



# FULTON COUNTY 2024 ADA TRANSITION PLAN

**Adopted by:** Fulton County Board of Commissioners  
**Date:** April 1, 2024

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# Fulton County Government ADA Transition Plan

## I. Statement/Mission

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). Fulton County, Indiana recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules, and regulations. Therefore, Fulton County will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Fulton County are provided full access to the Fulton County programs, services, and activities in a timely manner. The Fulton County elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life the Fulton County residents seek to enjoy and to effective governance. Title II of the ADA requires that each of the Fulton County services, programs, and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

## II. Non-Discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Fulton County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Fulton County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** Fulton County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Fulton County programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Fulton County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcome in Fulton County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of

Fulton County, should contact the **ADA Coordinator** at **574-223-2385** or **highway@co.fulton.in.us** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Fulton County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Fulton County is not accessible to persons with disabilities should be directed to **the ADA Coordinator** at **574-223-2385** or **highway@co.fulton.in.us**.

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

### **III. Designation of an ADA Coordinator**

Pursuant to Resolutions 04-0212 and 04-0212A adopted by the County Commissioners the position of ADA Coordinator for Fulton County was created (see Appendix A). The following individual was appointed to serve in such capacity:

John W. Geier  
ADA Coordinator  
1037 S. State Road 25  
Rochester, IN 46975  
(574) 223-2385  
[highway@co.fulton.in.us](mailto:highway@co.fulton.in.us)

The Fulton County ADA Coordinator will hold this position concurrently with their position for the county and is responsible for overseeing compliance with the ADA transition plan and reporting to the County Commissioners. The ADA Coordinator shall document grievances, audits, public complaints, department head comments, transition plan updates or revisions and provide County Commissioners with status updates of any work performed in accordance with this plan. All potential projects are subject to approval and financing by the Fulton County Commissioners.

### **IV. Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services,

activities, programs, or benefits by Fulton County. The Fulton County Personnel Policy governs employment- related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

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

John W. Geier  
ADA Coordinator  
1037 S. State Road 25  
Rochester, IN 46975  
(574) 223-2385  
[highway@co.fulton.in.us](mailto:highway@co.fulton.in.us)

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

If the response by the ADA Coordinator, or his/her designee, does not satisfactorily resolve the issue, the complainant, and/or his/her designee, may appeal the decision within 15 calendar days after receipt of the response to the Fulton County Commissioners.

Within 15 calendar days after receipt of the appeal, the Fulton County Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Fulton County Commissioners will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, or his/her designee, appeals to the Fulton County Commissioners, and responses from these two offices will be retained by the Fulton County for at least three years.

Appendix A contains the Grievance Form

## V. Design Standards

**Sidewalks:** Sidewalk and ramps constructed as part of planned development or replaced by or for Fulton County shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

**Buildings:** Any Fulton County owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

## VI. Public Involvement Opportunities

The public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator and/or submittal of a completed grievance form as outlined in this plan.

The Fulton County Transition Plan is available in the Fulton County Plan Commission office for viewing. A copy of the Transition Plan may also be available on the Fulton County website - [ADA / Title VI / Fulton County, IN](#).

A public hearing requesting public input into the ADA Transition Plan was held on April 1<sup>st</sup>, 2024.

## VII. Self-Evaluation

As required by Title II of ADA, Fulton County Government must conduct a self-evaluation of physical assets and current policies and practices. Fulton County's ADA Coordinator reviewed all of the County's facilities accessible to the public in February 2024. The results are documented below and in Appendix B.

### **Fulton County Building Facilities**

The 7 buildings below were reviewed for ADA Compliance February 2024.

**Fulton County Courthouse – Circuit Court, Superior Court, Prosecuting Attorney, Clerk, Probation Department, Title IV D, & Veterans Service Office**  
815 Main St, Rochester, IN 46975

**Fulton County Office Building – Board of Commissioners, County Council, Auditor, Treasurer, Recorder, Health Department, Area Plan Commission, Surveyor, Assessor**  
125 E 9th St, Rochester, IN 46975

**Fulton County Sheriff Department & Jail**  
2006 Sweetgum Rd, Rochester, IN 46975

**Fulton County Highway Department**  
1037 State Road 25, Rochester, IN 46975

**Fulton County Emergency Management**  
2006 State Road 14, Rochester, IN 46975

**Fulton County Purdue University Cooperative Extension Service**  
1009 W 3rd St, Rochester, IN 46975

**Fulton County Natural Resources Conservation Services**  
1252 E 100 S, Rochester, IN 46975

A list of the identified buildings and non-compliance issues can be found in **Appendix B**. This is a “living and working” document that will be updated ongoing as modifications are completed. Any Fulton County owned buildings that are constructed, remodeled, or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standard.

### **VIII. Training**

All Fulton County department heads received ADA and Title VI training on February 29<sup>th</sup>, 2024. The department heads then trained their staff on ADA and Title VI between March 1<sup>st</sup>, 2024 and April 1<sup>st</sup>, 2024. ADA and Title VI training will be part of the counties on boarding procedure for new employees. See Appendix D for training materials and completed staff training forms.

### **IX. Funding & Scheduling**

Fulton County has worked diligently over the last 12 years to address ADA non-compliance issues for all Fulton County facilities. There are no more building deficiencies to be addressed as of 2021 (See Appendix B). The parking lots still have some deficiencies (See Appendix B). Fulton County will use funding from the General Fund to update county parking lots. Fulton County intends to spend \$1,000 annually to update county parking lots to meet current ADA standards.

### **X. Review & Evaluation**

The Transition Plan and ADA Inventory will be updated every 3 years.

## **XI. APPENDICES**

Appendix A: ADA Policy Statement & Grievance Procedure

Appendix B: Facility Reports (Buildings and Parking Areas)

Appendix C: Department Head Questions

Appendix D: Staff Training Materials and Completed Staff Training Forms



RESOLUTION 040212

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF FULTON COUNTY  
ADOPTING ACCESSIBLE DESIGN STANDARDS FOR BUILDINGS AND  
FACILITIES OWNED AND MAINTAINED BY FULTON COUNTY**

**WHEREAS**, Fulton County (“the County”) desires to create a transition plan to bring its facilities and buildings to current accessibility standards as established by the Americans with Disabilities Act of 1990 (“ADA”); and,

**WHEREAS**, the County desires to adopt standards for accessible design for persons with disabilities for the facilities and buildings owned and maintained by the County to create the transition plan; and,

**WHEREAS**, the County desires to adopt standards for accessible design for persons with disabilities for new construction and remodeling of buildings and facilities owned by the County.

**IT IS THEREBY RESOLVED** by the Board of Commissioners of Fulton County, Indiana that Fulton County adopts the Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (“ADAAG”) published by the United States Access Board in 2004 as the standards pertaining to accessible design when designing new buildings and facilities, remodeling existing buildings and facilities, and when improving buildings and facilities in accordance with the transition plan. The ADAAG standards shall be used to determine if the existing facilities and buildings are currently compliant or if they need to be included in the transition plan.

ADAAG allows for certain facilities to be exempted for various reasons. The Board of Commissioners shall approve or reject any application to exempt a facility from the accessibility requirements. Applications shall explain the reasons why a facility should be exempted from the accessibility standards and also explain the counter measures or alternatives that may be available or made available so that a person with a disability has access. A copy of any approved exemptions shall be kept on file with the ADA Coordinator as part of the County’s ADA transition plan.

