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**American with Disabilities  
(ADA)  
Exhibit B Action Plan  
to  
Implement Self-Evaluation  
and  
Transition Plans**

*Prepared by*  
**Lafayette Consolidated Government**



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Lafayette Consolidated Government does not discriminate on the basis of race, color, national origin, income, gender, age, and disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to the address on the title page.

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## **1. Develop and Post a Compliant Policy and Plan**

The first step to be taken is to establish a policy of non-discrimination and communicate that policy to the public.

1. Designate ADA Coordinator
2. Review and adopt ADA policy on non-discrimination - See Appendix A<sup>1</sup>
3. Review and adopt proposed complaint policy - See Appendix B<sup>2</sup>
4. Adopt the Complaint procedure by Resolution - See Appendix C<sup>3</sup>
5. Methods to notify public and staff about grievance procedure.
  - a. Legal Notices
  - b. Display Ads
  - c. Web Notices
  - d. Post in Public Buildings

## **2. Constitute an Accessibility Professional Committee (APC) - Proposed Composition**

The APC is a professional committee used to develop the ADA Transition Plan. The Transition Plan describes how to implement ADA accessibility, both structurally and programmatically in Lafayette. The committee may use in-house resources or it may utilize the resources of a consultant. Minutes of the meetings will be maintained. The composition of the APC is shown in Appendix H.

## **3. Collaborate with Awareness Committee for Citizens with Disabilities (ACCD)**

The ACCD is an existing committee established by LCG to consider ADA issues. The ADA Transition Plan will be developed with the aid of citizen commentary during presentation of plan components to the ACCD. Minutes of the meeting will be maintained.

## **4. Inventory of LCG Buildings - See Appendix D<sup>4</sup>**

An inventory of public buildings will be conducted to identify the year of construction, types of services provided, programs administered, number of users, and structural

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<sup>1</sup> This section of the plan has been adopted from the Section 504/ADA Technical Assistance Handbook prepared by Office of Community Development, Disaster Recovery Unit, 150 North Third Street, Suite 700, P.O. Box 94095, Baton Rouge, Louisiana 70801-9095, dated November of 2007, page 16. Hereinafter this source is cited as Section 504/ADA Technical Assistance Handbook.

<sup>2</sup> This section of the plan has been adopted from The Baton Rouge Area Capitol Region Planning Commission, FY 2010, Title VI Plan, adopted July 14, 2009 by the Capitol Region Planning Commission Transportation Policy Committee, Appendix H, pages 60-61.

<sup>3</sup> This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 17.

<sup>4</sup> This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 29.

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accessibility issues. Jan. 26, 1992 is a significant date. If a building was constructed before Jan. 26, 1992, if the structure was not altered, and if a means of providing public services is also provided in its current state, then no ADA modification of the building is required. However, after that date, a structure is required to comply with ADA accessibility requirements.

1. Age of building - verify year of construction
2. Voluntary/Involuntary Public Services Rendered
  1. No public service rendered (No ADA plan required)
  2. Public services rendered (ADA Plan Required)
    1. Voluntary (Libraries, City Hall, Court House, Playground, etc)
    2. Involuntary (Parish Jail, Detention Areas, Drug Facilities, etc)
3. Estimated number of public users
4. List of programmatic services rendered

#### **5. Review of Undue Burden Standard - See Appendix E<sup>5</sup>**

If an undue burden results from the implementation of ADA accessibility requirements, then the structure would not have to be improved. However, services would still be required to be rendered through some means. An example might be a library on the National Register of Historic Places that provides curbside services to disabled patrons rather than altering the structure. Appendix E discusses guidelines for undue burden.

#### **6. Self-Evaluation Plan for each Structure and Program**

A structure needs to be studied in two ways to complete a Self-Evaluation Plan. The first study is a structural evaluation using the hyperlinked resources of the U.S. Architectural and Transportation Barriers Compliance Access Board. Particular features such as ramps can be evaluated along with other features of a building. The second study examines the services rendered within a structure and determines if those services are rendered in a manner that does not violate accessibility standards.

1. Typical Structure Features - See Appendix F<sup>6</sup>
  1. Parking
  2. Ramps
  3. Doorways
  4. Accessible Routes to services within building
  5. Bathrooms
  6. Lighting fixtures and switches
  7. Elevators
  8. Security Devices
2. Programs - See Appendix G<sup>7</sup>

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<sup>5</sup>This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 29.

<sup>6</sup> This section of the plan has been adopted from online sources located at <http://www.access-board.gov/adaag/checklist/a16.html>

1. Services that can be rendered without structural modifications
2. Services that require structural modifications
  1. Services rendered at another portion of the building
  2. Services cannot be rendered at another portion of the building
  3. Services rendered at another site

## **6. Evaluation of Rights of Ways and Sidewalks**

A significant set of structures owned by Lafayette Consolidated Government is the public rights of way. This is not listed with the structures requiring evaluation in Sections 1 to 5 in this document. Right of way improvements, particularly sidewalks, should also be built in a manner that provides accessibility to the disabled. Just as January 26, 1992 is a significant date for structures, it is also a significant date for ADA improvements in the rights of way. If sidewalks were built after 1992, then those sidewalks should be in compliance with ADA requirements. The proposed actions listed below outline how to deal with sidewalk accessibility

1. Classify sidewalks by date of construction (Pre/Post January 26, 1992);
2. When constructing new roadways coordinate the construction of ADA accessible sidewalks;
3. When reconstructing existing roadways coordinate the construction of ADA accessible sidewalks;
4. Document ADA sidewalk improvements using site visits and photos
5. Map locations of ADA sidewalk improvements
6. Estimate cost of improvements

## **7. Remediation Plan for Structures, Sidewalks, and Programs**

The actions outlined in Sections 1 to 6 in this document describe what modifications need to be performed to provide accessibility based on inventories of structures, sidewalks, and programs. A remediation plan will be developed to bring structures and programs into compliance with ADA guidelines.

1. Description of modifications needed for each structure
2. Description of modifications needed for each service rendered

## **8. Estimation of Costs for Modifications of Structures and Services**

The components of the Remediation Plan will estimate funds needed to accomplish the plan.

1. Estimation of modifications needed for each structure
2. Estimation of modifications needed for each service rendered

## **9. Schedule for Planned Improvements**

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<sup>7</sup> ~~This section of the plan is taken from the self-evaluation questionnaire in the Section 504/ADA Technical Assistance Handbook, page~~

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A schedule will be developed to implement the Remediation Plan over a period of years. The selection of the order in which projects are performed will be evaluated by the Accessibility Professional Committee (APC) and Awareness Committee for Citizens with Disabilities (ACCD). These evaluations will be presented to the City-Parish Council as a line item each year in the budgetary process so that elected officials can make a decision as to how to implement the plan.

1. Structure and Services - creation of database, map, and documents
  1. Cost of the improvement in new construction
  2. Cost of the improvement in new personnel services
  3. Amount of time to perform the improvement
2. Estimated date when the improvement will be performed

## **10. Assurance**

The Lafayette Consolidated Government (LCG) assures that no person shall, on the grounds of race, color, national origin, income, gender, age, and disability, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

More specifically, the LCG assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, the LCG will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

LCG further assures that efforts will be made to ensure nondiscrimination in of its programs and activities, whether those programs and activities are federally funded or not.

LCG's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other LCG responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

**APPENDIX A - Proposed Policy of Non Discrimination**

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), Lafayette Consolidated Government has adopted a Lafayette Consolidated Government ADA/Title VI Compliance Policy Statement regarding Non-discrimination on the Basis of Disability.

Lafayette Consolidated Government does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities.

