

# Evansville Metropolitan Planning Organization



## **Self-Evaluation and Transition Plan**

Title II of Americans with Disabilities Act of 1990 and  
Section 504 of the Rehabilitation Act of 1973

**Civic Center Complex, Room 316  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, Indiana 47708  
812.436.7833  
812.436.7834 (fax)  
[www.evansvillempo.com](http://www.evansvillempo.com)**

### **Purpose of the Self-Evaluation and Transition Plan**

The purpose of this document is to review the Evansville Metropolitan Planning Organization's (MPO) policies and practices for compliance with applicable provisions of Title II of the Americans with Disabilities Act (ADA) 1990 and Section 504 of the Rehabilitation Act of 1973.

### **About Evansville Metropolitan Planning Organization**

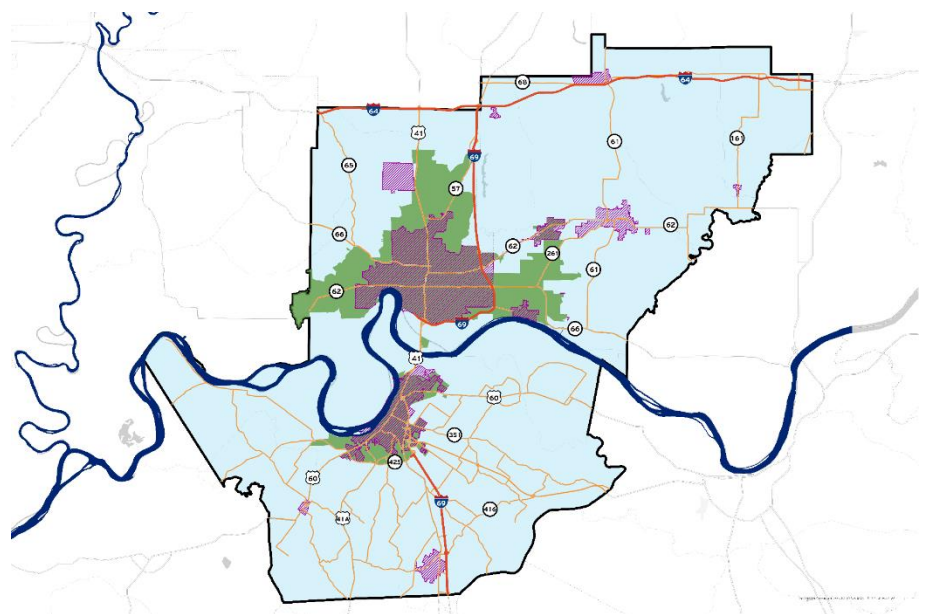
The Evansville MPO was established in 1969. Federal law requires that all urbanized areas over 50,000 residents establish Metropolitan Planning Organizations (MPOs) to undertake a Continuous, Cooperative and Comprehensive ("3-C") transportation planning process. As the designated agency responsible for conducting this planning process in the Evansville Urbanized Area, the Evansville MPO facilitates transportation policy development, planning and programming in Vanderburgh, Warrick and Henderson counties, plus a small area of eastern Posey County. The planning process results in a long range (25+ year) Metropolitan Transportation Plan (MTP), and a short term (4 year) Transportation Improvement Program (TIP). The MPO transportation planning process undergoes a certification review by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) every four years.

The MPO is an independent policy body that is comprised of elected or appointed officials from the metropolitan area and representatives from state and local transportation agencies. The MPO Staff works alongside elected officials and staff from the member jurisdictions, as well as the Indiana Department of Transportation (INDOT), Kentucky Transportation Cabinet (KTYC), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), to ensure that the transportation process is executed properly, and the required planning documents are developed and implemented.

