

American with Disabilities Act Compliance Plan



Town of Monrovia, Indiana



A handwritten signature of Jonathan P. Moen in black ink on a red background.

October 2022

**Submitted for
Review & Comment
September 27, 2022**

Prepared by

TRIAD Associates, inc.
5835 Lawton Loop East Drive
Indianapolis, Indiana 46216
Telephone: (317) 377-5230 Fax: (317) 377-5241
Email: triadassoc.net

American with Disabilities Act Compliance Plan For Town of Monrovia, Indiana

October 2022

Project Name:

American with Disabilities Act
Compliance Plan
Monrovia, Indiana

Designated Signatory:

_____,
Philip Fowler
Town Council President
Town of Monrovia
140 E Main Street
Monrovia, Indiana 46157

Approved for Public Hearing:

Signature

Printed Name

Approval Date:

Date

Engineer:

Triad Associates, Inc
Jonathan P. Moen, P.E.
5835 Lawton Loop East Drive
Indianapolis, IN 46216
(317) 377-5230

Town of Monrovia
ADA Compliance Plan
TABLE OF CONTENTS

I.	General	1
II.	Self-Evaluation	2
	A. Inventory of Public Buildings and Facilities	2
	1. Existing Conditions and Deficiencies	
	B. Inventory of Sidewalks and Ramps	2-3
	1. Existing Conditions and Deficiencies	
	C. Evaluation of Services and Programs	3-4
	D. Cost Estimates	4-5
	E. Prioritization	5
	F. Schedule for Improvements	5
	G. Funding	6
III.	Public Involvement	6
	A. Direct Mailing	6
	B. Public Meeting	7
IV.	Transition Plan	7
	A. ADA Coordinator	7-8
	B. Public Notice of ADA Requirements	8
	C. Grievance Procedures	8
	D. Schedule and Budget	9
	E. Monitoring Progress	9
	F. Resolution (Notice provisions & Grievance procedures)	9

Tables

Table I	Typical Intersection Diagrams
Table II	Existing Intersection Inventory
Table III	Proposed Intersection Improvements
Table IV	Cost Estimates and Schedule for Town Hall/Police Station Improvements
Table V	Cost Estimates and Schedule for Community Center Improvements
Table VI	Cost Estimate for Sidewalk Ramp Improvements

Town of Monrovia
ADA Compliance Plan
TABLE OF CONTENTS Cont'd

Exhibits

Exhibit 1	Town Hall Improvements Inventory & Recommended Improvements
Exhibit 2	Town Community Center Inventory & Improvements

Appendices

Appendix A	Photographs with Deficiencies Noted
Appendix B	Letters to Interested Parties
Appendix C	Public Meeting Information
Appendix D	Resolution Adopting the ADA Coordinator, Notice, Grievance Procedures
Appendix E	Standards Details

Town of Monrovia Americans with Disabilities Act Compliance Plan

I. General

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The Act applies to all facilities, including those built before and after 1990. As a necessary step to a program access plan to provide accessibility under the ADA, state and local government, public entities or agencies are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the ADA. A Program Access Plan, also called a Transition Plan, must then be developed to address any deficiencies. The Plan is intended to achieve the following:

- (1) Identification of physical obstacles that limit the accessibility of facilities to individuals with disabilities,
- (2) Description of the methods to be used to make the facilities accessible,
- (3) Development of a schedule for making the access modifications, and
- (4) Identification of the public officials who are responsible for implementing the Transition Plan.

The Plan is required to be updated periodically until all accessibility barriers are removed.

An inventory was conducted of the existing public rights of way (ROW) and public buildings owned or used by the Town of Monrovia for public use. Included were the public parking areas, sidewalks, curbs, cross walks, as well as the Town Hall, Post Office, and any other publicly used building. The inventory included a list of existing conditions that do not presently meet the ADA requirement. Cost estimates were prepared for bringing deficient items into compliance. Public services and programs that are provided by the Town were also evaluated.

II. Self-Evaluation

The first task involved in preparing an ADA Transition Plan is conducting an inventory of the facilities operated by the Town to determine if they are accessible by persons with disabilities. A list is then compiled of any items that are deficient. Inventory methods include site surveys, windshield surveys, aerial photos, and plan reviews.

The information gathered through the inventory process is then quantified. This will act as the baseline to allow progress to be monitored and measured. The inventory will be presented in a variety of ways including photos, a spreadsheet, sketches, and Geographic Information System (GIS).

A. Inventory of Public Buildings and Facilities

The existing conditions of each facility were evaluated and documented. Deficiencies were noted and compiled. It could then be determined what improvements were needed in order to upgrade the facilities to be in compliance with ADA standards.

The buildings and facilities evaluated include:

- Town Hall- Not owned but must meet ADA because they hold Public Meetings, and the Police Department and Utility Department are housed in same building
- Community Center- Not owned but they hold Public Meetings at facility
- Town Park- No current facilities

Refer to Exhibits I and II for detailed inventory drawings and recommended improvements.

B. Inventory of Sidewalks and Ramps

Forty-eight (48) intersections of Town were inventoried, eighteen (18) intersections do not have sidewalks and the remaining thirty (30) intersections have ADA ramps that do not meet current ADA requirements. Sidewalks are mostly in good condition. The areas that have sidewalks will require ADA ramps that meet regulations. Most cases will involve replacement or modification of fifty (50) ramps to meet current ADA criteria

Sidewalks and ramps were inventoried and existing conditions were evaluated and documented. Deficiencies were noted and compiled. It was then determined what improvements were needed in order to upgrade the facilities to be in compliance with ADA standards. Refer to Tables I through III for detailed intersection details, deficiencies and recommended corrections. Selected photographs are provided in **Appendix A**.

The inventory was limited to intersections that contained sidewalks which include:

Crosscreek Drive & Creekside Drive	Longbranch Drive & Creekside Drive	Sampler Lane & Longbranch Street	Hawanian Lane & Longbranch Street
Calimanco Lane & Longbranch Street	Broderie Lane & Longbranch Street	Bargello Lane & Longbranch Street	Crosscreek Drive & Meadowbend Drive
Meadowbend Lane & Meadowbend Drive	Meadowbend Lane & Meadowbend Way	Crosscreek Drive & Meadowbend Way	Longbranch Drive & Meadowbend Way
Longbranch Drive & Heirloom Drive	Keepsake Lane & Heirloom Drive	Vintage Street & Heirloom Drive	Haberdashery Drive & Heirloom Drive
Broderie Lane & Heirloom Drive	Longbranch Drive & Sashing Way	Broderie Lane & Sashing Way	Longbranch Drive & Trapunto Lane
Sampler Lane & Trapunto Lane	Hawanian Lane & Trapunto Lane	Calimanco Lane & Trapunto Lane	Broderie Lane & Trapunto Lane
Bargello Lane & Trapunto Lane	Glacier Drive & Baltimore Road	Glacier Drive & Mill Run Drive	Broderie Lane & Mid Street Crossing
Crosscreek Drive & Trail Exit	Broderie Lane & Private Drive		

C. Evaluation of Services and Programs

Public services and programs were evaluated to assure that access and participation is not limited for those with disabilities. Programs and services identified included participation in public meetings such as the Town Council meetings, access to the offices of the Town Police, Town Clerk, and Sewer Utility Department.

Most services and programs are provided at the Town Hall. The main entrance does not meet current handicap accessible requirements and will need modifications. The Town Council meetings are held at the Town Hall and when large enough, at the Monrovia Festival Community Center. The offices for the Town Police, Town Clerk, and Sewer Utility Department are also located in the Town Hall building.

The Town will provide reasonable and appropriate aids and services leading to effective communication for qualified persons with disabilities so they could participate equally in the Town's programs, services and activities. Included would be sign language interpreters, documents in Braille, and other methods to make information and communication accessible to people who have speech, hearing, or vision impairments. As new programs are developed, policies will be reviewed by the ADA Coordinator to assure compliance and that all measures are taken to provide for maximum participation.

The Town will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its programs, services, and activities.

D. Cost Estimates



Examples of Detectable Warnings at Ramps.



Those areas that meet curbs will require a section of curb removed and then the installation of the ramp.

A corner in one direction with curb cut, ramp and detectable warning should cost approximately \$2,500.00 each.

A full corner system would be twice the cost.



Full Corner System



A simple ramp to street grade without a curb cut, would require a 48-inch long section of new sidewalk and the required detectable warning. This type of installation would cost approximately \$1,500 per installation.

Standard sidewalks normally cost approximately \$14.00 - \$15.00 per square foot.

Cost estimates for correcting deficiencies are provided on **Table VI**.

E. Prioritization

Prioritizing improvements will be included in existing programs where possible. Other remediation efforts will be completed based on an established set of priorities. Generally, priority will be given to public places and places of employment. Factors that will be used to consider priority include:

- Citizen requests or complaints regarding inaccessible locations,
- Pedestrian level of service,
- Population density
- Presence of a disabled person
- Cost

F. Schedule for Improvements

The Transition Plan includes a schedule of improvements to eliminate deficiencies and upgrade accessibility. Needed remediation work is scheduled as both individual projects and as an integral part of regularly scheduled maintenance and improvements project. Regularly scheduled improvements include resurfacing, rehabilitation, reconstruction, and signal system installation.

These measures will assure that existing facilities are accessible to those with disabilities and comply ADA requirements. All new projects will include pedestrian elements that are consistent with the ADA guidelines.

G. Funding

The most practical means of funding remediating efforts is to incorporate needed improvements into existing budgets, maintenance activities, and planned projects. Large projects will be funded from loans, grants, and other government programs.

Public Involvement

The Town has provided an opportunity for people outside of the municipality, people with disabilities, and other interested individuals and organizations to review and comment on the proposed Transition Plan. This was accomplished by conducting a public meeting and by direct mail solicitation of advisory groups.

A. Direct Mailing

Advocacy groups that work with the disabled community and any interested individuals or those with disabilities were invited to participate in development of the plan. Comments were solicited from the following:

- League for the Blind and Disabled
- Indiana Council on Independent Living
- Governor's Council for People with Disabilities
- Life Stream Services, Inc.
- Indiana Disability Rights
- Great Lakes ADA Center

Copies of letters are provided in **Appendix B**.

B. Public Meeting

A public meeting was held on _____ to solicit comments and explain the proposed program. Advanced notice of the meeting was published in the local newspaper. Applicable comments and suggestions were incorporated into the final Transition Plan. A copy of the sign-in sheet, proof of publication, and compiled comments are provided in **Appendix C**.

III. Transition Plan

ADA Transition Plans are required for all public facilities under the Town's control including rights-of-way, buildings, parks, sidewalks, pedestrian paths, curb ramps, street crossings, driveway crossings, crosswalks, median crossings, public transit stops, and pedestrian activated signal systems. The accessibility of pedestrian facilities in public facilities provides equal access to municipal programs, services, and activities and affects many citizens in their daily activities.

