

RESOLUTION NO. 2021-101
Compliance with Section 504 of the Rehabilitation Act
and the Americans with Disabilities Act
(Supersedes Resolution 2014-10)

WHEREAS, the Congress of the United States has passed the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 *et seq.*, and Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, including all subsequent amendments thereto, which establish a uniform method for applicants, employees, or members of the general public to request reasonable accommodation and equal access to employment and public facilities as required under state and federal law; and

WHEREAS, Kootenai County is the beneficiary and recipient of Idaho Community Development Block Grant Funding and federal grants, and is therefore required to be in compliance with ADA and Section 504; and

WHEREAS, Kootenai County has adopted a program for compliance with ADA and Section 504; and

WHEREAS, upon adoption of its ADA and Section 504 compliance program, Kootenai County appointed Jody Bieze, a responsible employee of Kootenai County, as the ADA/Section 504 Compliance Officer, to oversee the affairs of the County and assure that all County facilities are accessible to, and useable by, any qualified individual with a disability, as defined in ADA, and are in compliance with the provisions of Section 504; and,

WHEREAS, Jody Bieze, as ADA/Section 504 Compliance Officer, in cooperation with the various department heads of the County and associated agencies, has assisted in drafting policies and procedures for County implementation in their day-to-day operations in order to comply with ADA and Section 504; and,

WHEREAS, Kootenai County has adopted an Emergency Evacuation Plan which addresses the needs of qualified individuals with a disability, as defined in ADA; and,

WHEREAS, Kootenai County abides by all posting requirements which summarize the rights of employees and citizens; and,

WHEREAS, Kootenai County Board of Commissioners is in the process of updating the ADA Transition Plan to continue to assure regular and intermittent inspections of all County-owned buildings, sidewalks, and campus areas, for the general public and qualified individuals with a disability, a copy of which is attached hereto as **Exhibit "A"** and is incorporated into this Resolution by reference herein;

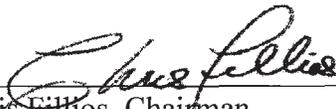
NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners hereby appoints Sylvia Proud, Human Resource Director, as the ADA Coordinator, to ensure that all County programs, policies, and procedures are in compliance with the applicable title(s) of the Americans with Disabilities Act.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Fillios and seconded by Commissioner Brooks, the following vote was recorded:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on this 28th day of September, 2021.

**KOOTENAI COUNTY
BOARD OF COMMISSIONERS**



Chris Fillios, Chairman



Leslie Duncan, Commissioner

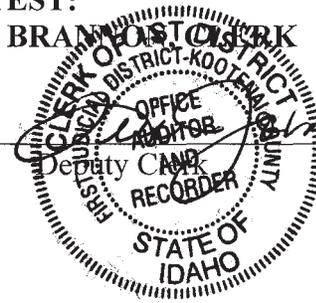


Bill Brooks, Commissioner

ATTEST:

JIM BRANNON, CLERK

By: _____



VERSION 8

KOOTENAI COUNTY



Americans with Disabilities Act Self-Evaluation and Transition Plan

**DRAFT UPDATES:
09/2021 Pending Approval**

Prior version approved by the Kootenai County Board of Commissioners on

January 5, 2016

Updates: January of 2017

December of 2019

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Resolution No. 2014-10

(Rescinds Resolution 2010-37)

Compliance with ADA-Section 504 Rehabilitation Act

WHEREAS, the Congress of the United States has passed ADA Compliance and Section 504 of the Rehabilitation Act of 1973, and all subsequent updates, which establishes a uniform method for applicants, employees, or members of the general public to request reasonable accommodation and equal access under the Americans with Disabilities Act (ADA) as required by state and federal law; and,

WHEREAS, Kootenai County is the beneficiary and recipient of Idaho Community Development Block Grant Funding and federal grants, and is therefore required to comply with Section 504 of the Rehabilitation Act of 1973; and,

WHEREAS, Kootenai County has adopted compliance with ADA-Section 504 Section 504 of the Rehabilitation Act of 1973; and,

WHEREAS, upon adoption of ADA Compliance and Section 504 of the Rehabilitation Act of 1973, Kootenai County appointed Jody Bieze, a responsible employee of Kootenai County, as the 504 Compliance Officer, to oversee the affairs of the County and assure that all County facilities are accessible to and useable by, qualified persons with disabilities, and are in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973; and,

WHEREAS, Jody Bieze, as ADA Compliance Officer, in cooperation with the various department heads of the County and associated agencies, has assisted in drafting policies and procedures for County implementation in their day-to-day operations in order to comply with ADA-Section 504 of the Rehabilitation Act of 1973; and,

WHEREAS, Kootenai County has adopted an Emergency Evacuation Plan which addresses the needs of qualified persons with disabilities; and,

WHEREAS, Kootenai County abides by all posting requirements which summarize the rights of employees and citizens; and,

WHEREAS, Kootenai County Board of Commissioners has drafted a proposed policy to assure regular and intermittent inspections of all county owned buildings, sidewalks and campus areas, for the general public, and qualified persons with disabilities, a copy of which is attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners hereby appoint as the ADA Section 504 Fair Housing Compliance Officer for Kootenai County.

FURTHER, that Skye Reynolds be appointed as ADA Coordinator which assures that all County programs, policies and procedures are in compliance with Title II of the Americans with Disabilities Act.

BE IT HEREBY FURTHER RESOLVED, that the Board of County Commissioners of Kootenai County adopt the proposed policy for Kootenai County Buildings and Grounds, and require said department to implement said policy to ensure that the department is operating in accordance with the requirements of ADA Compliance and Section 504 of the Rehabilitation Act of 1973.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Green and seconded by Commissioner Nelson, the following vote was recorded:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 14th day of January, 2014.

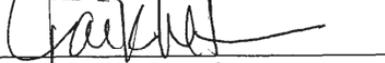
KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Jai Nelson, Commissioner



Dan Green, Commissioner



W. Todd Tondee, Chairman

ATTEST:
JIM BRANNON, CLERK

BY: 

Deputy Clerk



The seal is circular with a double border. The outer border contains the text 'KOOTENAI COUNTY' at the top and 'IDAHO' at the bottom. The inner border contains 'AUDITOR' at the top and 'OFFICE' at the bottom. In the center, there is a smaller circle containing the text '1ST DIST' and 'RECORDS'.



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments of 2008, the County will not discriminate against qualified individuals with disabilities on the basis of disability in the County's services, programs, or activities.

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a County program, service, or activity, should contact the following individuals for the courts, as soon as possible but no later than 48 hours before the scheduled event:

**Pete Barnes – 446.1774 - Auxiliary Devices Samantha Wallis – 446.1217 – Interpreters
Sylvia Proud – 446.1642 – ADA Coordinator**

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

Complaints that a County program, service, or activity is not accessible to persons with disabilities should be directed to:

**Sylvia Proud, ADA Coordinator - Human Resources Department
451 Government Way - Coeur d'Alene ID 83814**

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

Resolution 2016-99
Designation of Title VI Compliance Officer
(Supersedes Resolution 2014-32)

WHEREAS the Congress of the United States has passed Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.* (Title VI), which provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance; and,

WHEREAS, Kootenai County, as a recipient of federal and state funding, is required to comply with Title VI; and,

WHEREAS, Kootenai County is committed to compliance with Title VI; and,

WHEREAS, since the adoption of Resolution 2014-32 on April 14, 2014, federal and state grant requirements have expanded reporting requirements to include the following protected classes: race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status; and,

WHEREAS, it is the duty of the Kootenai County Commissioners to appoint a responsible employee to act as the Title VI Compliance Officer for the County, to oversee the affairs of the County and ensure that all County programs, policies, procedures, and facilities are accessible to, and useable by, all persons in a manner which does not discriminate on the basis of race, color, or national origin, and are in compliance with the provisions of Title VI;

WHEREAS, said Compliance Officer shall ensure that proper reporting, data collection, and evaluation of County programs with regard to allegations and findings of discrimination on the basis of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status occur;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Resolution 2014-32 is hereby superseded and the Board of County Commissioners of Kootenai County does appoint Jody Bieze as the Title VI Compliance Officer for Kootenai County, in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and any applicable federal and state grant discrimination reporting, data collection, and evaluation requirements.

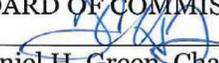
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Eberlein, seconded by Commissioner Green, the following vote was recorded:

Commissioner Stewart:	Excused
Commissioner Eberlein:	Aye
Chairman Green:	Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 7th day of September, 2016.

Dated this 7th day of September, 2016.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Daniel H. Green, Chairman



Marc Eberlein, Commissioner



David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: 

Deputy Clerk



RESOLUTION NO. 2004-102

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF KOOTENAI COUNTY ADOPTING A POLICY PROHIBITING THE USE OF EXCESSIVE FORCE AGAINST NONVIOLENT CIVIL RIGHTS DEMONSTRATORS

WHEREAS, the Congress of the United States has passed the Armstrong/Walker "Excessive Force" Amendment to Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(f)(1), prohibiting the use of excessive force by a local law enforcement agency against any individual engaged in nonviolent civil rights demonstration within its jurisdiction; and

WHEREAS, Kootenai County has received an Idaho Community Development Block Grant and is required to comply with the Armstrong/Walker Amendment; and

WHEREAS, the use of excessive force against nonviolent demonstrators or the failure to implement a policy prohibiting use of excessive force against nonviolent demonstrators may cause Kootenai County to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED that it is policy of Kootenai County that excessive force by local law enforcement agencies shall not be used against individuals engaged in lawful and nonviolent civil rights demonstrations within the County boundaries.

BE IT FURTHER RESOLVED that the Board of County Commissioners hereby encourages the Kootenai County Sheriff to implement this Resolution via the application of existing Sheriff's Department policies and procedures and via the amendment of such policies and procedures as the Sheriff, in consultation with County legal counsel, may deem necessary.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Currie, seconded by Commissioner Johnson, the following vote was recorded:

Commissioner Currie: Aye
Commissioner Johnson: Aye
Chairman Panabaker: Aye

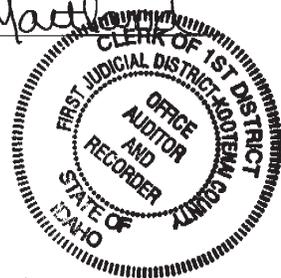
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 16th day of November, 2004.

**KOOTENAI COUNTY
BOARD OF COMMISSIONERS**


Richard C. Panabaker, Chairman

**ATTEST:
DANIEL J. ENGLISH, CLERK**

By: 
Deputy Clerk



c: Sheriff, PAC, Resolution File

**RESOLUTION RE: EXCESSIVE FORCE AGAINST
NONVIOLENT CIVIL RIGHTS DEMONSTRATORS – 1**
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Kootenai County Grievance Procedure under the Americans with Disabilities Act

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

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

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

Human Resources Department
PO Box 9000, Coeur d'Alene ID 83816-9000

Within 15 calendar days after receipt of the grievance, a designee will meet with the grievant to discuss the grievance and the possible resolutions. Within 15 calendar days of the meeting, a designee will respond in writing, and where appropriate, in a format accessible to the grievant, such as large print, Braille, or audio recording. The response will explain the position of the County and offer options for substantive resolution of the grievance.

If the response by a designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of County Commissioners or their designee.

Within 15 calendar days after receipt of the appeal, the Board of County Commissioners or their designee will meet with the grievant to discuss the grievance and possible resolutions. Within 15 calendar days after the meeting, the Board of County Commissioners or their designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final resolution of the grievance.

All written grievances received by a designee, appeals to the Board of County Commissioners or their designee and responses from these two offices, will be retained by the County for at least three years.

AMERICANS WITH DISABILITIES ACT SELF-EVALUATION AND TRANSITION PLAN

INTRODUCTION AND BACKGROUND

The Americans with Disabilities Act Self-Evaluation and Transition Plan establishes Kootenai County's ongoing commitment to providing equal access to all its public programs, services and activities for citizens with disabilities. To develop this plan, Kootenai County has undertaken ongoing comprehensive evaluation of its facilities and programs to determine what types of access barriers exist for individuals with disabilities.

This plan replaces previous self-evaluation and transition plans developed by the County and its departments, and will be used to help guide future planning and implementation of necessary accessibility improvements.

According to the ADA, local governments must develop a transition plan describing how it will ensure its facilities, services, programs and activities are accessible. Our transition plan:

- Identifies physical barriers that limit the accessibility of its programs or activities to individuals with disabilities.
- Describes the methods that will be used to remove the barriers.
- Provides an estimated schedule for taking the steps necessary to achieve compliance.
- Identifies the County official responsible for implementation and provides information on how to file a grievance or complaint.

Kootenai County has updated its transition plan several times since the ADA became effective in 1992 to reflect changes to its properties and programs and this plan reflects the most current draft available.

Alternate Formats

The draft plan is available in alternate formats; to request an alternate format, please contact the County's ADA Coordinator at the email address or telephone number listed above.

FEDERAL REQUIREMENTS

This document is being developed in accordance with federal requirements outlined in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973

Often referred to as the civil rights act for people with disabilities, the Rehabilitation Act requires that all organizations receiving federal funding make their programs available to people of all abilities. It states the following:

No otherwise qualified [disabled] individual in the United States shall, solely by reason of [disability], be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

As a governmental agency that receives federal funding, Kootenai County has identified and designated both a ADA/Section 504 Compliance Officer and an ADA Coordinator on its staff who will ensure that the program, service or activity receiving the funding meets the requirements of the law, and responds efficiently to any complaints from citizens or requests for information from a funding agency. *See Appendix G.*

Americans with Disabilities Act (ADA) – Titles I and II

The U.S. Congress signed the ADA in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation and telecommunications.