Appendix A

RESOLUTION 040212A

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF FULTON COUNTY, INDIANA TO ADOPT AN ADA GRIEVANCE PROCEDURE**

**WHEREAS**, All state and local governments must provide pedestrian access for persons with disabilities in compliance with the 1990 American with Disabilities Act (ADA) Title II; and


**WHEREAS**, Fulton County is required to adopt and publish procedures for resolving grievances arising under Title II of the ADA; and

**WHEREAS**, it is Fulton County's interest and goal to be compliant with Title II of the ADA and to increase access to services, locations, activities, programs and benefits to its citizens; and

**WHEREAS**, the proposed grievance procedure attached hereto allows for the disputes regarding alleged disability discrimination to be addressed and resolved at the local level for the convenience and benefit of all involved.

**LET IT NOW BE RESOLVED**, by the Board of Commissioners of Fulton County, Indiana this 2 day of April, 2012 that Fulton County adopts the ADA grievance procedure attached hereto for anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits provided by or established by Fulton County.

**PASSED AND RESOLVED** by the Board of Commissioners of the County of Fulton, Indiana, 2 day of April, 2012 .

  
\_\_\_\_\_  
*Sherry Fulton*  
\_\_\_\_\_

  
\_\_\_\_\_

Attest:

## Appendix A

# NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Fulton County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Fulton County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

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Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Fulton County, should contact the office of John Geier, Fulton County Highway Superintendent, [Phone: (574) 223-2385] as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Fulton County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Fulton County is not accessible to persons with disabilities should be directed to John Geier, Fulton County Highway Superintendent, [Phone: (574) 223-2385]

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## Appendix A

### **Fulton County Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Fulton County. The Fulton County Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

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

ADA Coordinator and Fulton County Highway Superintendent  
1037 South State Road 25, Rochester, IN 46975  
Phone: (574) 223-2385

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All written complaints received by the ADA Coordinator, or his/her designee, appeals to the Fulton County Commissioners, and responses from these two offices will be retained by the Fulton County for at least three years.

Appendix A

John Geier  
ADA Coordinator and Fulton County Highway Superintendent  
1037 South State Road 25  
Rochester, IN 46975  
Phone: (574) 223-2385

**TITLE II of the Americans with Disabilities Act**  
**GRIEVANCE FORM**

**I. COMPLAINANT INFORMATION**

Name of Complainant: \_\_\_\_\_  
Last MI First

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

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred Method(s) of Communication: (Check all that apply)

Voice Telephone  TTY  e-mail  mail  \_\_\_\_\_

**II. DESCRIBE YOUR COMPLAINT OF DISCRIMINATION BASED UPON DISABILITY.**

Be specific and give date(s), time(s), and location(s). Use reverse side of this sheet or attached pages, if needed.

# Appendix A

**III. PERSONS NAMED IN YOUR COMPLAINT.** List the names of (or describe) all person involved in your complaint. Indicate the job title and County Department if possible.

**IV. WITNESSES TO YOUR COMPLAINT.** List the names of (or describe) all persons involved in your complaint. Indicate the job title and County Department, if possible.

**V. EVIDENCE AND DOCUMENTATION.** List and provide any physical evidence, written or recorded documents, or any other information that directly supports your specific claim of discrimination.

**VI. CASE REMEDY AND/OR RESOLUTION.** What remedies or resolutions are you seeking?

---

## CERTIFICATION

**I hereby certify that the information and statements provided above are true.**

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

If Complainant is not the individual completing this form, please provide:

Representative's Printed Name: \_\_\_\_\_

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

---

**FACILITIES OUTSIDE THE RIGHT-OF-WAY**

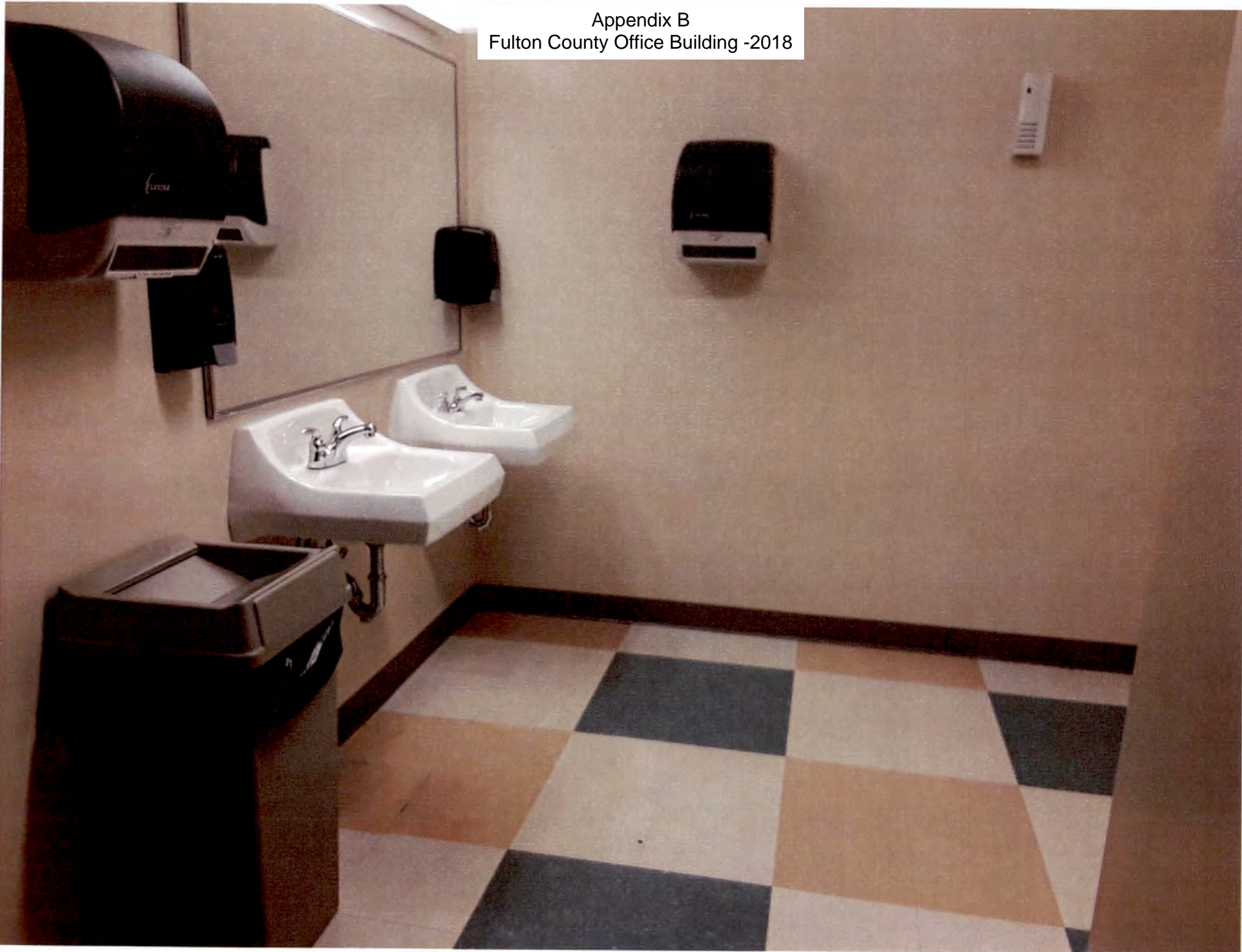
Facility Name	Compliance Elements to be Corrected		Estimated Site Cost
<b>Fulton County Building Facilities</b>			
- Fulton County Courthouse:			
Circuit Court, Superior Court, Prosecuting Attorney, Clerk, Probation Department, Title IV D, & Veterans Service Office	ADA Compliant		\$0.00
- Fulton County Office Building	ADA Compliant		\$0.00
Board of Commissioners, County Council, Auditor, Treasurer, Recorder, Health Department, Area Plan Commission, Surveyor, Assessor			
- Sheriff Department & Jail	ADA Compliant		\$0.00
- Highway Department	ADA Compliant		\$0.00
- Emergency Management	ADA Compliant		\$0.00
- Purdue University Cooperative Extension Service	ADA Compliant		\$0.00
- NRCS	ADA Compliant		\$0.00
		<i>Total</i>	<b>\$0.00</b>
<b>Public Park/ Recreational Facilities</b>			
- Germany Bridge County Park	Any changes would fundamentally alter the nature of the programs at this facility and changes are not required		\$0.00
- Prairie Edge Nature Park	Any changes would fundamentally alter the nature of the programs at this facility and changes are not required		\$0.00
- Yellow Creek Nature Park	Any changes would fundamentally alter the nature of the programs at this facility and changes are not required		\$0.00
- Aubbeenaubbee Park	Any changes would fundamentally alter the nature of the programs at this facility and changes are not required		\$0.00
		<i>Total</i>	<b>\$0.00</b>
<b>Polling Facilities</b>			
- Akron Community Center	ADA Compliant		\$0.00
- Aubbeenaubbee Township Building	ADA Compliant		\$0.00
- Fulton Community Resource Center	ADA Compliant		\$0.00
- Fulton County Fairgrounds	ADA Compliant		\$0.00
- Fulton County Historical Society	ADA Compliant		\$0.00
- Kewanna Community Building	ADA Compliant		\$0.00
- Liberty Township Community Building	ADA Compliant		\$0.00
- New Castle Township Community Building	ADA Compliant		\$0.00
- Wayne Township Fire Station/Community Building	ADA Compliant		\$0.00
		<i>Total</i>	<b>\$0.00</b>
<b>GRAND TOTALS</b>			<b>\$0</b>







