA. The City shall publish procedures for the prompt and equitable resolution of complaints. Every complaint must be directed in writing to the ADA Compliance Coordinator, in this case the Human Resources Director.

ADA Compliance Coordinator  
 City of Lafayette  
 Amber Schaefer, HR Director  
 20 N 6<sup>th</sup> St.  
 Lafayette, IN 47901  
 (p) 765-807-1600  
 (f)765-807-1064  
 hrhelpdesk@lafayette.in.gov

**ADA COMPLIANCE COMMITTEE:** An ADA Compliance Committee was formed by the City and holds meetings each quarter. This important attribute provides essential perspective and communication for all areas of the City’s day-to-day operations. The ADA laws require state and local governments to make their goods, services, and facilities accessible to clients, customers and employees with disabilities. The ADA Compliance Committee seeks to make this a reality in the City.

Current ADA Compliance Committee Members:

Amber Schaefer, HR	Jacque Chosnek, Legal
Jason Kaminsky, IT	Jason Pierce, Facilities
Cindy Murray, City Clerk	Jameson Blacker, Fire

Dennis Carson, Community Dev	Garrett Gaskins, Parks and Rec
Courtney Cobb, Engineering	Arielle Humphrey, UBO
Jeromy Grenard, Engineering	Nick Standefer, Traffic
Tim Leming, Street/San/Fleet	Mindy Miller, Clerk
Joe Davenport, Water	Renew
Controller	Police
John Withers, Parking	Purchasing
Communications & Marketing	ACO
LHA	

Additional City Staff Directory available online at [www.lafayette.in.gov](http://www.lafayette.in.gov).

**GRIEVANCE PROCEDURE:**

The Grievance Procedure was adopted on October 25, 2011, by the Board of Public Works and Safety. Grievances may be filed with the ADA Compliance Coordinator; information is provided regarding the grievance procedure and grievance form on the City’s general website: [www.lafayette.in.gov](http://www.lafayette.in.gov).

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 City. The City’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. A complaint form is available by contacting the ADA Compliance Coordinator in the Human Resources Department, 765/807-1063 or is available on the City’s website [www.lafayette.in.gov](http://www.lafayette.in.gov). Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for a person with disabilities upon request.

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

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.  
Lafayette, IN 47901  
(p) 765-807-1600  
(f) 765-807-1064  
hrhelpdesk@lafayette.in.gov

Within 15 calendar days after receipt of the complaint, the ADA Compliance Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the ADA Compliance Coordinator or his/her designee will respond in writing and where appropriate, in a format accessible to the complainant. The response will explain the position of the City and offer options for substantive resolution of the complaint.

If a complainant is not satisfied with the response issued by the ADA Compliance Coordinator, the complainant may, within 15 calendar days after receipt of the ADA Compliance Coordinator's decision, appeal the decision to the City's Legal Department.

Within 15 calendar days after receipt of the appeal of the ADA Compliance Coordinator's decision, the City's Legal Department representative or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City's Legal Department will respond in writing, and where appropriate, in a format accessible to the complainant, and offer a final resolution of the complaint.

All written complaints received by the ADA Compliance Coordinator or his or her designee, appeals to City's Legal Department or his or her designee and responses from these two groups will be retained by the City for at least three years.

#### **SELF EVALUATION AND COMMITMENT**

Public Notice of Non-Discrimination: An updated Notice was adopted on October 25, 2011 by the Board of Public Works and Safety. The Notice is available on the City's website at: <http://lafayette.in.gov/DocumentCenter/View/89>.

Title II of the ADA Self-Evaluation requirements can be divided into two major categories, the Administrative Requirements and the Requirements of Access to programs, services and activities. A summary for these categories are listed below.

#### **ADMINISTRATIVE REQUIREMENTS**

The City has appointed an ADA Compliance Coordinator to address ADA compliance issues. The ADA Compliance Coordinator will act as a liaison between the City and persons with disabilities in the community. The ADA Compliance Coordinator will be the Human Resources Director, responsible for all internal and external ADA complaints and communications along with the ADA Compliance Committee. The Facilities Director will complete all City owned facility compliance self evaluations and report barrier findings to the ADA Compliance Coordinator and ADA Compliance Committee for corrective action. The City Engineering Department has completed sidewalk and curb ramp inventory and is responsible for maintaining current and accurate records and addressing all ADA complaints as they relate to sidewalks and curb ramps. A grievance procedure has been adopted by the City's Board of Public Works and Safety, the procedure is explained and

referenced in this Plan. A notice of ADA Compliance is posted on the City's website, common public areas within City offices and facilities and included in the City's employee handbook so all staff are aware of and understand this notice.