Qualified individuals who need accessible communication aids and services or other Accommodations to participate in programs and activities are invited to make your needs and preferences known to the ADA Coordinator. Please give us at least 72 hours advance notice so we can adequately meet your needs.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding Section 504/ADA should be forwarded to the ADA & Title VI Coordinator, whose contact information is listed in Appendix H.

Upon request, this notice and other materials may be made available in alternative formats (for example, large print or audio tape) from the Section 504/ADA coordinator.

## **APPENDIX B - Proposed Discrimination Complaint Process and Form Complaint Process**

All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance.

Under Title II applicable to local government, filing a grievance with the entity's ADA coordinator, filing a complaint with a federal agency or state agency administering federal funds, or filing a lawsuit may be done independently of others.

Individuals are not required to file either a grievance or complaint to bring a lawsuit. Lawsuits may be filed at any time. The following are three federal agencies where an ADA complaint can be filed:

United States Department of Justice (DOJ)  
Coordination and Review Section  
Civil Rights Division  
P.O. Box 66118  
Washington, D.C. 20035-6118

Assistant Secretary for Fair Housing and Equal Opportunity  
Department of Housing and Urban Development (HUD) 451  
7th Street SW, Room 5100  
Washington, D.C. 20202

Office for Civil Rights  
Department of Education  
330 C Street SW, Suite 5000  
Washington, D.C. 20201

### **B.1.0 Filing a Local Complaint**

All written or verbal complaints of discrimination will be forwarded immediately to the Compliance Programs Office of Louisiana Department of Transportation and Development (DOTD) for handling in accordance with 23 CFR 200.9 (b)(3). In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. Complaints however must be signed by the complainant.

All Title VI and related statute complaints are considered formal as there is no informal process. Therefore, the complainant will be contacted according to DOTD's formal complaint process. Complaints filed under Title VI against sub-recipients or

contractors/consultants will be investigated by LCG with assistance of DOTD's Title VI Program Manager. LCG shall maintain a confidential log of complaints for the purpose of assisting DOTD.

### **B.2.0 Complaint Log**

The log will include the following information:

- a) Name of Complainant;
- b) Name of Respondent;
- c) Basis of Complaint: Disability along with other associated factors: race, color, national origin, income, gender, age, and retaliation;
- d) Date complaint received by the Lafayette Consolidated Government;
- e) Date the Lafayette Consolidated Government forwarded the complaint to DOTD's Title VI/ADA Program Manager;
- f) A statement of the complaint, including specific details, relevant facts and documentation;
- g) The final disposition of the complaint; and
- h) The complaint log will maintain the above information for the last five years from the current date.

### **B.3.0 Intimidation and Retaliation**

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

### **B.4.0 Time Frames**

There are different time frames depending on the agency and complainant.



### **B.4.1 DOTD Time Frames**

1. The total time allotted is 60 days for LCG with the assistance of DOTD to complete investigative report and submit to the administrative supervisor of DOTD Complaint Section with copies to FHWA and FTA .

### **B.5.0 Complainant**

A complaint must be filed no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

**Lafayette Consolidated Government (LCG)<sup>8</sup>****ADA Discrimination Complaint Form**

Your Name	Phone	Name of Person(s) who discriminated Against You
Your Address (Street No., P.O. Box, Etc.)		Location and Position of Person (if known)
Your City, State, Zip		City, State, Zip of Alleged Incident
Discrimination Because of: <input type="checkbox"/> Disability  Other Factors: <input type="checkbox"/> Race/Color <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Income Status <input type="checkbox"/> Retaliation		Date of Alleged Incident
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved and witnessed the discrimination. Be sure to include how other persons were treated differently than you. Attach any written material pertaining to your case.		
Signature:		Date:
Please return this form to: Lafayette Consolidated Government Title VI & ADA Coordinator PO Box 4017-C Lafayette, LA 70502		Ph : Fx :

<sup>8</sup> ~~This form will be printed and distributed~~ to reflect the name and contact information of the current Title VI & ADA Coordinator as listed in Appendix H of this plan.

## APPENDIX D - Current Inventory of buildings Owned or Leased by Lafayette Consolidated Government as of February 27, 2009

During the self-evaluation and transition process, LCG public buildings and sites will be evaluated to determine where public services or programs are rendered to the public. If services cannot be rendered at a location due to accessibility issues, then the service will be rendered at another location or at the site with special modifications. If the services are not rendered at a site, then accessibility does not need to be addressed, particularly at industrial sites, such as antenna sites (see item number 266 and 267 below).

No.	Address	Name of Facility	Year Built
1	Acadiana Park Lafayette, LA	Restrooms/Storage Building	
2	Acadiana Park Lafayette, LA	Groundskeeper House	1981
3	Acadiana Park Lafayette, LA	Pavilion	1981
4	Acadiana Park Lafayette, LA	Portable Building	1982
5	Acadiana Park, Lafayette, La	Metal Storage Building	1975
6	E Alexander Street Lafayette, LA	Acadiana Park Campground Office	
7	E Alexander Street Lafayette, LA	Comfort Station	1993
8	1201 E Alexander Street Lafayette, LA	Acadiana Park Nature Station	1978
9	111 West Alexander Street Lafayette, LA	Alexander Fire Station #4	
10	111 West Alexander Street Lafayette, LA	Portable Storage Building	1996
11	1115 Ambassador Caffery Pkwy Lafayette	Ambassador Caffery Fire Station #11	1992
12	101 April Street Lafayette, LA	Lafayette Cable TV (Tower)	
13	Aries Dr (Off Breaux Bridge Hwy)	Derby Park	
14	718 Aster Drive Lafayette, LA	JC James Activity Center	1995
15	Beaullieu Park Lafayette, LA	Tractor Storage Building	1992
16	Beaullieu Park Lafayette, LA	Concession/Restrooms Building	1992
17	933 Benoit Road Lafayette, LA	Public Works North Barn (Defunct)	
18	Beaver Park Lafayette, LA	Groundskeeper Home	
19	Beaver Park Lafayette, LA	Metallic Storehouse	
20	Beaver Park Lane Lafayette, LA	Fountain	1982
21	Beaver Park Lafayette, LA	Bowles Tennis Center & Courts	
22	1006 Bertrand Drive Lafayette, LA	Forensic Lab	1983
23	1304 Bertrand Dr Suite C1 Lafayette, LA	Office of Women's Services	
24	1307 Bertrand Drive Lafayette, LA	Fire Training Center	1957
25	1307 Bertrand Drive Lafayette, LA	Fire Training Tower	
26	1307 Bertrand Drive Lafayette, LA	Storage Warehouse	1982
27	1307 Bertrand Drive Lafayette, LA	Fire Training Center Smoke Trailer	1982
28	414 W Bluebird Drive Lafayette, LA	Comeaux Rec Center	1998
29	601 Broadmoor Blvd Lafayette, LA	Broadmoor Fire Station #8	1982
30	182 E Broussard Hwy, Broussard, LA	Arceneaux Park Broussard, LA	1997
31	182 E Broussard Hwy, Broussard, LA	Arceneaux Park Office/House	1997
32	182 E Broussard Hwy, Broussard, LA	Concession / Restrooms	1997
33	Arceneaux Park	Concession/Restroom Building	2005
34	700 S Buchanan Street Lafayette, LA	Lafayette Parish Parking Garage	1978