Meeting the requirements of the Act with regard to the accessibility of public facilities involves the following steps:

- (1) Designating an ADA Coordinator,
- (2) Providing notice to the public about ADA requirements,
- (3) Establishing a grievance procedure,
- (4) Developing internal design standards, specifications, and details,
- (5) Assigning personnel for the development of a Transition Plan and completing it,
- (6) Approving a schedule and budget for the Transition Plan, and
- (7) Monitoring the progress on the implementation of the Transition Plan.

Periodic updates to the Transition Plan are required in order to ensure on-going compliance.

A. ADA Coordinator

Due to its size, the Town will designate one responsible employee to coordinate ADA compliance. The benefits of having an ADA Coordinator include:

- It makes it easier for members of the public to identify someone to help them with questions and concerns about disability discrimination
- It provides a single source of information
- It provides an individual who is responsible for implementing the plan

The person who is appointed to this position will be familiar with the Town's operation, will be trained in the requirements of the ADA and other laws pertaining to discrimination, and will be able to deal effectively with local governments, advocacy groups, and the public.

The Town Clerk-Treasurer shall act as the ADA Coordinator. The contact information is as follows:

Title or Position: Town Clerk Treasurer
Location: Town Hall
Address: 140 E. Main Street
Monrovia, Indiana 46157
Phone: (317) 996-6114
Email: treasurer@monrovia.in.gov

B. Public Notice of ADA Requirements

A municipality must provide continuing public notice about the rights of the public under the ADA and the Town's associated responsibilities under the ADA. The Town will provide a notice to be published in a paper of local distribution. This will assure that a larger target audience is reached including those who may not be readily identifiable. Another avenue will be discussions of appropriate topics at regular council meetings and periodically held public meetings.

These methods are believed to be the most effective ways to provide notice regarding public accessibility and compliance with ADA. The Notice under the Americans with Disabilities Act has been adopted by the Town under Resolution _____, Exhibit A. The notice will be made available in alternative formats when necessary and will be posted in Town facilities as deemed appropriate. A copy of the Resolution and notice is included in **Appendix D**.

C. Grievance Procedures

In compliance with Title II of the ADA, grievance procedures for resolving complaints alleging violations have been adopted. The grievance procedures are included as Exhibit B of Resolution _____, a copy of which is provided in **Appendix D**. This will allow equitable and prompt resolution of complaints related to alleged violations of ADA requirements. These procedures will be posted in the Town Hall.

D. Schedule and Budget

Priorities will be established for implementing the needed upgrades. **Tables IV, V, and VI** provides a list of needed improvements, the expected cost estimate, and the proposed schedule to complete the work. Projects will be prioritized based on criteria listed in Section II-E.

E. Monitoring the progress

Self-evaluation will continue to take place after the Transition Plan is complete. Periodic reviews and updates to the plan will be conducted to ensure ongoing compliance with ADA requirements. Future self-evaluation activities will consist of reviewing the plan to assure continued compliance and determine if any additional areas of upgrade are needed.

In order to be effective, the Transition Plan will be referred to in annual project planning and budgeting. The Transition Plan will be updated regularly as needed to address any new areas of noncompliance. The goal is to eliminate barriers and incorporate ADA requirements in all future work initiated by the Town.

F. Resolution

Resolution _____ has been adopted by the Town. The resolution includes the Notice provisions, grievance procedures, and designation of the ADA Coordinator. The Notice is included as Exhibit A of the Resolution. The grievance procedures are provided as Exhibit B of the Resolution. A copy of the adopted Resolution and associated Exhibits are contained in **Appendix D**.

TABLE I
TOWN OF MONROVIA
ADA SELF-EVALUATION AND TRANSITION PLAN
TYPICAL INTERSECTION DIAGRAM

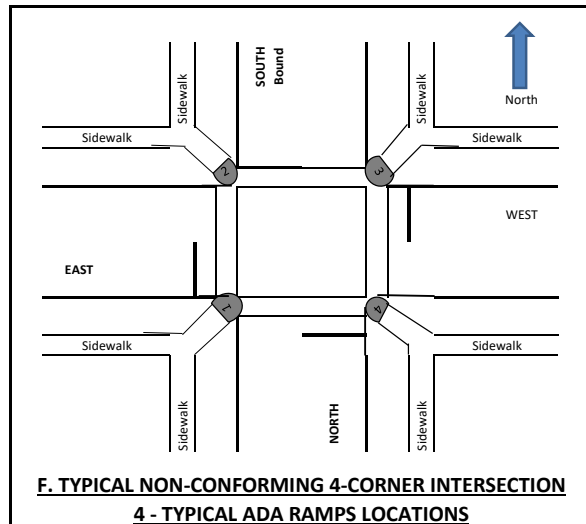
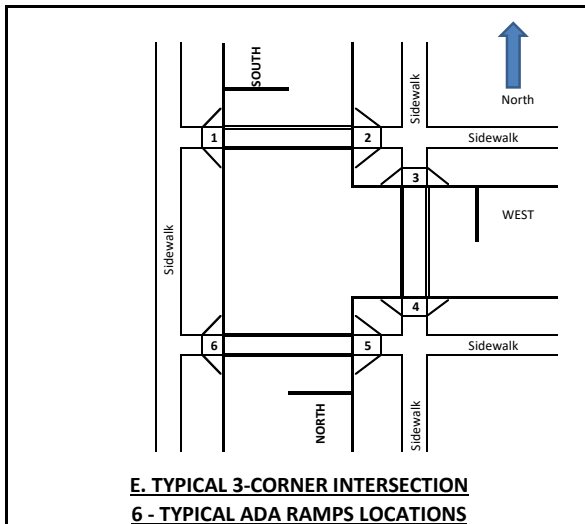
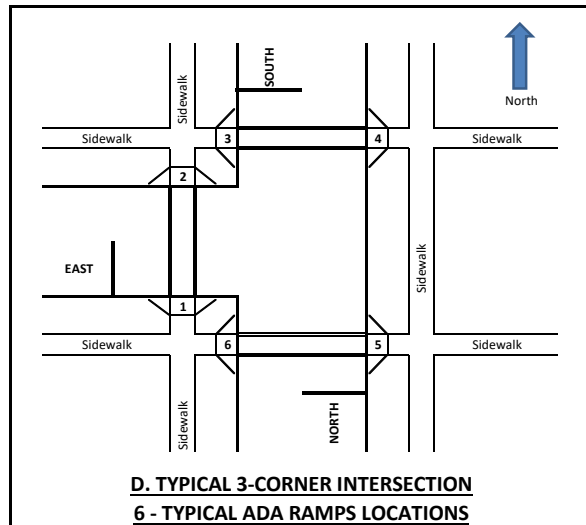
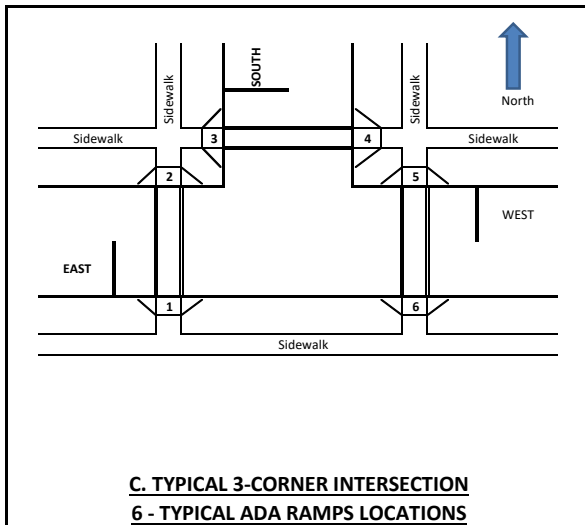
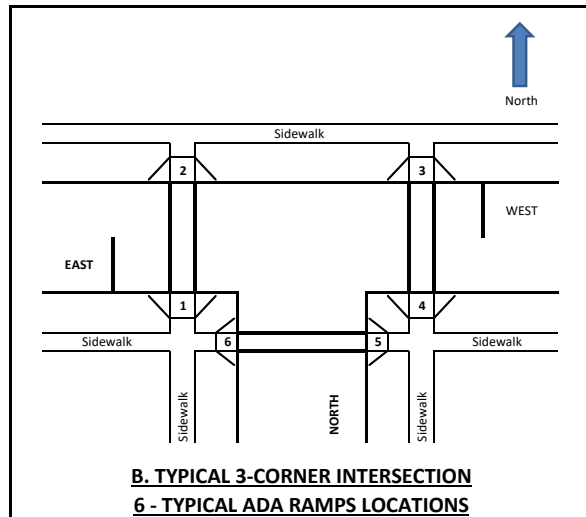
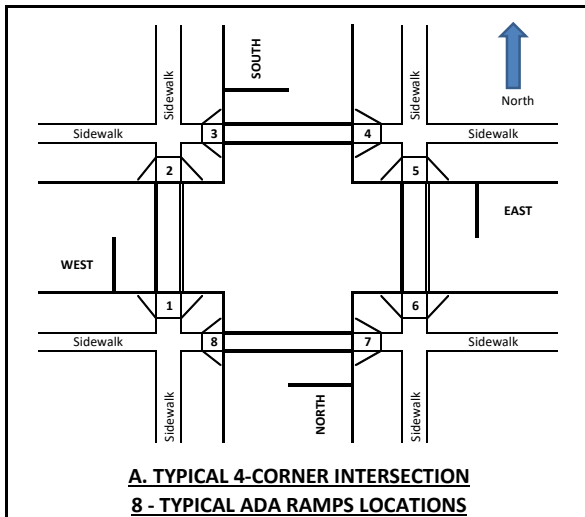