Title I of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Kootenai County is an Equal Employment Opportunity (EEO) employer and adheres to the requirements of Title I. For more information about the County's EEO program, visit this website:

<https://www.kcgov.us/DocumentCenter/View/3912/Equal-Employment-Opportunity-Plan-PDF>

Title II of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether or not they receive federal funding. It prohibits the County from denying persons with disabilities the equal opportunity to participate in its services, programs or activities, either directly or indirectly through contractual arrangements.

The administrative requirements contained in Title II that apply to the County are:

- Designation of an ADA Compliance Officer responsible for overseeing Title II compliance;
- Development of an ADA grievance/complaint procedure;
- Completion of a self-evaluation of facilities, programs and services; and
- Development of a transition plan if the self-evaluation identifies any accessibility deficiencies.

The County is also required to comply with the requirements of **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination based on race, color, national origin or gender. This Act does not pertain to discrimination based on disability and, therefore, is *not* included in this transition plan.

ADA COMPLIANCE OFFICER

Kootenai County is the beneficiary and recipient of Idaho Community Block Grant Funding and Federal grants and, as such, is required to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

As required for compliance with ADA and Section 504 of the Rehabilitation Act, Jody Bieze was designated in 2014 as the Compliance Officer to oversee the affairs of the County and to assure that all county facilities are accessible to and useable by any qualified individual with a disability, as defined in ADA, and that all grant and Federal requirements are met by the County's policies and programs. The Compliance Officer, under the guidance of the Board of County Commissioners and in cooperation with the various department heads of the County and outside agencies, assists in drafting policies and procedures for county implementation in day to day operations. The ADA Compliance Officer also works closely with the ADA Coordinator to maintain accessibility and meet all stated objectives. The ADA Compliance Officer also serves as the Fair Housing Compliance Officer for Kootenai County.

Jody Bieze
Kootenai County Resource Management Office
2400 W. Riverstone Drive
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1608
Email: Jbieze@kcgov.us

ADA COORDINATOR

The Director of the County's Human Resources Office has been designated as the ADA Coordinator. This position is responsible for assisting county departments in ensuring that programs, services and activities of Kootenai County are accessible to and usable by individuals with disabilities. The Director works in conjunction with the ADA Compliance Officer and reports to the Board of County Commissioners. If there are any issues with reasonable accommodations offered, please contact:

Sylvia Proud
Kootenai County Human Resources Office
451 N. Government Way
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1640
Email: sproud@kcgov.us

REQUESTING ACCOMMODATION OR ALTERNATE FORMATS

Each County department will provide necessary reasonable accommodations. If further accommodations are desired, please contact one of the people listed below. Please make requests

for accommodation at meetings or events at least one week in advance to one of the following county liaisons:

Pete Barnes – 446.1774 – pbarnes@kcgov.us – Auxiliary Devices
Samantha Wallis – 446.1217 – swallis@kcgov.us – Interpreters
Sylvia Proud – 446.1642 – sproud@kcgov.us – ADA Coordinator

Requests for **accommodation** at a County meeting or event should include:

1. The requestor's name, address, telephone number, and email (if any).
2. A description of the program, service or activity where the accommodation is required.
3. The location of the program, service or activity.
4. A brief description of what the accommodation is and why the accommodation is needed.

Requests for materials in **alternate formats** should include:

1. The requestor's name, address, telephone number, and email (if any).
2. The name or description of the County document or materials to be reformatted.
3. What type of format is desired (e.g. Braille, audio recording, computer disk, etc.).
4. A brief description of why the alternate format is needed.

The responsible County department, or the ADA Coordinator, will respond to the request within 3 business days, or in advance of a scheduled meeting or event. If the response does not satisfactorily resolve the issue, the requestor may file a formal grievance with the County. All requests for accommodations and alternate formats will be kept on file for at least three years.

If reasonable accommodations are have not been satisfactorily provided, please contact:

Sylvia Proud – 446.1642 – sproud@kcgov.us – ADA Coordinator

FILING A GRIEVANCE

Kootenai County has a formal grievance procedure in place to provide citizens a means to file complaints regarding:

- Kootenai County policies and/or its provision of services, activities and programs to persons with disabilities;
- Alleged violations of Title II of the ADA or Section 504 or the Rehabilitation Act of 1973 by the County of Kootenai, its departments or employees; and
- Structural and parking accessibility issues on County-owned or controlled property.

ADA accessibility coordination is limited to the funding already available for capital improvement projects when responding to grievances that request barrier removal or structural modifications. In the event that the available funds are insufficient or already expended on other projects, improvements will be prioritized and scheduled in subsequent fiscal years.

The availability and use of this grievance procedure does not preclude filing a complaint of discrimination with any appropriate state or federal agency. Use of this grievance procedure is not a prerequisite in the pursuit of other remedies.

Step 1: To file a grievance, please make a call or send a letter or email that includes the following information to the applicable person listed in Appendix B:

- Your full name, address, telephone number, and email (if any);
- The full name of the person who was discriminated against (if someone other than yourself);
- The name and address of the program, service, activity or facility where the occurrence took place;
- A description of the occurrence, the date(s) and the name(s) of any County employees involved (if known); and
- Other information that you believe necessary to support your complaint. Please send us copies of any relevant documents, but keep the originals for your own records.

The ADA Coordinator will notify the complainant in writing if any additional information is needed. If the requested information is not provided, the ADA Coordinator may close the complaint.

Step 2: ADA Compliance Officer and/or the ADA Coordinator will meet with, or contact the complainant, within 15 days of receipt of the grievance to discuss possible solutions.

Step 3: Within 15 calendar days of that meeting or discussion, the ADA Compliance Officer and/or ADA Coordinator will respond in writing, or in a format accessible to the complainant, explaining the position of Kootenai County and offering options for resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant may appeal the decision to the Board of County Commissioners within 15 calendar days after receiving the response. Steps 1-3 will then begin again, this time with the BOCC, or an appointed representative, as the primary contact. Complainants should also provide an explanation about why the County's initial response was not satisfactory.

All formal grievances received by the ADA Compliance Officer or the ADA Coordinator, appeals to the BOCC and responses from the ADA Compliance Officer or the ADA Coordinator, will be kept on file for at least three years.

ADA SELF-EVALUATION AND TRANSITION PLAN PROCESS

The Self-Evaluation is the County's ongoing internal assessment of the accessibility of its facilities, programs, services and activities. It includes site assessment surveys of all public facilities, parks and roads owned by the County, and written surveys of all County departments about the accessibility of their programs, services and activities.

According to the requirements of the ADA, a Transition Plan must include a list of necessary improvements to be made based on the results of the Self-Evaluation, including estimated time frames and costs for each. This information is available as an appendix to this document.

The County will review the Transition Plan annually and update the Plan as needed, but no less than every three years, to reflect completed accessibility projects or other changes.

PUBLIC OUTREACH

The current plan and subsequent updates will be posted on the County's website. Key stakeholder groups and the general public are invited to review and provide input on it. Comments can be directed to the ADA Compliance Officer.

The County's ADA Compliance Officer will update the plan and its associated improvement project lists no less often than every three years to reflect completed improvement projects, or additions or changes suggested by the public, as appropriate.

RELATIONSHIP TO OTHER PLANS

This Transition Plan pertains only to County-owned or administered facilities, programs, services and activities. Coeur d'Alene, Dalton Gardens, Fernan, Hayden, Huetter, Post Falls and other cities and towns are responsible for developing and implementing their own self-evaluation and transition plans.

FUNDING SOURCES

The primary source of funding for accessibility-related improvement projects on County property is from within Building and Ground's annual budget. It should be noted that over the past six years, the County has begun to ameliorate accessibility issues by renovating existing facilities as resources allow.

Accessibility improvements that can be made through the facilities plan, general maintenance of County facilities (e.g. signage, clear pathways, relocation of restroom fixtures, etc.), or as part of the regular administrative duties of department staff (e.g. providing documents in alternate formats, training, website improvements, etc.) will typically be completed first; with larger capital improvement projects being completed when necessary funding is available.

UNDUE BURDEN

According to the ADA, the County does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. This determination can only be made by the Board of County Commissioners, under the advisement of the Director of Building and Grounds and the ADA Compliance Officer.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged

unduly burdensome, the County must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

PROGRAMS, SERVICES & ACTIVITIES SELF-EVALUATION SURVEY

Findings

Since 2014, the County has surveyed all departments to learn how they communicate with the public, and what tools and techniques they use to ensure that people with disabilities have equal access to programs, services and activities. Most County Departments indicated that they currently provided full and equal access to all its services, programs and activities for people with disabilities. Significant projects have been completed since the first transition plan that have enhanced accessibility, such as 911 services, and rectified earlier access issues, to include fully accessible court system facilities. However, responses also indicated a need for additional improvements and training. The following is a summary of the County-wide improvements that were recommended initially and continue to be implemented through ongoing training. A full list of the identified facility improvement projects is included in this plan in the Accessibility Worksheet Addendum.

Customer Service (walk-in, telephone, letters, and emails)

The County has worked at addressing physical accessibility problems at its facilities identified in previous transition plans through renovation of existing facilities and relocation of key departments and services to compliant buildings. In addition, the County has fully embraced and encouraged use of electronic communications tools, like the Internet and email, to interact with and provide information to its customers. Continuous recommendations of this Transition Plan are:

1. Ensure that pathways are clear of temporary or permanent barriers such as tables, chairs, coat racks, easels, signs, equipment or boxes, and provide appropriate clearance for mobility devices.
2. Ensure that all permanent directional and room identification signage use large fonts, high contrast colors, non-reflective materials, raised lettering and Braille translations where appropriate, and are clear of visual or physical obstructions.
3. Continue education of employees to direct people from any non-accessible entrance to a public facility to the nearest accessible entrance, and to employ alternative modes of communication and interaction as needed.
4. Ensure inclusion of the following information beneath the signature line of every letter or email sent to a customer:

To request other formats, please contact the department directly, or:

Pete Barnes – 446.1774 – pbarnes@kcgov.us – Auxiliary Devices
Samantha Wallis – 446.1217 – swallis@kcgov.us – Interpreters
Sylvia Proud – 446.1642 – sproud@kcgov.us – ADA Coordinator

Or, you can include the above contact information in your signature line and simply add this (or similar) sentence to your email or letter:

Please contact me to request this document or its attachments in another format.

Whenever possible, documents sent to a customer as an attachment to an email should be in an accessible format (i.e. a PDF that was created using Adobe Acrobat, rather than a document that was scanned electronically and converted to PDF or TIF).

Maintain posted Notice of Program and Service Accessibility flyers in lobbies and public reception area of each department or facility that clearly state the County's intent to provide equal access to all services, programs and activities.

Public Meetings, Hearings and Events

The County works hard to ensure its public meetings, hearings and events are open and accessible to all citizens, regardless of disability.

Recommendations of this Transition Plan are:

1. Ensure that doorways and primary paths of travel at a meeting or event location are clear of obstructions or barriers, such as signs, boxes, chairs and electrical cords.
2. Include the following statement (or something similar) at the end of any email, news release, advertisement or mailed invitation sent out about a County sponsored meeting or event:

To request other formats, please contact the department directly or:

Pete Barnes – 446.1774 – pbarnes@kcgov.us – Auxiliary Devices
Samantha Wallis – 446.1217 – swallis@kcgov.us – Interpreters
Sylvia Proud – 446.1642 – sproud@kcgov.us – ADA Coordinator

Printed Materials

The County produces a variety of informational and promotional materials for public use, including maps, brochures, forms, newsletters, fact sheets, reports, and plans.

Recommendations of this Transition Plan are:

1. All departments must be able to provide documents and other printed materials in alternate formats, as requested. Instructions about how to provide these alternate formats should be provided to all employees upon hire, with refresher information once per year.
2. Include the following information (or similar) on all printed materials provided to the public, including brochures, fact sheets, handouts, flyers, maps, plans, forms, reports and newsletters:

To request other formats, please contact:

Pete Barnes – 446.1774 – pbarnes@kcgov.us – Auxiliary Devices

Samantha Wallis – 446.1217 – swallis@kcgov.us – Interpreters

Sylvia Proud – 446.1642 – sproud@kcgov.us – ADA Coordinator

Note: If a document is going to be used for more than one year without updates, please select a general customer service telephone number and email address for your department, if available.

Website (<http://www.kcgov.us/>)

In 2016, the ADA Transition Plan identified that a comprehensive redesign of its website needed to include accessibility features. The new design, launched in 2019, includes a variety of accessibility-related improvements, including text size and color, providing alternate text on photos and other graphics consistently, and providing accessible PDF documents. Recommendations of this Transition Plan were:

1. Ensure that all fillable electronic forms are accessible by computer screen reading software for those with sight limitations. The IT department may choose to purchase screen reading software like that used by people with such disabilities, in order to test the accessibility of certain key Web pages, forms and documents.
2. Post links to PDF documents only if they were created using Adobe Acrobat from the original, editable document.

The new website and related accessibility information and compliance with Section 508 and ADA can be found at: <https://www.kcgov.us/accessibility>

Contracting and Purchasing

The County currently uses criteria that do not discriminate based on disability when selecting contractors, consultants, or vendors for county projects or services. However, federal regulations also require that any outside contractors receiving county funding, or receiving federal funding through the county, comply with the requirements and regulations of Title II of the ADA and Section 504 of the Rehabilitation Act.

Recommendations of this Transition Plan included the following steps, which are now in place:

1. Statements in all Request for Proposals, contracts or other bid solicitation documents or Web pages explaining that businesses, organizations or individuals contracting with Kootenai County must comply with Title II of the ADA and Section 504 of the Rehabilitation Act of 1973, and provide links to Web sites or other resources about the ADA and Section 504.
2. Require all County contractors, consultants or vendors sign a statement attesting to their intent to comply with Title II of the ADA and Section 504 of the Rehabilitation Act of 1973.