No.	Address	Name of Facility	Year Built
35	800 S Buchanan Street Lafayette, LA	Lafayette Parish Courthouse	1968
36	440 Cajundome Blvd., Lafayette, LA	Cajundome	1985
37	5808 W Cameron Street Suite B Scott, LA	Scott Library Leased Bldg	
38	1011 Cameron Street, Lafayette, LA	CD Rehabilitation Warehouse	
39	1011 Cameron Street, Lafayette, LA	Storage Bldg Tool Shed	
40	1920 Carmel Dr	Pee Wee Leblanc Park	
41	124 Centennial Dr. Carencro, LA	MOC Support Facility Comm. District	
42	Chargois Park, Lafayette, LA	Chargois Park	
43	City Park Lafayette, LA	Groundskeeper Home	
44	City Park Lafayette, LA	Mouton Pool & Bathhouse	
45	Clark Field Lafayette, LA	Football Stadium	1994
46	Clark Field Lafayette, LA	Baseball Stadium	1994
47	Clark Field Mudd Ave. Lafayette, LA	Clark Field Storage Bldg	2001
48	1373 S College Road Lafayette, LA	Heymann Perf Arts/Conv Center	1960
49	1373 S College Road Lafayette, LA	Portable Storage Building - HPACC	1992
50	1373 S College Road Lafayette, LA	Portable Storage Building - HPACC	1995
51	South College Road & Auditorium Place	Old Center Cinema	
52	200 West Congress Street Lafayette, LA	Bank One	
53	301 W Congress Street Lafayette, LA	Public Library	1970
54	815 W Congress Street Lafayette, LA	JTPA Building (Defunct)	
55	105 East Convent Street, Lafayette, LA	City Court	1967
56	811 Lee Ave, Lafayette, LA	City Court Addition	1998
57	100 Cooper Street Lafayette, LA	Lillian Fire Station #3	1978
58	100 Cooper Street Lafayette, LA	Portable Storage Building	1996
59	309 Cora Street Lafayette, LA	Martin Luther King Center	1979
60	309 Cora Street Lafayette, LA	Butler Library	
61	Corner of Moss/Jefferson/E Simcoe/Pontiac	Pontiac Point Park	
62	250 Couret Drive Lafayette, LA	Storage Warehouse	1995
63	Couret Drive-Moore Park Lafayette, LA	Restroom (Soccer Area)	1993
64	E Cypress St	Multimodal Depot	
65	101-103 E CYPRESS	Postal Sq/Rosa Park Transportation Center	2011
66	Hwy 182 N Carencro, LA	Carencro Park- Concession/Restroom	1976
67	Dorset Road Lafayette, LA	Service Station	
68	300 N Dugas Road, Lafayette, LA	Fire Training Facility Admin. Bldg	2002
69	300 N Dugas Road, Lafayette, LA	Fire Training Tower	2002
70	300 N Dugas Road, Lafayette, LA	Smoke Maze	2002
71	300 N Dugas Road, Lafayette, LA	First Aid/Control Room	2002
72	300 N Dugas Road, Lafayette, LA	Clean Burn Building	2002
73	400 N Dugas Road Lafayette, LA	Public Works North District	1999
74	400 N Dugas Road Lafayette, LA	Composting Facility	1990
75	400 N Dugas Road Lafayette, LA	Portable Storage Building	1995
76	2133 Dulles	Scott volunteer Fire Dept #2	
77	1919 Eraste Landry Road Lafayette, LA	Neyland Park Recreation Center	2000
78	160 Essie St	Relocation House	2000
79	110 NE Evangeline Thruway Lafayette, LA	Senior Center "Greenhouse"	1975

No.	Address	Name of Facility	Year Built
80	527 Evangeline Drive, Lafayette, LA	Alcohol Traffic Action Campaign	
81	701 1st Street Duson, LA	Duson Volunteer Fire Department	
82	708 1st Street Duson, LA	Duson Library Leased Bldg	
83	200 Flying W Dr Carencro, LA	Cherokee Ridge Horse Farm	
84	Fortune Road Lafayette, LA	Public Works South District	1985
85	4th Street, Youngsville, LA	Metal Storage Building Foster Mem. Park	1975
86	4th Street, Youngsville, LA	Concession / Restrooms	1975
87	Feu trwFollet, Lafayette, LA	Veteran's Park	
88	217 Garfield	Entertainment initiative	
89	405 Garfield Street Lafayette , LA	Transit Terminal	1967
90	911 General Mouton Ave Lafayette, LA	Children's Advocacy Center	1999
91	300 Geraldine Street Lafayette, LA	Pro Shop/Restrooms Thomas Park	1992
92	300 Geraldine Street Lafayette, LA	Thomas Park Rec Center	1974
93	300 Geraldine Street Lafayette, LA	Thomas Park Racquetball Court	1980
94	300 Geraldine Street Lafayette	Thomas Park	
95	Girard Park Drive Lafayette, LA	Pump House- Girard Park	1992
96	Girard Park Drive Lafayette, LA	Lake Pavilion	1992
97	Girard Park Drive Lafayette, LA	Large Picnic Pavilion	1992
98	Girard Park Drive Lafayette, LA	Medium Picnic Pavilion #1	1992
99	Girard Park Drive Lafayette, LA	Small Picnic Pavilion #1	1992
100	Girard Park Drive Lafayette, LA	Small Picnic Pavilion #2	1992
101	Girard Park Drive Lafayette, LA	Performance Stage	1992
102	Girard Park Lafayette, LA	Park Entrance/Stage Background	1992
103	Girard Park Lafayette, LA	Restroom (Near BB Court)	1994
104	Girard Park Lafayette, LA	Girard Park Improvements	1998
105	Girard Park Lafayette, LA	Maintenance Building	
106	Girard Park Lafayette, LA	Groundskeeper Home	
107	500 Girard Park Drive Lafayette, LA	Girard Park Rec Center & Pool	1985
108	637 Girard Park Drive Lafayette, LA	Museum & Planetarium (Vacant)	1969
109	637 Girard Park Drive Lafayette, LA	Portable Storage Building - Museum	1992
110	Heymann Park Lafayette, LA	Baseball Stadium	1970
111	113 Heymann Blvd Lafayette, LA	Crime Stoppers, Leased Bldg	
112	300 Hines Ave, Lafayette, LA	George Bowles Activity Center (Old LJYA)	1989
113	Hwy 89 LaNeuveville Rd	Fabacher Field	
114	Hwy 92/Cedar Vill Shopping Ctr Milton,LA	Milton Library Leased Bldg	
115	1600 Highway 89 Youngsville, LA	Vieux Chenes Clubhouse	1987
116	1600 Highway 89 Youngsville, LA	Vieux Chenes Oper & Maint Bldg	2001
117	LA HWY 182	Wetlands Clubhouse	2006
118	LA HWY 182	Wetlands Maintenance Building	2006
119	LA HWY 182	Wetlands Golf Cart Storage Building	2005
120	LA HWY 182	Wetlands Restroom Building #1	2005
121	LA HWY 182	Wetlands Restroom Building #2	2005
122	305 Iberia St	Youngsville Tower	
123	Jefferson & Congress		
124	Jefferson & Cypress		