TABLE I
TOWN OF MONROVIA
ADA SELF-EVALUATION AND TRANSITION PLAN
TYPICAL INTERSECTION DIAGRAM

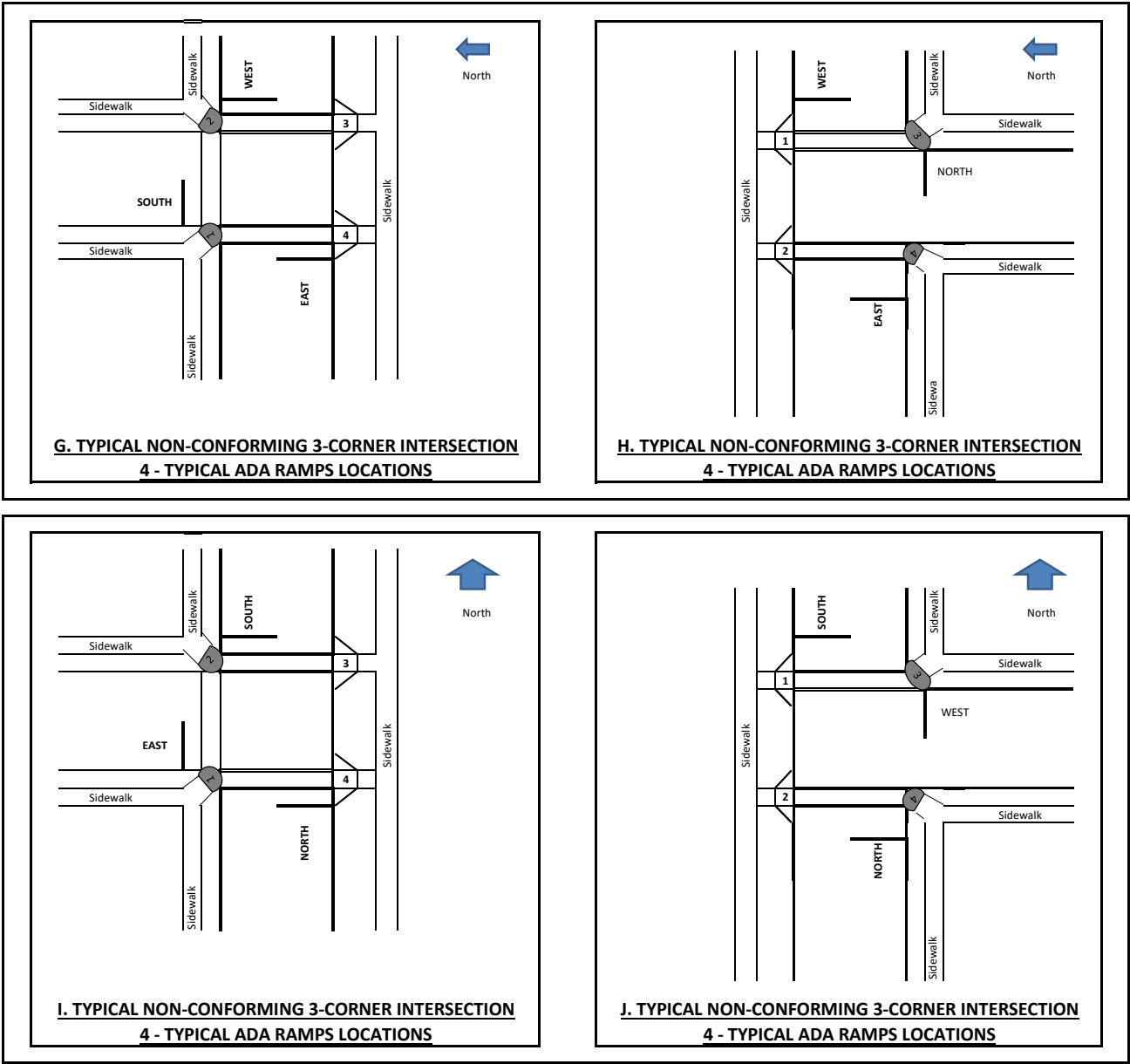


TABLE II
TOWN OF MONROVIA
ADA SELF-EVALUATION AND TRANSITION PLAN
EXISTING INTERSECTION INVENTORY MATRIX

	INTERSECTIONS		TYPE	RAMP CONFIGURATION								COMMENTS
	STREET 1 (East/West)	STREET 2 (North/South)		1	2	3	4	5	6	7	8	
1	W. Crosscreek Dr.	N. Creekside Dr.	F	N/AR	N/AR	N/AR	N/AR					
2	W. Longbranch Dr.	N. Creekside Dr.	G	ADA/R	ADA/R	ADA/R	ADA/R					
3	W. Sampler Ln.	N. Longbranch St.	I	ADA/R	N/AR	N/AR	N/AR					
4	W. Hawanian Ln.	N. Longbranch St.	I	ADA/R	N/AR	N/AR	N/AR					
5	W. Calimanco Ln.	N. Longbranch St.	I	ADA/R	ADA/R	ADA/R	ADA/R					
6	W. Broderie Ln.	N. Longbranch St.	F	ADA/R	ADA/R	ADA/R	ADA/R					
7	W. Bargello Ln.	N. Longbranch St.	D	DNE	ADA/R	ADA/R	ADA/R					
8	W. Tapestry Dr.	N. Longbranch St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	Incomplete development. No ADA ramps or sidewalks at this intersection.
9	W. Crosscreek Dr.	W. Meadowbend Dr.	G	N/AR	N/AR	N/AR	N/AR					Ramp 4 merged with driveway.
10	W. Meadowbend Ln.	W. Meadowbend Dr.	I	N/AR	N/AR	N/AR	N/AR					
11	W. Meadowbend Ln.	N. Meadowbend Way	J	N/AR	N/AR	N/AR	N/AR					
12	W. Crosscreek Dr.	N. Meadowbend Way	J	N/AR	N/AR	N/AR	N/AR					
13	W. Longbranch Dr.	N. Meadowbend Way	G	N/AR	N/AR	N/AR	N/AR					
14	W. Longbranch Dr.	N. Heirloom Dr.	H	N/AR	N/AR	N/AR	N/AR					
15	W. Keepsake Ln.	N. Heirloom Dr.	D	ADA/R	ADA/R	ADA/R	ADA/R	ADA/R	ADA/R			
16	W. Vintage St.	N. Heirloom Dr.	D	ADA/R	ADA/R	ADA/R	ADA/R	ADA/R	ADA/R			
17	W. Haberdashery Dr.	N. Heirloom Dr.	D	ADA/R	N/AR	ADA/R	ADA/R	ADA/R	ADA/R			Ramp 2 needs to be flush with the pavement.
18	W. Broderie Ln.	N. Heirloom Dr.	E	ADA/R	DNE	DNE	ADA/R	ADA/R	DNE			
19	W. Haberdashery Way	N. Heirloom Dr.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	Incomplete development. No ADA ramps or sidewalks at this intersection.
20	W. Patchwork Dr.	N. Heirloom Dr.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	Incomplete development. No ADA ramps or sidewalks at this intersection.
21	W. Longbranch Dr.	N. Sashing Way	H	ADA/R	N/AR	ADA/R	N/AR					
22	W. Broderie Ln.	N. Sashing Way	N/A	ADA/R	DNE	DNE	DNE					
23	W. Longbranch Dr.	N. Trapunto Ln.	H	ADA/R	ADA/R	ADA/R	N/AR					
24	W. Sampler Ln.	N. Trapunto Ln.	J	N/AR	N/AR	ADA/R	N/AR					
25	W. Hawanian Ln.	N. Trapunto Ln.	J	N/AR	ADA/R	N/AR	N/AR					
26	W. Calimanco Ln.	N. Trapunto Ln.	J	ADA/R	ADA/R	ADA/R	ADA/R					
27	W. Broderie Ln.	N. Trapunto Ln.	F	ADA/R	ADA/R	ADA/R	ADA/R					
28	W. Bargello Ln.	N. Trapunto Ln.	E	ADA/R	ADA/R	ADA/R	DNE	DNE	DNE			Incomplete intersection.
29	W. Tapestry Dr.	N. Trapunto Ln.	N/A	DNE	DNE	DNE	DNE	DNE	DNE			
30	W. Tapestry Dr.	N. Longbranch St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	Incomplete development. No ADA ramps or sidewalks at this intersection
31	W. Patchwork Dr.	W. Tapestry Dr.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
32	Latta Dr.	Monroe St	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
33	Latta Dr.	Maple St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
34	Latta Dr.	Embry St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
35	Terrace Dr.	Monroe St	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
36	Terrace Dr.	Maple St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
37	Terrace Dr.	Embry St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
38	W. Pray St	N. Water St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
39	W. Pray St	N. Baltimore St	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.

NOTE:	N/A	Not Applicable
	N/AR	Non-ADA Ramp
	ADA/R	ADA Ramp
	DNE	No Ramp / DNE



TABLE II
TOWN OF MONROVIA
ADA SELF-EVALUATION AND TRANSITION PLAN
EXISTING INTERSECTION INVENTORY MATRIX

	INTERSECTIONS		TYPE	RAMP CONFIGURATION								COMMENTS
	STREET 1 (East/West)	STREET 2 (North/South)		1	2	3	4	5	6	7	8	
40	W. Washington St.	Baltimore Rd.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
41	W. Washington St.	N. Water St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
42	W. Washington St.	S. Walnut St	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
43	E. Washington St.	S. Church St.	N/A	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	No ramps or sidewalks at this intersection.
44	W. Glacier Dr.	Baltimore Rd.	D	DNE	N/AR	DNE	DNE	DNE	DNE			Needs a barrier between ditch. Incorrect cross slope.
45	W. Glacier Dr.	Mill Run Dr.	H	DNE	DNE	N/AR	N/AR					Ramp 3 & 4 need to be refit and repaired to meet ADA.
46	W. Broderie Ln.	Mid Street Crossing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Facing southbound there is an exit from the sidewalk into the street with no provision to slow vehicle down. Not a proper ramp.
47	W. Broderie Ln.	Private Drive	B	N/A	N/A	N/A	N/A	N/AR	N/AR			No detectable warning blocks at ramps 5 & 6.
48	Creekside Dr.	Trail Exit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Trail ramp should be delineated, not ADA.