Appendix B  
Fulton County Office Building -2018



Appendix B  
Fulton County Office Building -2018



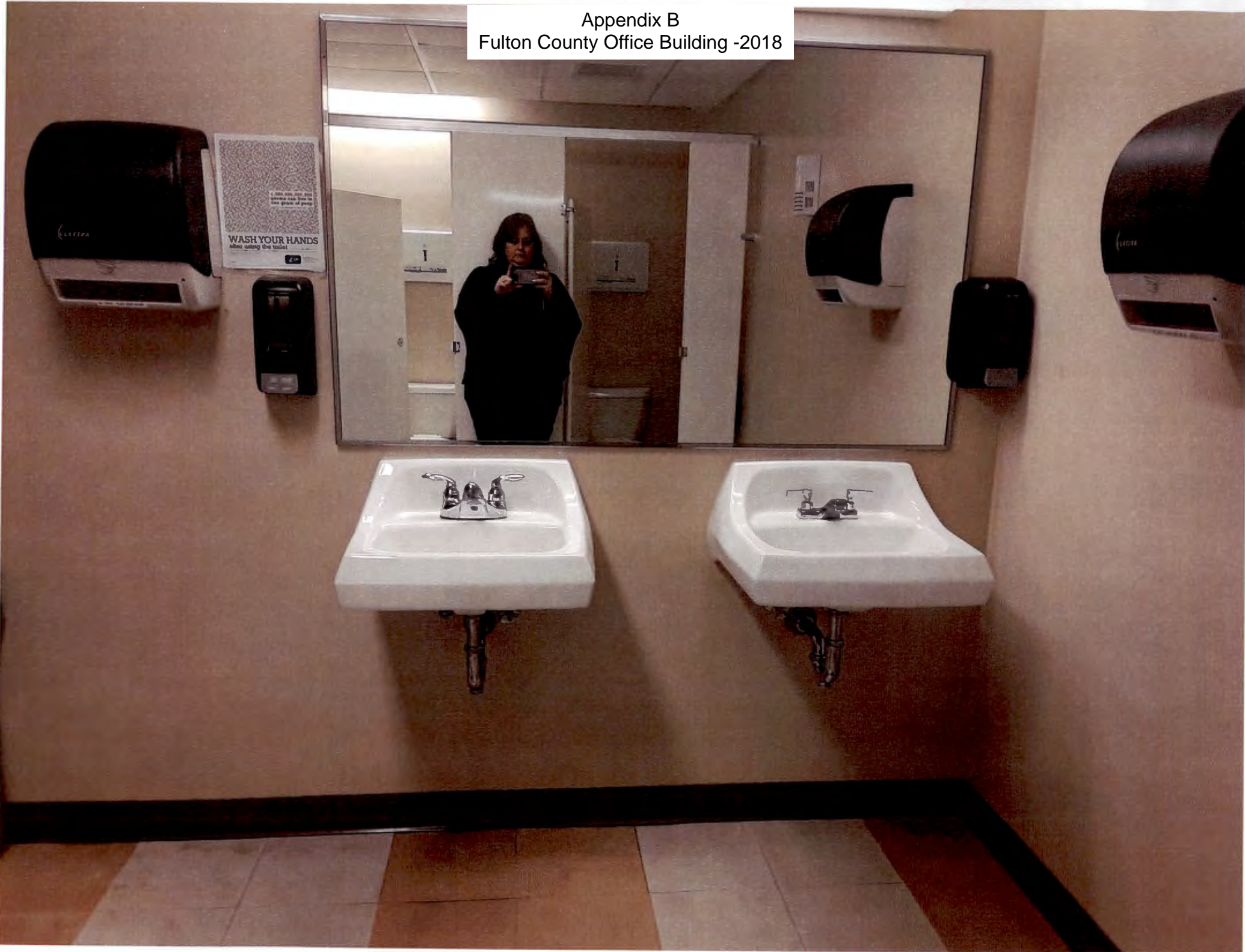
Appendix B  
Fulton County Office Building -2018