### **Evansville MPO Jurisdictions**

City of Evansville  
Town of Newburgh  
Vanderburgh County  
Warrick County

### **Evansville MPO Planning Area**



## **Introduction and Statement of Commitment**

ADA Title II regulations prohibit discrimination by public entities on the basis of disability. Section 504 regulations prohibit discrimination on the basis of disability in programs or activities receiving Federal financial assistance. As a recipient of federal funding, the Evansville MPO must comply with federal and state legislative regulations. Specifically, Title II of ADA and Section 504 of the Rehabilitation Act apply to all activities of state and local governments, including MPOs, and requires that government entities provide people with disabilities equal access to all programs, services, and activities. To ensure nondiscrimination and access for individuals with disabilities in MPO programs, services, and activities, the MPO must:

- Apply ADA Law and Section 504 Law, including providing accessibility to buildings and meetings, as well as policies, practices, and procedures.
- Make reasonable changes to policies, practices, and procedures where necessary.
- Make reasonable accommodations in order to communicate effectively with people who have hearing, vision, or speech impairments.
- Appoint an ADA/504 Coordinator.
- Provide an agency nondiscrimination statement.
- Perform an agency self-evaluation of 1) policies and practices; 2) physical premises.
- Develop a Transition Plan.
- Provide assurance of compliance.

The Evansville MPO is committed to complying with both the letter and spirit of the requirements set forth in Title II of the ADA and Section 504 of the Rehabilitation Act (ADA/504).

## **Non-Discrimination Policy Statement**

It is the policy of the Evansville MPO to ensure that no person shall, on the grounds of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the MPO in accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and any other related non-discrimination Civil Rights laws and authorities.

## **Methodology for Self-Evaluation**

The Evansville MPO ADA Coordinator, in consultation with the MPO staff, developed this document. The Title VI and ADA Coordinator and MPO staff completed an evaluation of the MPO's premises and meeting locations, as well as an evaluation of the MPO's policies and practices. The Executive Director reviewed and made recommendations to the evaluation.

Mrs. Jennifer M. Scott, ADA Coordinator  
Mr. Seyed Shokouhzadeh, Executive Director  
Ms. Pamela Drach, Deputy Director

This document outlines the policies and procedures that the MPO uses to comply with ADA/504.

### **ADA/Section 504 Coordinator**

The Evansville MPO's ADA/Section 504 Coordinator performs the following tasks:

- Collaborates and coordinates ADA compliance efforts with the rest of the MPO staff.
- Provides the annual ADA compliance training to the rest of the MPO staff.
- Serves as the point of contact to the public on ADA compliance issues. Contact information is provided in the publications and on the website.
- Monitors policies and procedures, practices and processes with respect to ADA compliance and identifies shortcomings in compliance and develops remedies.
- Investigates and resolves complaints filed under the ADA grievance procedures.
- Monitors and updates the implementation of MPO's ADA/504 Self Evaluation.
- Provides or coordinates the provision of requested auxiliary aids and reasonable accommodations to individuals with disabilities.
- Performs ADA/504 program, process or compliance reviews, and inspects facilities for accessibility.

### **Grievance Procedure for MPO Employees**

It is the intent of the Evansville MPO to ensure that no qualified individual, because of a disability, is discriminated against with regard to any term or condition of employment, provided that such individual can perform the essential functions of the job with or without reasonable accommodation.

**A disability** is defined as (1) a physical or mental impairment that renders the individual unable to perform, or significantly limits the individual's ability to perform one or more major life activities as compared to an average person in the general population, (2) a record of such an impairment, or (3) being regarded as having such an impairment.

**Qualified individual** is defined as an individual with a disability who satisfied the requisite skill, experience, education and other job-related requirements of the employment such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

**Reasonable accommodation** is defined as a modification or adjustments to the job, the work environment, or the way things usually are done that enable a qualified person with a disability to enjoy an equal employment opportunity. The MPO is not required to take such actions to accommodate that would result in undue financial and administrative burdens. The MPO, upon request, will provide reasonable accommodation to any/all employee(s) in compliance with the ADA. Any employee who believes they need an accommodation in order to perform the essential functions of the job should notify their immediate supervisor. Requests will be handled on a case-by-case basis.

Any employee who believes he/she has been or is being discriminated against because or as a result of a disability should first contact the MPO Executive Director. If the employee is not satisfied with the conclusion of that interview, then they may file a grievance with the ADA Coordinator.

The Grievance Procedure consists of the following:

- A written complaint containing the name and address of the person filing it as well as a brief description of the alleged violation of the regulations or discriminatory act should be filed within 180 calendar days after the complainant becomes aware of the alleged violation. (Note: The complaint can be submitted in alternate format depending on the needs of an individual's disability.)
- Within ten working days upon receipt of a complaint, a written acknowledgement will be delivered to the complainant acknowledging receipt of the complaint and an estimated timeline for a response to be sent to the complainant.
- An investigation will be conducted by the Executive Director and the ADA Coordinator
- The Executive Director will then respond to the complainant in writing within a reasonable time frame that is not to exceed ten days from completion of the investigation. The response will provide information concerning the resolution of the complaint.
- A record of all ADA/504 complaints will be maintained by the ADA Coordinator for a minimum of five years.