No.	Address	Name of Facility	Year Built
125	Jefferson & Garfield		
126	Jefferson & Lee		
127	Jefferson & Vermilion St		
128	433 Jefferson Street Lafayette, LA	Museum & Planetarium	1996
129	600 Jefferson Street Lafayette, LA	First National Bank Tower (Roof)	
130	705 Jefferson St, Lafayette, LA	Old Federal Courthouse, Post Office	1957
131	731 Jefferson Street Lafayette, LA	Police Administration	
132	735 Jefferson Street Lafayette, LA	LeCentre Intn'l/Downtown Dev	
133	2100 Jefferson Street Lafayette, LA	Lafayette Parish War Memorial	1955
134	718 Aster Drive, Lafayette, LA	J W James Park	
135	2001 Johnston Street Lafayette, LA	Johnston Fire Station #5	
136	2001 Johnston Street Lafayette, LA	Air Purification Compressor	1988
137	2206 Johnston St	IRA Nelson Horticulture Center	
138	5419 Johnston St , Time Plaza Shopping ctr	Time Plaza Shopping Ctr Lease Bldg	
139	6507 Johnston Street, Lafayette, LA	Fire Station # 13	2000
140	Judice, LA Judice Park	Concession	1987
141	Judice, LA Judice Park	Restroom	2006
142	Judice, LA	Metal Storage Building	1978
143	Kaliste Saloom Road Lafayette, LA	Plantation Park Improvement	1990
144	345 Kaliste Saloom Road Lafayette, LA	Kaliste Saloom Fire Station #7	
145	345 Kaliste Saloom Road Lafayette, LA	Portable Storage Building	1996
146	825 Kaliste Saloom Lafayette, LA	Office of Family Support	
147	Lafayette, LA	Storage Building (Sign - Bridges)	1982
148	412 Lafayette Street Lafayette, LA	Neighborhood Pride (priv residence)	
149	506 Lafayette St Youngsville, LA	Youngsville Library Leased Bldg	
150	916 Lafayette Street Lafayette, LA	Lafayette Parish Correctional Center	1985
151	1004 Lafayette Street, Lafayette, LA	Clerk of Court - storage building	1962
152	1010 Lafayette Street Lafayette, LA	Parish Government Offices	1985
153	704 Lee Avenue Lafayette, LA	Acadiana Arts Council	
154	Lions Club Rd, Scott, LA	Scott Volunteer Fire Dept.	
155	Lil Woods Park , LA		
156	823 Magnolia	Relocation House	2004
157	910 S Magnolia Street Lafayette, LA	Relocation House	1979
158	1321 S Magnolia Street Lafayette, LA	Relocation House	
159	100 W Main Street Broussard, LA	Broussard Library Leased Bldg	
160	217 West Main Street Lafayette, LA	Codofil (Org City Hall)	1998
161	221 W Main Street, Lafayette, LA	Clerk of Court - Purchasing Department	1949
162	316 W Main Street Lafayette, LA	Lafayette Parish Sheriff's Department	1985
163	416 Main Street Broussard, LA	Broussard Fire Department	
164	416 W Main Lafayette, LA	Correctional Center Adm	
165	Milton, LA	Picard Park-Concession/Restrooms	1974
166	W Milton @ Espasie Road Milton, LA	Milton Volunteer Fire Department	
167	100 Montrose Street Lafayette, LA	Montrose Fire Station #6	
168	Moore Park Lafayette, LA	Portable Storage Building	1990
169	Moore Park Lafayette, LA	Restrooms/Storage Building	1981

No.	Address	Name of Facility	Year Built
170	4315 Moss Street Lafayette, LA	Moss Fire Station #9	1981
171	4315 Moss Street Lafayette, LA	Portable Storage Building	1996
172	Mouton Park Lafayette, LA	Restroom Facility	1994
173	901 Mudd Avenue Lafayette, LA	Domingue Rec Center	1936
174	907 Mudd Avenue Lafayette, LA	Rec Maintenance, Office & Vehicle Storage	1987
175	909 Mudd Avenue Lafayette, LA	Municipal Golf Course Clubhouse	1988
176	909 Mudd Avenue Lafayette, LA	Golf Cart Storage Building	1989
177	1010 Mudd Avenue Lafayette, LA	Relocation House	1982
178	1013 Mudd Avenue Lafayette, LA	Pelican Fire Station #2	1984
179	1017 Mudd Avenue Lafayette, LA	Jessie L Taylor Neighborhood Center	1997
180	Mudd Avenue, Lafayette, LA	City Park	
181	Neyland Park Lafayette, LA	Restrooms/Storage Building	1973
182	Neyland Park Lafayette, LA	Neyland Park Restroom & Pavilion	2003
183	North District	8 x 10 EKKO Metal Building	1996
184	Oaklawn Park , LA		
185	301 Ole Colony Road Lafayette, LA	Arch Tower	
186	102 N Orange St Lafayette, LA	Senior Center Arts Annex	1999
187	1500 S Orange Street Lafayette, LA	Heymann Rec Center & Pool	1957
188	1500 S Orange Street Lafayette, LA	Heymann Park	
189	501 Orchid Drive Lafayette, LA	Relocation House	
190	142 Park Avenue Lafayette, LA	Metal Warehouse - Housing	
191	142 Park Avenue Lafayette, LA	Fire Prevention	
192	142 Park Avenue Lafayette, LA	Storage Building - Housing	1980
193	104 Park West Dr Scott, LA	Mosquito Control Contractor Inc	
194	P A Davis Park Lafayette, LA	Concession /Restrooms Building	1989
195	215 E. Pinhook	Workforce Investment Board Schilling Bldg Leased Bldg	
196	3519 West Pinhook Road Lafayette, LA	Portable Storage Building	1996
197	3519 West Pinhook Road Lafayette, LA	Southpark Fire Station #10	1983
198	613 West Pont Des Mouton Road Lafayette,	Animal Control Center	1990
199	613 West Pont Des Mouton Road Lafayette,	Pathological Incinerator	1991
200	613 West Pont Des Mouton Road Lafayette,	Barn/Livestock Stalls	1995
201	613 West Pont Des Mouton Road Lafayette,	Portable Storage Building	1996
202	Pont Des Mouton Road Lafayette, LA	Brown Park Concession Building	1986
203	Pont Des Mouton Road Lafayette, LA	Brown Park Pavilion #1	1986
204	Pont Des Mouton Road Lafayette, LA	Brown Park Pavilion #2	1986
205	Pont Des Mouton Road Lafayette, LA	Brown Park Pavilion #3	1986
206	Pont Des Mouton Road Lafayette, LA	Brown Park Pavilion #4	1986
207	Pont Des Mouton Road Lafayette, LA	Storage Building	1992
208	1234 Pont Des Mouton Road Lafayette, LA	George Dupuis Rec Center	1995
209	402 Ranch Rd Judice, LA	Judice Volunteer Fire Dept	
211	Robin Rd	Duson Park	
212	St Anthony Park Lafayette, LA	Restroom Facility	1994
213	501 St John Street Lafayette, LA	"Smile" office	
214	1611 St Mary Street (Hwy 93) N Scott, LA	Lafayette Auto Auction	
215	300 E St Mary Blvd Lafayette, LA	USL Biology Department	