Staff Training

The 2014 self-evaluation survey revealed a key deficiency as the need for regular and recurring employee training covering a variety of subjects related to the requirements and regulations of the ADA. Since that time, ongoing training in the ADA/Accessibility topics below has occurred and is now being incorporated into initial training for new staff and annual refresher training for all staff. The information in the training is provided to employees through written procedures and other self-directed training tools (e.g. PowerPoint presentations, videos, etc.), through online training courses, and through formal classroom training as provided by the ADA Compliance Officer through the Resource Management Office in cooperation with the ADA Coordinator in the Human Resources Office. Additionally, departments with point staff as departmental ADA coordinators will meet with the ADA Compliance Office and Coordinator biannually to discuss ADA compliance issues and training. The Disability Action Center Northwest also often partners with the County as a resource for ADA training (<http://dacnw.org/>).

Departmental ADA Coordinators

Karlene Behringer – 446.1221 – kbehringer@kcgov.us – District Court
Brandie Bradley – 446.1908 – bbradley@kcgov.us – Juvenile Detention
Tom Reed – 446.1420 – treed@kcgov.us – Sheriff
Jill Smith – 446.1013 – jmsmith@kcgov.us – Treasurer
Jake Strange – 446.1281 – jstrange@kcgov.us – Parks & Waterways
Thomas Freeman – 446.1091 – tfreeman@kcgov.us – Veterans’ Services

Ongoing Training and Education Needs

The County’s ongoing training and education needs include internal and external processes, resources, and awareness on the following topics:

ADA Ongoing Training Topics
County contacts for help with accessibility and reasonable accommodation
Service Animal Policy and Regulations
Accessibility and Reasonable Accommodations
Use of the State of Idaho third-party relay “711” system telephone system
How to respond to requests for materials in alternate and accessible formats, (including Braille, audio recording, providing enlarged text, etc.)
How to respond to requests for accommodations at public meetings and events, (including getting a sign language interpreter, securing additional disabled parking spots, etc.)
Providing accessible Web content (alternate text, fonts, PDFs)
Disability Awareness: information about working with disabled customers
Training for ADA Administrators
Utilization of Citizen Review Committees

Fair Housing
Environmental Justice
Limited English Proficiency
Disability Awareness (Law Enforcement Specific)
Title VI Training
Disadvantaged Business Enterprises (DBE)
General information about the ADA and its legal requirements as it pertains to the County
General information about Section 504 of the Rehabilitation Act of 1973 and legal requirements
How both the ADA and Section 504 differ from Section VI of the Civil Rights Act of 1964 and Title VI.

In addition to providing this information to existing employees and new hires, the County should provide all employees with annual reminders about the ADA requirements. Any changes to the law affecting the County should also be monitored and shared with employees as appropriate. This continuing education effort should occur in coordination with updates that will be made to this transition plan.

COUNTY FACILITIES, STREETS AND PARKS SELF-EVALUATION SURVEY

Findings

Kootenai County owns, and either operates or leases, a number of municipal and utility buildings, parking lots, parks, trails, sports fields and a fairground. Some of these properties are not open for public use or do not house public services or programs, but many are.

The County has conducted ongoing site visits, surveys and inventories of its facilities, sidewalks, curb ramps and parks starting after the ADA became effective in 1992. Today, the majority of the County’s public facilities are ADA compliant and progress continues to be made in providing increased access to its recreation facilities. The following is a summary of the currently identified accessibility improvement priorities and needs.

Public Facilities

“Public Facility” is defined here as any building or other facility owned by the County that is open to the public or houses County departments or private businesses that meet with or conduct business with the public from that location. This does not include parks, trails and sports fields, which are addressed separately in this plan.

Kootenai County first surveyed its public facilities in 2014. Since then, Kootenai County has updated and maintained survey results, and conducts an aggressive program of repair, renovation and relocation to correct many identified barriers and deficiencies as the budget means become available.

Parks, Trails and Boat Launches

Kootenai County's Parks and Waterways department is a department that serves county residents through maintaining several parks and boat docks. Kootenai County is responsible for:

1. Maintaining existing boat launches.
2. Operating and making major improvements to existing parks, trails and sports fields.

Maintenance Requirements

28 C.F.R. § 35.133 states the following:

A public entity shall maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities by the Act or this part. This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

Because the County does not have the staff or resources to monitor the condition of all its facilities and parks on a continual basis, it relies on reports from citizens to facilitate its maintenance efforts. Priority will always be given to maintenance needs that impact safety and accessibility.

It should be noted that within Kootenai County, it is the responsibility of the abutting property owner to maintain sidewalks free of obstructions. The County is responsible for maintaining clearance of sidewalks abutting the properties it owns.

To report maintenance problems for County-owned buildings, roads/sidewalks, parks, trails or sports fields, please contact the Buildings & Grounds Department located at:

331 W. Garden Avenue, Coeur d'Alene, ID 83814
PO Box 9000, Coeur d'Alene, ID 83816
Phone 208.446.1420 • Fax 208.446.2178

Improvement Project Lists

Appendix K outlines the lists of identified accessibility improvements projects in key areas. This list is being updated during a current assessment, and many of the projects listed have been completed.

These lists include estimated time frames for completion and estimated costs. This list will be reviewed each year and updated as needed to reflect additions to the list or recently completed projects.

APPENDIX A
DISABILITY RESOURCE LIST

Note: Inclusion in this resource list does not constitute endorsement by Kootenai County Government, nor does omission imply non-endorsement. Our goal is to provide you with information on some key resources available. Please contact us if you know of a useful resource missing from this list.

For Information on County Policies, Procedures and Training and Information Concerning Access to Programs, Services, and Activities, please contact:

ADA/504 Compliance Officer
Kootenai County Resource Management Office
2400 W. Riverstone Drive
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1608
Email: Jbieze@kcgov.us

ADA Coordinator
Kootenai County Human Resources Office
451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1640
Email: sproud@kcgov.us

For information on Building and Grounds Accessibility Issues and Planning, Contact:

Kootenai County Building and Grounds
331 W. Garden Avenue
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1420
Email: gmanley@kcgov.us

Idaho Telecommunications Relay Service (TRS)

Provides relay services for the State of Idaho including Text-to-Voice TTY-based TRS, Voice Carry Over (VCO), Speech-to-Speech Relay, Spanish-to-Spanish, Captioned Telephone, IP Captioned Telephone, Internet Protocol Relay, and Video Relay Service VRS. To access TRS services, simply dial 7-1-1.

Northwest ADA Center

The Northwest ADA Center at the University of Washington provides information on the Americans with Disabilities Act in Alaska, Idaho, Oregon and Washington.

800.949.4232
Fax: 425.774.9303
Email: nwadactr@uw.edu
<https://nwadacenter.org>

ADA Technical Assistance Hotline

The Department of Justice operates an information line to provide free technical assistance and informational materials to people with disabilities, businesses, state and local government agencies, and the general public on rights and responsibilities under Titles II and III of the ADA.

800.514.0301
800.514.0383 TTY
www.ada.gov

Job Accommodations Network (JAN)

An international toll-free consulting service that provides information regarding the ADA, job accommodations and the employability of people with disabilities.

800.526.7234
877.781.9403
www.askjan.org

Emergency Evacuation Planning Guide for People with Disabilities

A procedural guideline by the National Fire Protection Association available online for reference, printing, and downloading.

www.nfpa.org/-/media/Files/Public-Education/By-topic/Disabilities/EvacuationGuidePDF.ashx
www.nfpa.org

Idaho Commission for the Blind and Visually Impaired

The agency assists blind and visually impaired persons to achieve independence by providing education, developing work skills, increasing self-confidence and helping them remain employed or prepare for employment.

229 E Locust Avenue
Coeur d'Alene, ID 83814
208.769.7077
<https://icbvi.idaho.gov>

Disability Action Center Northwest (DACNW)

Builds community, achieves equality and creates independence in an accessible world through: Assistive Technology, Health Management and Nutrition, Housing, Independent Living and Support Services, Legal/Financial and Advocacy and Transportation.

3726 E. Mullan Avenue
Post Falls, ID 83854
cda@dacnw.org
www.dacnw.org

APPENDIX B
SECTION 504 EMPLOYEE INFORMATION AND GUIDELINES

SECTION 504 COMPLIANCE

County departments or programs receiving federal funding must comply with Section 504 of the Rehabilitation Act of 1973, in addition to Title II of the Americans with Disabilities Act of 1990. The two laws are similar in content and aim, which is to ensure that people with disabilities are given equal access to public facilities, programs, services and activities.

Section 504, however, applies additional requirements to any organization, agency or program that receives federal funding. This Appendix will explain what these requirements are and how to fulfill them.

Section 504 states the following:

No otherwise qualified individual with a disability in the United States ..., shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

Section 504 regulations define “recipient” as any public or private agency, institution, organization or other entity, or any person, to which federal financial assistance is extended for any program or activity, either directly or through another recipient.

Section 504 covers all programs, services and activities of any County department or program that receive federal financial assistance, including:

1. Outreach and public contact, including contact with program applicants and participants
2. Eligibility criteria
3. Application process
4. Admission to a program
5. Tenancy, including eviction
6. Service delivery
7. Employment policies and practices

Actions Prohibited by Section 504

- Denying a qualified individual with a disability the opportunity to participate in, or benefit from, the housing, aid, benefit or service.
- Failing to afford a qualified individual with a disability the opportunity for equal participation and benefit.

- Failing to provide a qualified individual with a disability a program or service that affords the same opportunity to benefit as that afforded others.
- Providing different or separate housing, aid, benefits or services on the basis of disability unless doing so is necessary to provide housing or benefits that are as effective as that provided to persons without disabilities.
- Providing significant assistance to an agency, organization or person that discriminates on the basis of disability in any aspect of a federally funded activity.
- Denying a qualified individual with a disability the opportunity to participate as a member of a planning or advisory board associated with the federally funded department or program.
- Providing programs or services to qualified individuals with a disability in settings that are unnecessarily separate, segregated or restricted.

Kootenai County departments or programs receiving federal funding shall:

1. Take steps to ensure effective communication with applicants, beneficiaries and members of the public.
2. Take steps to ensure that employment activities for federally funded or supported jobs do not discriminate on the basis of disability.
3. Ensure all non-housing programs are operated in a manner that does not discriminate on the basis of disability, and that new construction and alterations to non-housing facilities are made accessible in accordance with federal, state and local standards.
4. Operate existing housing programs in a manner that does not discriminate on the basis of disability, and take steps, as needed, to ensure that existing housing programs are readily accessible to and usable by persons with disabilities. Develop and implement a transition plan to assure compliance.
5. Provide reasonable accommodations necessary for a person with a disability to use or participate in the program, service or activity; unless the recipient can demonstrate that the accommodation will result in an undue financial or administrative burden or a fundamental alteration in the nature of the program, service or activity. Reasonable accommodations include, but are not limited to, modifications to buildings or other facilities, and may also include providing auxiliary aids, such as readers, interpreters and materials in alternate formats.
6. Pay for reasonable accommodations needed by an individual with disabilities unless providing that accommodation would be an undue financial or administrative burden or would fundamentally alter the program.
7. Ensure that all new construction is readily accessible to and usable by people with disabilities, and meets the requirements of applicable accessibility standards. This could include an accessibility checklist that plan reviewers, designers or construction inspectors must fill out before and after construction.

8. Ensure that any improvements made to existing facilities or buildings are readily accessible to and usable by people with disabilities, and meets the requirements of applicable accessibility standards.
9. Designate a Section 504 Coordinator if they have 15 or more employees who will ensure the federally funded programs, services or activities meet the requirements of Section 504, and adopt a grievance procedure to effect due process standards and prompt and equitable resolutions of complaints.
10. Notify participants, beneficiaries, applicants and employees of their nondiscrimination provisions if they have 15 or more employees (i.e. Notice of Program Accessibility statement on Web pages or application materials).
11. Maintain records and reports of efforts to meet the requirements of Section 504, and keep these records on file so they are available if a complaint is filed or if a federal funding agency conducts a compliance review.

The Section 504 Compliance Officer

As required for compliance with ADA and Section 504 of the Rehabilitation Act, Jody Bieze was designated in 2014 as the compliance officer to oversee the affairs of the County and to assure that all County facilities are accessible to, and useable by, qualified persons with disabilities. The Compliance Officer, designated to be the ADA/504 Compliance Officer, in cooperation with the various department heads of the County and under the guidance of the Board of County Commissioners and associated agencies, assists in drafting policies and procedures and coordinating training for County implementation in their day to day operations. The ADA/504 Compliance Officer also serves as the Fair Housing Compliance Officer for Kootenai County.

Jody Bieze
Kootenai County Resource Management Office
2400 W Riverstone Drive
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1608
Email: Jbieze@kcgov.us

ADA/504 Compliance Officer Responsibilities

1. Assure that respective departments comply with all grant requirements by development and implementation of appropriate monitoring and review processes.
2. Draft policies and procedures and coordinate training in conjunction with the ADA Coordinator.
3. Assist individual departments and the ADA Coordinator with ADA compliance issues relative to the requirements of a federal grant or funding agency.
4. Work with the Board of County Commissioners and Building and Grounds to assure that all County facilities are accessible.

