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Americans with Disability Act ADA Transition Plan for Public Assets

Town of McCordsville, Indiana
Nov. 18, 2025



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Introduction

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990, and later amended effective January 1, 2009. As written and implemented, the ADA provides comprehensive civil rights protections to individuals with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA complements earlier civil rights legislation, including the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. To be protected under the ADA, an individual must have a disability or a relationship or association with a person with a disability. The ADA defines an individual with a disability as a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities,
- Has a record or history of such an impairment, or
- Is regarded by others as having such an impairment.

The ADA does not specifically list all covered impairments.

The Act is divided into five titles addressing the following areas:

- **Title I:** Employment
- **Title II:** Public Services (including Transportation)
- **Title III:** Public Accommodations and Commercial Facilities
- **Title IV:** Telecommunications
- **Title V:** Miscellaneous Provisions

Title II specifically prohibits state and local governments from discriminating against individuals with disabilities or from excluding them from participation in, or denying them the benefits of, programs, services, or activities.

This Transition Plan outlines the methods by which physical changes will be made to implement the non-discrimination requirements described in Title II.

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TRANSITION PLAN DEVELOPMENT

To ensure program accessibility for individuals with disabilities within the community, the Town of McCordsville has developed a **Transition Plan**, which represents a best practice in promoting equal access. This Transition Plan for Public Rights-of-Way includes the following components:

A. ADA Coordinator

Effective communication is essential to address the concerns and complaints of all individuals. To maintain open lines of communication and ensure effective coordination, the Town of McCordsville employs a full-time **ADA Coordinator**.

The ADA Coordinator is responsible for overseeing the Town's efforts to comply with and carry out its responsibilities under **Title II of the ADA**, including the investigation of any complaints communicated to the Town. Such complaints may involve alleged noncompliance with ADA requirements or actions prohibited under the Act.

All ADA-related complaints should be directed to: Mark McGuire
ADA Coordinator
mmcguire@mccordsville.in.gov
(317) 967-1171

B. Grievance Procedure

This **Grievance Procedure** has been established to meet the requirements of the **Americans with Disabilities Act of 1990 (ADA)**. It may be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits provided by the **Town of McCordsville**.

Employment-related complaints of disability discrimination are governed separately under the **Town of McCordsville Personnel Handbook**.

Complaints should be submitted in writing and include information such as the complainant's name, address, and phone number, along with the location, date, and description of the alleged

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discrimination. Alternative methods of filing a complaint—such as through personal interviews or audio recordings—will be made available upon request to accommodate individuals with disabilities.

Complaints should be submitted by the grievant or their designee as soon as possible, but no later than **60 calendar days** after the alleged violation, to:

Mark McGuire, ADA Coordinator

Town of McCordsville
6280 W. Vail Road
McCordsville, IN 46055

Within **15 calendar days** after receiving the complaint, ADA Coordinator or designee will meet with the complainant to discuss the issue and potential resolutions. Within **15 calendar days** of that meeting, the ADA Coordinator or designee will respond in writing—and, when appropriate, in an accessible format such as large print, Braille, or audio recording. The response will explain the position of the Town and outline options for resolving the complaint.

If the complainant is not satisfied with the ADA Coordinator's response, they or their designee may **appeal** the decision within **15 calendar days** of receiving the response to the **Town Council President** or their designee.

Within **15 calendar days** after receiving the appeal, the Town Council President or designee will meet with the complainant to discuss the complaint and potential resolutions. Within **15 calendar days** after that meeting, the Town Council President or designee will respond in writing—and, where appropriate, in an accessible format—with a final resolution.

All written complaints received by the ADA Coordinator or designee, appeals to the Town Council President, and responses from both offices will be retained by the Town of McCordsville for **a minimum of three years**.

The official **Grievance Form** is available in **Appendix A**.

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C. Self-Evaluation and Commitment

The **Town of McCordsville** has completed an inventory and evaluation of curbs, ramps, and sidewalks using on-site inspections and construction document reviews. The Town recognizes that pedestrian sidewalks under its responsibility play a key role in providing access to government programs and services.

When walkways intersect curbs, properly designed **curb ramps or sloped surfaces** are essential for accessibility. These ramps allow individuals with mobility impairments to safely access sidewalks and adjacent areas.

The Town has also completed an inventory of other Town-owned assets, including:

- **Town Hall**
- **Town Hall Community Park**
- **Old School Park** (conveyed to the Town by Vernon Township on January 1, 2021)
- **Police Station**
- **McCord Square Park**

Town Hall, Town Hall Community Park, Old School Park, McCordsville Police Station, and McCord Square Park provide designated **accessible parking spaces**. The Town also installed an **ADA-compliant swing and an accessible play surface** to enhance accessibility and safety in its Old School Park.