No.	Address	Name of Facility	Year Built
216	215 E St Peter Street Carencro, LA	Carencro Library Leased Bldg	
217	Saucier Parkway Debaillon Park Lafayette,	Concession Building	1989
218	Saucier Parkway Debaillon Park Lafayette,	Shelter #1	1989
219	Saucier Parkway Debaillon Park Lafayette,	Shelter #2	1989
220	Scott Park, Alfred Street, Scott, LA	Concession / Restrooms	
221	130 Shantel Road Lafayette, LA	Portable Storage Building	1999
222	130 Shantel Road Lafayette, LA	Environmental Quality - Admin	1980
223	130 Shantel Road Lafayette, LA	Scale Weighing System	1980
224	130 Shantel Road Lafayette, LA	Environmental Quality - Maintenance	1980
225	130 Shantel Road Lafayette, LA	Portable Storage Building	
226	1021 W Simcoe	Relocation House	2003
227	Spreafico Park (Beaver)	Spreafico Park Restroom	2005
228	120 Statesman Drive Lafayette, LA	S/S Senior Center "Rosehouse"	1997
229	Surrey Street Lafayette, LA	River Oaks Drainage Facility	1967
230	Surrey Street Lafayette, LA	River Oaks Mach/Equipment	1967
231	Surrey Street Lafayette, LA	Beaver Park Drainage Facility	1974
232	1613 Surrey Street Lafayette, LA	Juvenile Detention Hall	1968
233	1617 Surrey Street Lafayette, LA	Sheriff's Dept (Former PW Central Shop)	1968
234	800 12th St	Immaculate Heart of Mary School	
235	504 13th Street Lafayette, LA	Relocation House	1979
236	430 Timber Creek Drive Lafayette, LA	800 MHZ Control Bldg	1986
237	111 Townhome Drive Lafayette, LA	Relocation House	1979
238	313 Triple Crown Carencro, La	Dog Handler	
239	Truman, Donlon, Dorsey Park		
240	705 W University Lafayette, LA	City Hall	1980
241	900 East University Ave Lafayette, LA	Police Station	1997
242	1515 E University Lafayette, LA	Public Works Administration	1992
243	1515 E University Lafayette, LA	Public Works Operations	1974
244	1515 E University Lafayette, LA	Dorsey Hall	
245	1515 E University Lafayette, LA	Public Works Tool Shed	
246	1515 E University Lafayette, LA	Storage Building - Streets	
247	1515 E University Lafayette, LA	Public Works Operations Annex	1999
248	1515 E University Lafayette, LA	Storage Building - Drainage	1985
249	1515 E University Lafayette, LA	Public Works Washdown Rack	1991
250	1515 E University Lafayette, LA	Flammables Storage Shed	
251	1515 E University Lafayette, LA	Carpenter Shop	
252	1515 E University Lafayette, LA	Storage Building - Facility Maintenance	
253	1515 E University Lafayette, LA	Storage Shed Ice Machine	1994
254	1515 E University Lafayette, LA	Vehicle Maintenance/Service Station	
255	1515 E University Lafayette, LA	Vehicle Wash Cover	1995
256	1515 E University Lafayette, LA	Vehicle Washer (Machine)	1997
257	1515 E University Lafayette, LA	Traffic Maintenance/Signal Shop	1979
258	1515 E University Lafayette, LA	Traffic Maintenance Flammable Storage	1984
259	1515 E University Lafayette, LA	Screen Wash Facility	1986
260	1515 E University Lafayette, LA	Transit Maintenance Facility	1984



No.	Address	Name of Facility	Year Built
261	1515 E University Lafayette, LA	Transit Maintenance Lube/Air Disp Equip	1984
262	1515 E University Lafayette, LA	Binks Paint Spray Booth	1984
263	1515 E University Lafayette, LA	Public Works Maintenance & Equipment Shop	2001
264	5101 N University Carencro, La	North Regional Library	2007
265	301 W University Lafayette, LA	Drug Court Leased Building	
266	Various (800 MHZ Antenna System)	Allied Tower #1 Central	1987
267	Various	800 MHZ Omni Dir Antenna #1	1987
268	Various	800 MHZ Omni Dir Antenna #2	1987
269	Various	800 MHZ Micro System	1987
270	Various	Decibel Products Antenna System	1989
271	101 W Vermillion, Lafayette, LA	LBA Building & Drive Thru Facility	1950
272	121 E Vermillion Street Lafayette, LA	Parc-Auto Du Centre Ville	1983
273	121 E Vermillion Street Lafayette, LA	Parking Garage Control Equip	1983
274	121 E Vermillion Lafayette, LA	Audio Listen/Alert System	1984
275	121 E Vermillion Lafayette, LA	Parking Revenue Control System	1983
276	121 E Vermillion Lafayette, LA	SEC Burglar/Panic System	1984
277	300 East Vermillion St Lafayette, LA	Central Fire Station #1	
278	401 W Vermillion Street Lafayette, LA	Acadiana Recovery Center	
279	411 E Vermillion Street Lafayette, LA	School Board Sales Tax Office	
280	706 E Vermillion Street Lafayette, LA	Office of Employment Sec (Job Services)	
281	706 E Vermillion Street Lafayette, LA	Office of Employment Sec ( Workforce Investment Act)	
282	2856 Verot School Road Lafayette, LA	Fire Station #12	1999
283	1314 Walker Rd	Field Operations Bldg	
284	220 W Willow Street Lafayette, LA	Building D - Public Safety	2002
285	220 W Willow Street Lafayette, LA	Building C - Town Hall	2,002
286	220 W Willow Street Lafayette, LA	Building B - Planning	2002
287	220 W Willow Street Lafayette, LA	Building A - Health Unit	2002
288	1550 W Willow Street Lafayette, LA	J Wallace James School	
289	218 Young Dr Lafayette, LA	Dog Handler	
290	Youth Park Lafayette, LA	Restroom Facility	1994
291	Youth Park Lafayette, LA	Pavilion	1994
292	Youngsville Hwy Lafayette, LA	Vieux Chenes Restrooms 1 & 2	1980
293	Youngsville Hwy Lafayette, LA	Vieux Chenes Storage Building	1980
294	Youngsville, LA	Vieux Chenes Rain Shelter #1 & #2	1989
295	Youngsville, LA	Vieux Chenes Golf Cart Storage Bldg	1990
296	Leased Bldg (Narcotics) Lafayette, LA	Narcotics	
297	Leased Bldg (Crime Scene) Lafayette, LA	Crime Scene	
300	Parc International	Central Parks Network	
300	Parc Sans Souci	Central Parks Network	
300	Putnam Park	Central Parks Network	

## **APPENDIX E: Undue Burden and Fundamental Alteration**

### **E.1.0 Undue Burden**

Title II of the ADA and Section 504, as applicable to state and local government, requires a public entity to make its programs accessible in all cases, except where to do so would result in a fundamental alteration in the nature of the program or in undue financial or administrative burdens.

### **E.2.0 Four Areas That Must Be Considered To Claim This Standard**

If a City, Parish, or Organization determines that providing program access would result in a financial or administrative burden, the following four issues must be considered or addressed

1. The City's, Parish's, or Organization's available resources for funding and operation of the service, program, or activity.
2. The burden of providing this standard rests with the public entity.
3. The head of the public entity or his or her designee with budgetary and spending authority will make the decision that compliance will or will not result in an undue burden. A written statement of the reasons for the reaching this conclusion will be provided.

### **E.3.0 Alternative Methods and the Undue Burden Standard**

The undue burden standard does not relieve a City, Parish, or organization of all obligations to individuals with disabilities. A public entity is not required to take actions that would result in a fundamental alteration in the nature of a service, program, or activity, or a result in undue financial and administrative burdens. However, it nevertheless must take any other steps necessary to ensure that individuals with disabilities receive the benefits or services provided by the public entity.

### **E.4.0 Lawsuits and the Undue Burden Standard**

Any person who believes that he or she or any specific class of persons has been injured by a chief elected official or executive manager's decision or failure to decide may file a complaint or lawsuit.

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**APPENDIX F: Americans with Disabilities Act Accessibility Guidelines (ADAAG) Checklist for Buildings and Facilities<sup>9</sup>**

The Americans with Disabilities Act (ADA) is a landmark law that protects the civil rights of persons with disabilities. It prohibits discrimination on the basis of disability in employment, state and local government services, transportation, public accommodations, commercial facilities, and telecommunications. To ensure access to the built environment, the ADA requires the establishment of design criteria for the construction and alteration of facilities covered by the law. These requirements, which were developed by the U.S. Architectural and Transportation Barriers Compliance Access Board, are known as the ADA Accessibility Guidelines (ADAAG).