NOTE:	N/A	Not Applicable
	N/AR	Non-ADA Ramp
	ADA/R	ADA Ramp
	DNE	No Ramp / DNE



TABLE III
TOWN OF MONROVIA
ADA SELF-EVALUATION AND TRANSITION PLAN
PROPOSED INTERSECTION IMPROVEMENT MATRIX

	STREET 1 (East/West)		TYPE	RAMP CONFIGURATION								RECOMMENDED ACTION
	STREET 1 (East/West)	STREET 2 (North/South)		1	2	3	4	5	6	7	8	
1	W. Crosscreek Dr.	N. Creekside Dr.	F	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 4
2	W. Longbranch Dr.	N. Creekside Dr.	G	NR	NR	NR	NR					No ADA ramps required
3	W. Sampler Ln.	N. Longbranch St.	I	NR	NEW	NEW	NEW					New ADA ramps at locations 2, 3, & 4
4	W. Hawanian Ln.	N. Longbranch St.	I	NR	NEW	NEW	NEW					New ADA ramps at locations 2, 3, & 5
5	W. Calimanco Ln.	N. Longbranch St.	I	NR	NR	NR	NR					No ADA ramps required
6	W. Broderie Ln.	N. Longbranch St.	F	NR	NR	NR	NR					No ADA ramps required
7	W. Bargello Ln	N. Longbranch St.	D	N/A	NR	NR	NR	N/A	N/A			Development currently under construction
8	W. Crosscreek Dr.	W. Meadowbend Dr.	G	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 4
9	W. Meadowbend Ln.	W. Meadowbend Dr.	I	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 5
10	W. Meadowbend Ln.	N. Meadowbend Way	J	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 6
11	W. Crosscreek Dr.	N. Meadowbend Way	J	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 7
12	W. Longbranch Dr.	N. Meadowbend Way	G	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 8
13	W. Longbranch Dr.	N. Heirloom Dr.	H	NEW	NEW	NEW	NEW					New ADA ramps at locations 1, 2, 3, & 9
14	W. Keepsake Ln.	N. Heirloom Dr.	D	NR	NR	NR	NR	NR	NR			No ADA ramps required
15	W. Vintage St.	N. Heirloom Dr.	D	NR	NR	NR	NR	NR	NR	NR		No ADA ramps required
16	W. Haberdashery Dr.	N. Heirloom Dr.	D	NR	NEW	NR	NR	NR	NR	NR		Ramp 2 needs be repaired and reset
17	W. Broderie Ln.	N. Heirloom Dr.	E	NR	N/A	N/A	NR	NR	NR	N/A		Development currently under construction
18	W. Longbranch Dr.	N. Sashing Way	H	NR	NEW	NR	NEW					Retrofit detectable warnings blocks for ramp 2 & 4
19	W. Broderie Ln.	N. Sashing Way	N/A	NR	N/A	N/A	N/A	N/A	NR			Development currently under construction
20	W. Longbranch Dr.	N. Trapunto Ln.	H	NR	NR	NR	NEW					New ADA ramp at location 4
21	W. Sampler Ln.	N. Trapunto Ln.	J	NEW	NEW	NR	NEW					New ADA ramps at locations 1, 2, & 4
22	W. Hawanian Ln.	N. Trapunto Ln.	J	NEW	NR	NEW	NEW					New ADA ramps at locations 1, 3, & 4
23	W. Calimanco Ln.	N. Trapunto Ln.	J	NR	NR	NR	NR					No ADA ramps required
24	W. Broderie Ln.	N. Trapunto Ln.	F	NR	NR	NR	NR					No ADA ramps required
25	W. Bargello Ln.	N. Trapunto Ln.	E	NR	NR	NR	N/A	N/A	N/A			Development currently under construction
26	W. Glacier Dr.	Baltimore Rd.	D	N/A	NEW	N/A	N/A	N/A	N/A			New ADA ramp at location 2. Correct slope of sidewalk and provide barrier between ditch
27	W. Glacier Dr.	Mill Run Dr.	H	N/A	N/A	NEW	NEW					Ramps 3 & 4 need to be repaired and reset
28	W. Broderie Ln.	Mid Street Crossing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Remove mid street crossing
29	W. Broderie Ln.	Private Drive	B	N/A	N/A	N/A	N/A	NEW	NEW			Ramps 5 & 6 need detectable warning blocks retrofitted
30	Creekside Drive	Trail Ramp	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	New ADA ramp for the trail ramp

KEY

N/A

NEW

NR

NOT APPLICABLE BECAUSE NO SIDEWALK EXISTS

NEW ADA RAMP REQUIRED

NOT REQUIRED



TABLE IV
Town of Monrovia
ADA Compliance
Cost Estimates and Schedule

LOCATION		ITEM	UNIT	AMT	COST	EXTENDED	SCHEDULE
Town Hall and Police Station *							
	1	Install wall mounted sink	ls	1	250	\$250	
	2	Install exit sign with visual signal (strobe).	ea	1	300	\$300	
	3	Install tactile exit sign for the visually impaired.	ea	1	125	\$125	
	4	Install handicap entrance sign at accessible entrance.	ea	1	75	\$75	
	5	Install restroom sign with braille characters.	ea	1	50	\$50	
	6	Install lever type faucet handles in restroom	ea	1	100	\$100	
	7	Install Support Rail in restroom	ea	2	75	\$150	
	8	Install new entry door that opens to the left side	ls	1	800	\$800	
	9	Remove the vestibule	ls	1	1500	\$1,500	
	10	Adjust slope and length of access ramp	ls	1	1500	\$1,500	
	11	Create and label van accessible handicap parking space	ls	1	250	\$250	
					Total	\$5,100	

*** Note:**

If this building is to continue to be utilized as the Town Hall, these updates will be necessary to meet ADA compliance.



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Parking Lot and Building Access				
1. Are the International Symbols of Accessibility used to designate the reserved parking spaces clearly visible at the entrance to the parking area?	No		X	
2. Does the facility have parking spaces designated for individuals with disabilities?	No		X	
3. Are accessible parking spaces designated with the International Symbol of Accessibility?	No		X	
4. Does the parking area have the minimum number of accessible spaces?	No		X	
5. Are the accessible parking spaces on the shortest possible accessible route to an accessible building entrance?	No		X	
6. Is there a sign showing the International Symbol of Accessibility located above grade and visible when a vehicle is parking in the designated space?	No		X	
7. Are parking spaces a minimum of 96" (8 feet) wide and provide a 60" (5 feet) access aisle?	No		X	None Marked
8. Do accessible spaces not located adjacent to the accessible entrances have signage that indicates the direction to these entrances?	No		X	
9. Is there at least one (1) designated "Van Accessible" with signage and does the space have a minimum of 96" (8 feet) wide accessible lane?	No		X	
10. Is there at least one (1) van accessible space for every six (6) accessible parking spaces?	No		X	
11. Does the passenger loading zone have an unobstructed access aisle at least 60" (5 feet) wide and 20 feet long adjacent and parallel to the vehicle pull-up space?	N/A			
12. Do accessible parking spaces for vans have an adequate vertical and horizontal clearance?	N/A			
13. If valet parking is available, is the passenger loading/unloading zone on an accessible route and does it comply with the passenger loading requirements as stated in question 11?	N/A			
14. Are curb ramps provided wherever an accessible route crosses a curb?	N/A			
15. Do curb ramps have a maximum slope of 1:12 and a minimum width of 36" (3 feet)?	N/A			
16. If the curb ramp crosses a pedestrian route and is not protected by handrails or guardrails, does it have flared sides with a maximum slope of 1:10?	N/A			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Building Entrance and Corridors				
1. Is there at least one accessible route from the accessible parking areas or passenger unloading zones to the accessible building entrance having a minimum clear width of 36" (3 feet)?	Yes		X	
2. If the entrance is not visible from the parking or unloading areas, are the accessible routes to the entrance clearly marked with appropriate signage?	N/A			
3. Is the International Symbol of Accessibility displayed at all accessible entrances?	No		X	
4. Are the primary entrances unlocked, or is there a provision for a signaling device if the entrance must be locked during certain hours for security purposes?	Yes			
5. Does the primary accessible entrance have a minimum clear opening (free of protrusions or obstructions) of 32 inches?	Yes		X	
6. Do the push and pull doors have a minimum maneuvering clearance?	No	22.5" space	X	Door opens obstructing ramp.
7. Is there a minimum of 60" x 60" of level space centered on the front of the accessible entrance?	Yes		X	
8. Does the exterior door have a manual opening force that does not exceed 8.5 lbs.?	No	24 lbs.		
9. Do the automatic and power assist doors operate in a manner and direction which does not present a hazard?	N/A			
10. Are thresholds at exterior doors flush with the adjacent floor?	No		X	
11. If thresholds are higher than ½ inch, are they beveled on both sides to a slope of 1:2?	No	2"		
12. If thresholds on exterior sliding doors exceed ¾ inches in height, are they beveled on both sides to a slope of 1:2?	No			
13. Are doormats stationary, flat, or recessed and less than ½ inch thick?	Yes			
14. Does approximately 48 inches, plus the width if the in-swing door(s) exist between two doors in series to allow backing and turning space for a wheelchair or other mobility aid to clear the in-swinging door?	No	19"	X	
15. Is there an accessible door adjacent to all revolving doors and turnstiles?	N/A			
16. Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?	Yes			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Building Entrance and Corridors continued				
17. Is hardware required for accessible door passage mounted no higher than 48 inches from the finished floor?	Yes			
18. If framed glass swing doors are on accessible routes, is there a kick plate at least 10 inches high mounted on the bottom of the push side of the door? This is not required by ADAAG. This is a safety feature for people using wheelchairs to prevent their footrest from striking the glass.	No		X	
19. Do all stairs and steps have closed risers and have uniform hight? (Riser height: maximum 7 inches, minimum 4 inches)	N/A			
20. Do stair treads have uniform depth of 11 inches or more?	N/A			
21. Do stair nosing's project no more than 1-1/2 inches plus the width of one tread beyond the bottom tread?	N/A			
22. Do stair treads have non-slip surfaces?	N/A			
23. Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and 12 inches plus the width of one stair tread beyond the bottom tread?	N/A			
24. Is the top of the handrail mounted 34 to 38 inches above the stair tread?	N/A			
25. Are handrails 1-1/4 to 1-1/2 inches in diameter and easy to grasp?	N/A			
26. Is there a space of exactly 1-1/2 inches between the handrail and the wall?	N/A			
27. Do protruding and hanging objects (such as telephones, water fountains, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protruding no more than 4 inches into the path of travel?	N/A			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Public Restroom				
1. Is the restroom clearly marked with an International Symbol of Accessibility sign mounted 60 inches above the finished floor to the centerline of the sign?	No		X	
2. Is the restroom identified with a sign having raised characters and Braille mounted on the latch side of the door no higher than 60 inches above the finished floor?	No		X	
3. Does the restroom entrance have a clear opening (free of obstructions) of 32 inches and a maneuvering clearances adjacent to the push and pull side of doors?	Yes		X	
4. Is the mirror mounted 40 inches from the floor to the bottom edge of the reflective surface?	No	41½"	X	
5. Is the lavatory mounted so that the counter surface is no higher than 34 inches from the floor surface?	No	39"	X	
6. Is there a clearance space of at least 29 inches provided from the bottom apron to the floor?	No		X	Cabinet obstructs clearance space
7. Is the pipe drain mounted so that there is at least 9 inches of clearance from the floor surface?	N/A			
8. Is insulation or other protective covering used on hot water and drain pipes under the lavatory to prevent contact?	N/A			
9. Is there clear floor space (30"x 48") provided in front of the lavatory which includes an extension under lavatory of 17" minimum (19" maximum) to allow for forward approach?	No		X	
10. At accessible lavatories, are faucets controlled by a hand lever, push button, or electronic control which is easily operated by one hand, not requiring tight grasping, pinching, or twisting and requiring a maximum of 5 pounds of force or less for operation? Note, self closing valves should stay open for a minimum of 10 seconds.	No		X	
11. Are restroom dispensers and accessories mounted so that there is no more than 48 inches to the highest operating part? Note, dispensers which can be reached from a parallel side approach may be mounted so that there is no more than 54 inches to the highest operable control or part of the dispenser.	Yes	43"	X	
12. Is at least one restroom stall available having a clear opening (free of protrusions and obstructions) of 32 inches?	N/A			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Public Restroom continued				
13. Does stall door swing outward? Note, for end-of-row wheelchair accessible toilet stalls, the door may swing inward as long as sufficient maneuvering space is provided inside the stall.	N/A			
14. Where a standard accessible stall is technically infeasible, and alternate stall shall be provided. If the stall has a wall mounted water closet, does it have a minimum depth of 66 inches? Note, add three inches to the stall depth if the water closet is floor mounted.	N/A			
15. For Alternate stalls allowing a forward approach to the water closet, is there a minimum of 36 inches and grab bars mounted on both sides of the stall?	No		X	
16. For alternate stalls allowing a side approach to the water closet, is there a minimum width of 48 inches and grab bars mounted to the side and rear of the water closet?	No		X	
17. Are toilet paper and seat cover dispensers located within easy reach of a person using the water closet?	Yes	28"	X	
18. Do toilet paper dispensers permit delivery of a continuous flow paper and are they installed within reach at least a minimum height of 19 inches above the finished floor?	Yes			
19. Does the restroom have at least one stall-type which is mounted at a maximum of 17 inches above the finished floor?	N/A			
20. Is the top of the water closet seat 17 to 19 inches above the finished floor?	Yes	17"		
21. When a side transfer in a stall is required, are two grab bars (a 42 inch long bar to the side and a 36 inch bar to the back) mounted at 33 to 36 inches from the finished floor?	No		X	
22. For Alternate stalls, are there two grab bars 42 inches in length located on both sides of the stall and mounted 33 to 36 inches above the finished floor?	N/A			
23. Is the diameter of each grab bar 1-1/4 to 1-1/2 inches, is the space between the wall and each grab bar 1-1/2 inches, and will each grab bar support 250 lbs?	N/A			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Meeting Rooms				
1. Are accessible meeting rooms available?	Yes			
2. Are the accessible meeting rooms centrally located in the facility to prevent unnecessary long travel for people with mobility impairments?	Yes			
3. Do hallways and corridors have a clearance of 36 inches with an occasional space allowance for turning and passing at intervals not exceeding 200 feet?	Yes			
4. Do the doors to the meeting rooms have a clear opening of 32 inches?	Yes			
5. Do thresholds of interior doors have a maximum edge height of 1/2"?	Yes			
6. Is there amplifier and sound system equipment available with individual or lavalier microphones?	N/A			
7. If requested, are participants provided with interpreter services or a listening system and are they seated within 50 feet of the stage for viewing?	No			30' Max
8. Is the meeting room floor non-slip, level, and negotiable by persons in wheelchairs and other mobility equipment?	Yes			
9. Is there adequate seating space for people using wheelchairs? (For forward or rear access, total space 48 inches deep by 66 inches wide or for side access, 60 inches deep by 60 inches wide)	Yes			
10. Are the spaces for people using wheel chairs dispersed throughout the room within easy viewing (line of sight) of the stage?	N/A			All chairs are folding
11. Are the spaces for people using wheelchairs or other mobility aids near accessible exits?	N/A			
12. If tables are used in the meeting rooms, is there a 36 inch aisle clearance and a 30 inch wide space at the table for wheelchair access?	Yes			
13. Do tables have a clear opening for knee space of at least 27 inches in height, 30 inches in width, and 19 inches in depth?	Yes			
14. Is the top of the table surface 28 to 34 inches from the floor surface?	Yes			
15. Is a temporary ramp for the podium or head table available? Note, maximum slope of ramp is 1 inch vertical rise in every 12 inches of horizontal distance.	N/A			
16. Are the microphones accessible and flexible?	N/A			