### **Complaint Procedures for the General Public**

The MPO has established a process for investigating and resolving complaints alleging disability discrimination related to MPO services, programs and its office. Regulations implementing provisions of Section 504 and Title II of the ADA can be found at 49 CFR Parts 27 and 37, and 28 CFR Part 35.

The ADA Coordinator is responsible for overseeing investigations and responses to complaints of discrimination based on disability. An ADA Complaint Form is available on the MPO website. A complaint may be filed without using a complaint form if all the following are included:

- Complainant's name, mailing address, and contact phone number.
- Specific information relating to the incident in question such as date, time, location, how the person was discriminated based upon disability, and any other applicable details.

Complaints submitted with incomplete information may result in delayed investigations and responses. The MPO will not respond to complaints without the complainant's name and mailing address.

Complaints may be submitted to the MPO as follows:

- By email to [jscott@evansvillempo.com](mailto:jscott@evansvillempo.com)
- Mailed to the ADA Coordinator, Evansville Metropolitan Planning Organization, ATTN: Jennifer Scott, 1 NW Martin Luther King, Jr. Blvd., Civic Center Complex, Room 316, Evansville, IN 47708.
- Hand Delivered at the Evansville MPO office, 1 NW Martin Luther King Jr, Blvd, Room 316, Evansville, Indiana 47708. Normal office hours are from 8:00am-4:30pm, Monday through Friday.
- If any person requires reasonable accommodations to file the complaint, contact ADA Coordinator Jennifer Scott at any of the above addresses or by phone at (812)436-7833.

Within ten working days upon receipt of a complaint, a written acknowledgement will be mailed to the complainant with the following information:

- Acknowledgement that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

As listed above, upon receipt of the formal grievance, the ADA Coordinator will collect information, investigate the complaint, and make a recommendation to the MPO Executive Director. The MPO Executive Director will then respond to the complainant in writing within ten (10) working days of completion of the investigation. The response will provide information concerning the resolution of the complaint. A copy of the decision will be forwarded to FHWA and/or FTA. The MPO Executive Director shall further notify the complainant of his or her right to appeal the decision to the FHWA and/or FTA if the decision is not acceptable.

A record of all ADA/504 complaints will be maintained by the MPO for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint, and any resulting modifications made to an MPO program, service, or office facility.

### **Evaluation of MPO Premises**

The Evansville MPO leases office space/meeting space within the Evansville/Vanderburgh County Civic Center Complex at 1 NW Martin Luther King, Jr. Blvd., Room 316, Evansville, Indiana, 47708. The building, conference room, and restrooms are accessible. The Civic Center is located along METS bus route.

All meetings are held within the Civic Center or a publicly owned library within Henderson, Vanderburgh, or Warrick Counties, which are also accessible.

The MPO also identifies on the website and meeting notices that reasonable accommodations to individuals with a disability or who require language assistance that wish to attend a meeting will be made. Reasonable accommodations shall be requested at least a week in advance of the meeting by calling the MPO office, emailing the Title VI and ADA coordinator, or by writing.

### **Conclusion**

The attached ADA/504 Self-Evaluation Questionnaire and Transition Plan are updated every three years by the ADA Coordinator. Deficiencies noted within the Self-Evaluation are recorded, along with recommended remedies and a time frame for making the recommended improvements.

# ADA/504 SELF-EVALUATION QUESTIONNAIRE

## ADA/504 SELF-EVALUATION QUESTIONNAIRE

### Evansville Metropolitan Planning Organization

Address: Civic Center Complex, Room 316, 1 NW Martin Luther King Jr. Blvd., Evansville, Indiana 47708

Person Completing This Form: Erin Schriefer

### General Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation.

1. Do you have an ADA/504 coordinator? Yes  No  N/A   
If so, who?  
Name Jennifer Scott  
Title Transportation Planner Phone 812-436-7833
2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with ADA/504? Yes  No  N/A
3. Do you have a policy that provides for notifying participants, applicants, employees, unions, and professional organizations holding collective bargaining or professional agreements that you do not discriminate on the basis of disability? Yes  No  N/A
4. Have you notified these individuals of your nondiscrimination policy? Yes  No  N/A
5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination on the basis of disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities? Yes  No  N/A