**Sidewalk and Curb Ramp Inventory:** The City has completed a comprehensive inventory and evaluation of its public sidewalks and curb ramps to assess ADA compliance. This effort reflects the City's strong commitment to ensuring that all pedestrian pathways are accessible to individuals with disabilities. The collected data is available upon request through the Engineering Department, and can also be viewed on the City/Tippecanoe County GIS website.

Using inventory maps, the City has identified locations where ramps and sidewalks are non-compliant with ADA standards. These maps serve as a tool to guide the City's capital improvement planning and project prioritization. Repairs and upgrades to missing or non-compliant curb ramps are scheduled annually and on an ongoing basis, with focus on areas of highest need. The City encourages residents to report sidewalk or curb ramp obstructions or other accessibility concerns. Complaints can be submitted through the City's website, in person at City officers or by calling the Engineering Department at 765/807-1030. All complaints are documented, investigated and prioritized for corrective action as appropriate.

The City is dedicated to maintaining an accessible pedestrian network for all users. Ongoing evaluations, responsive improvements and public input are central to this commitment. The City will continue to allocate resources and collaborate with stakeholders to meet ADA standards and enhance accessibility across the community. City code requirements and questions can be found on the City's website at [Lafayette.in.gov](http://Lafayette.in.gov) or by request through the City's Engineering Department.

**ADA/504 Plan:** As part of its contractual agreement with the Indiana Department of Transportation ("INDOT"), the City completed its Pre-award Certification and Assurance ("Certification"). This Certification outlines the basic requirements to ensure non-discrimination in local planning agency transportation projects ensuring non-discrimination and accessible participation in all federally funded programs and activities, as they relate to transportation and infrastructure. This Certification was submitted to INDOT on August 1, 2012. To remain compliant the Engineering Department conducts internal audits of projects receiving federal or state funding and coordinates with all required contractors to ensure applicable transportation planning is ADA compliant.

#### **REQUIREMENTS OF ACCESS TO PROGRAMS, SERVICES AND ACTIVITIES FINDINGS**

The U.S. Department of Justice (USDOJ) serves as the primary enforcement agency for the ADA and has suggested 13 points of program access or the Self-Evaluation review. These

13 points and administrative requirements were used to set the scope of the review for the City of Lafayette.

1. **Transition Plan-** This Plan is reviewed and updated regularly as part of a continuing project. This Plan will refer to the City's self-evaluation findings of physical structures for a list of barriers within the physical environment, and a statement of methods for removal of barriers. The City will continue to implement barrier removal by scheduling and funding projects based on available funding and the disproportioned undue burden ratio. This plan will also review other barriers as they relate to the ADA and provisions of services, programs and activities to continually identify shortfalls and implement correction. This Plan names the ADA Compliance Coordinator who is responsible for the Plan implementation.
2. **Program Access-** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. The City will perform a self-evaluation of each department's policies and services to identify any program eligibility requirements that would limit or exclude or tend to limit the participation of qualified persons with disabilities and for compliance with the ADA. The City will achieve program accessibility by engaging in interactive dialogue and granting reasonable accommodations. City policies, procedures, or both will be changed or adapted, as long as it is reasonable, to ensure inclusion, service or eliminate barriers. Anyone who requires an auxiliary aid, LEP or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City, should contact the City's ADA Compliance Coordinator. The City will continue to adhere to standards of the ADA by holding public meetings in accessible venues, providing virtual meeting options with captioning or sign language interpretation when requested at least 48 business hours in advance of the program, meeting or event, and through review of all programs and services. Departments shall report and track accommodations to ensure continuous improvement.
3. **Communication-** The City is required to take steps to ensure its communications with people with disabilities are as effective as communications with others. People who have disabilities that affect hearing, seeing, speaking, reading, writing, or understanding may use different ways to communicate than people who do not. Any request for reasonable communication will be made through the ADA Compliance Coordinator. Request for accommodations must be completed no less than 48 hours prior to an event.
4. **Auxiliary Aids and Services-** Provision of auxiliary aides and services such as the use of sign language interpreters, captioning services, written materials available in large print, Braille, audio and other digital formats, or TTY, video relay services and text-to-speech supported across all communication platforms, ensures

effective communication with individuals with disabilities in accordance with applicable federal and state accessibility laws and standards. The City should improve ongoing efforts to include accessibility statements in all city event notices, include audio descriptions and or captioning for public service announcements and as captioning to public meeting livestreams and recordings as well as providing multilingual notices regarding the City's LEP policies for language assistance services. Any request for reasonable communication will be made through the ADA Compliance Coordinator. Request for accommodations must be completed no less than 48 hours prior to an event.