Town Of Monrovia
Town Hall and Police Station ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Hazards and Emergency Procedures				
1. Has the staff received special instructions about the persons with disabilities, particularly emergency procedures?	No			
2. Is the boundry between the pedestrian and vehicle area marked with some type of tacile warning if not seperated by curbs, rails, or similar element?	No		X	
3. Are all emergency exit doors clearly marked, and do they have a minimum opening of 32 inches?	Yes		X	
4. Are exit doors equipped with tactile symbols to designate their location?	No		X	
5. Are all audible alarms accompanied by visual alarms?	No		X	Ceiling mounted smoke alarm
6. Do audible alarms produce a noise which exceeds the ambient noise level by at least 15 decibles?	Yes			
7. Are visual alarms xenon strobe type (or equivalent) with an intensity of 75 candela and a flash rate of 1 per second minimum and 3 second maximum?	No			
8. Are visual alarms not more than 50 feet apart and mounted 80 inches above the highest floor level or 6 inches below the ceiling, whichever is lower?	N/A			
9. Except in fully sprinkled buildings, is there an area of resue assistance that meets one of the following seven requirements specified in ADA Accessibility Guildlines and is identified by a sign?	No			



TABLE V
Town of Monrovia
ADA Compliance
Cost Estimate and Schedule

LOCATION		ITEM	UNIT	AMT	COST	EXTENDED	SCHEDULE
Community Center							
	1	Install automatic swing door openers	ea	2	250	\$500	
	2	Install handicap entrance signs at accessible entrances	ls	2	75	\$150	
	3	Install a 10" kick plate on glass doors	ea	2	125	\$250	
	4	Install ADA Compliant Toilet	ls	1	300	\$300	
	5	Install lever type faucet handles in restroom	ea	1	100	\$100	
	6	Install restroom sign with braille characters.	ea	1	50	\$50	
	7	Convert handicap accessible entry door hardware to lever type	ea	1	100	\$100	
	8	Install tactile exit sign for the visually impaired.	ea	2	125	\$250	
	9	Repaint van accessible space to match ADA requirements	ls	1	250	\$250	
	10	Add van accessible sign to handicap parking sign	ea	1	75	\$75	
	11	Create ramp to make platform wheelchair accessible	ls	1	300	\$300	
					Total	\$2,325	



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Parking Lot and Building Access				
1. Are the International Symbols of Accessibility used to designate the reserved parking spaces clearly visible at the entrance to the parking area?	Yes		X	
2. Does the facility have parking spaces designated for individuals with disabilities?	Yes		X	
3. Are accessible parking spaces designated with the International Symbol of Accessibility?	Yes		X	
4. Does the parking area have the minimum number of accessible spaces?	Yes		X	
5. Are the accessible parking spaces on the shortest possible accessible route to an accessible building entrance?	Yes		X	
6. Is there a sign showing the International Symbol of Accessibility located above grade and visible when a vehicle is parking in the designated space?	Yes		X	
7. Are parking spaces a minimum of 96" (8 feet) wide and provide a 60" (5 feet) access aisle?	Yes		X	Access lane on incorrect side.
8. Do accessible spaces not located adjacent to the accessible entrances have signage that indicates the direction to these entrances?	Yes		X	
9. Is there at least one (1) designated "Van Accessible" with signage and does the space have a minimum of 96" (8 feet) wide accessible lane?	No		X	The sign is not labeled "Van Accessible" and access lane is only 5 feet wide.
10. Is there at least one (1) van accessible space for every eight (8) accessible parking spaces?	No			
11. Does the passenger loading zone have an unobstructed access aisle at least 60" (5 feet) wide and 20 feet long adjacent and parallel to the vehicle pull-up space?	N/A			
12. Do accessible parking spaces for vans have an adequate vertical and horizontal clearance?	Yes			
13. If valet parking is available, is the passenger loading/unloading zone on an accessible route and does it comply with the passenger loading requirements as stated in question 11?	N/A			
14. Are curb ramps provided wherever an accessible route crosses a curb?	Yes		X	
15. Do curb ramps have a maximum slope of 1:12 and a minimum width of 36" (3 feet)?	Yes		X	
16. If the curb ramp crosses a pedestrian route and is not protected by handrails or guardrails, does it have flared sides with a maximum slope of 1:10?	N/A			



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Building Entrance and Corridors				
1. Is there at least one accessible route from the accessible parking areas or passenger unloading zones to the accessible building entrance having a minimum clear width of 36" (3 feet)?	Yes			
2. If the entrance is not visible from the parking or unloading areas, are the accessible routes to the entrance clearly marked with appropriate signage?	N/A			
3. Is the International Symbol of Accessibility displayed at all accessible entrances?	No		X	
4. Are the primary entrances unlocked, or is there a provision for a signaling device if the entrance must be locked during certain hours for security purposes?	N/A			
5. Does the primary accessible entrance have a minimum clear opening (free of protrusions or obstructions) of 32 inches?	Yes			
6. Do the push and pull doors have a minimum maneuvering clearance?	Yes			
7. Is there a minimum of 60" x 60" of level space centered on the front of the accessible entrance?	No		X	
8. Does the exterior door have a manual opening force that does not exceed 8.5 lbs.?	No	18 lbs.		
9. Do the automatic and power assist doors operate in a manner and direction which does not present a hazard?	N/A			
10. Are thresholds at exterior doors flush with the adjacent floor?	No			
11. If thresholds are higher than ½ inch, are they beveled on both sides to a slope of 1:2?	Yes			
12. If thresholds on exterior sliding doors exceed ¾ inches in height, are they beveled on both sides to a slope of 1:2?	N/A			
13. Are doormats stationary, flat, or recessed and less than ½ inch thick?	Yes			
14. Does approximately 48 inches, plus the width if the in-swing door(s) exist between two doors in series to allow backing and turning space for a wheelchair or other mobility aid to clear the in-swinging door?	N/A			
15. Is there an accessible door adjacent to all revolving doors and turnstiles?	N/A			
16. Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?	No			Would advise installing automatic swing door opener.



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Building Entrance and Corridors continued				
17. Is hardware required for accessible door passage mounted no higher than 48 inches from the finished floor?	Yes			
18. If framed glass swing doors are on accessible routes, is there a kick plate at least 10 inches high mounted on the bottom of the push side of the door? This is not required by ADAAG. This is a safety feature for people using wheelchairs to prevent their footrest from striking the glass.	No	6"	X	
19. Do all stairs and steps have closed risers and have uniform hight? (Riser height: maximum 7 inches, minimum 4 inches)	N/A			
20. Do stair treads have uniform depth of 11 inches or more?	N/A			
21. Do stair nosing's project no more than 1-1/2 inches plus the width of one tread beyond the bottom tread?	N/A			
22. Do stair treads have non-slip surfaces?	N/A			
23. Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and 12 inches plus the width of one stair tread beyond the bottom tread?	N/A			
24. Is the top of the handrail mounted 34 to 38 inches above the stair tread?	N/A			
25. Are handrails 1-1/4 to 1-1/2 inches in diameter and easy to grasp?	N/A			
26. Is there a space of exactly 1-1/2 inches between the handrail and the wall?	N/A			
27. Do protruding and hanging objects (such as telephones, water fountains, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protruding no more than 4 inches into the path of travel?	No		X	Sidewalk obstructed by benches and pots.