### Program Access

1. Do you notify the public and other interested parties that agency meetings board of director meetings, hearings, conferences, public appearances by elected officials, and interviews will be held in accessible locations? Yes  No  N/A
2. Do you advertise your programs and activities in multiple media so that visually, speech, or hearing impaired people can learn of your program independently? Yes  No  N/A
3. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair? Yes  No  N/A
4. If you have a mailing list for the purposes of information dissemination, does it include various disability groups? Yes  No  N/A
5. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)? Yes  No  N/A

### Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:
  - a) the information requested is intended for use solely in connection with reporting requirements;
  - b) the information is voluntary;
  - c) the information will be kept confidential; and

- d) refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?  
Yes  No  N/A
2. If you make pre-employment medical inquiries or conduct preemployment medical examinations:
- a) Is the inquiry related to the applicant's ability to perform the job? Yes  No  N/A
- b) Do you condition offers of employment on the results of these examinations? Yes  No  N/A
- c) Is the examination required for all employees in the same job classification?  
Yes  No  N/A
- d) Are all applicants in the same job classification asked the same medical and/or interview questions? Yes  No  N/A
3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities? Yes  No  N/A
4. Do you have a written policy stating the following?  
ADA/504 requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:
1. supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s);
  2. first aid and safety personnel may be informed if the condition might require emergency treatment; and
  3. government officials investigating compliance with ADA/504 shall be provided with relevant information upon request. Yes  No  N/A

**Physical Accessibility (answer after the "Quick Look" Barriers Checklist)**

1. Is the building(s) where your business is located barrier-free? Yes  No  N/A
2. If you checked NO to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? Yes  No  N/A

If access would be impacted, describe on the Transition Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Transition Plan.

**"Quick Look" Barriers Checklist**

**Reception and Personnel Office**

- Lower counter space in reception, customer service areas? Yes  No  N/A
- Do doors have at least 32" wide clearance? Yes  No  N/A
- Is the door easy to open (max. 5 lbs. opening force)? Yes  No  N/A
- Door threshold is maximum ¼" high (½" if beveled)? Yes  No  N/A
- Is the path of travel between furniture at least 36"? Yes  No  N/A



# TRANSITION PLAN

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## Transition Plan

As a recipient of federal funding, the MPO must comply with a variety of federal and state legislative regulations. Regarding matters of discrimination, the MPO falls under two federal laws, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (ADA/504). These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities.

The MPO conducted a Self-Evaluation of its policies and practices, in addition to its physical premises. This Transition Plan was developed as a result of the Self-Evaluation.

Prepared By: Jennifer Scott Date: 09/16/2024

### **General Requirements**

<b>Actions To Be Taken</b>	<b>Completion Date</b>

### **Program Access**

<b>Actions To Be Taken</b>	<b>Completion Date</b>

### **Employment and Reasonable Accommodation**

<b>Actions To Be Taken</b>	<b>Completion Date</b>

### **Physical Accessibility**

<b>Actions To Be Taken</b>	<b>Completion Date</b>
The Evansville MPO leases office space from the Evansville/Vanderburgh County Building Authority,	
who maintains the building's evacuation policy. The MPO will work with the Building Authority	
regarding the evacuation policy to ensure it includes provisions for individuals with a disability.	
(completion date: 12/31/25	

The self-evaluation and this transition plan were prepared with the assistance of employees and citizens from the Metropolitan Transportation Organization. The person that prepared this transition plan is disabled.

## Appendix A:



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Seyed Shokouhzadeh  
Executive Director

### **Evansville Metropolitan Planning Organization ADA/Section 504 Policy Statement**

It is the policy of the Evansville Metropolitan Planning Organization (MPO) to ensure that no person shall, on the basis of disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the MPO in accordance the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, and any other related non-discrimination Civil Rights laws and authorities.

This policy statement shall be included in the Evansville MPO Transition Plan and displayed in the office of the Evansville MPO.