5. **Emergency Preparedness and Safety-** The City acknowledges that emergency preparedness and response plans must be inclusive and accessible to all individuals. City policies and procedures will be reviewed regularly to ensure ADA considerations are integrated in the Emergency Response Plans. Key elements include ensuring emergency communication systems are accessible (e.g. visual alarms, captioned alerts), providing accessible evacuation routes and shelter-in place areas that meet ADA requirements, including individuals with disabilities in emergency planning, drills and exercises, and training emergency personnel on how to appropriately assist individuals with sensory, mobility, cognitive and other disabilities. These accessibility measures will be incorporated into departmental emergency plans and coordinated with police and fire management personnel to ensure a unified and effective response during emergencies.
6. **Language Sensitivity-** The United States Department of Justice (USDOJ) suggests an examination of the way persons with disabilities are portrayed in City publications. Some words and phrases used by individuals may be perceived as insensitive or offensive by people with disabilities. Language sensitivity is defined as the use of respectful, supportive and kind words with consideration for a person's situation and/or disability. Information concerning "Person first language" is preferred, and a list of terms that may be offensive to some persons with disabilities such a "mental retardation", "victim of", "wheelchair bound", or "handicapped" is unsuitable. An assessment of current literature produced by the City will be conducted regarding language sensitivity by ADA Committee Members in their respective departments.
7. **Historic Preservation-** When covered entities operate programs, services and activities from registered historic sites, alternative historic codes can be applied. All efforts will be taken to ensure accessibility as reasonably practicable and reasonable accommodations provided as able.
8. **Procedure for Determining Fundamental Alterations-** The determination of an undue burden must be based on all resources available (must consider all municipal financial resources) when viewed in its entirety. Determinations will be

addressed by using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Public Rights-of-Way Accessibility Guidelines (PROWAG).

9. **Access to Public Meetings-** The City will make all reasonable efforts to ensure all public meetings meet ADA accessibility requirements for public meetings. All efforts will be taken to ensure accessibility as reasonably practicable and reasonable accommodations provided as able.
  
10. **Employment Practices-** The Human Resources Department is responsible for encouraging recruitment of a diverse pool of qualified applicants to fill City of Lafayette vacancies. The City provides on-going staff training to ensure that all staff understand the City's policy of nondiscrimination based on disability, disability etiquette and implicit bias. During the application, interviewing, hiring and employment process, the City provides reasonable accommodations to applicants and employees with disabilities. The Human Resources Department ensures that all employment practices comply with Title I of the ADA and Section 504 of the Rehabilitation Act. Job postings are available in accessible formats and essential job functions are evaluated regularly to align with accessibility standards.

Human Resource practices dictate that information collected pursuant to a request for Family Medical Leave Act (FMLA) leave, and all other confidential medical information, including pre-employment medical exams and all drug screens be kept separate from employee personnel records and are shared only in limited situations as authorized by the ADA, Section 504, or both. Human Resources engages in interactive dialogue processes to create individuals' accommodation plans as requested under the ADA.

The Human Resources Department does collect affirmative action data; however, the department's data collection efforts do not currently include collecting affirmative action data regarding disabilities as it is not a requirement under the law. Goals for 2025 and beyond include expanding affirmative action efforts to include voluntary self-identification of disability and implementation of a citywide disability etiquette handbook.

The City's Personnel Policy governs employment related complaints of disability discrimination. A person directly involved in prohibited harassment or discrimination as described in this policy will be subject to discipline up to and including termination of employment. Any supervisor who knows or reasonably should know that prohibited harassment or discrimination is occurring and fails to act reasonably to halt or prevent the harassment or discrimination will be subject to discipline up to and including termination of employment. All employees have a responsibility to assure that peers and members of the public are not subjected to prohibited harassment or discrimination of any nature by a City employee, including the existence of a hostile work environment. Making charges of

harassment or discrimination that are knowingly or intentionally false, will be subject to disciplinary action up to and including termination of employment.

