ROADMAP TO ADA COMPLIANCE
For Indiana Communities

6) Your coordinator should develop a thorough
 understanding of the scope of your agency programs & facilities

7) You coordinator should develop a team who can identify barriers
To accessibility in all programs (including websites & communications)
As well as in every facility, including buildings parks and pedestrian
Facilities.

8) Regularly train all
Employees in Accessibility
Requirements and your
Agencies policies & goals

START HERE

1) Choose your
ADA Coordinator

3) Implement Policies:
  - Section 504 Nondiscrimination
  - Complaint / Grievance
  - Accessibility & Auxiliary Aid
  - Design Standards

4) Notify INDOT
  - Identity of Coordinator
  - Copies of Policies

5) Make policies &
contact information publically
Available & seek public involvement

To: INDOT

9) Collaborate with liaisons
To identify barriers and prioritize
Then for remediation.

10) Develop a budget and target
Completion dates for each barrier.

11) Make changes to programs
And policies as necessary

12) Develop an ADA Transition Plan
That includes all policies & your
List of barriers, schedule & budget

13) Complete your ADA
Transition Plan and ensure it
Includes a commitment to update it
Periodically, at least every 3 years.

14) Provide Copies of your
Transition Plan to INDOT & make them
publically available.

2) Obtain Training for your coordinator &
Learn Accessibility Requirements

Address Complaints by removing barriers
And changing policies and program as
Required. Be sure you have funds available
To address barriers identified in complaints.

You are responsible
For maintaining your
Records and should be
Able to provide evidence of
Meeting these requirements
If selected for a compliance
Review.

Questions? Contact us! Accessforall@INDOT.IN.gov

ADA Accessibility Resources:

For Indiana Communities

1. Visit INDOT's website: **www.INDOT.IN.gov**
   - Click on the **"Nondiscrimination & Accessibility"** link on the left
   - Choose Resources for **"Subrecipients of Federal Funds"**
   - Click on **Title VI/ADA Information & Resources for Indiana Communities** to expand.
2. Start by downloading the **Subrecipient Technical Assistance Tool.** This tool provides information on the following:
   - An overview of the law as it relates to Title VI & ADA Requirements
   - An overview of how INDOT monitors our subrecipients of federal funds
   - A list of each program requirement for ADA (and Title VI) compliance
   - A page covering each requirement and providing information about best practices, pitfalls, and templates available to you.
3. **Identify your ADA Coordinator and be sure they attend Title VI training.**
   - Training videos are available on this website from our annual program summit
   - Live training occurs in every district and registration will be available online
4. **Feel free to download templates for program documents and policies. Templates are available for:**
   - Your section 504 nondiscrimination policy
   - Your grievance / complaint policy, procedure and log
   - Your training program for your employees on your agency's accessibility policies
5. **Connect to the ADA Coordinator Community (optional) via the Coordinators Association for peer support: https://aimindiana.org/members/affiliate-groups/indiana-ada-coordinators-association/**
6. **Implement ADA Accessibility Requirements**
   - Implement all required policies & adapt templates to your agency.
   - Identify barriers to program and facility access in your community, including websites.
   - Collaborate with program and facility leaders to prioritize and schedule barrier removal. Seek public involvement as you prioritize barriers for removal.
   - Identify target completion dates (schedule) for each barrier and adopt a budget that addresses remediation according to this schedule.
   - Keep the list of what you have completed and what work is left to do updated continually.
   - Develop your ADA Transition Plan that includes this schedule & budget, all your agencies ADA policies, identifies your design standards, and includes contact information for your ADA Coordinator by name. Indicate in this plan how often it will we updated, ideally at least every three (3) years.
   - Continue to seek public involvement on your ADA Transition plan and make it publically available.
7. **Train all your agency employees** in your accessibility policies. Ensure they know how to process and report issues and complaints and who the ADA Coordinator is if they identify a barrier.
8. **Provide copies** of all your program documents to INDOT and update INDOT as changes are made.
9. **Retain records of all compliance efforts. Keep complaint records for three (3) years from date of last action.**