The Town of McCordsville is committed to the following:

- All **new construction, reconstruction, and roadwork projects**, including federally funded projects under the oversight of the **Department of Public Works**, will comply with ADA requirements.
- The Town will continue to include **sidewalk repairs and curb ramp installations or reconstructions** in its **annual Capital Projects Plan**.
- Implementation of this Transition Plan will depend on available financial and administrative resources; therefore, **curb ramps and sidewalks will be prioritized based on need and feasibility**.
- Supporting documentation includes:
 - **Appendix A: Inventory**
 - **Appendix B: Replacement Program**
 - **Appendix C: Identified Barriers**

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D. ADA Standards and Guidelines

The Town of McCordsville hereby adopts the Department of Justice 2010 ADA Standards for Accessible Design (ADAAG) for publicly accessible buildings and properties owned and managed by the Town. The Town also hereby adopts the United States Access Board's Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) dated July 26, 2011, and the Indiana Department of Transportation (INDOT) standard drawing details as guidance for new construction, rehabilitation and ADA implementation within the limits of the Town's right-of-ways. If conflicts arise between the above, the PROWAG shall govern over INDOT and the 2010 ADAAG shall govern over the PROWAG.

Implementation

The **Town of McCordsville** intends to implement this **Transition Plan** effective on the date of its adoption. The Town commits not only to following the guidelines and procedures set forth in this Plan but also to **periodically reviewing, revising, and updating** the document **at least every three years**, or as new information becomes available.

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Appendix A – Grievance Form

Title II of the Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973

Discrimination Complaint Form

Instructions:

Please complete this form in its entirety using black ink or by typing. Once completed, **sign** the form and return it to the address provided below.

Town of McCordsville ADA Grievance Form

Purpose: This form is used to report alleged discrimination on the basis of disability in the provision of services, programs, activities, or benefits by the Town of McCordsville.

Section 1: Complainant Information

- **Name:** _____
- **Address:** _____
- **City/State/ZIP:** _____
- **Phone:** _____
- **Email (optional):** _____
- **Accessible Format Requested:** ☐ Large Print ☐ Braille ☐ Audio ☐ Other: _____

Section 2: Person Filing Complaint (if different from above)

- **Name:** _____
- **Relationship to Complainant:** _____
- **Phone:** _____

6280 VAIL ROAD MCCORDSVILLE, IN 46055 | (317) 335-5113 | WWW.MCCORDSVILLE.IN.GOV

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Section 3: Alleged Discrimination Details

- **Date of Incident:** _____
- **Location of Incident:** _____
- **Name(s) of Town Staff or Department (if known):** _____
- **Description of Alleged Discrimination:**
(Please describe what happened, how you were affected, and any other relevant details. Attach additional pages if necessary.)

Section 4: Resolution Requested

- What action or resolution would you like to see from the Town of McCordsville?

Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes___No___

If yes: what is the status of grievance?

Do you intend to file with another agency or court? Yes___No___

Agency or Court: _____

Address: _____

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City, State and Zip Code: _____

Telephone Number: _____

Section 5: Signature

- **Signature of Complainant:** _____
 - **Date:** _____
 - **Signature of Person Assisting (if applicable):** _____
 - **Date:** _____
-

Submission Instructions

Submit this form to:

Mark McGuire, ADA Coordinator

Town of McCordsville

6280 Vail Road

McCordsville, IN 46055

Phone: (317) 967-1171

Email: mmcguire@mccordsville.in.gov

Office Use Only

- **Date Received:** _____
- **Received By:** _____
- **Action Taken/Resolution:** _____
- **Date Resolved:** _____

Appendix B: ADA Transition Plan Inventory

Town Facilities

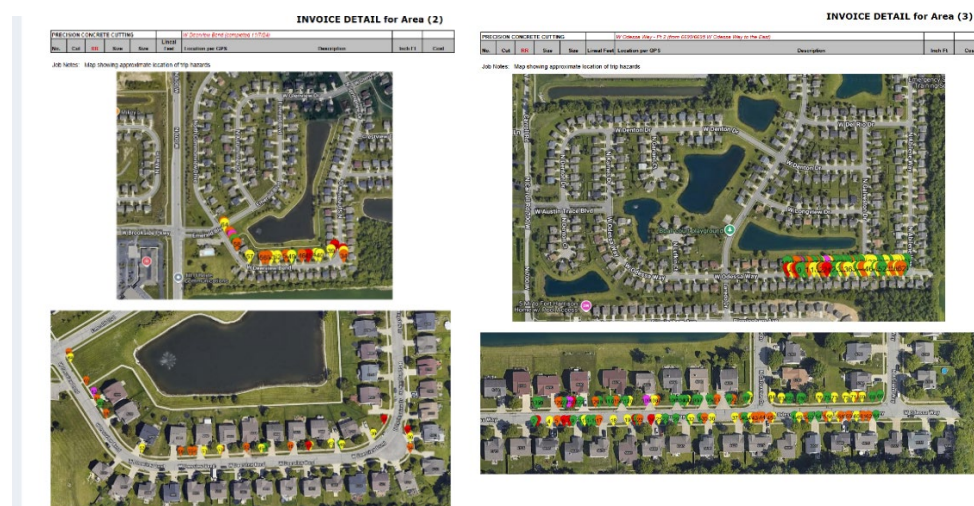
Property	Date Constructed	Date Checked
Town Hall	2011	10/30/2025
Town Hall Park	2014	7/11/2016
Old School Park	2021	9/09/2025
McCord Square Park	2025	6/01/2025
Police Station	2024	11/02/2024