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Public Restroom				
1. Is the restroom clearly marked with an International Symbol of Accessibility sign mounted 60 inches above the finished floor to the centerline of the sign?	No	57.5"		
2. Is the restroom identified with a sign having raised characters and Braille mounted on the latch side of the door no higher than 60 inches above the finished floor?	No			
3. Does the restroom entrance have a clear opening (free of obstructions) of 32 inches and a maneuvering clearances adjacent to the push and pull side of doors?	Yes			
4. Is the mirror mounted 40 inches from the floor to the bottom edge of the reflective surface?	No	51"	X	
5. Is the lavatory mounted so that the counter surface is no higher than 34 inches from the floor surface?	Yes		X	
6. Is there a clearance space of at least 29 inches provided from the bottom apron to the floor?	Yes		X	
7. Is the pipe drain mounted so that there is at least 9 inches of clearance from the floor surface?	Yes		X	
8. Is insulation or other protective covering used on hot water and drain pipes under the lavatory to prevent contact?	Yes		X	
9. Is there clear floor space (30"x 48") provided in front of the lavatory which includes an extension under lavatory of 17" minimum (19" maximum) to allow for forward approach?	No			Door is obstructed by storage in room. Advised to find another place to store items.
10. At accessible lavatories, are faucets controlled by a hand lever, push button, or electronic control which is easily operated by one hand, not requiring tight grasping, pinching, or twisting and requiring a maximum of 5 pounds of force or less for operation? Note, self closing valves should stay open for a minimum of 10 seconds.	No		X	
11. Are restroom dispensers and accessories mounted so that there is no more than 48 inches to the highest operating part? Note, dispensers which can be reached from a parallel side approach may be mounted so that there is no more than 54 inches to the highest operable control or part of the dispenser.	Yes		X	Trash can needs to be moved as to not obstruct access to handsink and paper towel dispensers.
12. Is at least one restroom stall available having a clear opening (free of protrusions and obstructions) of 32 inches?	N/A			



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Public Restroom continued				
13. Does stall door swing outward? Note, for end-of-row wheelchair accessible toilet stalls, the door may swing inward as long as sufficient maneuvering space is provided inside the stall.	N/A			
14. Where a standard accessible stall is technically infeasible, and alternate stall shall be provided. If the stall has a wall mounted water closet, does it have a minimum depth of 66 inches? Note, add three inches to the stall depth if the water closet is floor mounted.	N/A			
15. For Alternate stalls allowing a forward approach to the water closet, is there a minimum of 36 inches and grab bars mounted on both sides of the stall?	N/A			
16. For alternate stalls allowing a side approach to the water closet, is there a minimum width of 48 inches and grab bars mounted to the side and rear of the water closet?	N/A			
17. Are toilet paper and seat cover dispensers located within easy reach of a person using the water closet?	Yes		X	
18. Do toilet paper dispensers permit delivery of a continuous flow paper and are they installed within reach at least a minimum height of 19 inches above the finished floor?	Yes			
19. Does the restroom have at least one stall-type which is mounted at a maximum of 17 inches above the finished floor?	Yes			
20. Is the top of the water closet seat 17 to 19 inches above the finished floor?	No	15"	X	
21. When a side transfer in a stall is required, are two grab bars (a 42 inch long bar to the side and a 36 inch bar to the back) mounted at 33 to 36 inches from the finished floor?	Yes		X	
22. For Alternate stalls, are there two grab bars 42 inches in length located on both sides of the stall and mounted 33 to 36 inches above the finished floor?	N/A			
23. Is the diameter of each grab bar 1-1/4 to 1-1/2 inches, is the space between the wall and each grab bar 1-1/2 inches, and will each grab bar support 250 lbs?	Yes			



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Meeting Rooms				
1. Are accessible meeting rooms available?	Yes		X	
2. Are the accessible meeting rooms centrally located in the facility to prevent unnecessary long travel for people with mobility impairments?	Yes		X	
3. Do hallways and corridors have a clearance of 36 inches with an occasional space allowance for turning and passing at intervals not exceeding 200 feet?	Yes		X	
4. Do the doors to the meeting rooms have a clear opening of 32 inches?	Yes			
5. Do thresholds of interior doors have a maximum edge height of 1/2"?	Yes			
6. Is there amplifier and sound system equipment available with individual or lavalier microphones?	Yes			
7. If requested, are participants provided with interpreter services or a listening system and are they seated within 50 feet of the stage for viewing?	No			
8. Is the meeting room floor non-slip, level, and negotiable by persons in wheelchairs and other mobility equipment?	Yes		X	
9. Is there adequate seating space for people using wheelchairs? (For forward or rear access, total space 48 inches deep by 66 inches wide or for side access, 60 inches deep by 60 inches wide)	Yes		X	Folding tables and chairs.
10. Are the spaces for people using wheel chairs dispersed throughout the room within easy viewing (line of sight) of the stage?	Yes			
11. Are the spaces for people using wheelchairs or other mobility aids near accessible exits?	Yes			
12. If tables are used in the meeting rooms, is there a 36 inch aisle clearance and a 30 inch wide space at the table for wheelchair access?	N/A			
13. Do tables have a clear opening for knee space of at least 27 inches in height, 30 inches in width, and 19 inches in depth?	N/A			
14. Is the top of the table surface 28 to 34 inches from the floor surface?	N/A			
15. Is a temporary ramp for the podium or head table available? Note, maximum slope of ramp is 1 inch vertical rise in every 12 inches of horizontal distance.	N/A			
16. Are the microphones accessible and flexible?	N/A			



Town of Monrovia
Community Center ADA Compliance Survey

		Measurement	Photo	Comments/Recommendation
Hazards and Emergency Procedures				
1. Has the staff received special instructions about the persons with disabilities, particularly emergency procedures?	No			
2. Is the boundry between the pedestrian and vehicle area marked with some type of tactile warning if not seperated by curbs, rails, or similar element?	Yes		X	
3. Are all emergency exit doors clearly marked, and do they have a minimum opening of 32 inches?	Yes		X	
4. Are exit doors equipped with tactile symbols to designate their location?	No		X	
5. Are all audible alarms accompanied by visual alarms?	Yes		X	
6. Do audible alarms produce a noise which exceeds the ambient noise level by at least 15 decibels?	Yes			
7. Are visual alarms xenon strobe type (or equivalent) with an intensity of 75 candela and a flash rate of 1 per second minimum and 3 second maximum?	Yes			
8. Are visual alarms not more than 50 feet apart and mounted 80 inches above the highest floor level or 6 inches below the ceiling, whichever is lower?	Yes			
9. Except in fully sprinkled buildings, is there an area of rescue assistance that meets one of the following seven requirements specified in ADA Accessibility Guildlines and is identified by a sign?	Yes			



SIDEWALK RAMP COST ESTIMATE

Detectable Warnings	Sub-total	\$ 4,500.00
ADA Ramps	Sub-total	\$ 110,000.00
Sidewalk Removal	Sub-total	\$ 500.00
Sidewalk Replacement	Sub-total	\$ 20,960.00
	Total	\$ 135,960.00

TOWN OF MONROVIA

PHOTOGRAPH EXHIBITS



**MONROVIA FESTIVAL BUILDING HANDICAP
ACCESSIBLE ENTRANCE**

1. Install automatic power assist bar to door.
2. For a van accessible space, the access aisle should be 96" in width on the passenger side.
3. Door needs to be labeled as handicap accessible.



**COMMUNITY CENTER HANDICAP ACCESSIBLE
PARKING SIGN**

1. Sign needs to specify space is also van accessible. Can be provided as a separate sign.



COMMUNITY CENTER ACCESSIBLE ROUTE

1. Sidewalk should be cleared of obstructions for an accessible route.
2. Install automatic power assisted bar to door.
3. A 10" kick plate is advised for glass doors.



Meeting Room Facing Stage

1. Platform is not wheelchair accessible.
2. No microphones available.

TOWN OF MONROVIA

PHOTOGRAPH EXHIBITS



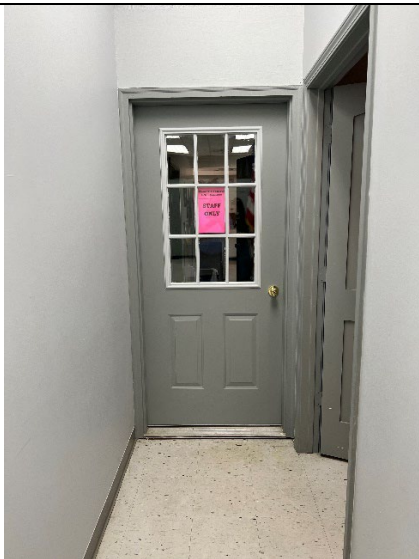
MEETING ROOM EXIT DOOR

1. Install automatic power assist bar to door.
2. A 10" kick plate advised at base of glass door.



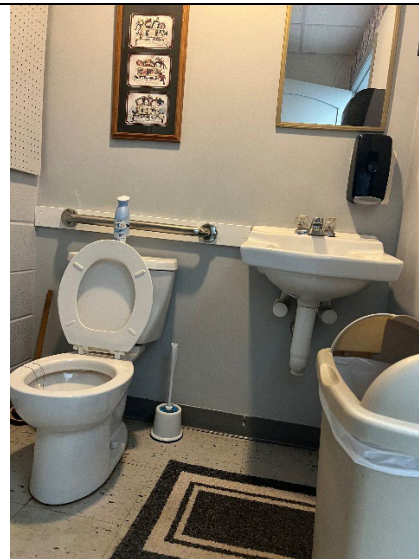
**MEETING ROOM HANDICAP ACCESSIBLE
ENTRY DOOR**

1. Needs ADA compliant handle installed.



MEETING ROOM DIVISIONAL DOOR

1. Door must always remain closed and displaying a sign indicating "NO EXIT". Otherwise, it must meet ADA requirements.
2. Restroom door to the right not marked with braille handicap accessible sign.
3. Sign to be mounted 60" above floor.



COMMUNITY CENTER BATHROOM

1. Mirror needs to be lowered.
2. Clear maneuvering space obstructed by storage in bathroom.
3. Faucets are not ADA compliant.
4. Install ADA compliant toilet.

TOWN OF MONROVIA

PHOTOGRAPH EXHIBITS



COMMUNITY CENTER BATHROOM

1. Trash can must be relocated within the room to allow access to the sink.
2. Remove rug to allow wheelchair access.



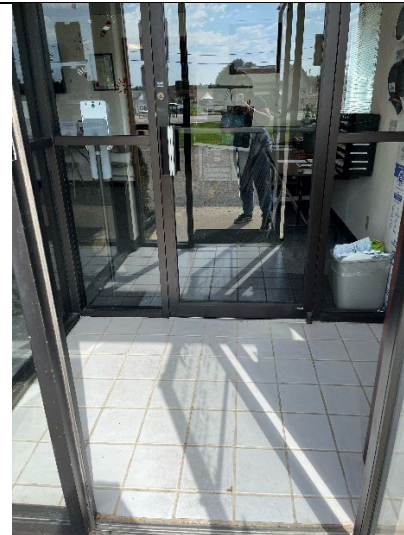
TOWN HALL ENTRY

1. Install automatic power assist bar to door.
2. Adjust slope and length of ramp for entrance.
3. Change direction of the swing of the door to allow accessible entry from ramp with maneuverable clearance space.
4. Threshold needs to meet ADA requirements
5. A 10" kick plate is advised for glass doors.



TOWN HALL PARKING LOT

1. Create and label a van accessible handicap parking space near entry ramp.



TOWN HALL VESTIBULE

1. There is not enough maneuvering room inside the vestibule. Door swinging in must have enough space for 48" plus the width of the door.
2. A 10" kick plate is advised for glass doors.

TOWN OF MONROVIA

PHOTOGRAPH EXHIBITS



TOWN HALL EXIT

1. Install panic bar to exit doors.
2. Install ADA compliant exit sign.
3. Install automatic power assist bar to door.
4. A 10" kick plate is advised for glass doors.