Appendix B  
Fulton County Office Building -2018



Appendix B  
Fulton County Office Building -2018



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019





Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019



Appendix B  
Fulton County Courthouse - 2019









Appendix B  
Fulton County Jail - 2021



Appendix B  
Fulton County Jail - 2021









Appendix B  
Fulton County Jail - 2021



Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021









Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021









Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021

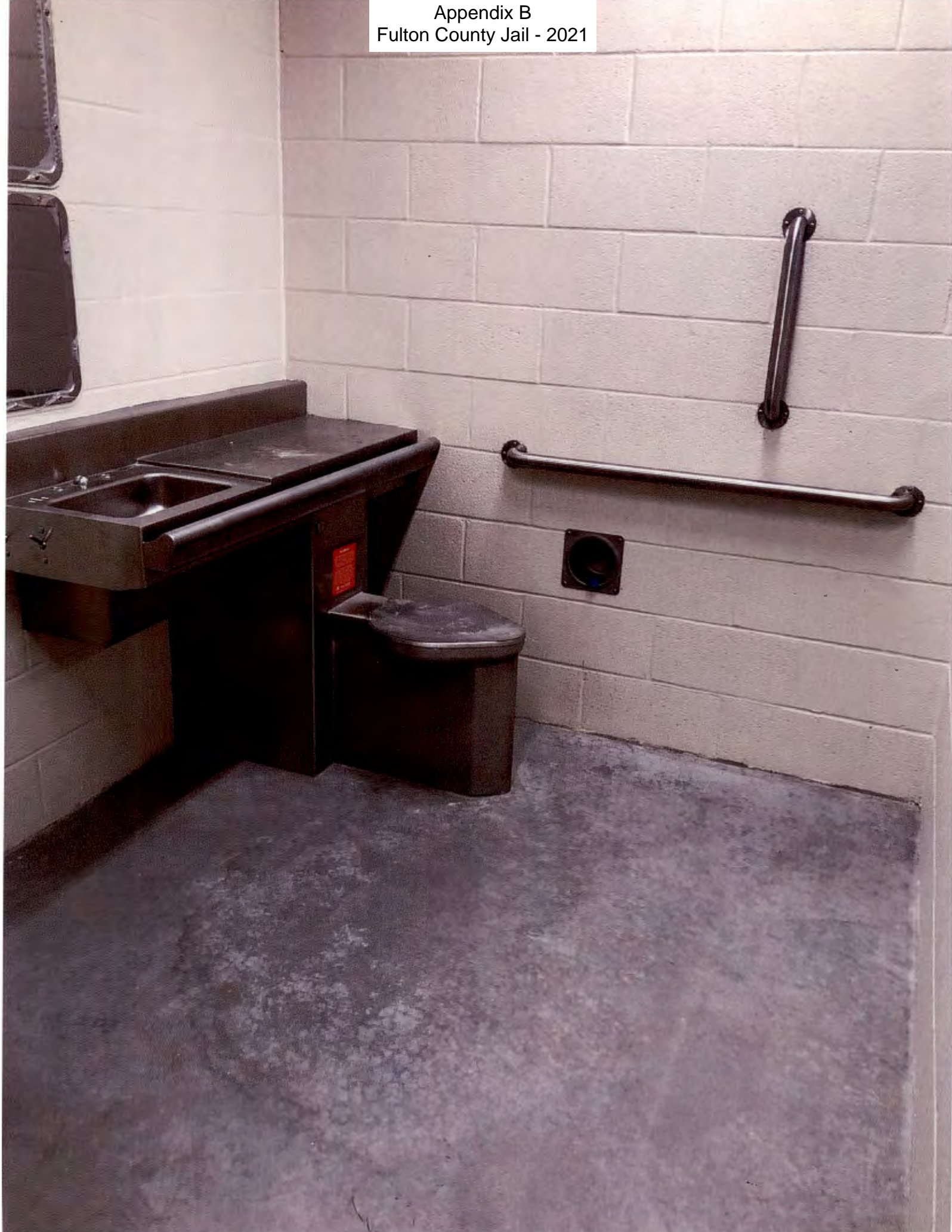




Appendix B  
Fulton County Jail - 2021



Appendix B  
Fulton County Jail - 2021









Appendix B  
Fulton County Jail - 2021







Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021



Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021





Appendix B  
Fulton County Jail - 2021











Clean UP after  
YourSelf if  
make a mess  
and make sure  
to flush  
**THANK YOU!**  
L-202008









Appendix B  
Kewanna Community Building - 2017



Appendix B  
Kewanna Community Building - 2017



Appendix B  
Kewanna Community Building - 2017





Appendix B  
Kewanna Community Building - 2017



Appendix B  
Kewanna Community Building - 2017





Appendix B  
Kewanna Community Building - 2017



## Appendix B

### FACILITIES OUTSIDE THE RIGHT-OF-WAY - PUBLIC PARKING

Facility Name	Pkg Spaces Provided	Total Spaces	Total Access. Space	Accessible Space	Van Accessible	Car Pkg Space Size	Van Pkg Space Size	Accessb Cross Slope	Notes/Comments	Public Entry Doors	Aisle Width	Comments	Cost Estimate
Akron Community Center	105	105	6	2	4			0.1		2			
Aubbeenaubbee Town- ship Building	2	2	2	2	0 - need 1 \$500				Front not van accessible or marked, it is paved but badly with gravel over it, No ramp, Back is all gravel.	2	\$500.00		\$1,000.00
Fulton County Courthouse	31	31	2	1	1	8'5"	8'5"	1.3	No accessible aisles, 1 of 4 entrances is accessible \$100 Sign	4	\$500.00		\$600.00
Fulton Community Resource Center									Pavement Markings and Signs are good				
Fulton County Fairgrounds			4	2	2				All gravel, no markings	2	\$500.00		\$500.00
Fulton County Historical Society	2	2	2	2	0 - need 1 \$500				Handicap signs are too small, Parking lot not marked, Ramp in second entrance has no landing \$150 Sign	2	\$500.00		\$1,150.00
Kewanna Community Building									Pavement Markings and Signs are good				
Liberty Township Community Building									Pavement Markings and Signs are good	1			
Newcastle Township Community Building	6	6	2	2	0 - need 1 \$500				All gravel with a slab of pavement for handi- cap parking but not marked, landing to door is only 2' 5"		\$500.00		\$1,000.00
Wayne Township Fire Station/Community Building									No Signs. Pavement markings in good condition.		\$150.00		\$150.00

**DEPARTMENT HEAD QUESTIONNAIRE**

The following questions were sent out to each Department Head. Any and all answers are listed in Table below.

**Questions**

- Q1: Provide a list of any training related to the Americans with Disabilities Act that have been attended by any of them or their staff. This would include conferences, seminars, webinars, etc. Include the staff person that attended, who provided the training, date, etc.
- Q2: Provide a list of all services that each department provides to the public
- Q3: A list of any policies or documents that exist within the City and each department related to dealing with and interacting with individuals with disabilities. This would include policy manuals, memos, legal directives, statements on agendas or other written documents, etc.
- Q4: Who would be the person responsible for ADA compliance in each department? Please list the name and contact information.
- Q5: If your department has interacted with anyone with a disability, please provide information about the specifics of how you accommodated them to provide them with what they needed from your department.
- Q6: Please list any suggestions you would have for your department to provide better service to persons with disabilities.

	Q1	Q2	Q3	Q4	Q5	Q6
Auditor Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	The Auditor's provides assistance with abstractors and title search. This office works with the general public every day.	Personal policy and the standard office procedures.	Christina Sriver (574) 223-7706	We have a lowered counter top to accommodate wheelchairs. We also have a bench for people to sit on while waiting.	
Treasurer's Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Collection of all taxes, answer questions	Personal policy and the standard office procedures.	Kathy Adamson (574) 223-2913	Spoken Louder for those hard of hearing. Went around counter to assist those in wheelchair. Offer assistance to other offices.	Lower one portion of the counter to assist people.