The hyperlinked checklists were developed by the Access Board to assist individuals and entities with rights or duties under Title II and Title III of the Americans with Disabilities Act (ADA) in applying the requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to buildings and facilities subject to the law. The checklist presents information in summary form on the Department of Transportation (DOT) and the Department of Justice (DOJ) regulations implementing the ADA. The checklist must be used with the DOT and DOJ regulations and ADAAG to ensure accuracy.

ADAAG serves as the basis for standards used to enforce the design requirements of the ADA. The U.S. Department of Justice (DOJ) and the U.S. Department of Transportation (DOT) maintain these standards. It is these standards that the public is required to follow. Regulations issued from these agencies provide important information on using and applying the standards.

As originally published in July 1991, ADAAG addressed places of public accommodation and commercial facilities in the private sector. This hyperlinks of ADAAG includes supplements issued by the Access Board that cover:

- 1) State and local government facilities (1998)
- 2) Building elements designed for children's use (1998)
- 3) Play areas (2000)
- 4) Recreation facilities (2002)

These four supplements add new specifications to the guidelines and also revise existing provisions. They have not yet been incorporated into the DOJ standards and thus are not enforceable at this time. However, they provide helpful guidance in providing access to the various types of facilities they cover.

This document reflects existing ADAAG provisions. The Access Board has updated its accessibility guidelines for buildings and facilities covered by the ADA and the

<sup>9</sup> ~~<http://www.access-board.gov/adaag/checklist/a16.html>~~

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Architectural Barriers Act (ABA). The revised ADA and ABA guidelines were finalized by the Board in July 2004.

These are web-based forms that need to be printed as the need arises to perform ADA surveys for the features of each Lafayette Consolidated Government buildings listed in Appendix D.

[Survey Form 1: Parking](#)

[Survey Form 2: Passenger Loading Zone](#)

[Survey Form 3: Exterior Accessible Routes](#)

[Survey Form 4: Curb Ramps](#)

[Survey Form 5: Drinking Fountains](#)

[Survey Form 6: Telephones](#)

[Survey Form 7: Ramps](#)

[Survey Form 8: Stairs](#)

[Survey Form 9: Platform Lifts](#)

[Survey Form 10: Entrances and Exits \(Areas of Rescue Assistance\)](#)

[Survey Form 11: Doors and Gates](#)

[Survey Form 12: Building Lobbies and Corridors \(Interior Accessible Route\)](#)

[Survey Form 13: Elevators](#)

[Survey Form 14: Rooms and Spaces](#)

[Survey Form 15: Assembly Areas](#)

[Survey Form 16: Toilet Rooms and Bathrooms](#)

[Survey Form 17: Bathtubs and Showers](#)

[Survey Form 18: Dressing and Fitting Rooms](#)

[Survey Form 19: Signage](#)

[Survey Form 20: Alarms](#)

[Survey Form 21: Detectable Warnings](#)

[Survey Form 22: Automated Teller Machines \(ATMs\)](#)

### **Special Facility Types --**

[Survey Form 23: Restaurants and Cafeterias](#)

[Survey Form 24: Medical Care Facilities](#)

[Survey Form 25: Mercantile Facilities](#)

[Survey Form 26: Libraries](#)

[Survey Form 27: Transient Lodging -- Hotels, Motels, Inns, Boarding Houses, Dormitories, and Similar Places](#)

[Survey Form 28: Transient Lodging in Homeless Shelters, Halfway Houses, Transient Group Homes, and Other Social Services Establishments](#)

[Survey Form 29a: Transportation Facilities -- Bus Stops](#)

[Survey Form 29b: Transportation Facilities -- Fixed Facilities, Terminals and Stations](#)

[Survey Form 29c: Transportation Facilities -- Airports](#)

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**APPENDIX G:****Program Policy and Procedures for Self-Evaluation**

1. Does your entity have a written policy stating that it does not discriminate against people with disabilities?  Yes  No  N/A
2. Does your staff know and understand about your commitment not to discriminate?  Yes  No  N/A
3. Do you have a designated coordinator for the Section 504 Rehabilitation and the Americans with Disabilities Act (ADA) compliance requirements?  Yes  No  N/A
4. Have you identified the persons with disabilities and other individuals who helped in our Self-Evaluation and is their participation described?  Yes  No  N/A
5. Do you have procedures to assure that all programs, services, and activities, to include meetings, hearings, workshops, and conferences, are held in accessible locations?  Yes  No  N/A
6. Are the resource manuals that govern your programs, including laws, statues, rules, policies, manuals, ordinances, and other guidelines available in alternate formats, or do you have the ability to provide alternate formats?  Yes  No  N/A
7. Do you have a separate or special program for individuals with disabilities?  Yes  No  N/A
8. If yes to # 7, do you have written procedures to ensure that these individuals may also participate in programs available to the public?  Yes  No  N/A
9. Do you have any policies and procedures, program eligibility and admission requirements, or licensing standards that:
  - a. Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service?  Yes  No  N/A
  - b. afford an opportunity for participation or benefit equal to that afforded others?  Yes  No  N/A

- c. provide a qualified individual with a disability with an aid, benefit, or service that is as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others?  Yes  No  N/A
- d. provide aids, benefits, or services to individuals with disabilities as effective as those provided to others?  Yes  No  N/A
- e. assure that assistance or contract is not provided to a person or entity that discriminates based on disability?  Yes  No  N/A
- f. deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards?  Yes  No  N/A
- g. Limit the enjoyment of a qualified individual with a disability any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive your services?  Yes  No  N/A
10. Do you have provisions to assure that contractors understand 504/ADA requirements?  Yes  No  N/A
11. If you use video, audio visual, and television equipment, do you assure that hearing -impaired persons can benefit from presentations?  Yes  No  N/A

## Employment

1. In the following areas, do you have policies, practices, or procedures that are followed to ensure that there is no discrimination based on disabilities?
- a. Recruiting advertisements  Yes  No  N/A
- b. Processing of applications  Yes  No  N/A
- c. Employment testing  Yes  No  N/A
- d. Interviewing and orientation  Yes  No  N/A
- e. Promotion, transfer, demotion, lay-off, or reinstatement including changes in compensation resulting from these  Yes  No  N/A

- actions
- f. Job assignments  Yes  No  N/A
- g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time  Yes  No  N/A
- h. Opportunities for and financial support of training opportunities, conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs  Yes  No  N/A
2. Do you have a process to ensure that any employment-related criteria (including minimum qualifications and testing requirements) which could adversely affect the opportunities of individuals with disabilities are related to the job and are a business necessity?  Yes  No  N/A
3. Do you have a process for how your entity responds to a request for an accommodation in testing and interviews?  Yes  No  N/A
4. Do you have procedures to ensure that nondiscriminatory questions are asked in a hiring interview?  Yes  No  N/A
5. Do you have a process to determine if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation?  Yes  No  N/A
6. Do you have a process to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship?  Yes  No  N/A
7. Do you have a policy and procedure for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation?  Yes  No  N/A
8. Do you provide training or take other measures to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge?  Yes  No  N/A
9. If you have automated electronic equipment in the workplace? Can persons with disabilities use the equipment?  Yes  No  N/A
10. Do you ensure that no pre-employment inquiries are made as  Yes  No  N/A

to whether an applicant for a position is a person with a disability?