September 17, 2024

*Seyed Shokouhzadeh*

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Seyed Shokouhzadeh, MPO Executive Director

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#### Evansville Metropolitan Planning Organization

Civic Center Complex, Room 316 • 1 N.W. Martin Luther King, Jr. Blvd. • Evansville IN, 47708-1833  
P: 812.436.7833 • F: 812.436-7834  
www.evansvillempo.com

**Organización de Planificación Metropolitana de Evansville Declaración de política de la ADA/Sección 504**

Es política de la Organización de Planificación Metropolitana de Evansville (MPO, por sus siglas en inglés) garantizar que ninguna persona, por motivos de discapacidad, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación en virtud de cualquier programa o actividad realizada por la MPO de acuerdo con la Ley de Estadounidenses con Discapacidades de 1990 y la Sección 504 de la Ley de Rehabilitación de 1973. y cualquier otra ley y autoridad relacionada con la no discriminación de los derechos civiles.

Esta declaración de política se incluirá en el Plan de Transición de la MPO de Evansville y se exhibirá en la oficina de la MPO de Evansville.

17 de Septiembre de 2024

*seyed shokouhzadeh*

Seyed Shokouhzadeh, MPO Executive Director

Evansville Metropolitan Planning Organization

Civic Center Complex, Room 316 • 1 N.W. Martin Luther King, Jr. Blvd. • Evansville IN, 47708-1833  
P: 812.436.7833 • F: 812.436-7834  
www.evansvillempo.com

## **Appendix B:**



Seyed Shokouhzadeh  
Executive Director

### **Notification to the Public of Rights under American with Disabilities Act and Section 504 The Evansville Metropolitan Planning Organization**

The Evansville Metropolitan Planning Organization declares that it conducts its programs, services and activities without regard to disability in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, and any other related non-discrimination Civil Rights laws and authorities. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under ADA/Section 504 may file a complaint with the Evansville Metropolitan Planning Organization.

For more information on the EMPO's ADA/Section 504 Program, and the procedures to file a complaint, call (812) 436-7833, email, Jennifer Scott, at [jscott@evansvillempo.com](mailto:jscott@evansvillempo.com), or visit our office at 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

A complainant may file a complaint directly with the Federal Highway Administration or the Federal Transit Administration by mailing complaints to:

#### **Federal Highway Administration**

Office of Civil Rights  
Attn: Title VI Program Coordinator  
8th Floor E81-105  
1200 New Jersey Ave., SE  
Washington, DC 20590

#### **Federal Transit Administration**

Office of Civil Rights  
Attn: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

This notification is posted at the Evansville MPO office (1 NW MLK Jr. Blvd, Rm 316, Evansville, Indiana 47708).

September 17, 2024

*seyed shokouhzadeh*

Seyed Shokouhzadeh, MPO Executive Director

#### **Evansville Metropolitan Planning Organization**

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[www.evansvillempo.com](http://www.evansvillempo.com)

**Notificación al público de los derechos bajo la Ley de Estadounidenses con  
Discapacidades y  
Sección 504 La Organización de Planificación Metropolitana de Evansville**

La Organización de Planificación Metropolitana de Evansville declara que lleva a cabo sus programas, servicios y actividades sin tener en cuenta la discapacidad de acuerdo con la Ley de Estadounidenses con Discapacidades de 1990 y la Sección 504 de la Ley de Rehabilitación de 1973, y cualquier otra ley y autoridad relacionada con los derechos civiles contra la discriminación. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo la ADA/Sección 504 puede presentar una queja ante la Organización de Planificación Metropolitana de Evansville.

Para obtener más información sobre el Programa ADA/Sección 504 de la EMPO y los procedimientos para presentar una queja, llame al (812) 436-7833, envíe un correo electrónico a Jennifer Scott, al [jscott@evansvillempo.com](mailto:jscott@evansvillempo.com), o visite nuestra oficina en 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

Un demandante puede presentar una queja directamente ante la Administración Federal de Carreteras o la Administración Federal de Tránsito enviando las quejas por correo a:

**Administración Federal de Carreteras**

Oficina de Derechos Civiles  
A la atención de: Coordinador del Programa del Título VI  
8ª Planta E81-105  
1200 New Jersey Ave., SE  
Washington, DC 20590

**Administración Federal de Tránsito**

Oficina de Derechos Civiles  
A la atención de: Coordinador del Programa del Título VI  
Edificio Este, 5º Piso-TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Esta notificación se publica en la oficina de la MPO de Evansville (1 NW MLK Jr. Blvd, Rm 316, Evansville, Indiana 47708).