Appendix C

Purdue Cooperative Extension Service	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Provides programming to the general public on Health & Human Services, 4-H & Youth Development, and Natural Resource/Agricultural related topics.	Our notices of meetings include the following statement: "If you have a disability that requires special assistance for your participation in the meeting, please contact your local Extension Office host. Purdue University is an equal opportunity/equal access institution." We will then provide what is needed for the person to actively participate. We have the publication, Access Purdue, a disability resource guide for Faculty and Staff.	Jessica Riffle (574) 223-3397	We use written communication with a hearing-impaired family. We accommodate individuals on their specific disability as needed.	
Area Plan Commission	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Relays information about the Fulton County Zoning Ordinance to the citizens of the county pertaining to all building and zoning codes, permits, splits and code violations.	Fulton County Personnel Policy Manual	Heather Redinger, Executive Director; Gary Madlem and Anthony Gaines, Fulton County Building Inspectors (574) 223-7667	Wheelchair accessible pathway to the lowered counter during interactions with staff as well as inner office chairs to sit. Braille writing for the department on the wall nameplate outside of the office for the blind. For the hearing impaired we try to speak louder.	Space is limited in the office and only enough room for a single wheelchair. Additional space for accommodations would be beneficial.
Assessor's Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Property valuation (land & buildings) prior to tax rate/deduction applications, Sales Disclosure processing; Personal Property processing; and Mobile Home valuation.	Access to all State IC codes through the DLGF website & NADA rights.	Kasey Hensley (574) 223-6636	We provide all facets of assistance: reading to visually impaired, clipboards, braille on our sign, phone interpreter for language barriers, elevator, space available to easily maneuver & staff accompanied (if needed).	
Recorder's Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Provide copies, public computer use, recording of documents and provide sources for genealogy research.	None Known	Deb Bock (574) 223-7710	Directing people to elevator. Having a computer available for wheelchairs. Help retrieve books. Have called Auditor's office and/or Assessor's office to help document their side of recordings.	Books are inaccessible. Make it easier to apply Auditor and Assessor stamps before documents are recorded.



Appendix C

Probation/Community Correction's Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Wheelchair access, back door of Probation/Community Correction's Department 200 E 8th St with call for button. Handicapped parking at building.	Fulton County Personnel Policy Manual	Andrew Holland (574) 223-4345	Documents read to sight impaired. We also have a bench for people to sit on while waiting.	Power doors for handicapped accessibility. Lists of available sign language users.
Veterans Service Office	ADA and Title VI training provided by USI Consultants on 2/29/2024.	The VA supplies all of the equipment that all the veterans need that are handicapped in any way.	What we receive is for the veterans only and not for the general public. Veterans are required to be mobile enough to get into our van without driver's assistance.	Bernard Holloway (574) 223-2217	We supply for veterans only. Wheelchairs, walkers, cane's and ect. Other items are available through the VA in Marion, Ft. Wayne and Indianapolis.	We go out of our way to provide all the service that the veterans need.
Fulton county clerk	ADA and Title VI training provided by USI Consultants on 2/29/2024.	We have handicap voting with our touch screen voting machines. Our public terminal is handicap accessible.	None	Dawn Ziemek (574) 223-4824 or dziemik@co.fulton.in	Our touch screens have been used for the visually impaired, which means the ballot is read to the voter by the machine which has headphones. The print can also be enlarged which is used on a regular basis by many people.	
Sheriff's Office/Jail	ADA and Title VI training provided by USI Consultants on 2/29/2024.	Handicap accessible access to the office, including fountains, restrooms facilities, etc. Handicap accessibility includes both the administration side and detention area. Provides copies of incidents, crash report, etc.	Fulton County Personnel Policy, Sheriff's office and Detention Center Policy.	Chad Calvert/Travis Heishman (574) 223-2819	Staff is directed by Federal and local laws when dealing with people with disabilities.	



# FULTON COUNTY

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## ADA /TITLE VI ANNUAL EMPLOYEE TRAINING

# Agenda

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**Introductions**

**American with Disabilities Act**

**ADA/Title VI Coordinators**

**Why is this training important?**

**County's Compliance**

**Examples**

**Title VI Discrimination**

**Q&A**

## WHAT IS AMERICANS WITH DISABILITIES ACT

Prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in mainstream of American Life regarding employment, state and local government services, private businesses, telecommunications, and transportation.

**This means they must be able to enjoy employment opportunities, to purchase goods and services, and to participate in all State and local government programs and services.**

**ADA** AMERICANS WITH  
DISABILITIES ACT



# Why must the County demonstrate compliance with ADA/Section 504?

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## **A state or local government with 50 employees or more is required to:**

- Designate a County employee, as ADA Coordinator, responsible for coordinating compliance with the ADA and investigating any ADA complaints:
- Develop & Post an ADA Policy *(for all persons who may be involved in County programs, activities, and services)*
- Complete a self-evaluation of all Public Facilities & programs to determine their accessibility to disabled individuals. *(Implement a process to bring any known deficiencies into compliance)*
- Develop an ADA Transition Plan
- Have a complaint and public-input procedure *(train departments on how to handle any requests for accommodation and/or complaints)*
- Review & Monitor compliance

## Why is this training important?

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The County has made it a practice to comply with this legislation since its enactment.

**HOWEVER...** Because the County is a subrecipient to receive federal funds through grant programs, highway projects, etc., we are REQUIRED to do more to demonstrate our compliance with these regulations OR the County **will be at risk of losing our Federal funding assistance.**

# What is ADA's Purpose?

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- Ensures that people with disabilities have the same rights and opportunities as everyone else.
- Gives civil rights protections to individuals with disabilities similar to those provided to individuals based on race, color, sex, gender, national origin, age, and religion.
- Guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
- Prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. *(applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities)*

# Who is protected by the ADA?

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- Persons with a physical or mental impairment that substantially limits one or more major life activities (like sitting, standing, sleeping, walking, interacting with others, learning, working etc.)
- A person with a record of or who is regarded as if she/he has a **substantially limiting impairment**.
- ADA only protects a person who is **qualified** for the job she/he has or wants.
- The individual with a disability **must meet job-related requirements** (*for example, education, training, or skills requirements.*)
- She/he **must be able to perform the job's essential functions** (*i.e. its fundamental duties*) with or without a reasonable accommodation.

## EXAMPLE

Discrimination may consist of exclusion or denial of the benefits of programs and activities operated by a department, agency, or other instrumentality of state or local government.

# Barriers and How to Identify Them

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## **Physical (*measurements, too tall, not wide enough, etc.*)**

- Telephones
- Drinking fountains
- Mirrors and Paper Towel Dispensers
- Conventional doorknobs and operating controls

## **Communication (*Blind, Deaf, Mentally Challenged*)**

- Lack of Conventional Signage
- No Audible Alarm Systems
- No Auxiliary Aids
- Braille, etc.
- Language Barrier



If you notice a potential barrier, inform the ADA Coordinator so the appropriate steps can be taken to remove or address the barrier.

# Other Physical Barrier Examples

Examples of what a County employee may notice and should advise the ADA/Title VI Coordinator

**(Auditor's Office)**  
Counter space width/height to accommodate wheelchair

**(Jail)**  
Unknown Counter width/Height  
HC Accessibility?

**(Voter Reg)**  
No on-hand materials for the hearing/sight impaired

**(County Hall) LEP**  
Language (Spanish written instruction/documents, etc. not available) No grab bar in HC Restroom.

**(Circuit Court)**  
Larger wheelchairs (some motorized), will need to expand gateway between main courtroom for better access.