11. **Construction and Renovation Project-** After January 26, 1992, all construction and renovation projects are to be compliant with federal access requirements. The City Engineering Department conducts plan checks of new constructions projects to identify compliance issues before permits are issued and any construction begins. The City has adopted the 2010 ADA Standards for Accessible Design (ADAAG) and the Public Rights-Of-Way Accessibility Guidelines (PROWAG) all contracts reflect ADAAG and PROWAG language to ensure contractors comply with these standards.
12. **ADA Training for Employees-** Employees of the City have regular contact with the public who require a wide range of disability information in order to appropriately address the Disability Civil Rights issues that may come before them as they conduct business. The City should continue to provide regular training on Title VI and ADA guidance and etiquette and identify other resources that can help educate and benefit employees to enhance their interaction with members of the public. Training should be reviewed and updated regularly and provided for all new employees, employees that have frequent public interactions, supervisors, emergency responders and meeting organizers.
13. **Employee policies regarding former alcohol and drug users-** The ADA requires that persons who formerly engaged in the use of illegal drugs or alcohol be protected from discrimination if they have been rehabilitated and are no longer using drugs illegally. A review of the employee policy manual should be conducted to ensure this policy is up to date and in compliance with the ADA.

**FACILITY COMPLIANCE SELF EVALUATIONS:** The City is conducting accessibility self evaluations of designated City facilities. Accessibility self evaluations are on-going. An ADA assessment is performed to evaluate and address physical barriers within City facilities, parks and trail heads to ensure compliance with applicable federal, state and local accessibility regulations. Completed evaluations and recommendations can be provided in hard copy by request through the City's ADA Compliance Coordinator. A full and comprehensive list of City facilities, parks and trail heads can be requested through the City's ADA Compliance Coordinator. Self-evaluation findings are reviewed with the ADA Compliance Committee for department correction. The self-evaluation is a tool providing guidance for correction and ongoing improvement of accessibility barriers, ensuring that City programs, services, and facilities are inclusive and compliant with the ADA standards.

**WEBSITE AND DIGITAL ACCESSIBILITY:** The City maintains its website to allow general accessibility to all users including those who listen to the content of the site by screen reader. Major reports and other special publications are made available in Portable

Document Format (PDF). If you use assistive technology and the format of any material on the City's website interferes with your ability to access the information, please contact the ADA Compliance Coordinator at 765/807-1063. The City is committed to making its website accessible to all users under the ADA and Section 508 of the Rehabilitation Act and through conformance with WCAG 2.2 AA guidelines. The City's Information Technology ("IT") Department is responsible for maintenance and implementation of the City's digital accessibility. IT will work with the ADA Compliance Committee to explore the use of alt text for all images and non-text elements posted to City sites, keyboard navigation and screen reader compatibility and color contrast and font readability for best practices, also working towards implementation of an accessibility statement with a user feedback form on the City's homepage allowing for continual improvement of our digital accessibility. The IT department will work to implement City policy and procedure as ADA requirements change to ensure compliance with technology and digital accessibility.

**PUBLIC INVOLVEMENT:** The City invites interested persons, including individuals with disabilities, to participate in the continuing development of the Transition Plan by submitting comments and suggestions for improvement of accessible programs, services and activities under the ADA. A copy of the City's Transition Plan will be made available on the City website and hard copy of the plan will be made available upon request. To submit comments, persons can contact the ADA Compliance Coordinator by email at [hrhelpdesk@lafayette.in.gov](mailto:hrhelpdesk@lafayette.in.gov), by phone at 765/807-1063, or by visiting us at 20 North 6<sup>th</sup> Street, Lafayette, IN 47901. Public participation is critical to the success and credibility of the ADA Plan. The City actively seeks feedback from individuals with disabilities, service providers, advocacy organizations and the general public. The City will work to establish relationships with disability advocacy organizations to understand how to better serve our community and meet accessibility needs.

#### **IMPLEMENTATION AND MONITORING**

The City intends to implement this Plan effective the date of this document. Not only does the City commit to following the guidelines set forth in this Plan but is also commits to actively revising and amending this document as new information is discovered. This Plan will be updated no less than every five years and will be made available to members of the public on the City's website.

The City has developed a phased implementation schedule that aligns with budget planning, infrastructure projects and capital improvement timelines. Each department is responsible for integrating ADA improvements into their operational workflows and annual goals. Short term goals (years 1-2) include completion of high-priority curb ramp replacements, staff training updates and website accessibility upgrades and compliance. Mid-term goals (years 3-5) include identification of facility barriers and removal in city owned buildings, sidewalk continuity improvements in key corridors and comprehensive signage updates where necessary for accessibility. Long term goals (years 6+) include infrastructure-wide alignment with the most current ADA standards for Accessible Design (ADASAD) and continual transition to universally designed accessible programs and

events. The ADA Compliance Committee will conduct annual reviews of department programs and services, provide status updates and engage in Plan revisions to update and meet new goals.