### Effective Communication

1. Do you have a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others?  Yes  No  N/A
2. If any written materials are provided by your program or services, do you provide any of the following alternatives?
  - a. Audio tape  Yes  No  N/A
  - b. Braille  Yes  No  N/A
  - c. Reader  Yes  No  N/A
  - d. Aide  Yes  No  N/A
  - e. Mailed to home  Yes  No  N/A
  - f. Large print  Yes  No  N/A
  - g. Interpreter  Yes  No  N/A
  - h. Other assistance  Yes  No  N/A
3. Do you describe the auxiliary aids and services that will be provided to individuals with a disability?  Yes  No  N/A
4. Do you describe how an individual with a disability may request assistance and express their preference for auxiliary aids and services?  Yes  No  N/A
5. Do you describe how your entity regularly advertises provision of auxiliary aids and services for members of the public with disabilities so they may effectively participate in your programs and services?  Yes  No  N/A
6. Do you describe how your entity will ensure that meetings, hearings, and conferences will be accessible for individuals with communication disabilities?  Yes  No  N/A
7. Do you describe how your entity will use TDD (telecommunications device for the deaf) or the state relay system to communicate with those who have impaired hearing or speech, including training of staff?  Yes  No  N/A



8. Do you have a 911 emergency service?  Yes  No  N/A
9. If yes to #8, is there a TDD connected to this service?  Yes  No  N/A
10. If you have another form of emergency service, can people with disabilities access it?  Yes  No  N/A
11. Are your TDD or relay service phone numbers printed on agency brochures, notices, and letterhead listed in telephone directories?  Yes  No  N/A
12. Does your entity have an 800 number?  Yes  No  N/A
13. If yes to #12, do you describe how the entity makes the 800 (??question means??)  Yes  No  N/A
14. Do you let the public use your telephone?  Yes  No  N/A
15. If yes to #14, is there at least one designated phone that is hearing-aid compatible?  Yes  No  N/A
16. If your entity determines that equally effective communication cannot be provided, do you have the following:
- a. A statement included in your Self-Evaluation from the head of your agency or designee?  Yes  No  N/A
  - b. Reasons why the service, program, or activity would be fundamentally altered or would result in undue financial and administrative burdens?  Yes  No  N/A
  - c. A description of what other action will be taken to (??Question means??)  Yes  No  N/A

**Notice of Non-discrimination**

1. Does your Self-Evaluation include a copy of your Notice of Non-Discrimination?  Yes  No  N/A
2. Does your notice include the following information:

- 
- a. A statement that your entity does not discriminate under Section 504 or the ADA?  Yes  No  N/A
- a. Your 504/ADA Coordinator's name, address, telephone number, and office hours?  Yes  No  N/A
- b. A statement that asks individuals to give at least 72 hours advance notice to request auxiliary aids or other services?  Yes  No  N/A
- c. A statement notifying individuals about the availability of alternative formats?  Yes  No  N/A
- d. A statement that your city or parish has a grievance procedure available to resolve complaints?  Yes  No  N/A
3. Do your written materials contain a notice that your city or parish cannot accommodate a person with a disability?  Yes  No  N/A
4. Does your grievance procedure include a time limit for an individual to submit a grievance in alternative formats?  Yes  No  N/A
5. Does your grievance procedure include a time limit to file a grievance?  Yes  No  N/A
6. Does your grievance procedure inform individuals of their right to file a complaint with a state or federal agency including the agency's addresses?  Yes  No  N/A

## **APPENDIX H - CURRENT STAFF AND ORGANIZATION**

The staff and organization of the LCG may change from time to time as need arises and personnel changes occur in order to respond to the needs of the service area population. In addition, DOTD may change the contact information for the Compliance Programs Section as shown in Section H-3.0. H-4.0 LCG Accessibility Professional Committee (APC).

### **H-1.0 Title VI & ADA Coordinator**

Shaun Williams  
Title VI & ADA Coordinator, Division 1100  
705 West University Avenue  
Lafayette, Louisiana 70506

Shaun Williams  
Title VI & ADA Coordinator  
Division 1100  
PO Box 4017-C  
Lafayette, LA 70502

Ph : 337-291-8410

Fx : 337-291-8415

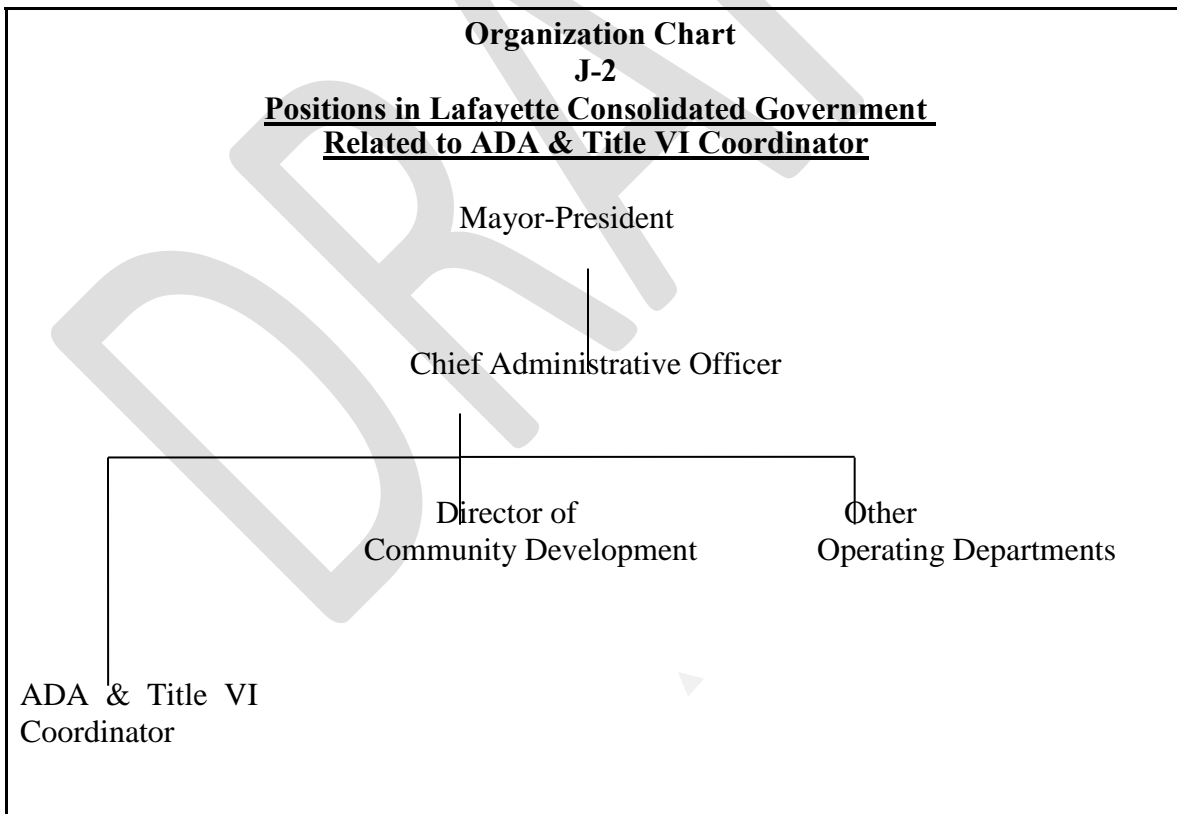
Email : [swilliams2@lafayettela.gov](mailto:swilliams2@lafayettela.gov)

### **H-2.0 Supervision, Position, Race, Gender and National Origin of Staff**

Shaun Williams is the Small Business Coordinator. His responsibilities include Title VI, ADA, and Disadvantaged Business Enterprise (DBE) Coordinator. He reports directly to Shanea Nelson, the Director of Community Development (CD), who is in charge of a multifaceted organization providing direct services in the form of Neighborhood Pride Program, Senior Centers, Drug Treatment and Counseling, Housing Rehabilitation, Probation and other services including the DBE. Shaun Williams also reports to Lowell Duhon, the Chief Administrative Officer (CAO). Mr. Duhon administers the relationship between the operating divisions of LCG and the Mayor-President, Joel Robideaux.