**(Highway Dept)**  
Typically, not open to the public. Will need a sign indicating "No Public Restrooms"

# ADA Notice: Program Accessibility

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

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## Examples of the Target Audience for the ADA Notice

- a recipient of social services, food stamps, or financial assistance provided by the state or local government
- an applicant for a public library card
- a person who uses the County community center, if available
- a grandmother attending her grandchild's high school graduation in a County park
- a member of a citizen's advisory committee
- a recipient of a grant from the state or local government
- a citizen who wants to participate/attend in a County Public Meeting

*"The County does not discriminate based on disability in its programs, services, activities, and employment practices. If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device, or print material in digital format) or a reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, preferably 4 business days before the activity or event. A grievance procedure is available to resolve complaints. Upon request, this notice is available in alternative formats such as large print or Braille."*

**John W. Geier, Fulton County ADA Coordinator, 1037 S State Rd 25, Rochester, IN 46975, 574-223-2385,  
[highway@co.fulton.in.us](mailto:highway@co.fulton.in.us)**

## Summarized Non-Discrimination Statement

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“In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the County **will not** discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.”

*A link to this statement will be added to the County website as well as posted in common areas of County facilities soon.*



# ADA & Title VI Coordinators

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## **John W. Geier**

Fulton County ADA Coordinator

1037 S State Rd 25, Rochester, IN 46975

574-223-2385

[highway@co.fulton.in.us](mailto:highway@co.fulton.in.us)

## **Christina Haughs**

Fulton County Title VI Coordinator

125 E. 9th Street, Rochester, IN 46975

574-223-7709

[hr@co.fulton.in.us](mailto:hr@co.fulton.in.us)

# ADA Work Group & Role

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ADA Coordinator

County Commissioner

Council Member

County Auditor

County Attorney

County Sheriff

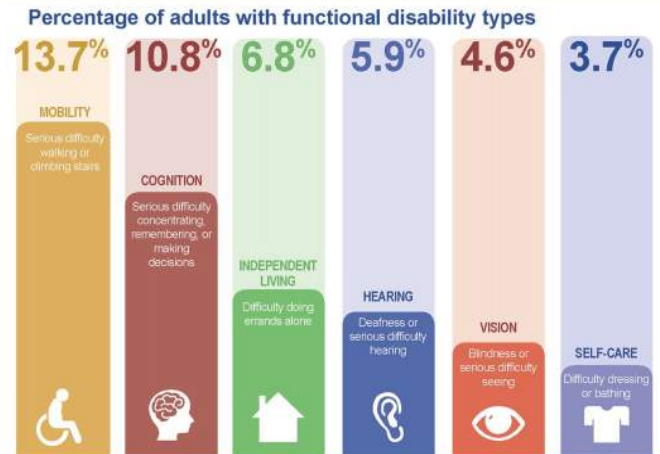
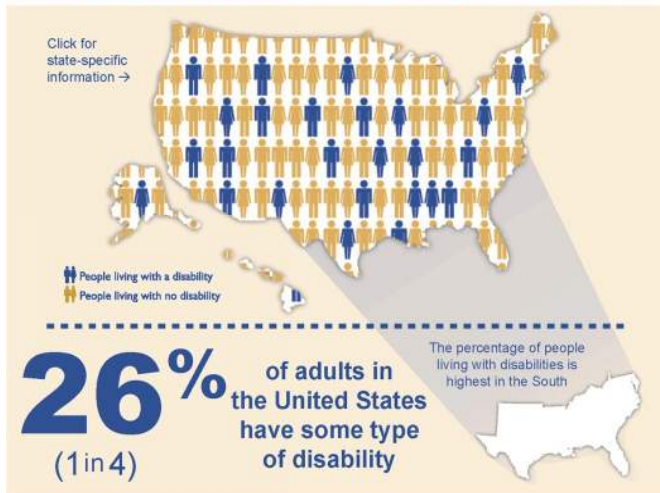
It's important to have a working ADA group to help the County maintain its compliance. Members of this group (may vary) span several functions based on their varied expertise.

This collaboration intends to leverage the skills, experience, and expertise of the constituent members for matters and issues involving ADA compliance and accessibility.

# Disability Impacts ALL of US



61 million adults in the United States live with a disability



## ADA Coordinator Role:

- Monitoring the County’s ADA Transition Plan to ensure that all Department facilities remain in compliance with applicable accessibility standards.
- Monitoring established procedures to ensure that requested auxiliary aids are provided for persons with disabilities.
- Conduct reviews of ADA program areas.
- Conducting ADA training programs for department managers and employees (such as today!)
- Monitoring the preparation of ADA information for dissemination to the general public, including the “Notice to the Public” offer to provide reasonable accommodation upon request.
- Identifying, investigating, and addressing ADA discrimination when it is found to exist.

# Recognizing Disabilities Covered Under ADA



An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, intellectual disability, mental illness, or a specific learning disability is covered.



<https://youtu.be/X6P9kSqGVt4>



# For Department Heads: *What Is A “Reasonable Accommodation”?*

**REASONABLE ACCOMMODATIONS**

THE ADA AND THE FEHA BOTH REQUIRE EMPLOYERS TO PROVIDE REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES.

REASONABLE ACCOMMODATIONS INCLUDE:

- CHANGES TO WORK RULES AND SCHEDULES
- REASSIGNMENT OF JOB DUTIES
- THE STRUCTURE AND CONFIGURATION OF THE WORKPLACE

ALL OF THESE WILL ALLOW AN EMPLOYEE WITH A DISABILITY TO DO THE JOB. HOWEVER, THE BURDEN IS ON THE EMPLOYEE TO ASK FOR A REASONABLE ACCOMMODATION. THE EMPLOYER MUST THEN WORK WITH THEM TO COME UP WITH AN ACCOMMODATION THAT WILL ALLOW THEM TO DO THEIR JOB.

### Keep in mind:

An accommodation is any change in the work environment or in the way things are customarily done that [enables an individual with a disability to enjoy equal employment opportunities.](#)

# ADA: EMPLOYER-Reasonable Accommodation Examples

## Example of Reasonable accommodations

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- Making existing facilities accessible such as:
  - *Simple ramping of a few steps, the installation of grab bars where only routine reinforcement of the wall is required, the lowering of telephones, and similar modest adjustments.*
- Job restructuring/modifying work schedules, reassignment to a vacant position
  - *A person who has to take short breaks to inject insulin*
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.
- Reduced/modified work schedules

# ADA: TITLE I-EMPLOYER-Reasonable Accommodation

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## Undue Hardship: What if it costs too much to accommodate?

- An employer does not have to provide a reasonable accommodation that would cause an “undue hardship”. Instead, undue hardship **must be based on an individualized assessment of current circumstances** that show that a specific reasonable accommodation would cause significant difficulty.
- An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.
- **Example of Undue Hardship:** *\*more detailed explanations can be found on the EEOC’s website: <https://www.eeoc.gov/policy/docs/accommodation.html#undue>*

# Other Accommodations: Program Accessibility

**Program accessibility** may be achieved in a variety of ways. County governments may choose to make structural changes to existing facilities to achieve access. But County governments can also pursue alternatives to structural changes to achieve program accessibility.

## EXAMPLE 1

County governments can move public meetings to accessible buildings and can relocate services for individuals with disabilities to accessible levels or parts of buildings. When choosing between possible methods of program accessibility, however, County governments must give priority to the choices that offer services, programs, and activities in the most integrated setting appropriate. In addition, all newly constructed County facilities must be fully accessible to people with disabilities.

## EXAMPLE 2

If an old courthouse does not have ADA restrooms, the County must make the necessary repairs or structural changes to make it accessible. Each restroom in a facility need not be made accessible but must accommodate one for accessibility. Signage directing people with disabilities to the accessible features and spaces in a facility should also be provided.