17 de Septiembre de 2024

*Seyed Shokouhzadeh*

Seyed Shokouhzadeh, MPO Executive Director

**Organización de Planificación Metropolitana de Evansville**

Complejo del Centro Cívico, Sala 316 • 1 N.W. Martin Luther King, Jr. Blvd. • Evansville IN, 47708-1833  
Teléfono: 812.436.7833 • Teléfono: 812.436-7834  
[www.evansvillempo.com](http://www.evansvillempo.com)

## Appendix C:

### Complaint Procedures and Complaint Form



#### **Evansville MPO ADA Complaint Procedures**

Any person or persons who believe they have been denied access to the Evansville MPO Planning Process based on a disability may file a written complaint with the Evansville MPO. An ADA Complaint Form is available on the MPO website at: <http://www.evansvillempo.com/TitleVI.html>.

A complaint may be filed without the Complaint Form if the complainant's name, mailing address, and details regarding the alleged discrimination are included in writing. The Complaint Form or written complaint may be:

- Hand delivered:  
The Evansville MPO office, located in the Civic Center Complex at  
1 NW Martin Luther King, Jr. Blvd, Room 316, Evansville, Indiana 47708
- Mailed:  
Evansville Metropolitan Planning Organization  
Attn: Jennifer M. Scott, ADA Coordinator  
1 NW Martin Luther King, Jr. Blvd  
Civic Center Complex, Room 316  
Evansville, Indiana 47708
- E-mailed:  
[jscott@evansvillempo.com](mailto:jscott@evansvillempo.com)

The Evansville MPO ADA Coordinator will provide the complainant or their representative with a written acknowledgement by mail within 10 working days that the MPO has received the complaint.

The complaint will be reviewed by the ADA Coordinator and Legal Counsel. It will then be forwarded to the MPO Executive Director and MPO Policy Committee. The MPO will then notify the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) that a complaint has been received.

Corrective measures would then be initiated by the Evansville MPO to correct the issue and prevent it from occurring in the future. The MPO will notify the complainant by mail the steps the MPO has taken to correct the issue.

The public may also submit ADA complaints directly to the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). The complaint should be mailed to the Office of Civil Rights at either the FHWA or FTA.

**Federal Highway Administration**  
Office of Civil Rights  
Attn: ADA Program Coordinator  
8<sup>th</sup> Floor E81-105  
1200 New Jersey Ave., SE  
Washington, DC 20590

**Federal Transit Administration**  
Office of Civil Rights  
Attn: ADA Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR 1200  
New Jersey Ave., SE Washington,  
DC 20590



**Evansville Metropolitan Planning Organization  
ADA Complaint Form**

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) forbid discrimination against individuals with disabilities. These laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented.

If you feel that your ADA protection has been violated, you may file a complaint with the MPO's ADA Coordinator. The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

1. Complainants' Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_
  
2. Person discriminated against or denied access (if someone other than the complainant)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_
  
3. When and where did the alleged discrimination take place? Include name of agency, department or program you believe discriminated against you. Explain what happened and whom you believe was responsible. Use the back of this form if additional space is required.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List the names and contact information of persons who may have knowledge of the alleged discrimination.

Name and Contact Information: \_\_\_\_\_

Name and Contact Information: \_\_\_\_\_

5. Have you filed this complaint with any other federal, state, or local agency; or With any federal, state or local court?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, check all that apply:

\_\_\_\_\_ Federal Agency      \_\_\_\_\_ Federal Court      \_\_\_\_\_ State Agency

\_\_\_\_\_ State Court      \_\_\_\_\_ Local Agency      \_\_\_\_\_ Local Court

6. Please provide information of a contact person at the agency/court where the complaint was filed.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Hand Deliver or Mail this ADA Complaint Form to:

Jennifer M. Scott, ADA Coordinator  
Evansville Metropolitan Planning Organization  
1 NW MLK, Jr. Blvd., Room 316  
Evansville, IN 47708

Or e-mail to:

[jscott@evansvillempo.com](mailto:jscott@evansvillempo.com) or [comments@evansvillempo.com](mailto:comments@evansvillempo.com)