**Table H-2**  
**Lafayette Consolidated Government**  
**Supervision, Position, Race, Gender and National Origin**  
**of Positions in**  
**Lafayette Consolidated Government**  
**Related to ADA & Title VI Coordinator**

<b>Full Name</b>	<b>Position</b>	<b>Race</b>	<b>Gender</b>	<b>National Origin</b>
Shaun Williams	Small Business Coordinator	Black	Male	Afro-Am
Lowell Duhon	Chief Administrative Officer	White	Male	Anglo-Am
Shanea Nelson	Director of Community Development	White	Female	Afro-Am
Joel Robideaux	City-Parish President	White	Male	Anglo-Am



### **H-3.0 DOTD Compliance Staff**

Heather Huval, Title VI/ADA Programs Manager LA  
DOTD - Compliance Programs Section  
Title VI Unit - Room 305J  
P.O. Box 94245  
Baton Rouge, LA 70804-9245

Office (225)379-1923  
Fax (225)379-1865

[heather.huval@la.gov](mailto:heather.huval@la.gov)

### **H-4.0 LCG Accessibility Professional Committee (APC)**

The proposed composition of the LCG Accessibility Professional Committee (APC) is listed below:

1. Department of Public Works - Facility Maintenance, day-to-day operations.
2. Department of Public Works - Budgeting, budgeting improvements.
3. Department of Traffic & Transp. - Planning, planning improvements.
4. Department of Traffic & Transp. - Planning, architectural reviews.
5. Department of Administration - City-Parish President's Office and direction from the administration
6. Human Resources -- Program Evaluation and Employment Practices
7. Adm/Com. Develop. - Small Business Coordinator

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## **APPENDIX I – REASONABLE MODIFICATION**

In accordance with the Americans with Disabilities Act (ADA) and directives, LCG will make every effort, to ensure that a persons with a disability have access to and benefits from programs, activities, facilities and services.

ADA – Sec 36.302 Modifications in policies, practices or procedures

### **I – 1.0 What is a Reasonable Modification?**

A reasonable modification is a change or exception to a policy, practice, or procedure that Allows people with disabilities to have equal access to services, programs, facilities, and Activities. Reasonable modifications must always be related to the individual’s specific Limitation caused by the disability.

When requesting a reasonable modification to a LCG program or service, an individual with a disability is not required to provide medical documentation or diagnosis to justify their request, but they must be able to explain how their disability is related to the requested modification.

### **I – 2.0 What is a Fundamental Alteration?**

A fundamental alteration takes place in the rare instance when there may be a significant Change in the nature of the service, program, or activity in question because of a reasonable modification.

### **I – 3.0 Reasonable Modification in Public Transportation**

Lafayette Transit System (LTS) will make reasonable modifications to its policies, programs, and procedures applicable to its transportation services, when necessary to avoid discrimination and ensure accessibility for people with disabilities.

Reasonable Modifications do have limitations and are not intended to:

1. Cause a direct threat to the health and safety of others
2. Create undue financial and administrative burdens
3. Constitute a fundamental alteration to a service
4. Not necessary to provide equal access to an LTS service

Considerations when making a reasonable modification request:

1. Individuals requesting modifications shall describe what they need in order to Use the service.

2. Individuals requesting modifications are not required to use the term “reasonable modification” when making a request.
3. Whenever feasible, request for modifications shall be made and determined in advance, before the transportation provider is expected to provide the modified service. For example, during para-transit eligibility process, through customer service inquiries, or through LTS complaint process.
4. Where a request for modification cannot practically be made and determined in advance (e.g. because of a condition or barrier at the destination of which the individual with a disability was unaware until arriving), operation personnel of LTS shall make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult with LTS management before making a determination to grant or deny request.

The request must identify the modification needed in order to use the service. Whenever feasible, please make the request in advance, before the modification is needed to access the service.

#### **I – 4.0 Request for Reasonable Accommodations**

An accommodation is a reasonable modification or adjustment that enables a qualified person with a disability to enjoy the same access to programs, services and activities and/or facility, that are enjoyed by persons without disabilities.

LCG has the right, on a case-by-case basis, to determine whether a request is “reasonable” and whether or not the accommodation can be provided without jeopardizing the safe operation of the program, service, or activity and/or facility or would result in undue administrative or financial burdens, as determined by the head of the department offering the program, service, activity, and/or facility.

The classification of facilities under the ADA is neither static nor mutually exclusive. Newly constructed or altered facilities are also existing facilities. A newly constructed facility remains subject to the accessibility standards in effect at the time of design and construction, with respect to those elements for which, at that time, there were applicable ADA Standards. At some point, the facility may undergo alterations, which are subject to the alterations requirements in effect at the time. [See §35.151\(b\)-\(c\)](#). The fact the facility is also an existing facility does not relieve the public entity of its obligations under the new construction and alterations requirements in this part.

Requests for accommodation should be submitted as far in advance as possible, but not later than 48 hours prior to the need for the accommodation.

**Request of ADA Accommodation Form**

Name:	Phone:	Address (Street No., P.O. Box, Etc.):
City, State, Zip:		Email Address:
Request for ADA Accommodation for: Program __ Service __ Activity __ Facility __		Program, Service and/or Activity Name:
Facility Name:		Date Submitted:
If the ADA accommodation is being requested for someone other than yourself, name that Individual and provide his/his contact information:		
Name:	Phone:	Address (Street No., P.O. Box, Etc.):
City, State, Zip:	Email Address:	Relationship to this Person:
Is this an Architectural Accessibility Concern : Yes _____ No _____ <i>Example, a wheelchair ramp is needed, braille signage is missing, or accessible counters are too high for wheelchair users and/or other.</i>		
Please answer the following questions regarding your accommodation		
What protected disability is preventing participation in the Program, Service, Activity and/or Facility above?		
How does this disability limit or restrict participation? Are there specific physical challenges?		
What accommodation(s) are you requesting for the Program, Service, Activity and/or Facility named above?		



Is one to one staff interaction required? Yes _____ No _____	
Is the participant self-sufficient for daily needs/personal care, including independence for toiletry need?	
Is there a limitation on participation in specific Program, Service, Activity and/or Facility?	
What type of behavior issues does the participant have?	
Can the participant communicate verbally?	
Can the participant follow verbal, visual, physical directions?	
Can the participant function, with limited assistance, as a member of a large social group?	
<p>Accommodation will be made based on a review of the request for accommodation and in accordance with the City’s Policy and Process for Applicants, Citizens, and Customers for all ADA-Related Complaints or Requests for Accommodation. Each time a participant enrolls in a program, service and or activity, a new request for accommodation must be made. Failure to make a timely request for accommodation may result in delay of the review and implantation of the accommodation or delay the participant’s entry into the program. Participants will be unable to attend the program until the request has been reviewed and a determination has been made. Please allow up to ten (10) business days for review.</p> <p><b><i>I have read (or had read to me) and understand the above information and the minimum requirements for participation in the Program, Service, and/or Activity as described in the standard description of the Program, Service, and/or Activity provided to the public. Therefore, I believe that with the requested accommodation, the participant above meets Program, Service, and/or Activity minimum requirements for participation.</i></b></p>	
Requestor’s Signature:	Date:
Parent or Guardian Signature: (If participant in under 18 years of age)	Date:
Physicians Signature (Required)	Date:

DRAFT