# IMPORTANT: Changes that Impact You

## *Public Complaints for ADA Access*

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If a **COMPLAINT**, regarding ADA access or ability, to utilize County services is encountered:

Direct the individual to the County Website or a physical location where they can obtain a formal complaint form AND provide them with the ADA Coordinator contact information:

**John W. Geier**

Fulton County ADA Coordinator

1037 S State Rd 25, Rochester, IN 46975

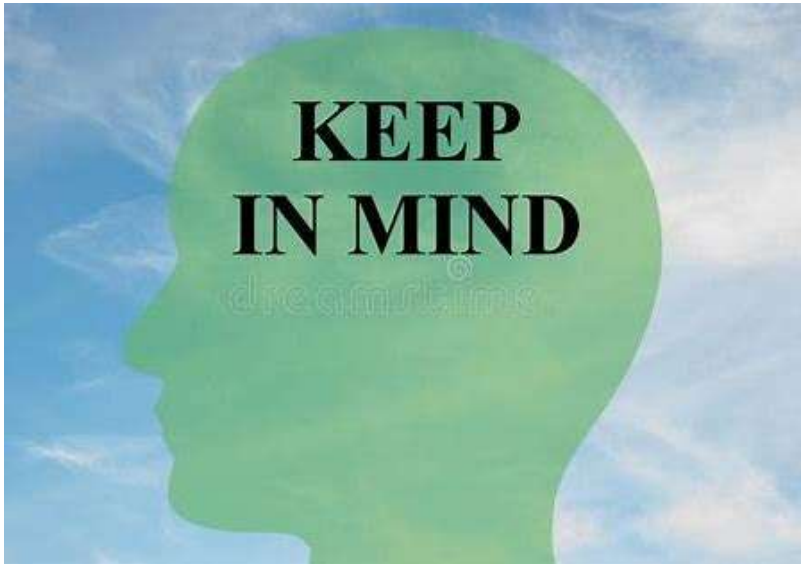
574-223-2385

[highway@co.fulton.in.us](mailto:highway@co.fulton.in.us)

If the individual is extremely upset, or you/your staff feel ill-equipped to handle the situation, contact the ADA Coordinator.

# ADA Self-evaluations: Priorities for Accessible Facilities

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The checklist follows the four priorities in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 - Accessible approach and entrance

Priority 2 - Access to goods and services

Priority 3 - Access to public toilet rooms

Priority 4 - Access to other items such as water fountains or communication devices

# ADA Self-evaluations

## What to look for...

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- High pedestrian traffic areas (County sidewalks, parks, etc.)
- Areas near facilities frequently used by the public (Parks, County Courthouse, etc.)
- Checklist guide to identify physical barriers that might restrict access to individuals with disabilities that should be considered, although it is not considered to be all-inclusive:

Visual Impairment • Mobility Impairment • Hearing Impairment • Emotional Psychological Disorders • Speech Impairment • Learning Disabilities • Coordination Disabilities • Life-threatening diseases (HIV, AIDS virus) (impairments of muscle control • Missing Limbs resulting in loss of faculty coordination)

# ADA Self-evaluations

Where do we start...

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1. **Identify** all programs, activities, and services and their locations.
2. **Determine** whether employees and officials are familiar with the public entity's ADA obligations, including the requirement to make reasonable modifications to policies, practices and procedures.
3. **Determine** whether employees and officials know how to arrange for auxiliary aids and services, such as sign language interpreters, material in Braille and assistive listening systems; to ensure that communication with people with disabilities is as effective as others.
4. **Review** service, activity and program policies and procedures to determine whether they ensure an equal opportunity for people with disabilities to participate and benefit.
5. **Survey** facilities and determine whether there are physical barriers to access programs. If non-structural changes, such as moving programs, should be made, include them in the action plan. If structural changes are needed, include them in the transition plan

# ADA Self-evaluations

## What are some Physical Accessibility to Facilities Used by the Public

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**The following list of facilities should not only be evaluated but also reported by County employees for any non-compliance:**

- Elevators
- Signage
- Parking Spaces
- Ramps
- Entrances
- Doors and Doorways
- Stairs
- Rest Rooms
- Floors, Floor Coverings
- Water Fountains (these are becoming obsolete)
- Identification (for room or offices)
- Lighting
- Switches and Controls
- Emergency Signals (lights, heat, etc.)
- Public Meeting Rooms
- Hazards (manholes, protruding)
- Fire Exits (low-hanging objects)
- Communication Barriers

# Areas of ADA Self-evaluations

## Website Accessibility

Public Entity [Click here to enter text.](#) Date [Click here to enter text.](#)

Contact Person [Click here to enter text.](#) Email [Click here to enter text.](#) Phone [Click here to enter text.](#)

Many people with disabilities use assistive technology such as screen readers, text enlargement software, and pointers to control the computer with their voice, eyes or nose. Access problems occur when website designers assume that everyone accesses a webpage in the same way. Accessible website design recognizes these differences and does not require the use of a standard mouse in order to access the information and services provided.

Questions	Yes	No	Comments
1. Is there a policy that the public entity's webpages will be accessible, that is, in compliance with the W3C Web Content Accessibility Guidelines (WCAG) 2.0 or Section 508 Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
2. Are the staff and contractors who are responsible for webpage and content development aware of the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
3. Are the staff and contractors who are responsible for webpage and content development knowledgeable about these standards?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
4. Has the website been tested for compliance with either of these standards?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
5. If yes, have people with disabilities who use screen reading software and other assistive technology participated in the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
6. Is there a plan for making the existing web content accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>
7. Is there a plan for making future web content accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click here to enter text.</a>

New England ADA Center, a project of the Institute for Human Centered Design  
[www.NewEnglandADA.org](http://www.NewEnglandADA.org) • [ADAInfo@NewEnglandADA.org](mailto:ADAInfo@NewEnglandADA.org) ADA

## Departments and Programs

Public Entity [Click here to enter text.](#) Date [Click here to enter text.](#)

Person [Click here to enter text.](#) Email [Click here to enter text.](#) Phone [Click here to enter text.](#)

In the self-evaluation, list all the public entity's departments and programs. Evaluate each of these.

Departments and Programs	Staff Liaison	Evaluation Date	Comments
Program	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Department	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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New England ADA Center, a project of the Institute for Human Centered Design  
[www.NewEnglandADA.org](http://www.NewEnglandADA.org) • [ADAInfo@NewEnglandADA.org](mailto:ADAInfo@NewEnglandADA.org) ADA Self Evaluation – Departments and Programs Page 1

Sidewalks						
Location	Start	End	Cost Est.	Priority	Deficiency/Notes	

Curb Ramps						
Location	Start	End	Cost Est.	Priority	Deficiency/Notes	

Signalized Crossings						
Location	Start	End	Cost Est.	Priority	Deficiency/Notes	

## ADA Self-evaluations:

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Conducted every 3 years either due to newly added buildings, programs, or services as well as ensuring the sustainability of any previous ADA improvements.