### **ANNUAL REPORTING AND UPDATES**

To maintain transparency and accountability, the City will make available upon request an annual ADA Progress Report compiled by the ADA Compliance Coordinator and ADA Compliance Committee members, beginning March 2026 for the 2025 calendar year, which will include the following:

- Updates on barrier removal projects identified during self-assessment
- Compliance status for digital and physical spaces
- Public feedback summary and response
- Staff training completed and policy implementation or change
- Future goals and budget needs

The Plan will undergo a comprehensive update every five years or sooner if mandated by changes in federal law or local policy, with annual reviews and goal assessments prior to the five year update.

### **CONCLUSION**

The City of Lafayette is committed to achieving full compliance with the Americans with Disabilities Act and ensuring equitable access to programs, services and facilities. Through ongoing evaluation, community engagement, and strategic investment, Lafayette aims to remove barriers and foster independence for everyone. Accessibility is not a one time achievement but a continuous promise to uphold the rights and respect the experiences of people with disabilities. This Plan reflects not only the City's legal obligations but also its broader commitment to inclusion, dignity and participation for all residents and visitors. The City will continue to listen, learn and lead in providing an accessible, inclusive environment for people of all abilities.

Questions relative to this ADA Transition Plan or in regard to the City's commitment to ADA compliance please contact:

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.  
Lafayette, IN 47901  
(p) 765-807-1600  
(f) 765-807-1064  
hrhelpdesk@lafayette.in.gov

Updated 5-2025

# **Appendix A**

*ADA Complaint Form*



ADA Complaint Form

Section 1: Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Section 2:

Please provide a complete description of the specific issue(s) you believe are inconsistent with Title II of the ADA (attach additional pages and supporting documentation as necessary).

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Section 3:

Please provide the specific location(s) of the ADA issues prompting this complaint.

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Section 4:

Please provide the date when the ADA non-compliance occurred.

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Section 5:

Please state as specifically as possible what you think should be done to resolve the complaint (attach additional pages and supporting documentation as necessary).

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

This completed form and any additional supporting documentation should be submitted to the ADA Compliance Coordinator via e-mail, fax, usps or by way of in person delivery:

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.  
Lafayette, IN 47901  
(p) 765-807-1600  
(f)765-807-1064  
hrhelpdesk@lafayette.in.gov

ADA Compliance Coordinator or Designee Use Only:

Date Complaint Received: \_\_\_\_\_

How was the Complaint received: \_\_\_\_\_

Date Investigation Assigned: \_\_\_\_\_

Summary of findings, data and resolution, attach photos and other supporting investigatory documents as required.

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Complaint Resolved:  YES or  NO

Investigator (print): \_\_\_\_\_

Investigator (signature): \_\_\_\_\_

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

Date Complainant Contacted: \_\_\_\_\_

Method of Contact (phone, e-mail or usps): \_\_\_\_\_

# **Appendix B**

*Public Notice of Nondiscrimination*



## **CITY OF LAFAYETTE NOTICE OF NONDISCRIMINATION UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Lafayette prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the individual person's race, color, national origin, sex, age, disability, low income status, sexual orientation or Limited English Proficiency (LEP). The City affirms its commitment to providing meaningful opportunities and access to municipal facilities, programs, activities and services in an effort to comply with all laws including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended.

**Employment:** The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations disseminated by the U.S. Equal Employment Opportunity Commission under the Americans with Disabilities Act (ADA).

**Communication:** The City will generally, upon request, provide appropriate auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services and activities including documents in alternative formats, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City will make all reasonable modifications to policies and procedures to ensure people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. The City will not impose unnecessary eligibility standards or rules that deny individuals with disabilities the opportunity to participate in service, programs or activities.

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

**Physical Barriers:** The City will act in good faith to provide access to its buildings and facilities to individuals with disabilities. The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

**Accommodation Requests and Grievances:** Any person who needs an auxiliary aid or service should contact the City's ADA Compliance Coordinator as soon as possible but no later than 48 business hours

before the scheduled event. Complaints that a City program, service, activity or facility is not accessible to persons with disabilities should be directed to the City's ADA Compliance Coordinator.

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.  
Lafayette, IN 47901  
(p) 765-807-1600  
(f)765-807-1064  
[hrhelpdesk@lafayette.in.gov](mailto:hrhelpdesk@lafayette.in.gov)