TOWN HALL BATHROOM ENTRANCE

1. Lever Action door handle required.
2. ADA handicap braille sign required.



TOWN HALL RESTROOM

1. Install support rails.
2. Mirror must be lowered as to not exceed 40" maximum height.
3. Bathroom mat needs to be removed.



TOWN HALL RESTROOM LAVATORY

1. Faucets need to be adjusted to meet ADA standards.
2. Replace cabinet sink with wall mounted sink to provide toe and knee space for wheelchair access.

TOWN OF MONROVIA

PHOTOGRAPH EXHIBITS



TYPICAL NON-COMPLIANT ADA RAMP

1. Detectable warning block not flush with pavement, needs to be repaired.



TYPICAL NON-COMPLIANT SIDEWALK

1. Maximum allowable cross slope must be no greater than 2%.
2. There needs to be protection or a barrier between ditch and sidewalk.
3. Ramp requires detectable warning.



TYPICAL NON-COMPLIANT ADA RAMP

1. Ramp requires detectable warning.
2. Replace ramp to meet correct width and slope for ADA requirements



TYPICAL NON-COMPLIANT ADA RAMP

1. Ramp requires detectable warning.
2. Walk is to be unobstructed.

September 27, 2022

League for the Blind and Disabled
5821 S. Anthony Wayne Blvd
Fort Wayne, Indiana 46816

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail, or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia

September 27, 2022

Indiana Statewide Independent Living Council
615 N. Alabama Street
Suite 140
Indianapolis, IN 46204

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail, or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia

September 27, 2022

ADA-Indiana
C/O Indiana Institute on Disability and Community
2853 East 10th Street
Bloomington, Indiana 47408-2696

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail, or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia

September 27, 2022

Indiana Governor's Council for people with Disabilities
Indiana Government Center South – Room E145
402 West Washington Street
Indianapolis, Indiana 46204

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail, or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia

September 27, 2022

Great Lakes ADA Center (MC 728)
1640 West Roosevelt Road – Room 405
Chicago, Illinois 60608

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia

September 27, 2022

LifeStream Services, Inc.
1701 Pilgrim Boulevard
Yorktown, Indiana 47396-0308

To Whom It May Concern:

The Town of Monrovia is conducting a Self-Evaluation Study of all Town-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the Town's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. The Town is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access Town programs.

We welcome your input to assist us on this project, Comments can be provided in writing via either U.S. Mail or e-mail. Comments can be submitted to Danny Chenault, Clerk Treasurer, at the Town Hall via U.S. Mail, or hand-delivery. All comments will be reviewed and considered and included in the final document. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open for 14 days, commencing on TBD, and ending on TBD.

The Town of Monrovia complies with the Americans with Disabilities Act. Upon request, the Town will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids for services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service. If auxiliary aids or services are required for individuals with disabilities, please contact me at the Town Hall at:

104 E Main Street
Monrovia, Indiana 46157
(317) 996-6114

Please let me know if you have any questions and I look forward to your comments and questions.

Sincerely,

Danny Chenault
Clerk Treasurer

Town of Monrovia



THE TOWN OF MONROVIA
TITLE VI IMPLEMENTATION PLAN
2022

TABLE OF CONTENTS

INTRODUCTION.....	
TITLE VI NON-DISCRIMINATION & POLICY.....	
TITLE VI ASSURANCES.....	1
Town of Monrovia ORGANIZATIONAL CHART.....	1
OVERVIEW OF Town of Monrovia 'S TITLE VI PROGRAM.....	1
1. DATA COLLECTION, ANALYSIS, REPORTING.....	1
2. COMPLAINTS OF DISCRIMINATION.....	1
A. Compliant Policy.....	1
a. How to file a complaint.....	1
b. Elements of a complete complaint.....	1
c. Processing complaints.....	1
3. ENVIRONMENTAL JUSTICE.....	1
4. LIMITED ENGLISH PROFICIENCY (LEP).....	1
5. NONDISCRIMINATION & ACCESSIBILITY TRAINING.....	1
6. PUBLIC INVOLVEMENT.....	1
7. REVIEW OF PROGRAM AREA.....	1
Goals/Accomplishments.....	1
APPENDIX: FORMS.....	1
A. Assurances.....	1
B. Complaint Policy.....	1
C. Complaint Log.....	1
D. External Complaint Form.....	1
E. Voluntary Involvement Survey.....	1
F. I-Speak Cards.....	1

INTRODUCTION

This Title VI Implementation Plan is a part of the **Town of Monrovia** continual and ongoing effort to proactively meet and exceed the minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. With this Implementation Plan, **Town of Monrovia** seeks to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program.

TOWN OF MONROVIA TITLE VI NON-DISCRIMINATION NOTICE & POLICY

Town of Monrovia values everyone's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, **Town of Monrovia** conforms to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from **Town of Monrovia** on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. **Town of Monrovia** further assures every effort will be made to ensure nondiscrimination in all its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of **Town of Monrovia** to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq.*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, **Town of Monrovia** hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

Town of Monrovia also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, **Town of Monrovia** will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). **Town of Monrovia** will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives, and regulations.

Whenever **Town of Monrovia** distributes federal-aid funds to a second-tier subrecipient, **Town of Monrovia** will include Title VI language in all written agreements.

The following individual has been identified as **Town of Monrovia's** Title VI and ADA Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Town of Monrovia, Clerk-Treasurer
Title VI / ADA Program Manager
140 E. Main St.
Monrovia, IN 46157
treasurer@monrovia.in.gov

Town of Monrovia affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein (see next page).

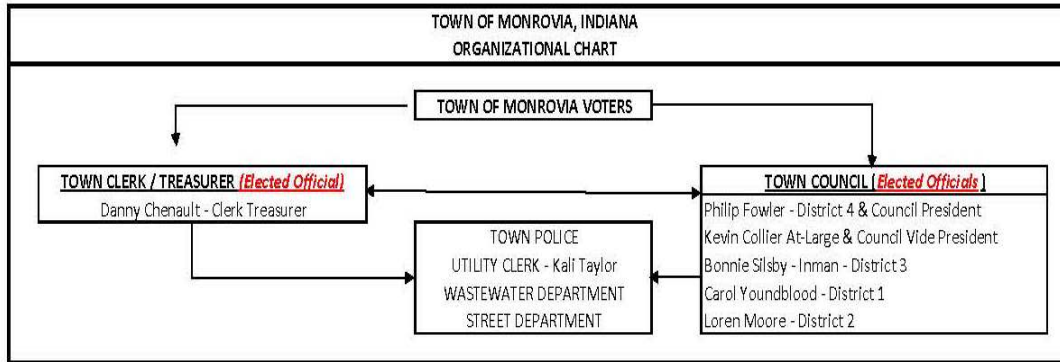
TITLE VI ASSURANCES & IMPLEMENTATION

Fully executed **(Signed)** Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered to by **Town of Monrovia**. **Town of Monrovia** has implemented this plan by **[Resolution / other means... please describe]** and it is effective for **plan year 2022-2023**. This plan will be renewed on or before December 31, 2023.

Signed by: _____ Date: _____
Danny Chenault, Town Clerk -Treasurer

The individual above is a duly authorized representative of **Town of Monrovia**.

TOWN OF MONROVIA ORGANIZATION AND STAFFING



TOWN OF MONROVIA OVERVIEW OF TITLE VI PROGRAM: DATA COLLECTION, ANALYSIS & REPORTING

The type of data collected is dependent on the program area's objective. **Town of Monrovia** collects several types of data to ensure compliance with Title VI. Some information is collected for a period of time with the objective of determining what data needs to be collected.

The following types of data are currently being collected by **Town of Monrovia**:

- Complaints received, logged, processed and investigated by **Town of Monrovia**
- Environmental Justice analysis and reports
- Limited English Proficiency reports
- Title VI Training
- Public Involvement Survey
- Records of meeting minutes and discussions related to Title VI in all program areas.
- **Town of Monrovia** collects data related to specific program areas being reviewed this year for disparate / disproportionate impacts or other evidence of potential discrimination or discriminatory outcomes.

COMPLAINTS OF DISCRIMINATION

HOW TO FILE A COMPLAINT?

While a Complainant may preliminarily submit his or her complaint by online form submission, mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file his or her complaint using an alternative format. **Town of Monrovia** does not require a Complainant to use the **Town of Monrovia** complaint form when submitting his or her complaint.

Direct all complaints of discrimination pursuant to Title VI to:

Title VI Coordinator
c/o Town of Monrovia, Clerk-Treasurer
140 E. Main St.
Monrovia, IN 46157
Treasurer@monrovia.in.gov.

ELEMENTS OF A COMPLETE COMPLAINT

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review, and signature before processing. The complaint form is available for download from the **Town of Monrovia** website at: www.ligonier-in.gov

Additionally, a complaint must include the following information:

- The full name and address of the Complainant.
- The full name and address of the Respondent, the individual, agency, department, or program that allegedly discriminated against Complainant; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating based on race, color, national origin, sex, age or disability) and the date of occurrence.

PROCESSING COMPLAINTS

The Title VI Coordinator will process all complaints. The Title VI Coordinator is responsible for:

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided; the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred and falls within the jurisdiction of the Town.
- The Title VI Coordinator will then investigate the complaint. If the complaint is against the Town, then the Town Council President office or their designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the Town Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The party alleged to have acted in a discriminatory manner will also be notified by certified mail as of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator, and Town Council.
- Once the Town has investigated the report findings, the Town will adopt a final resolution.
- All parties associated with the complaint will be properly notified of the outcome of the Town's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal the Town's decision. Appeals must be filed within 180 days after the Town's final resolution. Unless new facts not

previously considered become known, reconsideration of the Town's determination will not be available.

- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at: <http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

ENVIRONMENTAL JUSTICE ANALYSIS & REPORTS

In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate based on race, color, or national origin. Part of Title VI reads, "No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance."

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

Town of Monrovia is committed to these three environmental justice principles in all work that the Town performs.

LIMITED ENGLISH PROFICIENCY (LEP) POLICY

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, The US

Department of Transportation published Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the Town uses to access the LEP populations in **Town of Monrovia**.

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the Town and costs.

In addition, Town of Monrovia **[has / has not]** implemented the safe harbor provision whereby it identifies and translate all vital documents into any language where the 5% threshold is met whereby 5% or more of the population in the county both:

- Does not speak English very well AND
- Primarily speaks another specific language as identified in current census data or other publically available records.

SUMMARY OF THE FOUR FACTOR ANALYSIS

Factor 1:

The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town can only be estimated until the actual number of persons who can speak English less than "very well" are documented as needing assistance by Town Staff . With this Title VI Plan being in early development stages and considered a document that may need regular updates, US Census Bureau information is being used at this time. The total population is provided below to shown general distribution of race and ethnic Town in the community. The estimated number of persons that may not speak English "very well" is following in the US Census Bureau 2006-2010 American Community Survey.