- Update yearly to avoid 11th-hour updates!
- Helpful for budget planning purposes

# ADA Self- evaluations

## Frequently Asked Questions (Public ROW)

- **What if a County building is not open to the public?**
  - Ensure the facility is clearly marked with signage to indicate *No Public Restrooms and/or Not Open to the Public*. Typically, these are not evaluated; however, should you employ staff with ADA needs, the County will need to make for accommodations.
- **If the existing sidewalk stops before intersecting the street do we still need to construct a curb ramp?**
  - Short answer, Yes. Normally this comes into consideration within a County where the sidewalk stops between blocks, 10 to 20 ft short of the intersection. In this case, placing a curb ramp and highly consider placing a sidewalk if it is needed to connect the curb ramp to the existing sidewalk.
- **Do I have to worry about the railroad crossing?**
  - Yes, this is just as important as a street crossing.







## TITLE VI: Non-Discrimination

# Civil Rights: Restoration Act of 1987

*The goal of Title VI is  
“voluntary compliance”....*



- Scope of Title VI includes ALL programs and activities of Federal-aid recipients and contractors regardless if the programs are federally funded or not.



# What is Title VI Purpose?

**Title VI, 42 U.S.C. § 2000d et seq., - enacted as part of the landmark Civil Rights Act of 1964**

- 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.
- Takes reasonable steps to provide meaningful access to services for persons with Limited English Proficiency (LEP).
- Where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

The primary purpose of Title VI is to "prevent discrimination"...

## **FHWA Nondiscrimination Assurances**



# How the County Demonstrates Title VI Compliance

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- Designates an official Title VI Coordinator
- Develop and post the Title VI policy in public areas/buildings
- Shows non-discrimination in our programs, facilities, activities, and employment practices.
- Submits assurances (signed by the Commissioners) that no such discrimination will occur.
- Communicate and train our employees on Title VI requirements; including ***what to do if they receive a complaint.***

# Important Changes that Impact YOU

“As a recipient of federal funds, and in support of the County’s efforts to ensure nondiscrimination and equal access to all citizens, the County gathers statistical data regarding participants in County activities.

Therefore, we have provided a VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY at this meeting. You are not required to complete this survey. However, the form is anonymous and will be used solely for the purpose of monitoring our compliance with Title VI and ADA.”

## PUBLIC MEETINGS

### Voluntary Title VI Public Involvement Survey



- The following statement, to the left, shall be displayed next to survey copies at public meetings held on County premises
- If you schedule or lead any public meetings on behalf of the County, be sure you read the statement before the meeting and direct citizens to the form.
- An ENVELOPE will be left in each County meeting room that includes this statement AND a supply of voluntary survey forms.
- After your meeting concludes, please return any completed forms to the ADA Coordinator in a timely manner.
- The Coordinator will also distribute these instructions to all County boards.
- If you have questions as to whether or not a meeting falls under this requirement, please contact your Title VI Coordinator.



# Important Changes that Impact YOU

## **PUBLIC COMPLAINTS – TITLE VI DISCRIMINATION**

**If you, or anyone in your department, receives a discrimination complaint:**

- Handle the situation calmly
- Be professional; empathize without admitting any blame
- Can submit by County website's online form, mail, facsimile, or email to the Title VI Coordinator
- If the individual is upset, or you/your staff feel ill-equipped to handle the situation, feel free to call the Title VI Coordinator
- A courtesy email to the Coordinator, to provide whatever limited information you may have (as a heads up to a possible complaint) is advised and appreciated.



# Require to Demonstrates Title VI Compliance

## FOUR FACTOR ANALYSIS

### Factor One

Number/Proportion of LEP Persons in Service Area

- Include data from sources such as Census Bureau, American Community Survey (ACS), etc.
- Include a listing of the counts and percentages of LEP individuals present in your service area by language.
- Identify if any of the LEP languages reach the LEP threshold of 5%, or the Safe Harbor Threshold (1000 persons).

### Factor Two

Frequency of Contact with LEP Persons

- How frequently does your organization encounter LEP persons?
- Are you in contact with LEP persons within a specific language group, and that language is not identified in Factor One?
- Include information gathered from face-to-face meetings with LEP persons or from surveys of LEP persons.
- Include information gathered from interviews with agency staff who typically come in contact with LEP persons.
- Include information kept by your organization on past interactions with members of the public who are LEP.

### Factor Three

Nature & Importance of the Service to LEP Persons

- Provide a brief summary of the services, benefits, and activities offered by your organization.
- Gather input from CBO/FBOs on the importance of this service to LEP persons.

### Factor Four

Resources Available & Overall Costs

- Include a brief summary of the resources available and overall costs of providing language assistance.
- Analyze budget to identify available funding for providing language assistance.

## Language Barrier: Limited English Proficient (LEP)



FYI

- The County has performed a four-factor Limited English Proficiency analysis & continues to monitor non-English-speaking census data for the County.
- Current statistics show that only 0.8% of the County's citizens speak a language other than English.
- At present, there is a low probability that you will encounter citizens who are not able to access our services due to a language barrier.
- The County does not print documents nor have interpreters readily available. However, if you have a citizen who is struggling with access to our services due to a language barrier, please call (and document when possible) the Title VI Coordinator for assistance.
- The County will monitor statistical data gathered and census information ongoing to ensure all citizens have access to County services

# Title VI: Contractors to the County

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- Any and all contracts that are funded in any part by Federal dollars will include language that assures the County that such contractor is in compliance with Title VI.
- County Council and Attorney will ensure such language is included and must review all contracts of this nature for compliance.
- If you contract with any company/individual/organization and pay for the services using a Grant and/or Federal funds, please be sure you inform the Title VI Coordinator and include appropriate, County-required assurances.





# Next Steps in Training

**Department Heads, Elected Officials, and other leaders who have received this initial training are required to:**

- Provide this training to all employees under their supervision within 30 days of receiving this training.
- This can be done in person or via email with verification that your employees have reviewed this PowerPoint presentation. Documentation of training can be in the form of a signed training sheet or copies of email verification from the employee(s) – or a combination thereof.
- Each employee is required to sign the Title VI Nondiscrimination statement and attest to having received training.
- Please send all signed forms/proof of training to your Title VI Coordinator for tracking and retention.

Fulton County  
Title VI Nondiscrimination & ADA Training Program

The following employees have signed below indicating they have reviewed the Title VI Nondiscrimination and ADA Training with an understanding that all necessary forms, resources and updated plans are available for employee and public review (at any time) at the County Auditor's office or the County's website:

Date of Training	Employee Name (Print)	Employee Signature	Department

MANAGER INSTRUCTIONS: \*\*You may use more than one form to complete your department's signatures. Once all department employees have received training (and verified on this form), please scan this sheet via email to: Christina Haughis, Fulton County Title VI Coordinator, 125 E. 9th Street, Rochester, IN 46975, 574-223-7709, [hr@co.fulton.in.us](mailto:hr@co.fulton.in.us)

If you elect to utilize email verification as your documentation, please print the emails documenting training received from the trained employee and forward to the ADA/Coordinator.

Questions about training for Title VI and ADA should be directed to Christina Haughis, Fulton County Title VI Coordinator, 125 E. 9th Street, Rochester, IN 46975, 574-223-7709, [hr@co.fulton.in.us](mailto:hr@co.fulton.in.us)

**Thank you for being an advocate for equal access and the fair treatment/nondiscrimination of the citizens we serve.**

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**QUESTIONS?**

**Christina Haughs**

Title VI Coordinator

Fulton County

125 E. 9th Street, Rochester, IN 46975

Phone: 574-223-7709

**PLEASE DON'T FORGET TO SIGN THE ACKNOWLEDGEMENT FORMS BEFORE YOU LEAVE**

# Fulton County

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