Sidewalk Trip Hazard Removal

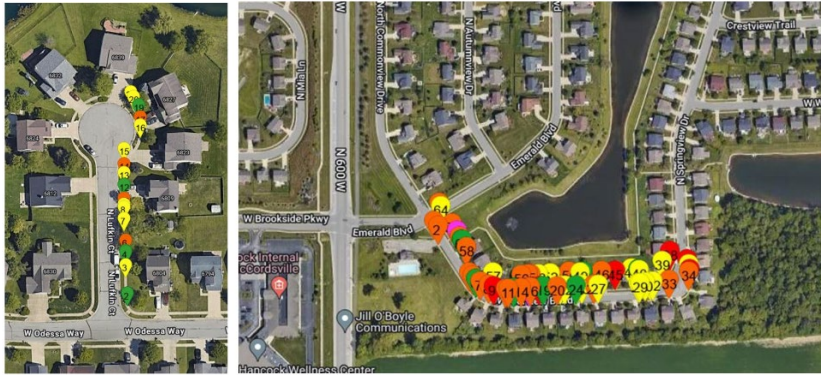
Subdivision Areas: Emerald Springs, Austin Trace, Bay Creek, Villages at Brookside

Work was performed on November 7, 2024 and August 21 through 23, 2025. Precision Concrete Cutting removed the trip hazards within specification making a slope according to customer specifications for the specified Areas or Jobs. All concrete has been cut to a neat and uniform finish. Each trip hazard has been cut to a "0" point of differential (0-inch vertical height delta) Each trip hazard has been completely cut all the way to the edges of the walkway (sod and temporary patches removed) All areas around cuts including walkways, grass, and landscaping left clean.

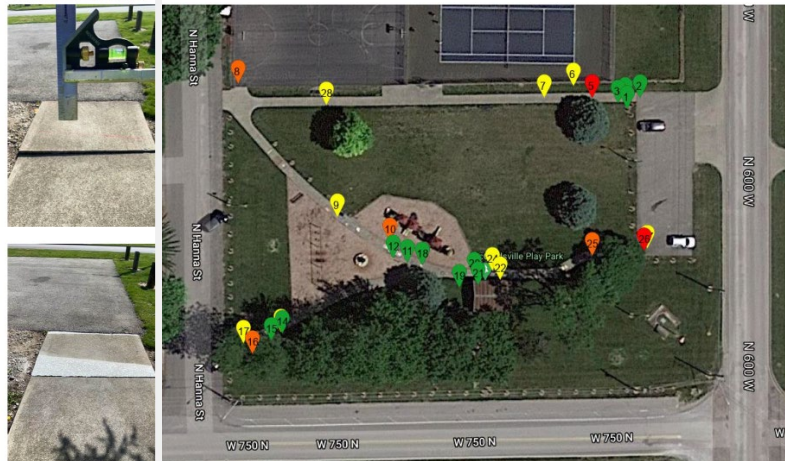
Map showing approximate location of trip hazards



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Location 26 before & after



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Appendix C: Replacement Program

Trip hazard removal for the sidewalks that will be removed and replaced in December 2025 by Vancel contracting.

McCord Square

Plaza St and Main St - a hole in the sidewalk where they planned to install EV chargers, needs filled with concrete to match the remaining sidewalk. Covered with plywood with a cone on top, Southwest corner of the intersection.

9412 N Bayfield Dr- 4 panels

6467 W Cedar Chase Drive- 3 panels

5727 W Crestview Trail- 5 panels

6424 W Riverside Road- 3 panels

5684 W Woodview- 2 panel

5710 W Woodview- 3 panel

5588 Crestview Trail- 2 panel

9051 N Falling Waters Dr- 4 panels

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Appendix D: Inventory of Barriers

			
Bayland Dr & Bayfield Dr	8628 N Springview Dr	5722 W Port Dr	5800 W Port Dr
			
7745 N 600 W	6025 N 600 W	N 600 W & Main St	Plaza St & Main Street