5. Monitor complaint procedures and ensure that they are communicated to the public, employees, and service recipients.
6. Assure that sub-recipients comply with all grant requirements and that sub-recipients have complaint and compliance procedures of their own in place.
7. Investigate complaints related to their department's federally-funded programs or services, as well as complaints filed against sub-recipients, consultants and contractors.
8. Serve as the department/program liaison with granting agencies on compliance issues, including on-site compliance monitoring activities.
9. Administer and tabulate yearly LEP and ADA accessibility surveys and materials for Section 504 inspections.
10. Investigate complaints about facility accessibility issues and provide direction as needed.
11. Maintain and monitor ADA compliance as required by Federal grants.
12. Maintain all related files and reports.

The Director of the County's Human Resources Office has been designated as the ADA Coordinator. This position is responsible for ensuring that all programs, services and activities of Kootenai County are accessible to and usable by individuals with disabilities, and reports to the Board of County Commissioners. The County's ADA Coordinator is:

Sylvia Proud
Kootenai County Human Resources Office
451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1640
Email: sproud@kcgov.us

ADA Coordinator Responsibilities

1. Ensure that information about the County's program or service accessibility is provided to all participants, beneficiaries, applicants and employees (Notice of Program Accessibility).
2. Provide all newly hired employees with ADA service requirements during orientation.
3. Guide County employees in resolving issues in regard to program or service complaints.
4. Investigate complaints about program accessibility issues and provide direction as needed.
5. Provide direction regarding reasonable accommodations in regard to County programs or services for clients and employees.
6. Assist with ADA training and serves as a resource on program accommodation issues.

Contractor Assurance of Compliance

Contractors, sub-contractors and other entities participating in Section 504 programs will be required to show compliance with the ADA and Section 504 regulations. The County is required to provide contractors with assurance of compliance documentation, including:

1. General information about Section 504 and the ADA
2. ADA self-evaluation questionnaire
3. Checklist for readily achievable barrier removal
4. Assurance of compliance form
5. Corrective action plan
6. Notice to program applicants

Notice to Participants and Applicants

Where possible, Section 504 Coordinators will distribute and post a notice to applicants and participants that the program, service, or activity is federally funded and must meet the mandates of Section 504 and the ADA. This notice may be posted on Web pages/websites for the department or programs, and/or on informational and application materials for the program or service.

Complaints

Persons with disabilities who believe they have been subjected to discrimination may file a complaint with the County department that manages or administers the federally-funded program, the County ADA Coordinator, the U.S. Department of Justice, and/or the U.S. Department of Housing and Urban Development (when discrimination in housing is alleged).

504/ADA SELF-EVALUATION AND ASSURANCE OF COMPLIANCE

504/ADA Self-Evaluation Questionnaire Form

This form will help you evaluate your organization or firm's programs and services, employment, and facilities to ensure they are accessible to people with disabilities. Complete the 504/ADA Self-Evaluation Questionnaire and keep it on file at your office. Do not return the questionnaire with your contract.

“Quick Look” Barriers Checklist

Note: If the business is a construction company, this form pertains only to the main office, not the construction sites. Firms that provide services outside their office do not need to write a corrective action plan for physical accessibility as long as these services are provided in an accessible location for people with disabilities who cannot access the office. However, physical access must also be reviewed in light of hiring an individual with a disability or accommodating a current employee who becomes disabled.

504/ADA Assurance of Compliance Form

All contractors must complete this form, as required by Federal Regulations. Governmental agencies and contracts for the direct purchase of goods are exempt.

- **Complete this form.** If your organization or firm is out of compliance with any of the 504/ADA requirements, indicate on the 504/ADA Disability Assurance of Compliance form the corrective actions that will be taken to achieve compliance and the date these actions will be completed.
- **Sign the Assurance of Compliance form and send the original back with your contract.** Keep a copy of the form on file in your office for use during on-site reviews. You will be notified at least one week in advance of any scheduled review. (Note: This form may be used as an exhibit with other County contracts for two years from the date the form is completed.)

If you have questions regarding this process, please contact:

Jody Bieze
Kootenai County Resource Management Office
2400 W Riverstone Drive
PO Box 9000
Coeur d'Alene, ID 83814
208.446.1608
Email: Jbieze@kcgov.us

504/ADA General Information

Federal and State laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that Kootenai County and all organizations and firms contracting with Kootenai County, except those providing tangible goods, comply with the 504/ADA accessibility requirements.

Under 504 and ADA, a “qualified individual with a disability” is anyone who has, has a history of, or is perceived as having a physical or mental impairment which substantially limits one or more major life activities. Disabilities include, but are not limited to: mobility, visual, hearing, or speech disabilities; mental illness; epilepsy; learning disability; brain injury; HIV/AIDS; arthritis; cerebral palsy; multiple sclerosis; developmental disability; and alcohol and/or drug addiction.

APPENDIX C

KOOTENAI COUNTY SNOW REMOVAL PROCESS

REQUIREMENTS

28 CFR § 35.133, entitled “Maintenance of accessible features,” states the following:

- (a) A public entity shall maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities by the Act or this part.
- (b) This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.
- (c) If the 2010 Standards reduce the technical requirements or the number of required accessible elements below the number required by the 1991 Standards, the technical requirements or the number of accessible elements in a facility subject to this part may be reduced in accordance with the requirements of the 2010 Standards.

Background

It is part of the County’s standards and practices to ensure that the Kootenai County’s Building and Grounds Department oversees day-to-day operations to keep the path of travel on pedestrian facilities open and usable for persons with disabilities throughout the year, but especially in regard to winter snow and ice. Kootenai County makes every effort to maintain its walkways in an accessible condition in all weather, with only isolated or temporary interruptions in accessibility due to snowy and icy conditions.

Kootenai County’s Building and Grounds Department staff maintains a standard practice of as needed snow removal, with assigned areas for each employee. As a general rule, when there is 1½ inches of snow accumulation, sidewalks and parking lots are cleared of snow and a de-icing mixture is applied to the area to prevent slippage.

Priorities for Snowplowing or Snow Removal

1. ADA access areas, including ramps and lot spaces
2. Parking lots
 - a. Service lots
3. Walkways
 - a. Parking lot walkways to buildings
 - b. Lateral walkways
 - c. Walkways parallel to roads

Process for Systematic Snow Removal

Parking Lot: Snow removal in parking lots is more difficult and time consuming than walkway snow removal. Before business hours the parking lot is plowed as necessary and a de-icing mixture is applied. If snow is falling during business hours, the Building and Grounds Department makes periodic checks to assure that handicapped parking areas are sufficiently cleared of snow.

- Heavy, dense snow requires a major effort to remove. It takes more time, requires more heavy duty equipment, leads to more equipment breakdowns, and may require snow blowing or trucking to remove snow from the lots. When heavy, dense snow falls, parking lot plowing will be started when approximately 1½ inches of snow has fallen.
- Light density snow may be deeper yet less troublesome. Smaller pieces of equipment may be used. This type of snow presents less difficulty for driving or walking and it may melt after the first thaw following the snowfall. When snow is light and powdery, removal of the snow may start after about four inches of snow has fallen.

Process:

- When parking lots become icy, de-icing will be applied.
- When snow in parking lots is 1½ inches, parking lot plowing will begin. It should be noted that it is virtually impossible to clear parking spaces in the parking lots while cars are parked there. Snowstorms which happen during the workday are handled by keeping parking lot entrances and aisles open. The parking surface for vehicles is cleared overnight after cars have departed the lot.
- Parking lots are cleared by plowing lots nearest the main buildings then service areas less often used. Ideally, all these areas are cleaned simultaneously when enough people and equipment are available.
- During an especially concentrated storm, it may be necessary to continually return to plowing of the parking spaces and egress lanes from parking lots. Areas lower on the priority list may have to wait until the storm subsides.
- For any snowfall, full parking lot clean-up is accomplished on the night following the snowstorm when most cars have vacated the lots, or before the parking lot is open in the morning.

Sidewalks, Stairs, and Ramps

During business hours the Building and Grounds Department maintains a regular schedule of clearing sidewalks, stairs and handicapped ramps on an as needed basis. The frequency is determined based on the type of snow, light density or heavy density, in combination with the rate of snowfall. After the walkways and ramps are cleared a deicer is applied in order to prevent slips and falls.

**APPENDIX D
EMPLOYMENT POLICIES**

KOOTENAI COUNTY COMMISSIONERS

STATE OF IDAHO
COEUR D'ALENE



W. TODD TONDEE
DANIEL H. GREEN
JAI K. NELSON

451 N Government Way 3rd Floor
P O Box 9000
Coeur d'Alene, ID 83816-9000
Ph: (208) 446-1600 Fax: (208) 446-2178
Email: keboce@kcgov.us

**KOOTENAI COUNTY
EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Kootenai County believes in and practices the philosophy of providing equal employment opportunities for all applicants and employees based upon their training, experience and overall qualifications. In recognition of the rights of all employees and applicants as individuals, it is the policy of Kootenai County to recruit, hire and promote in all job classifications without regard to race, color, age, sex, religion, national origin, disability or status as a disabled veteran or veteran of the Vietnam era. Every member of management is totally and personally committed to the effort of assuring all employees meaningful employment, both in the initial phase when hired and in subsequent stages while developing the employee's potential.

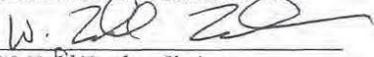
Each member of supervision will be responsible for treating all employees with respect and dignity regardless of race, color, religion, sex, age, national origin, disability, or veteran status. Furthermore, employee harassment of any nature, whether verbal, visual, or physical, will not be tolerated.

The Human Resources Department has responsibility for daily administration and monitoring of the County policies affecting equal employment opportunity. It is the responsibility of every elected official, director, manager, supervisor, and employee to carry out in spirit as well as in letter, the philosophy of equal opportunity employment as outlined in Federal Law.

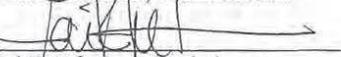
Questions regarding the information in this policy memorandum may be addressed to the Human Resources Department or the Prosecutors Office, Civil Division.

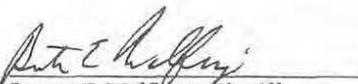
Dated this 11th day of February, 2013

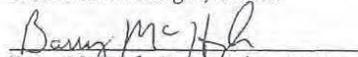
KOOTENAI COUNTY
BOARD OF COMMISSIONERS


W. Todd Tondee, Chairman


Daniel H. Green, Commissioner


Jai K. Nelson, Commissioner

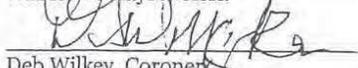

Benton E. Wolfinger, Sheriff


Barry McHugh, Prosecuting Attorney


Tom Malzahn, Treasurer


Mike McDowell, Assessor


Clifford P. Hayes, Clerk


Deb Wilkey, Coroner

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

To preserve an employment environment free from illegal discrimination.

II. SCOPE

This policy applies to all employees of Kootenai County.

III. POLICY

Kootenai County believes in and practices the philosophy of providing equal employment opportunities for all applicants and employees based upon their training, experience, and overall qualifications. In recognition of the rights of all employees and applicants as individuals, it is the policy of Kootenai County to recruit, hire, and promote in all job classifications without regard to race, color, age, sex, religion, national origin, disability, status as a disabled veteran, status as a veteran of the Vietnam era, and/or any other class protected by state, local, or federal law.

Supervisors and employees are responsible for treating all employees with respect and dignity regardless of race, color, religion, sex, age, national origin, disability, veteran status, or any other characteristic protected by law. Furthermore, harassment of any nature, whether verbal, visual, or physical, will not be tolerated.

The Human Resources Department has responsibility for daily administration and monitoring of the County policies affecting equal employment opportunity. It is the responsibility of every Elected Official, Department Head, manager, supervisor, and employee to carry out in spirit as well as in letter, the philosophy of equal opportunity employment as outlined by federal law.

Questions regarding the information in this policy may be addressed to the Human Resources Department or the Prosecutor's Office, Civil Division.

It is the policy of Kootenai County to comply with the guidance set forth in Title VII of the Civil Rights Act of 1964 (as amended), the Americans with Disabilities Act (as amended), and Section 504 of the Rehabilitation Act of 1973. Appropriate consideration will be given to applicable Federal and State regulations. Kootenai County will make reasonable accommodation to the known disabilities of any applicant or employee.

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (as amended), Kootenai County shall appoint responsible employees to act as Section 504 Compliance Officer and ADA Coordinator to ensure compliance with the County's programs, policies, procedures or facilities.

In all employment decisions, the County's ability to fulfill its public service mission shall be of paramount importance. All objections to application of County policy in this regard shall be brought to the attention of the office of the Board of County Commissioners, or in the case of objection to Commission action, to the office of the Prosecuting Attorney.

Veteran's Preference & Rights

The County will accord a preference to U.S. Armed Services veterans, or his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 will be employed.

Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 shall not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran shall be entitled to an opportunity to be heard prior to termination. Such returning veteran shall also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she shall be restored to his/her position without loss of seniority, status or pay.

[Back to List of Policies](#)

Resolution 87-12, approved February 11, 1987
Resolution 91-43, approved July 30, 1991
Resolution 2011-149, approved December 27, 2011
Resolution 2014-77, approved November 18, 2014

AMERICANS WITH DISABILITIES ACT

I. PURPOSE

To comply with the Americans with Disabilities Act.

II. SCOPE

This policy applies to all employees of Kootenai County.

III. POLICY

Kootenai County's policy and practice is to comply with the Americans with Disabilities Act (as amended) and ensure equal employment opportunity for all qualified persons with disabilities.

A disability includes a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Examples of major life activities include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. It also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions

A physical or mental impairment means any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as an intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific disabilities.

Employees may submit a request for an accommodation to their Elected Official, Department Head, or the County's ADA Coordinator in the Human Resources Department. The request may be verbal or in writing but must contain enough information for Kootenai County to determine that an accommodation is needed due to an underlying long-term medical condition or impairment. Human Resources will work with the employee and the supervisor to determine if the individual qualifies under the ADA, including the necessary qualifications for the position, having a disability as defined by the ADA, and the ability to perform the essential functions of the position, with or without an accommodation.

SOME EXAMPLES OF REASONABLE ACCOMMODATION

- making facilities readily accessible to and usable by an individual with a disability;
- restructuring a job by reallocating or redistributing marginal job functions;
- altering when or how an essential job function is performed;
- providing part-time or modified work schedules;
- obtaining or modifying equipment or devices;
- modifying examinations, training materials or policies;
- providing qualified readers and interpreters;

- reassignment to a vacant position;
- permitting use of accrued paid leave or unpaid leave for necessary treatment;
- providing reserved parking for a person with a mobility impairment;
- allowing an employee to provide equipment or devices that an employer is not required to provide.

Kootenai County may request additional information from the employee and his/her health care provider to verify the disability and obtain possible recommendations of ways to accommodate the disability. The ADA requires an interactive process between the employee and the employer. If an employee fails to provide the necessary information for the request to be reviewed, the request for an accommodation may be delayed or denied pending more information.

Accommodation requests that would result in an undue hardship for Kootenai County will be denied. However, alternative accommodations may be suggested in lieu of the requested accommodation. Accommodations may be implemented on a trial basis ranging from thirty (30) to ninety (90) days to determine if the accommodation is successful and does not disrupt the workplace. All accommodations should be periodically reviewed to ensure they are still necessary and still allow the employee to successfully perform the essential functions of the job.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others will be placed on leave without pay until the threat can be eliminated by reasonable accommodation or until a decision has been made in regard to the employee's continued employment.

EVALUATIONS, DISCIPLINE AND DISCHARGE AND THE ADA

An employer can hold employees with disabilities to the same standards of production/performance as:

- Other similarly situated employees without disabilities for performing essential job functions (with or without reasonable accommodation).
- Other employees regarding marginal job functions, unless the disability affects the ability to perform the marginal functions. If the ability to perform marginal functions is affected by the disability, the employer must provide some type of reasonable accommodation such as job restructuring (unless to do so would be an undue hardship).
- A disabled employee who needs an accommodation (that is not an undue hardship for an employer) in order to perform a job function should not be evaluated on his/her ability to perform the function without the accommodation, and should not be downgraded because such an accommodation is needed to perform the function.
- An employer should not give employees with disabilities "special treatment." They should not be evaluated on a lower standard or disciplined less severely than any other employee. This is not equal employment opportunity.
- An employer must provide an employee with a disability with reasonable accommodation necessary to enable the employee to participate in the evaluation process (for example, counseling or an interpreter).
- If an employee with a disability is not performing well, an employer may require medical and other professional inquiries that are job-related and consistent with business necessity to discover whether the disability is causing the poor performance, and whether any reasonable accommodation or additional accommodation is needed.

- An employer may take the same disciplinary action against employees with disabilities as it takes against other similarly situated employees, if the illegal use of drugs or alcohol use affects job performance and/or attendance.
- An employer may not discipline or terminate an employee with a disability if the employer has refused to provide a requested reasonable accommodation that did not constitute an undue hardship, and the reason for unsatisfactory performance was the lack of accommodation.

GRIEVANCE PROCEDURE:

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

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

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

Human Resources Director, ADA Coordinator
Human Resources Department
PO Box 9000, Coeur d'Alene ID 83816-9000

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

If the response by the Human Resources Director or his/her designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of County Commissioners or its designee.

Within 15 calendar days after receipt of the appeal, the Board of County Commissioners or its designee will meet with the grievant to discuss the grievance and possible resolutions. Within 15 calendar days after the meeting, the Board of County Commissioners or its designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final resolution of the grievance.

All written grievances received by the Human Resources Director or his/her designee, appeals to the Board of County Commissioners or its designee, and responses from these two offices, will be retained by the County for at least three years.

Kootenai County is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility as long as the accommodation does not cause undue hardship on the County. Individuals should contact their Elected Official, Department Head or the Human Resources Director concerning an accommodation.

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Resolution 2011-149, approved December 27, 2011

Resolution 2014-77, approved November 18, 2014

(See Reasonable Accommodation Form)

2. Are there circumstances in which the participation of a person with a disability would be excluded or restricted? If yes, are the exclusions or restrictions necessary to the operation of the program or to the safety of other participants?

Yes No

If yes, list and explain. If more space is needed, please attach in a separate document.

Program Name	Comments

3. Are there separate services, programs or activities for people with disabilities or a class of people with disabilities?

Examples: A municipal recreation department which has a basketball program also runs a wheelchair basketball program. A county museum has a tour to offer people who are blind an opportunity to touch sculptures. These are not discriminatory.

Yes No

If yes, list each program and answer the following questions in the chart below.

a. Are the separate services as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as services provided to others?

b. Are people with disabilities also afforded the opportunity to participate in similar services, programs, or activities that are not separate, despite the existence of separate services?

Separate program, service, or activity run by your department:	Question A:	Question B:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Does your department ensure that a qualified person with a disability is not denied the opportunity to participate as a member of planning or advisory boards?

Yes No

Contracting with External Organizations

5. Do department employees and officials who contract with outside agencies, organizations or businesses know that the department's ADA obligations apply whether the department provides the service, program or activity directly or contracts for it?

Example: If a department of emergency services funds a private organization to provide emergency shelters, the department maintains its ADA obligations to make sure people with disabilities receive the same services as people without disabilities.

Yes No

6. Does your department notify each contractor of its responsibilities for providing contracted services in a nondiscriminatory manner?

Yes No

If yes, please describe:

7. Does your department require assurances from contractors of their fulfillment of Title II requirements?

Yes No

8. Does your department have procedures to ensure that contractors provide the services, programs and activities in a nondiscriminatory manner consistent with the Title II requirements?

Yes No

If yes, please describe:

Reasonable Modifications

9. Are department employees and officials aware that the department is obligated, whenever possible, to make a reasonable modification in policies, practices, or procedures if the modification is necessary for a person with a disability to participate?

Example: No food or beverages are allowed to be consumed on public transportation buses. In order to control blood sugar levels, a person with diabetes might need to drink juice. This would probably be a reasonable modification of a policy.

Yes No

Service Animals (Under Titles II and III only dogs can be service animals. Miniature horses can be service animals in some circumstances.)

10. Are department employees and officials aware that:

a. They must allow service animals to accompany people with disabilities in all areas where people without service animals are allowed to go?

Yes No

b. Only two questions may be asked: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?

Yes No

c. They may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task?

Yes No

d. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken and, in these circumstances employees must offer the person with the disability the opportunity to obtain goods or services without the animal's presence?

Yes No

Wheelchairs and Other Power-Driven Mobility Devices

11. Are employees and officials aware that:

a. People with mobility disabilities may use wheelchairs, scooters and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use?

Yes No

b. People with mobility disabilities may use other power-driven mobility device in any areas open to pedestrian use unless the department can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements?

Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines — whether or not designed primarily for use by individuals with mobility disabilities — that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices, such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of Title II.

Some of the factors that go into determining “legitimate safety requirements” include: size and speed of the device, the facility’s volume of pedestrian traffic (which may vary over time), the facility’s design and characteristics (outdoor, indoor), and risk of harm to the immediate environment.

Yes No

c. They may not ask about the nature and extent of the individual's disability, but may ask an individual to provide a credible assurance that the mobility device is required because of the person's disability?

Credible assurance includes a state-issued, disability parking placard or card, or other state-issued proof of disability or a verbal representation, not contradicted by observable fact, that the other power-driven mobility device is being used for a mobility disability.

Yes No

Surcharges and Costs

12. Are employees and officials aware that your department or its programs may not place a surcharge on people with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide nondiscriminatory treatment?

Example: Charging a person who is hard of hearing for the cost of providing an assistive listening system for a state hearing.

Yes No

Other

13. Is information about your department's accessible services, activities and facilities available to the public and to current and future program participants?

Example: A state department of recreation includes information about accessible swimming pools, fishing piers, boat launches, picnic and camping areas on its website and in a brochure.

Yes No

Effective Communication

Many people who are blind or have low vision, who are deaf or hard of hearing or who have other communication disabilities are prevented from participating fully in programs, activities and services because of communication issues. To address this, Title II requires that communication with people with disabilities be "as effective" as communication with others. Often, good communication practices will suffice, such as not turning away when speaking with a person who is hard of hearing or taking the time to listen to a person who has a speech impairment. Other times a public entity needs to provide "auxiliary aids and services" to ensure that communication is effective.

Auxiliary Aids and Services

1. Does your department advertise how individuals with disabilities can access auxiliary aids, for effective communication and opportunity to participate in your department's programs and services?

Yes No

2. Does your department know how to provide accommodation in the form of auxiliary aids and services for people who are deaf or hard of hearing?

Examples: Contacting a liaison to arrange for auxiliary devices such as assistive listening devices, or to arrange for an in-person or remote video interpreter.

Yes No

If yes, list the appropriate accommodations your department knows how to provide:

3. Are employees and officials aware that your department is responsible for adding captions to any videos it produces, and real-time captions to any live television or streaming content?

Note: It is possible to enable auto-captioning for videos and live streams posted on YouTube; however, these automatically generated captions may not be fully accurate.

Yes No

4. Does your department know how to provide accommodation in the form of auxiliary aids and services for people who are blind or visually impaired and others with print disabilities?

Examples: Contacting a liaison to arrange for auxiliary aids such as an optical reader, or providing access to magnification or screen reader software on a computer that is used by the public.

Yes No

If yes, list the appropriate accommodations your department knows how to provide:

5. Does your department know how to provide alternate document formats for people who are blind or visually impaired and others with print disabilities?

Examples: How to produce documents in large print or electronic formats such as HTML or plain text that can be accessed by screen reading software; or how to create and provide audio recordings instead of or in addition to written documents.

Yes No

If yes, list the appropriate formats your department knows how to provide:

6. Does your department know how to arrange for the production of Braille transcriptions?

Yes No

Policies and Procedures

7. Are employees and officials aware of Kootenai County's ADA Notice, which states every department's obligation to provide auxiliary aids and services and also outlines how to arrange for auxiliary aids and services?

Yes No

8. Does your department give primary consideration to the person with a disability when determining what type of auxiliary aid or service to provide?

Yes No

9. Are employees and officials aware:

a. That employees may not, generally speaking, request or require an individual with a disability to bring another individual to act as an interpreter?

Yes No

b. That an individual with a disability may request an accompanying adult such as a friend or a family member to interpret for them, provided that the accompanying adult agrees to provide such assistance, and provided that reliance on that adult for such assistance is appropriate under the circumstances?

Yes No

c. That, failing (b), employees may rely on an adult accompanying an individual with a disability to interpret or facilitate communication in an emergency involving an imminent threat to the safety and welfare of an individual or the public where there is no other interpreter available, and may rely on a minor child to interpret or facilitate communication *only* in such an emergency?

Yes No

10. Are employees and officials aware that a companion of a program participant has a right to auxiliary aids and services if the companion has a communication disability and is an appropriate person with whom the department or program should or would communicate?

Example: A deaf family member of a hospital patient might need a sign language interpreter to communicate with the doctor.

Yes No

11. Are captions and audio description provided on videos and television programs the department and its programs produces and videos on its website?

Yes No

12. Does the department have a policy or procedure for determining if an auxiliary aid or service would be an undue financial and administrative burden?

The decision of undue hardship must be made by the head of the department or his or her designee. There must be a written statement explaining the reasons for reaching that decision.

Yes No

Telecommunications

13. Do employees and officials know how to respond to telephone calls made through Video Relay Services and Telecommunication Relay Services so that the calls are responded to in the same manner as other telephone calls?

Yes No

14. Where telephones are available to the public for making outgoing calls, such as in hospital waiting rooms, are TTYs available for people with hearing and speech disabilities?

A TTY is an electronic device for text communication over a telephone line that is designed for use by people with hearing or speech disabilities.

Yes No

15. Do telephone emergency services, including 911, provide direct access to people who use TTYs and computer modems with TTY-compatible equipment at every call-taking position? Do employees know they need to query every silent, open line call as a potential TTY call?

Yes No

Employment

Title I of the ADA requires that people with disabilities are assured equal treatment in employment under any service, program, or activity conducted by a public entity.

Questions

1. Does your department describe its policies, practices, and/or procedures that are followed to ensure that no discrimination based on disabilities in:

a. Recruiting advertisements

Yes No

b. Processing of applications

Yes No

c. Employment testing

Yes No

d. Interviewing and orientation

Yes No

e. Promotion, transfer, demotion, lay-off, discharge, or reinstatement including changes to compensation resulting from these actions

Yes No

f. Job assignments

Yes No

g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time

Yes No

h. Opportunities for and financial support of training opportunities, conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs

Yes No

2. Does your department describe how it ensures that any employment-related criteria (including minimum qualifications and testing requirements) that would adversely affect the opportunities of individuals with disabilities—is related to the job and is a business necessity?

Yes No

3. Does your department describe how it responds to a request for an accommodation in testing and interviews?

Yes No

4. Does your department describe the steps taken to ensure that non-discriminatory questions are asked in a hiring interview?

Yes No

5. Does your department describe the steps that are taken 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

6. Does your department describe the process it uses to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship?

Yes No

7. Does your department describe its policies and procedures for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation?

Yes No

8. Does your department describe the training or other measures taken to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge?

Yes No

This Questionnaire was adapted from the New England ADA Center's "ADA Title II ADA Action Guide for State and Local Governments", Copyright © 2017.

Revised September 2021 by Kootenai County.

The original documents can be found at www.adaactionguide.org.

APPENDIX F
2021 AMERICANS WITH DISABILITIES ACT SELF-EVALUATION
SURVEY: LIMITED ENGLISH PROFICIENCY (LEP)

1) On average, how often do you assist individuals with limited English proficiency?

- Never
- Rarely
- Occasionally (few times per month)
- Frequently (few times per week)
- Daily

2) What language other than English do you encounter most frequently?

- | | | |
|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> ASL | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> German | <input type="checkbox"/> Japanese | <input type="checkbox"/> Mandarin |
| <input type="checkbox"/> Punjabi | <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Thai | <input type="checkbox"/> Ukrainian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Other: _____ | | |

3) Have you requested translation or interpretation services for someone?

- No
- Yes

4) If you have requested translation or interpretation services, which have you utilized?

- Outside Interpreter Service: _____
- Bi-Lingual Co-Worker: _____
- Telephone Interpreter Service: _____
- Online Translator Software: _____
- Other: _____

6) Do you speak or read and write another language fluently?

- No
- Yes, I am in fluent in: _____

7) Your name and department: _____

APPENDIX G
504/ADA SELF-EVALUATION QUESTIONNAIRE FOR CONTRACTORS

General Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation. **If you have fewer than 15 employees, please skip the first section and start with “Program Access.”**

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you have a 504/ADA coordinator? If so, who? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Name _____ | | | |
| Title _____ | | | |
| Phone _____ | | | |
| 2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with 504/ADA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you notified these individuals of your nondiscrimination policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to participants with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with individuals who use TTYs for communication purposes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Program Access (continued)

	YES	NO	N/A
5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(-ies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:			
• the information requested is intended for use solely in connection with reporting requirements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the information is voluntary;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the information will be kept confidential; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you make pre-employment medical inquiries or conduct pre-employment medical examinations:			
• Is the inquiry related to the applicant's ability to perform the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you condition offers of employment on the results of these examinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the examination required for <u>all</u> employees in the same job classification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are <u>all</u> applicants in the same job classification asked the same medical and/or interview questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment and Reasonable Accommodation (continued)

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have a written policy stating the following?
504/ADA 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 government officials investigating compliance with 504/ADA shall be provided with relevant information upon request. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Physical Accessibility

Complete the "Quick Look" Barriers Checklist and then answer the following questions:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is the building(s) where your business is located barrier-free? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If you checked <u>NO</u> 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)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If access would be impacted, describe on the Corrective Action 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 Corrective Action Plan.

This 504/ADA Self-Evaluation Questionnaire was completed by:

Print name

Date

Phone Number

APPENDIX H “QUICK LOOK” BARRIERS CHECKLIST

This checklist may be used to conduct a quick appraisal of potential problem areas for accessibility. For detailed review standards, refer to federal ADA Accessibility Guidelines (ADAAG), state or local laws and regulations.

Building Access	YES	NO	N/A
1. Garage/lot has required number of accessible parking spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are accessible parking spaces near main building entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walkways are level (36” wide min.) or ramped (max. 1:12)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the entrance doorway have at least 32” wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the door threshold maximum ¼” high (½” if beveled)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Door hardware is lever handles, pulls, or push-pull activating bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the doors easy to open (exterior doors max. 10 lbs. opening force, interior doors 5 lbs. max.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If revolving doors used, alternate accessible entrance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Corridors			
1. Is path of travel free of obstruction and at least 36” wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is floor surface stable, firm and slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do obstacles (phones, fountains, etc.) protrude no more than 4”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If provided, minimum one public phone or water fountain accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are elevator controls no higher than 48”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are elevator markings in Braille and raised letters/numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does elevator provide audible and visible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Floor of elevator cab is min. 51” x 68” (door offset) or 51” x 80” (door centered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms			
1. Door hardware is lever handles, pulls, or push-pull activating bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do restroom entrance doors have at least 32” wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is restroom large enough for wheelchair turnaround (5’ diameter)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does accessible stall door have at least 32” wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

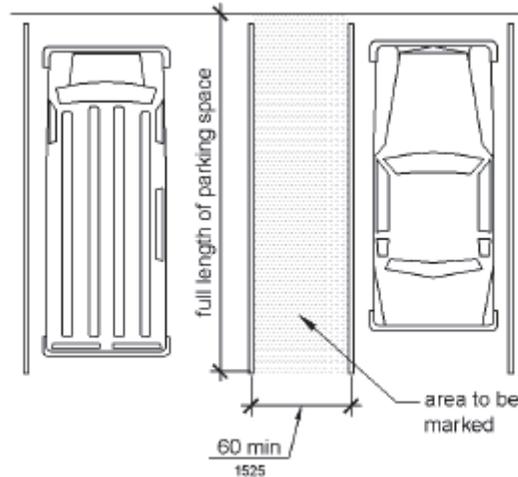
- 5. Are grab bars provided in accessible toilet stalls?
- 6. Toilet seat top is 17-19" above floor?
- 7. Sink has clear knee space under basin; exposed pipes are insulated?
- 8. Faucets are lever-operated or push-type?
- 9. Are soap and towel dispensers no more than 48" from the floor?

Reception and Personnel Office

- 1. Lower counter space in reception, customer service areas?
- 2. Do doors have at least 32" wide clearance?
- 3. Is the door easy to open (max. 5 lbs. opening force)?
- 4. Door threshold is maximum ¼" high (½" if beveled)?
- 5. Is the path of travel between furniture at least 36"?"

Required Number of Accessible Parking Spaces

Total Garage/Lot Parking Spaces	Minimum No. of Accessible Spaces
1-25	1 (van accessible)
26-50	2 (including one van space)
51-75	3 (including one van space)
76-100	4 (including one van space)
101-150	5 (including one van space)
151-200	6 (including one van space)
201-300	7 (including two van spaces)
301-400	8 (including two van spaces)
401-500	9 (including two van spaces)
501-1000	2% of total spaces (every six accessible spaces include one van space)
More than 1000	20, plus 1 for each 100 over 1000 (every six accessible spaces include one van space)



Locate accessible parking spaces on the shortest accessible route of travel to an accessible building entrance (where practical, not crossing traffic lanes).

Car and van parking spaces shall have an adjacent access aisle. Two parking spaces may share an access aisle. Van parking spaces that are angled shall have access aisles located on the passenger side of the parking space.

If there is only one accessible parking space, then it shall meet the codes for a van accessible parking space: 11' wide vehicle parking space plus a 5' access aisle. (An 8' vehicle parking space with an 8' access aisle is acceptable under code.)

For more detail, consult the Idaho State Building Code (http://dbs.idaho.gov/Codes/DBS_Adopted_Codes_1_Jan_2015.pdf).

APPENDIX I
504/ADA DISABILITY ASSURANCE OF COMPLIANCE

Complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, two federal laws which prohibit discrimination against qualified people with disabilities.

I understand that federal and state laws prohibit discrimination in public accommodations and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through contracting with a governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, the Section 504/ADA requirements. I understand that reasonable accommodation is required in both program services and employment, except where to do so would cause an undue hardship or burden.

I agree to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information, and employees therein to Kootenai County for reviewing compliance with Section 504 and ADA requirements.

I agree that any violation of the specific provisions and terms of the 504/ADA Disability Assurance of Compliance and/or Corrective Action Plan required herein or Section 504 or the ADA, shall be deemed a breach of a material provision of the Contract between the County and the Contractor. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part, of this Contract by the County.

According to the responses to the questions in the 504/ADA Self-Evaluation Questionnaire, Contractor is in compliance with 504/ADA. If the response is NO, the actions outlined in the below Corrective Action Plan will be taken.

YES NO

Contractor: _____

Street Address

City

State

Zip

Corrective Action Plan

The following Corrective Action Plan is submitted to comply with Section 504 and ADA requirements.

General Requirements	
Actions to Be Taken	Completion Date

Program Access	
Actions to Be Taken	Completion Date

Employment and Reasonable Accommodation	
Actions to Be Taken	Completion Date

Please use additional pages if necessary.

APPENDIX J
PUBLIC FACILITIES OWNED OR OPERATED BY KOOTENAI COUNTY (2021)

EO	AOR	Building	Department Name	Address	City	State	Zip	Year
Sheriff	Tom Reed	911	911 Emergency	3380 N. Julia Street	CdA	ID	83814	1991
Sheriff	Tom Reed	911	911 Operations Center	3380 N. Julia Street	CdA	ID	83814	1991
BOCC	Greg Manley	Administration	ASR/Admin Division	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	ASR/Mapping Division	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	ASR/Residential Appraisal	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	ASR/Vehicle License	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	ASR/Specialized Appraisal	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	BOCC	451 N. Government Way	CdA	ID	83814	1997
BOCC	Greg Manley	Administration	Community Development	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Driver's License	120 E. Railroad Ave.	PF	ID	83854	
BOCC	Greg Manley	Administration	Recorder	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Sheriff Driver's License	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Treasurer	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Human Resources	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Assessor's Office	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Clerk's Office	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Auditor's Office	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Prosecutor's Office, Civil Division	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	County Assistance	451 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administration	Information Technology	451 N. Government Way	CdA	ID	83814	
BOCC	Steven Kjergaard	Airport	Airport	10375 N. Sensor Avenue	Hayden	ID	83835	1989
BOCC	Steven Kjergaard	Airport	Main Hanger	11375 N. Airport Drive	Hayden	ID	83835	1954
BOCC	Steven Kjergaard	Airport	Transformer Building	11401 N. Airport Drive	Hayden	ID	83835	
BOCC	Steven Kjergaard	Airport	Airport Rescue	10375 N. Sensor Avenue	Hayden	ID	83835	
BOCC	Steven Kjergaard	Airport	Airport Shop	11027-11031 N. Airport Drive	Hayden	ID	83835	1974
BOCC	Steven Kjergaard	Airport	County Hanger	10375 N. Sensor Avenue	Hayden	ID	83814	
BOCC	Steven Kjergaard	Airport	Pasco T Hanger	11401 N. Airport Drive	Hayden	ID	83835	1979
BOCC	Steven Kjergaard	Airport	Snowgroomer	11401 N. Airport Drive	Hayden	ID	83835	
BOCC	Steven Kjergaard	Airport	Armory	1662 W. Wyoming Ave.	Hayden	ID	83835	
BOCC	Greg Manley	Building and Grounds	Building and Grounds	331 W. Garden Ave.		ID		
BOCC	Greg Manley	Building and Grounds	Reprographics	331 W. Garden Ave.		ID		
BOCC	Greg Manley	Courthouse	AMP	501 N. Government Way	CdA	ID	83815	

EO	AOR	Building	Department Name	Address	City	State	Zip	Year
BOCC	Greg Manley	Courthouse	District Court	324 W. Garden	CdA	ID	83814	1969
BOCC	Greg Manley	Courthouse	Prosecutor	501 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Public Defender	Public Defender Office	1620 N. Lincoln Way	CdA	ID	83814	
BOCC	Greg Manley	Courthouse	Drug Specialty Court	501 N. Government Way	CdA	ID	83814	
BOCC	Greg Manley	Administrative Annex	Court Assistance Officer	400 Northwest Blvd.	CdA	ID	83814	
Coroner	Greg Manley	Extension	Coroner's Office	1808 N. 3rd Street	CdA	ID	83814	
Clerk	Greg Manley	Elections	Elections	1808 N. 3rd Street	CdA	ID	83814	
BOCC	Greg Manley	Extension	Extension Office	1808 N. 3rd Street	CdA	ID	83814	
BOCC	Greg Manley	Administrative Annex	Resource Management Office	400 Northwest Blvd.	CdA	ID	83814	
BOCC	David Waterhouse	Riverstone Transit Center	RMO/Public Transportation	2400 W. John Loop	CdA	ID	83815	
BOCC	Alexcia Jordan	Fairgrounds-0	Fairgrounds	4056 N. Government Way	CdA	ID	83815	
BOCC	Alexcia Jordan	Fairgrounds	RV Park	482 E. Dalton Avenue	CdA	ID	83815	2019
BOCC	Alexcia Jordan	Fairgrounds-1	Concession Stand F-04	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-10	Poultry/Rabbit Barn F-12	4060 N. Government Way	CdA	ID	83815	1986
BOCC	Alexcia Jordan	Fairgrounds-11	4H Office	4060 N. Government Way	CdA	ID	83815	1986
BOCC	Alexcia Jordan	Fairgrounds-12	Grandstand F-14	4060 N. Government Way	CdA	ID	83815	1960
BOCC	Alexcia Jordan	Fairgrounds-13	Draft Horse Barn F-15	4060 N. Government Way	CdA	ID	83815	1976
BOCC	Alexcia Jordan	Fairgrounds-14	Goat Barn F-16	4060 N. Government Way	CdA	ID	83815	1955
BOCC	Alexcia Jordan	Fairgrounds-15	Kid's World F-17	4060 N. Government Way	CdA	ID	83815	1941
BOCC	Alexcia Jordan	Fairgrounds-16	North Restroom F-18	4060 N. Government Way	CdA	ID	83815	1979
BOCC	Alexcia Jordan	Fairgrounds-17	Fine Arts / Crafts	4060 N. Government Way	CdA	ID	83815	1954
BOCC	Alexcia Jordan	Fairgrounds-18	Chamber Food Court F-20	4060 N. Government Way	CdA	ID	83815	1994
BOCC	Alexcia Jordan	Fairgrounds-19	Wildlife Building F-21	4060 N. Government Way	CdA	ID	83815	1996
BOCC	Alexcia Jordan	Fairgrounds-2	Community Exhibit F-05	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-20	Sheep Barn F-22	4060 N. Government Way	CdA	ID	83815	1991
BOCC	Alexcia Jordan	Fairgrounds-21	South Restroom F-23	4060 N. Government Way	CdA	ID	83815	1979
BOCC	Alexcia Jordan	Fairgrounds-22	First-Aid Station F-24	4060 N. Government Way	CdA	ID	83815	2000
BOCC	Alexcia Jordan	Fairgrounds-23	Jacklin Building F-25	4060 N. Government Way	CdA	ID	83815	1998
BOCC	Alexcia Jordan	Fairgrounds-24	New Horse Barn F-26	3650 N. Ramsey Road	CdA	ID	83815	2003
BOCC	Alexcia Jordan	Fairgrounds-25	Caretaker's House F-31	4060 N. Government Way	CdA	ID	83815	1982
BOCC	Alexcia Jordan	Fairgrounds-26	Ticket Booth F-32	4060 N. Government Way	CdA	ID	83815	1984
BOCC	Alexcia Jordan	Fairgrounds-27	Ticket Booth F-33	4060 N. Government Way	CdA	ID	83815	1995
BOCC	Alexcia Jordan	Fairgrounds-28	Ticket Booth F-34	4060 N. Government Way	CdA	ID	83815	1993
BOCC	Alexcia Jordan	Fairgrounds-29	Horse Barn F-39	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-3	Culinary Exhibit F-06	4060 N. Government Way	CdA	ID	83815	1946
BOCC	Alexcia Jordan	Fairgrounds-30	Horse Barn F-40	4060 N. Government Way	CdA	ID	83815	1972
BOCC	Alexcia Jordan	Fairgrounds-31	Horse Barn F-44	4060 N. Government Way	CdA	ID	83815	1957
BOCC	Alexcia Jordan	Fairgrounds-32	Horse Barn F-45	4060 N. Government Way	CdA	ID	83815	1954
BOCC	Alexcia Jordan	Fairgrounds-33	Horse Barn F-46	4060 N. Government Way	CdA	ID	83815	1954

EO	AOR	Building	Department Name	Address	City	State	Zip	Year
BOCC	Alexcia Jordan	Fairgrounds-34	Horseman's Restroom F-47	4060 N. Government Way	CdA	ID	83815	1970
BOCC	Alexcia Jordan	Fairgrounds-35	Old CD Building F-48	4060 N. Government Way	CdA	ID	83815	1960
BOCC	Alexcia Jordan	Fairgrounds-4	Flower Exhibit F-07	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-5	4H Exhibit F-08	4060 N. Government Way	CdA	ID	83815	1955
BOCC	Alexcia Jordan	Fairgrounds-6	Horse Barn F-09	4060 N. Government Way	CdA	ID	83815	1942
BOCC	Alexcia Jordan	Fairgrounds-7	Exhibit / Office F-1,2,3	4060 N. Government Way	CdA	ID	83815	1936
BOCC	Alexcia Jordan	Fairgrounds-8	Llama Barn F-10	4060 N. Government Way	CdA	ID	83815	1942
BOCC	Alexcia Jordan	Fairgrounds-9	Llama Barn F-11	4060 N. Government Way	CdA	ID	83815	1972
BOCC	Greg Manley	Justice Building	Court Hold	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	District Court	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	District Court Records	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Law Library	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Court Rooms	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Bailiff's Office	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Detention Center	Jail	210 E. Dalton Avenue	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Detention Center	Juvenile Detention Office Complex	210 E. Dalton Avenue	CdA	ID	83814	2000
BOCC	Greg Manley	Juvenile Detention Center	Juvenile School/ Kitchen	210 E. Dalton Avenue	CdA	ID	83814	1992
BOCC	Greg Manley	Juvenile Justice Center	Juvenile Diversion	205 N. 4th Street	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Justice Center	Juvenile Probation	205 N. 4th Street	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Justice Center	District Court	205 N. 4th Street		ID		
BOCC	Greg Manley	Public Defenders	Public Defenders	400 Northwest Blvd.	CdA	ID	83814	1969
BOCC	Nick Snyder	PW/NWC	Noxious Weeds	10905 N. Ramsey Road	CdA	ID	83835	
BOCC	Nick Snyder	PW/NWC	Parks and Waterways	10905 N. Ramsey Road	Hayden	ID	83835	
Sheriff	Tom Reed	Sheriff Admin	Jail Workshop	5500 N. Government Way	CdA	ID	8314	1990
Sheriff	Tom Reed	Sheriff Admin	Office of Emergency Management	5500 N. Government Way	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Detectives/ Information Tech.	106 E. Dalton Avenue	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Admin	Sheriff Marine Division	5500 N. Government Way	CdA	ID	83814	1993
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Office	5500 N. Government Way	CdA	ID	83814	1989
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Office Signage	5500 N. Government Way		ID		
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Public Safety Building	5500 N. Government Way	CdA	ID	83814	1987
Sheriff	Tom Reed	Sheriff Auto Shop	Sheriff Auto Shop	5500 N. Government Way	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Boathouse CDA	Sheriff Boathouse BH-02	Blackwell Island	CdA	ID	83814	2002
Sheriff	Tom Reed	Sheriff Boathouse PF	Sheriff Boathouse BH-03		PF	ID	83854	2002
Sheriff	Tom Reed	Sheriff MMC	Sheriff Maintenance Shop	5500 N. Government Way	CdA	ID	83814	2004
BOCC	Alexcia Jordan	Fairgrounds-26	Ticket Booth F-32	4060 N. Government Way	CdA	ID	83815	1984
BOCC	Alexcia Jordan	Fairgrounds-27	Ticket Booth F-33	4060 N. Government Way	CdA	ID	83815	1995

EO	AOR	Building	Department Name	Address	City	State	Zip	Year
BOCC	Alexcia Jordan	Fairgrounds-28	Ticket Booth F-34	4060 N. Government Way	CdA	ID	83815	1993
BOCC	Alexcia Jordan	Fairgrounds-29	Horse Barn F-39	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-3	Culinary Exhibit F-06	4060 N. Government Way	CdA	ID	83815	1946
BOCC	Alexcia Jordan	Fairgrounds-30	Horse Barn F-40	4060 N. Government Way	CdA	ID	83815	1972
BOCC	Alexcia Jordan	Fairgrounds-31	Horse Barn F-44	4060 N. Government Way	CdA	ID	83815	1957
BOCC	Alexcia Jordan	Fairgrounds-32	Horse Barn F-45	4060 N. Government Way	CdA	ID	83815	1954
BOCC	Alexcia Jordan	Fairgrounds-33	Horse Barn F-46	4060 N. Government Way	CdA	ID	83815	1954
BOCC	Alexcia Jordan	Fairgrounds-34	Horseman's Restroom F-47	4060 N. Government Way	CdA	ID	83815	1970
BOCC	Alexcia Jordan	Fairgrounds-35	Old CD Building F-48	4060 N. Government Way	CdA	ID	83815	1960
BOCC	Alexcia Jordan	Fairgrounds-4	Flower Exhibit F-07	4060 N. Government Way	CdA	ID	83815	1973
BOCC	Alexcia Jordan	Fairgrounds-5	4H Exhibit F-08	4060 N. Government Way	CdA	ID	83815	1955
BOCC	Alexcia Jordan	Fairgrounds-6	Horse Barn F-09	4060 N. Government Way	CdA	ID	83815	1942
BOCC	Alexcia Jordan	Fairgrounds-7	Exhibit / Office F-1,2,3	4060 N. Government Way	CdA	ID	83815	1936
BOCC	Alexcia Jordan	Fairgrounds-8	Llama Barn F-10	4060 N. Government Way	CdA	ID	83815	1942
BOCC	Alexcia Jordan	Fairgrounds-9	Llama Barn F-11	4060 N. Government Way	CdA	ID	83815	1972
BOCC	Greg Manley	Justice Building	Court Hold	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	District Court	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	District Court Records	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Law Library	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Court Rooms	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Justice Building	Bailiff's Office	324 W. Garden Avenue	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Detention Center	Jail	210 E. Dalton Avenue	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Detention Center	Juvenile Detention Office Complex	210 E. Dalton Avenue	CdA	ID	83814	2000
BOCC	Greg Manley	Juvenile Detention Center	Juvenile School / Kitchen	210 E. Dalton Avenue	CdA	ID	83814	1992
BOCC	Greg Manley	Juvenile Justice Center	Juvenile Diversion	205 N. 4th Street	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Justice Center	Juvenile Probation	205 N. 4th Street	CdA	ID	83814	
BOCC	Greg Manley	Juvenile Justice Center	District Court	205 N. 4th Street	CdA	ID	83814	
BOCC	Greg Manley	Public Defenders	Public Defenders	400 Northwest Blvd.	CdA	ID	83814	1969
BOCC	Nick Synder	PW_NWC	Noxious Weeds	10905 N. Ramsey Road	CdA	ID	83835	
BOCC	Nick Synder	PW_NWC	Parks and Waterways	10905 N. Ramsey Road	Hayden	ID	83835	
Sheriff	Tom Reed	Sheriff Admin	Jail Workshop	5500 N. Government Way	CdA	ID	8314	1990
Sheriff	Tom Reed	Sheriff Admin	Office of Emergency Management	1662 W. Wyoming Avenue	Hayden	ID	83835	
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Detectives/ Information Systems	106 E. Dalton Avenue	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Admin	Sheriff Marine Division	5500 N. Government Way	CdA	ID	83814	1993
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Office	5500 N. Government Way	CdA	ID	83814	1989
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Office Signage	5500 N. Government Way	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Admin	Sheriff's Public Safety Building	5500 N. Government Way	CdA	ID	83814	1987

EO	AOR	Building	Department Name	Address	City	State	Zip	Year
Sheriff	Tom Reed	Sheriff Auto Shop	Sheriff Auto Shop	5500 N. Government Way	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff Boathouse CDA	Sheriff Boathouse BH-02	Blackwell Island	CdA	ID		2002
Sheriff	Tom Reed	Sheriff Boathouse PF	Sheriff Boathouse BH-03		PF	ID		2002
Sheriff	Tom Reed	Sheriff MMC	Sheriff Maintenance Shop	5500 N. Government Way	CdA	ID	83814	2004
Sheriff	Tom Reed	Sheriff SAR	Sheriff Search and Rescue	10885 N. Ramsey Road	Hayden	ID	83835	
Sheriff	Tom Reed	Sheriff WRC	Sheriff Work Release	5500 N. Government Way	CdA	ID	83814	
Sheriff	Tom Reed	Sheriff WRC	Evidence Storage	5500 N. Government Way	CdA	ID	83815	
Sheriff	Tom Reed	Sheriff WRC	Sheriff Parking Lot	5500 N. Government Way	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey SH #1 & 2	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey SH #3	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey SH #4	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey Transfer Bldg	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey Hazmat Receiving Shop	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey CFC Bldg	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey Maintenance Shop	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey Maintenance Storage	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Ramsey Landfill	3650 N. Ramsey Road	CdA	ID	83815	
BOCC	John Phillips	Solid Waste	SW Prairie Office CFC	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Prairie SH #1	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Prairie Transfer Building	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Prairie SH#2	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Prairie Storage Bldg	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Prairie Fire Pump House	15580 W. Prairie Avenue	PF	ID	83854	
BOCC	John Phillips	Solid Waste	SW Athol Manned Booths	7222 E. Howard Road	Athol	ID	83801	
BOCC	John Phillips	Solid Waste	SW Chilco Manned Booths	20835 N. Ramsey Road	Rath.	ID	83858	2004
BOCC	John Phillips	Solid Waste	Fighting Creek	22089 S. Highway 95	CdA	ID	83814	
BOCC	Greg Manley	Post Falls Complex	Vehicle Licensing	200 E Railroad Avenue	PF	ID	83854	2017
Sheriff	Greg Manley	Post Falls Complex	Driver's Licensing	120 E. Railroad Avenue	PF	ID	83854	1993
BOCC	Greg Manley	Post Falls Complex	Veterans' Services	120 E. Railroad Avenue	PF	ID	83854	1993

APPENDIX K
Accessibility Worksheet Updated September 16, 2021

Accessibility Worksheet				
Updated September 17, 2021				
Fairgrounds				
4056 N. Government Way				
Parking Lot				
	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Accessible Spots unpaved		\$12,000		2015
Limited access from parking lot to some buildings	\$10,000		2017	
Parking signs posting not to height standards	-			2015
Marked aisle needed next to parking spots	-			2015
No van accessible parking	-			2015
Passenger loading zone not at same level as pull up space	\$5,000		2017	
Access aisle in passenger loading zone unmarked	-			2015
Curb ramps missing	\$5,000		2017	
Approach/Entrance				
	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Edge protection needed on ramps	\$3,000		2016	
Access to Goods/Services				
	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Some locations do not have adequate turning space	\$10,000		2017	
Objects protrude into travel pathway	TK		2016	
Edge protection needed on ramps	\$3,000		2017	
Restrooms				
	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Stalls with adequate turning radius needed	\$50,000		2017	
Accessible restrooms not marked	-			2015
Grind hallway floor to make it level with bathrooms	\$2,000		2017	
Replace fire doors, install panic hardware, add exterior pad	\$5,000		2017	

Toilet Rooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Ambulatory accessible toilet stalls needed	\$30,000		2018	
Grab bars needed	\$1,000		2016	

Retail Facilities	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Service counters and windows not wheelchair accessible	\$5,000		2018	
Shelves and displays are not wheelchair accessible	\$2,000		2018	
Food service lines lack aisle clearance and turnaround space	TK		TK	
Dining counters and bars lack accessibility	\$10,000		2019	
Self-service shelves for condiments/utensils not accessible	\$1,000		2016	
Change/replace fire exit doors, panic hardware, and exterior pad	\$5,000		2018	

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Lack of signage throughout facility	\$5,000		2016	
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Office	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Replace door knobs	\$8,000		2016	
Lower service counter to maximum of 36 inches				
Increase Lighting				
Replace ramp to south				
Smooth out entry grade by east glass doors				
Replace fire exit door to west with new doors and 1/4" sill, panic hardware and new exterior concrete pad				

Grandstand	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Elevator needed to access Upper Club House from Lower Club House	\$30,000		2019	
Ramps need handrails	\$2,000		2017	
New ramps needed at stair door and north restroom doors	\$10,000		2019	
Flooring has "bad Spots"	\$2,000		2017	
Bathrooms inaccessible	\$50,000		2020	
Concrete walkways needed	\$10,000		2020	
Door knobs to be replaced by handles	\$1,000		2017	

Sheriff's Department
Public Safety Building
Office of Emergency Management
9-1-1 Facility (3380 N. Julia Street)

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Van parking spaces should be examined for width and/or marked aisle of 5 feet	\$50		2016	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
The change in slope level is not beveled	\$300		2017	
There are some large cracks in cement >1/2 inch	\$75		2017	
Handrails not mounted between 34 and 38 inches above ramp surface	\$300		2017	
Second entrance door in a series not 48 inches away from first door	\$2,000		2018	
Doorway maneuvering clearance is not 32 inches	\$1,000		2018	
Water fountain protrudes more than 4 inches into pathway for pedestrian travel	\$1,000		2017	

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
No accessible drinking fountain	\$500		2018	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Turning radius less than 60 inches	\$3,000		2019	
Protective pipe covering missing			2016	
Lavatory mirrors more than 40 inches from the floor surface	\$100		2016	
Toilet centerline is not 16 to 18 inches maximum from wall or partition	\$500		2018	
Wheelchair accessible toilet compartment is not 56-59 inches by 60 inches	\$3,000		2019	
Ambulatory toilet compartment not to depth, grab bars missing	\$500		2018	
Urinals more than 17 inches above the floor	\$300		2018	

Old Courthouse

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Needs 1 additional accessible space	\$75		2017	2017
Sign needs to be mounted at a minimum of 6 feet	100		2016	2016
Van accessible parking is not 1 out of every 6 spots	100		2017	2017
Parking lot contains changes in surface level	\$30,000		2019	Moved handicap spaces

Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Elevators need raised tactile characters and Braille to indicate floor designations	\$200		2016	2018
Drinking fountain spout height not 34 inches or less above the floor surface	\$500		2017	2017

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Restrooms are not clearly designated with an accessible sign	\$30		2016	2016
Entrances do not have a minimum width of 32 inches	\$3,000		2018	2017
Turning space is not 60 inches in diameter	\$3,000		2018	2018
Drain pipes are not covered	\$20		2016	2016
Faucet controls do not remain open for a minimum of 10 seconds	-		2016	Not Automatic
Toilet seat cover dispensers more than 48 inches above the floor surface	-		2016	2016

Justice Bldg
324 W Garden Ave, Coeur d'Alene, ID 83814

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Needs 1 additional accessible space	\$50		2017	2017
Sign needs to be mounted at a minimum of 6 feet	\$100		2017	2017
Van accessible parking is not 1 out of every 6 spots	\$100		2017	2017
Parking lot contains changes in surface level	\$30,000		2019	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Edge protection needed on ramp	\$300		2018	
Objects in path may protrude more than 4 inches into passage way	-		2016	

Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Some objects meant for use by the public may not be within 15-48 inches for ease of use	\$500		2017	
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Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Drain pipes are not covered	-		2016	2016
Faucet controls do not remain open for a minimum of 10 seconds	-		2016	2016
Mirrors located more than 40 inches above the floor	-		2016	2016
Toe clearance at sinks not a minimum of 17 inches	\$4,000		2018	2018
Centerline of toilet is not between 16 to 18 inches from side wall or partition	\$500		2018	2018
42 inch minimal length grab bar on the side wall and 36 inch minimum length bar on the back wall behind the toilet are missing or not properly mounted	\$200		2017	2017
Grab bars do not have 1 1/2 inches of space between the wall and bar	\$200		2017	2017
Hand operated flush controls located on the open side of the toilet are mounted higher than 48 inches above the floor	\$2,000		2018	
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$300		2017	2017
Assessable stall door do not have a clear width of 32 inches and sufficient maneuvering clearance in front of and to the side of the latch	\$500		2018	2018
Wheelchair stalls are not a minimum depth of 59 inches by 60 inches	\$4,000		2019	2019

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Signage is inadequate throughout the building	\$300		2017	
Signs are not mounted on the latch side of doors	\$100		2017	

Resource Management Office
400 Northwest Blvd. Coeur d'Alene, ID 83814

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Needs 1 additional accessible space	\$75		2017	
Sign not mounted at proper height	-		2017	
There is not 1 van accessible spot for every 6 accessible spot	\$75		2017	
Ramps do not have a 5 foot long landing at the top and bottom of each run	\$600		2018	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Minimum floor space does not allow for a forward approach to sink	\$2,000		2019	2019
Toe clearance at sinks not a minimum of 17 inches	\$2,000		2019	2019
Centerline of toilet is not between 16 to 18 inches from side wall or partition	\$2,000		2019	2019
42 inch minimal length grab bar on the side wall and 36 inch minimum length bar on the back wall behind the toilet are missing or not properly mounted	\$300		2019	2019
Grab bars do not have 1 1/2 inches of space between the wall and bar	\$300		2019	2019
Hand operated flush controls located on the open side of the toilet are mounted higher than 48 inches above the floor	\$400		2019	2019
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$100		2017	

Unisex Toilet Room	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Toilet is not 60 inches from the side wall and 56 inches from the back wall	\$1,000		2019	
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Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signage is inadequate throughout the building	\$50		2017	
Signs are not mounted on the latch side of doors	-		2017	
There is no directional signage	\$50		2017	

Juvenile Justice Center
205 N. 4th Street, Coeur d'Alene, ID 83814

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Sign needs to be mounted at a minimum of 6 feet	\$100		2017	2017

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Push and pull doors do not have adequate clearance	\$2,000		2018	
Signs missing on permanent rooms or spaces	\$50		2017	2017
Tactile signage is not mounted 48-60 inches from the floor surface	\$50		2017	2017

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Call buttons and key pads are mounted no higher than 48 inches when measured to centerline of highest operable part above the floor	\$20,000		2020	2020
Elevator car dimensions not within specifications				
Elevator does not have visual and/or auditory indicators provided				
Accessible water fountains needed	\$5,000		2018	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Top of toilet seat is not 17 to 19 inches from the floor	\$2,000		2019	
Centerline of toilet is not between 16 to 18 inches from side wall or partition				
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$100		2017	

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Tactile signage is not mounted 48-60 inches from the floor surface	-		2017	2017
Signs are not mounted on the latch side of doors	-		2017	2017
There is no directional signage	\$50		2017	2017

Administration Building
451 N. Government Way Coeur d'Alene, ID 83814

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Ramp handrails not 1 1/2 inches from wall surface	\$2,000		2018	
Non-circular dimension is not 4 inches to 6 1/4 inches maximum	\$1,000		2018	
Objects in path may protrude more than 4 inches into passage way	\$500		2017	

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Drinking fountain spout is not 36 inches or less above the floor surface	\$5,000		2018	2018
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Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Tactile signage is not mounted 48-60 inches from the floor surface	-		2017	2017
Signs are not mounted on the latch side of doors	-		2017	2017

Ancillary Services

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2017	
Van accessible parking not designated by sign	\$100		2017	2017

Extension Building

1808 N 3rd St, Coeur d'Alene, ID 83814
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Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2017	2017
There is not 1 van accessible spot for every 6 accessible spot	\$75		2017	2017

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Faucet controls do not remain open for a minimum of 10 seconds	\$5,000		2018	
Centerline of toilet is not between 16 to 18 inches from side wall or partition				
42 inch minimal length grab bar on the side wall and 36 inch minimum length bar on the back wall behind the toilet are missing or not properly mounted				
Toilet is not 60 inches from the side wall and 56 inches from the back wall				
Urinals more than 17 inches above the floor				

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signage is inadequate throughout the building	\$200		2018	
Signs are not mounted on the latch side of doors	-		2017	

Elections
1808 N 3rd St, Coeur d'Alene, ID 83814

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2017	2017
Van accessible parking not designated by sign	\$75		2017	2017

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Push and pull doors do not have sufficient maneuvering clearance	\$2,000		2019	
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Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Drain pipes not covered	\$50		2017	
Lavatory mirrors more than 40 inches from the floor surface	\$100		2018	

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Signage is inadequate throughout the building	\$100		2017	
Visual characteristics of signs don't have sufficient size for the required viewing distance	\$100		2017	
Signs missing on permanent rooms or spaces	\$200		2017	
There is no directional signage	\$200		2017	

Airport Office
10375 N. Sensor Avenue, Hayden, ID 83835

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Accessible parking not on level area - possible 3% grade	\$70,000		2020	
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2020	
Marked aisle missing from accessible parking	\$100		2020	
Access aisles are not 5 feet wide	Included above		2020	
No van accessible parking	Included above		2020	
Curb ramps have a slope of 1.5%	\$2,500		2020	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Accessible ramps not provided for changes in surface levels which exceed 1/2 inch in height	\$2,500		2020	
Door handles are not easily grasped with 1 hand and may require tight grasping, pinching or twisting of the wrist	\$150		2017	

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Tactile signage is not mounted 48-60 inches from the floor surface	\$35		2020	
Some objects meant for use by the public may not be within 15-48 inches for ease of use	Included in Remodel above		2020	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessibility signs needed	\$50		2017	
Lavatory height 34 3/4 inches above the floor	\$5500 bathroom remodel		2020	
Drain pipes not covered	\$50		2020	
Toe clearance at sinks not a minimum of 17 inches	See Above		2020	
Faucet controls do not remain open for a minimum of 10 seconds	See Above		2020	
Towel and soap dispensers more than 48 inches above the floor	See Above		2020	
Top of toilet seat is not 17 to 19 inches from the floor	See Above		2020	
Centerline of toilet is not between 16 to 18 inches from side wall or partition	See Above		2020	
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	See Above		2020	
Wheelchair accessible toilet compartment is not 56-59 inches by 60 inches	See Above		2020	
Urinals more than 17 inches above the floor	See Above		2020	

Unisex Toilet Room	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Toilet is not 60 inches from the side wall and 56 inches from the back wall	Included in Remodel		2020	
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Solid Waste - Disposal Bldg.

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessibility signs needed	\$100		2017	
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Ramsey Transfer Station

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2017	
No van accessible parking	\$75		2017	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Objects may protrude more than 4 inches into the passageways provided for pedestrian travel	\$100		2017	
Not all hazards are marked to help those with visual impairments	\$100		2017	

Parks and Waterways Office

10905 N. Ramsey Rd, Hayden, ID 83835

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		Completed	
Van accessible parking not designated by sign	\$100		Completed	
Walkways may have slopes exceeding 1:48	\$5,000		2020	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Door in a series not 48 inches apart	\$10,000		2025	

Access to Goods and Services	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs missing on permanent rooms or spaces	\$50		2017	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessibility signs needed	\$50		Completed	
Toe clearance at sinks not a minimum of 17 inches	-		Completed	
Towel and soap dispensers more than 48 inches above the floor	Relocated		2017	

Signage	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Visual characteristics of signs don't have sufficient size for the required viewing distance	\$50		2017	
There is no directional signage	\$100		2017	

Bell Bay Floating Dock

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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There are abrupt changes in surface levels	TK		2018	
Slope may exceed 1:2			NA	

Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Grab bars do not have 1 1/2 inches of space between the wall and bar	\$150		2017	
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$100		2016	

Bayview Launch

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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On street parking only			NA	
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Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessibility signs needed (women's only)	\$50		2016	
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Carlin Access and Launch

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Gravel lot across from park access	TK		2025	
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Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Surface is rough and uneven due to gravel	\$1,500		2020	
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No accessible route from the parking area	TK		2025	
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Fernan East

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2016	
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Fernan Park and Launch

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2016	
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Accessible parking does not have a marked access aisle	\$350		2018	
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Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Handrails missing from ramp	TK		2017	
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Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$100		2016	
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Hauser Park and Launch

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Van accessible parking not designated by sign	\$100		2017	
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Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessible ramps not provided for changes in surface levels which exceed 1/2 inch in height	TK		2017	
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Mica Launch

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Parking lot contains changes in surface level			NA	
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Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2016	
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Mowry Floating

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
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Accessible ramps not provided for changes in surface levels which exceed 1/2 inch in height			NA	
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Restrooms	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
42 inch minimal length grab bar on the side wall and 36 inch minimum length bar on the back wall behind the toilet are missing or not properly mounted	\$300		2017	
Toilet paper dispensers are not mounted 15 inches above the floor and between 7-9 inches from edge of toilet and the center of the dispenser	\$100		2016	

Spokane Point

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Gravel lot with no marked parking	\$200		2017	

Sun Up

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Signs not mounted 72 inches from the bottom of the sign to the ground surface	\$100		2016	
No van accessible parking	\$200		Completed, but needs a sign	

Upper Twin Lakes

Parking	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
No van accessible parking			Completed, but needs a sign	

Approach/Entrance	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Surface level has changes greater than 1/4 inch in height			NA	

Transit Center
2548 W. John Loop, Coeur d'Alene, ID 83814

	Estimated Cost	Actual Cost	Estimated Completion	Actual Completion
Network Design / Transit Center Conceptual Planning				1-Oct-15
Draft A/E Procurement/Request for Proposal (RFQ)/Legal Review			31-Jan-17	
A/E Procurement / Request for Proposal (RFQ)			1-Mar-17	
Preliminary Design			30-Jun-17	
Final Design & Project Clearances			1-Nov-17	
Construction			1-Oct-18	2020