The U.S. Census Bureau provides statistics from 2010 **(or most recent census)** for the **Town of Monrovia** as follows:

Total population = **1,063**

Population by Ethnic Town: **28**

Hispanic or Latino = **(13)** Non-Hispanic or Latino = **(1,050)**

Population by Race: 1,063

White = (1,034), African American = (1), Asian = (21), American Indian or Alaska Native = (11), Native Hawaiian and Pacific Islander = (1), Other = (6), Identified by two or more = (5).

The US Census Bureau 2006-2010 American Community Survey 5-Year Estimates under SELECTED SOCIAL CHARACTERISTICS estimates the number of people in **Town of Monrovia** who speak a language other than English to be 1,049 with those speaking English less than “very well” estimated at 21.8% or approximately 307 individuals who may be considered limited in English proficiency. The margin of error is +/-10.3% so the actual number may fluctuate from 452 to 162 individuals.

According to the census numbers above there may be up to 452 individuals who live in the **Town of Monrovia** that may be considered as LEP. Based on actual contact between Town Staff and the community there have been very few requests from anyone in the service area asking the Town to provide language translation services. Therefore, the LEP population is probably even less than the estimate shown above.

Factor 2: The frequency with which LEP individuals come into contact with the program, activity or service:

Due to the infrequent requests for translation services, there appears to be a minimal need for translation services from the Town. This may be attributed to the high percentage of younger people (87.6% for ages up to 17) who are available as family members for translation services.

Factor 3: The nature and importance of the program, activity, or service provided by the program:

If at any time a LEP individual requests translation services that are considered important such that denial or delay of access or services or information could have serious or even life-threatening implications, the Town will provide, upon request, services to assist the LEP population including translation of vital Town documents and interpretation services.

Factor 4: The resources available to the Town and costs:

[ENTER INFORMATION HERE]

SUMMARY OF LEP ACCOMMODATION PLAN

- The **Town of Monrovia** strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to Town services.

- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to Town Staff whereas Town Staff may then access a translation service as determined by the Town.
- The **Town of Monrovia** utilizes a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnic Town, race, age, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the Town may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The Town reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the Town's Title VI plan and procedures as required.
- Staff for the Town will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

TITLE VI TRAINING

EMPLOYER/EMPLOYEE DISSEMINATION & TRAINING

At the time of Hire (and annually to all employees if applicable): Title VI policy education and literature will be provided to all **Town of Monrovia** employees. **Town of Monrovia** employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature at new employee orientation. Employees will be provided with updated education and literature as **Town of Monrovia** deems necessary.

Ongoing Training provided to current employees: Current employees will receive training annually. Training will consist of [define training materials and you may choose to provide them in the appendices] and will be provided [in person / by other means (identify means)].

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, **Town of Monrovia** employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, take prompt and reasonable action to avoid or minimize discrimination incidences and immediately notify the Title VI Coordinator, in writing, of any questions, complaints or allegations of discrimination.

PUBLIC INVOLVEMENT

DATA COLLECTION

Pursuant to 23 CFR 200.9(b) (4), **Town of Monrovia** shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

Town of Monrovia shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnic Town, race, age, income and if they are disabled. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request will be made for the attendees to complete the voluntary survey. Completed surveys will be retained by the Title VI Coordinator for three (3) years.

The Title VI Coordinator will also collect and report statistical data for the past three (3) years as it relates to the number of federally funded projects, complaints filed and the results of those complaints, any requests for language services, demographic statistics and department compliance reviews.

COMMUNITY INVOLVEMENT & OUTREACH

Town of Monrovia is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation.

The **Town of Monrovia** host meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on **Town of Monrovia** website's main page. All **Town of Monrovia** public meetings are held in locations accessible to individuals with disabilities. Upon request, translators can be provided free of charge to those individuals with

limited English proficiency. Auxiliary aids are also available upon request. Requests must be made within forty-eight (48) hours in advance.

Also published on the **Town of Monrovia** website are various meeting agenda's, meeting minutes, notices, events and news. Some departments within **Town of Monrovia** utilize signage, media and social media websites as another avenue to communicate with the community.

REVIEW OF PROGRAM AREA

This section outlines annual goals set forth by **Town of Monrovia** to comply with Title VI requirements and statutes. This list will be monitored for updates and additions.

ANNUAL WORK PLAN

[Identify program areas / policies prioritized for review of potential disparate impacts and / or discriminatory outcomes here and include an explanation of why / how this program area / policy was identified for review. (See Subrecipient Technical Assistance Toolkit provided to you with this sample document for further explanation of programmatic implementation of Title VI and Goals / Accomplishment Reporting)]

Accomplishments	Completion Date
INPUT ACCOMPLISHMENTS HERE	INPUT COMPLETION DATE HERE

Goals	Target Completion Date
INPUT GOALS HERE	INPUT TARGET COMPLETION DATE HERE

APPENDIX

- A. Assurances
- B. Complaint Policy
- C. Complaint Log
- D. External Complaint Procedure/Form
- E. Public Involvement Survey
- F. I Speak Cards
- G. Training Materials & Records of Training Attendance
- H. Reports and Outcomes of Data Collected *
- I. [Materials Related to Annual Goals & Accomplishments]*

*If applicable / as applicable. Change Appendix Title to reflect information attached.

APPENDIX A: ASSURANCES

Title VI Assurances

The (**Town of Monrovia** (hereinafter referred to as the "Recipient")) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of religion, race color, or national origin, sex (23 USC 324), sexual orientation, gender identity (Executive Order 13672), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Indiana Department of Transportation (INDOT), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Acts and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal-Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal-Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal-Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient

Signature

Date

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Indiana Department of Transportation (INDOT) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to INDOT or the FHWA as appropriate and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, INDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - (a.) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b.) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a

result of such direction, the contractor may request the Indiana Department of Transportation to enter into such litigation to protect the interests of the Indiana Department of Transportation and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

A. The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Indiana Department of Transportation will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations, the Regulations for the Administration of Federal-Aid Highway Programs and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *Indiana Department of Transportation* all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Indiana Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Indiana Department of Transportation its successors and assigns.

The Indiana Department of Transportation, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] [and]* (2) that the Indiana Department of Transportation shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

Federal Regulations, Department of Transportation, Subtitle A, Office of -the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Indiana Department of Transportation (INDOT) pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]*

That in the event of breach of any of the above nondiscrimination covenants, Indiana Department of Transportation shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of INDOT and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by INDOT pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964), Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of INDOT and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX B: COMPLAINT POLICY

Complaint Policy

Any person who believes that he or she as a member of a protected class, has been discriminated against based on race, color, national origin, gender, age, disability, religion, low income status, or Limited English Proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of [Company] to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found [INDICATE WHERE COMPLAINTS FORMS MAY BE FOUND]. Individuals are not required to use the company's complaint form. If necessary, the company will help an individual reduce his or her complaint to writing for his or her signature.

Generally a complaint should include the name, address and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

Complaints should be directed to:

**TOWN OF MONROVIA
TITLE VI COORDINATOR
140 E. Main ST.
Monrovia, Indiana 46157
(317) 996-6114
Treaurer@monrovia.in.gov**

Within 60 days of the receipt of the complaint the company will investigate the allegation based on the information provided and issue a written report of its findings to the complainant. The company will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to investigate. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate, Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204
Phone: (800) 669-4000
Fax: (317) 226-7953
TTY: 1 (800) 669-6820

Indiana Civil Rights Commission
100 N. Senate Ave., Room N103
Indianapolis, IN 46204
Toll Free: 1 (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-3336

APPENDIX C: COMPLAINT LOG

TITLE VI COMPLAINT LOG

[illegible]

APPENDIX D: EXTERNAL COMPLAINT PROCEDURE

EXTERNAL COMPLAINT OF DISCRIMINATION

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the **Town of Monrovia**. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to the **Town of Monrovia** as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the **Town of Monrovia**. Additionally, you have the right to seek private counsel.

The **Town of Monrovia** is prohibited from retaliating against any individual because he or she 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 personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

****Your complaint cannot be processed without your signature.**

External Complaint Form

COMPLAINANT INFORMATION		
Name (first, middle, and last)		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Name of complainant		Date (month, day, year)

PERSON / AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU		
Name (first, middle, and last)	Title	
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -

When was the last alleged discriminatory act? (month, day, year) _____

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

The alleged discrimination was based on:

☐ Race ☐ Color ☐ Gender ☐ National Origin ☐ Disability ☐ Age ☐ Retaliation

Describe the alleged act(s) of discrimination. (Use additional pages, if necessary.)

Name of complainant	Date (month, day, year)
---------------------	-------------------------

Provide the names of any individuals with additional information regarding your complaint:		
Name of witness 1 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
Name of witness 2 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		

Name of witness 3 (first, middle, and last)		Title
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		
How would you like your complaint to be resolved?		

Name of complainant	Date (month, day, year)
---------------------	-------------------------

Have you filed a complaint alleging the same discrimination with another state or federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following information for each agency:	
Name of the agency	Date complaint filed (month, day, year)
Case number assigned to your complaint	Current status of your complaint
How did you learn about your right to file a discrimination complaint with INDOT?	
Signature	Date signed (month, day, year)

APPENDIX E: VOLUNTARY PUBLIC INVOLVEMENT SURVEY

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). The Town of Monrovia is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the Town of Monrovia will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding the Town of Monrovia's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact (Name), Title VI Coordinator, (Address), (Town, State, Zip), (Email address).

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.

Date:		
Project Name:		
Proposed Project Location:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male Ethnic Town: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Race: (Check one or more) <input type="checkbox"/> American Indiana or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> Multiracial		
Age: <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+		Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Income: <input type="checkbox"/> \$0-\$12,000 <input type="checkbox"/> \$12,001-\$24,000 <input type="checkbox"/> \$24,001-\$36,000 <input type="checkbox"/> \$36,001-\$48,000 <input type="checkbox"/> \$48,001-\$60,000 <input type="checkbox"/> \$60,001+		
Name, Title VI Coordinator Address Town, State, Zip Phone Email		

APPENDIX F: ISpeak Card

<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/>	Խոսում եմ կամ «սիրում» կարող եմ լսել քաղաքացու, հայկազուն կամ կապույտ կեղծ խոսքեր:	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/>	ឈ្មោះបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/>	Motka i kahhon ya yangin untungnu' manaitai pat untungnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/>	如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/>	如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/>	Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/>	Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/>	Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/>	Mark this box if you read or speak English.	11. English
<input type="checkbox"/>	اگر خواندن و نوشتن فارسی بلد هستید این مربع را علامت بزنید.	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を讀んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໄດ້ອາດເຂົ້າໃຈ ຫຼື ກ່າວພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

DB-3308

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Înscrispeți această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите ovaj kvadratić ukoliko čitate или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvoreček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ไม่การให้วงฆมาศคงในทองข้าทานทานนทอการารไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukranian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייבונט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

DB-3308

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU