



VILLAGE OF VIRGINIA GARDENS

ADA SELF- ASSESSMENT AND TRANSITION PLAN UPDATE

May 2020

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Executive Summary:

The Village of Virginia Gardens is a community of 2,441 (2019 Est.) in Miami-Dade County, Florida and incorporated in 1947. The Village of Virginia Gardens initially undertook the development of this plan in 2016 order to ensure a high quality of life that addresses the needs of its residents, and to continue to satisfy the requirements of the federal Americans with Disabilities Act of 1990 (ADA). This plan has been updated with this self-assessment in 2020 to understand the Village's progress and provide for revisions to actionable planning that will allow the Village to continue to address the needs of its residents and to ensure (ADA) requirements for its infrastructure are met.

As a municipality, the Government Services provisions of the American with Disabilities Act of 1990, or Title II, have the greatest impact on local municipalities, including the Village of Virginia Gardens. Title II applies the requirements of Section 504 of the Rehabilitation Act of 1973, plus some new requirements, to all state and local governments. It is the Village of Virginia Gardens' intent to effect full compliance with the ADA statutes.

The main purpose of the Village of Virginia Gardens Americans with Disabilities Act (ADA) Transition Plan therefore is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way of the Village of Virginia Gardens. The goal is to provide safe and usable pedestrian facilities for all pedestrians, and to assure compliance with all federal, state and local regulations and standards. In particular, this plan provides the action items necessary to ensure compliance with ADA statutes based on the Village's Self-Assessment evaluation.

As part of the development of this transition plan, in 2016, the Village undertook a self-assessment of existing facilities. This self-assessment found sufficiency in the Village's provision of effective communication for meetings and in its employment policies. This document serves to update the Village actions in ensuring full access to public buildings and facilities.

In 2016, it was found that the Village had some gaps in its infrastructure, including curb ramps, crosswalk and sidewalk improvements, which it was in the process of addressing to ensure compliance with ADA statutes. Through the 2016 self-assessment, the Village identified 39 intersections within the Village which required improvements as adjoining roadways were improved or repaved. In addition, certain facilities, such as bus stops and new buildings, and potential developments, such as annexations, also required updates to the plan in the future. This update reviews the progress made by the Village, and revises the actions steps necessary to continue to ensure compliance with ADA statutes.

The Village, through a concentration of efforts resulting from its initial plan, has made considerable progress. As of May 2020, within the Village, 46 of 51 intersections, or 90%, are ADA compliant, with accessibility ramps and other improvements as verified during field reviews. No additional needs were found to have resulted from annexation, placement of new transit stops, or maintenance and repair issues. 5 of 51 intersections, or 10 percent, are ADA non-compliant as of this self-assessment, but planned to be remedied in October of 2020.

This plan update thus lays out the actions necessary to ensure continued improvements to ensure ADA compliance as well as future considerations and policies related to the future development of facilities and continued monitoring.

Introduction:

The main purpose of the Village of Virginia Gardens Americans with Disabilities Act (ADA) Transition Plan is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way of the Village of Virginia Gardens. The goal is to provide safe and usable pedestrian facilities for all pedestrians, and to assure compliance with all federal, state and local regulations and standards. In particular, this plan provides the action items necessary to ensure compliance with ADA statutes based on the Village's Self-Assessment evaluation.

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation and telecommunications. The ADA is a companion federal civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also protects employees with disabilities, with certain protections and requires employers to make reasonable accommodation for applicants and employees with disabilities.

The ADA is divided into five parts, covering the following areas:

- Title I: Employment
- Title II: Public Services
- Title III: Public Accommodations
- Title IV: Telecommunications
- Title V: Miscellaneous Provisions

Title II of the ADA mandates that a public entity must, through a required self-evaluation, review its services, programs, policies and practices to determine whether they are in compliance with the ADA's nondiscrimination regulations, issued in July 1991. This evaluation is intended to examine activities and services, identify problems or barriers that may limit accessibility by persons with disabilities, and describe potential compliance solutions. The public agency must then proceed to develop and implement an action plan that make the necessary changes resulting from the self- evaluation. The ADA further requires that an ADA transition plan be prepared to describe any structural or physical changes required to make programs accessible.

In the ADA, the term disability means, with respect to an individual:

- 1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) A record of such an impairment; or
- 3) Being regarded as having such an impairment.

An individual meeting any one of these three tests is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Village of Virginia Gardens is committed to ensuring that no person is excluded from participation in or denied the benefits of public facilities on the basis of disability.

Legal Authority

The ADA was passed by the U.S. Congress to provide a comprehensive mandate for the elimination of discrimination against individuals with disabilities and to provide standards which address such discrimination. This legislation offers civil rights protections to individuals with disabilities like those provided to individuals on the basis of race, sex, national origin, age, and religion. The ADA is composed of five titles as described below:

Title I Employment - Under Title I, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation or discharge of an employee, or in other terms, conditions and rights of employment.

Title II State and Local Government Services - Title II prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services or activities to persons with disabilities. It is under this Title that this ADA Transition Plan has been prepared. The ADA Transition Plan is intended to outline the methods by which physical or structural changes will be made to affect the non-discrimination policies described in Title II.

Title III Public Accommodations and Commercial Facilities - Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term public accommodation as used in the definition often is misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV Telecommunications - Title IV covers regulations regarding private telephone companies, and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V Miscellaneous Provisions - Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees and technical assistance provisions.

The Government Services provisions of the ADA, or Title II, have the greatest impact on local municipalities, including the Village of Virginia Gardens. Title II applies the requirements of Section 504 of the Rehabilitation Act of 1973, plus some new requirements, to all state and local governments. While the Village has a staff of less than 50, the threshold for some of Title II's provisions, the Village, through its interlocal agreements, may serve as a local administrator for projects with monies derived from federal or state governmental organizations with more than 50 employees, and thus adopts this plan to satisfy ADA statute provisions. In addition, as an employer and landlord, the Village is also directly and indirectly affected by the provisions of Titles I and III of the ADA.

Requirements and History

Under Title II of the ADA, all cities, municipalities, and state offices are required to complete a Transition Plan. A self-evaluation to review all the services, policies, and practices offered by each of

Village of Virginia Gardens ADA Transition Plan

the City's departments, divisions, and instrumentalities to its own citizens and to others, was to be prepared by January 26, 1993. The Village of Virginia Gardens has enacted existing policies related to this federal law in regards to employment and effective communication, and in practice applies the law through facilities improvements as needed. The Village previously performed a self-assessment and adopted an action plan in 2016 and updated this plan in 2020.

The ADA Self-Evaluation requires a review of a significant number of factors related to the provision of accessible programs, activities, and services, as well as the removal of architectural barriers in Village-owned facilities and should be updated regularly as part of monitoring and status reporting processes. It is the Village of Virginia Gardens' intent to effect full compliance with the ADA statutes.

Village ADA Self-Assessment

The following section details the self-evaluation results for the Village of Virginia Gardens in 2016 and as updated in 2020. Evaluations were undertaken in review of facilities and policies related to public buildings and facilities, including pedestrian facilities in the right-of-way and curb ramps, employment, effective communication, and monitoring and reporting policies.

Government and Public Buildings and Facilities:

An evaluation was undertaken in regards to ADA accessibility for existing public buildings in the Village of Virginia Gardens. The Village previously undertook renovations to its main administrative building, the Town Hall and as part of the upgrades, and included new accessibility ramps which are ADA compliant. The Village has no other buildings which would require remedial action under an ADA transition plan.

Field reviews of local parks administered by the Village indicated continued full accessibility to local public recreation sites within the Village. Further, the Village is committed to ensuring that any development or acquisition of additional public buildings or properties within the Village will undergo an evaluation to determine compliance with ADA standards. If necessary, remedial actions to be undertaken to ensure full compliance with applicable federal, state, and local statutes.

Pedestrian Facilities in the Right-of-Way:

The Americans With Disabilities Act requires all public agencies to develop an ADA Transition Plan for the installation of curb ramps or other sloped areas at all locations where walkways cross curbs. The plan must include a schedule for curb ramp installation and for other improvements necessary to achieve programmatic accessibility for persons with disabilities. The main purpose of this ADA Transition Plan is to describe the curb ramp and other pedestrian facility needs in the Village, outlining the recommended procedures for implementing and scheduling remedial work to provide a complying system of curb ramps, pedestrian signals and sidewalks.

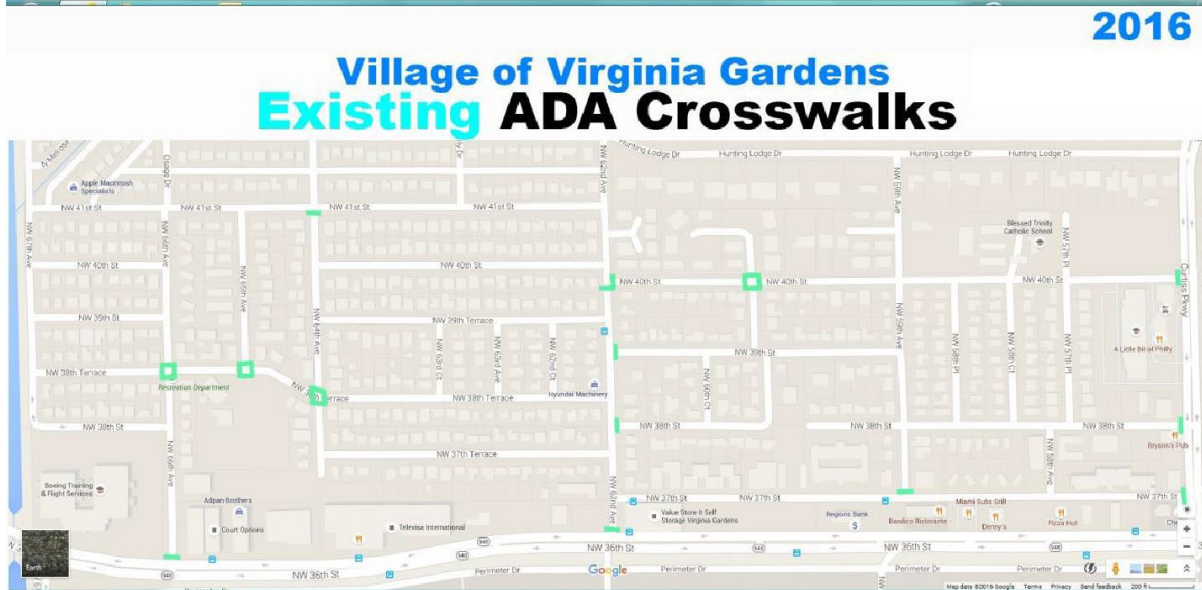
As part of this plan, the Village assessed the availability of sidewalks and curb ramps within the corporate boundaries. For this assessment, the Village:

- 1) Identified the rights-of-way over which it has jurisdiction.
- 2) Evaluated existing conditions for deficiencies.
- 3) Prepared a listing and opinion of probable costs to bring into compliance.

The identification of these locations was important to ensure compliance with Title II of the 1990 ADA's requirements. Within the Village, 12 of 51 intersections, or 23.5 percent, were ADA compliant, with accessibility ramps and other improvements. 39 of 51 intersections, or 76.5 percent, were ADA non-compliant and were planned to be remedied as funding became available. In 2016, some of these intersections were being addressed through the construction of new sidewalks and installation of curb ramps as necessary as part of the NW 40th Street project. Figure 1 provides an image of the improvement. Additional improvements were slated to be made as funding became available and as needed during roadway reconstruction or repaving.

Village of Virginia Gardens ADA Transition Plan

The following maps from the 2016 report detail the location of needed improvements within the Village.



2016

Village of Virginia Gardens ADA Crosswalks Proposed

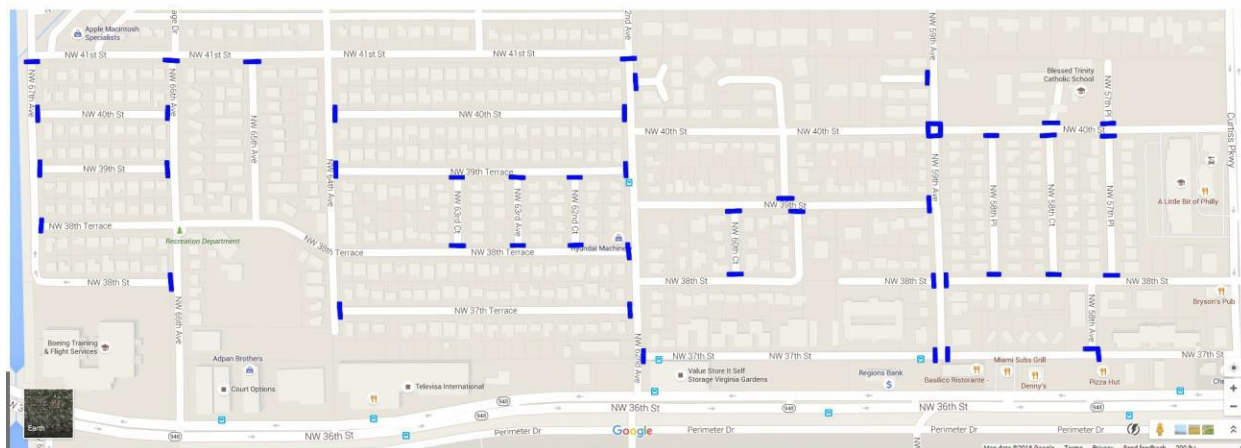


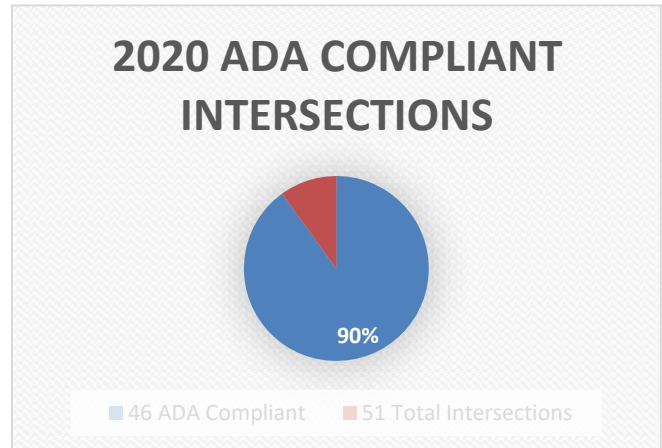
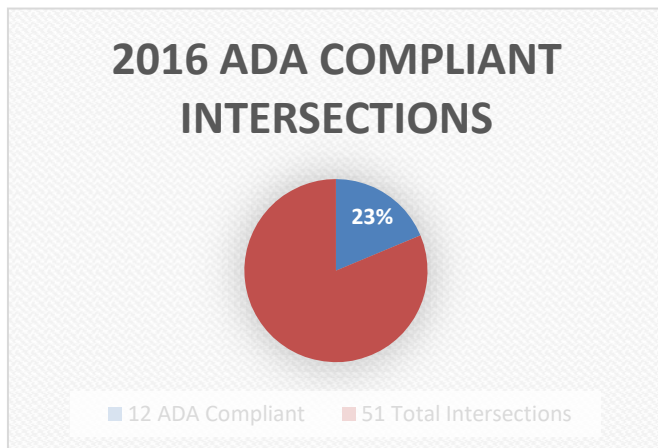
Figure 1: Example of Improvements at the corner of NW 40th Street and NW 59th Avenue

Appendix A details the 2016 estimated costs of the known necessary improvements to be affected (\$1,397,998.75).

Village of Virginia Gardens ADA Transition Plan

May 2020 Assessment:

As of May 2020, within the Village, 46 of 51 intersections, or 90%, are ADA compliant, with accessibility ramps and other improvements. 5 of 51 intersections, or 10 percent, are ADA non-compliant, but planned to be remedied in October of 2020.



The following map details the location of needed improvements within the Village that are complete as of May 2020.



The five remaining intersections in need of ADA related improvements are as follows:

1. NW 41st Street and NW 67th Avenue
2. NW 40th Street and NW 67th Avenue
3. NW 39th Street and NW 67th Avenue
4. NW 38th Terrace and NW 67th Avenue
5. NW 37th Street and NW 58th Avenue

Records review indicated no additional park or Village-owned building facilities have been developed by the Village. Field reviews indicated no additional needs have resulted from maintenance issues. No new transit facilities, including stops were added since the last Self-Assessment in 2016. Further, the Village has not increased in jurisdiction due to annexation.

Public Information Notices and Grievance Procedures:

The Village has standards (Appendix C) for ADA compliance for buildings, pedestrian rights of way, effective communication, and employment. Public notice is provided on the website and reinforced through adopted policies. These adopted policies also include appropriate directives and information to Village personnel.

Public notice for the Village includes contact information for the ADA Coordinator, Tracy Byrd. ADA notices are prominently displayed in the Village's public buildings and is available on the Village's website. ADA accommodations are provided for effective communication and access upon request to the Village's ADA Coordinator. Grievances regarding accessibility can be directed to the Village's ADA Coordinator. The Village has established procedures for handling complaints associated with the American With Disabilities Act, including for resolution.

Monitoring and Status Reporting:

The Village has in place procedures to record and address any and all complaints related to ADA grievances. Further, Village staff are provided with guidance regarding ADA requirements as well as how to handle complaints. Monitoring and Status reporting of any complaint is the responsibility of the Village's designated ADA Coordinator. The Village has not been the subject of discrimination complaints in the past.

The Village is cognizant of the need for infrastructure improvements and monitors the implementation of facilities and infrastructure necessary for compliance with ADA statutes in an as expeditious manner as possible. To achieve this goal, the Village maintains a list of necessary improvements by location, as noted by the Estimate of Probable Costs in Appendix A. This list is then monitored by Village Staff, with projects emplaced in the local Capital Improvements Program as monies become available.

Transition Plan Compliance Program

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

The Village of Virginia Gardens will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Village 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.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Virginia Gardens, should contact Tracy Byrd, ADA Coordinator, at 305-871-6104 as soon as possible but no later than one (1) week before the scheduled event.

The ADA does not require the Village of Virginia Gardens to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. The Village will strive to provide its services, programs and activities in the most accessible manner that is feasible.

Complaints that a program, service, or activity of the Village of Virginia Gardens is not accessible to persons with disabilities should be directed to Tracy Byrd, ADA Coordinator, at 305-871-6104.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will contact the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond to the complainant. The response will explain the position of the Village of Virginia Gardens and offer options for substantive resolution of the complaint.

Public Involvement:

A copy of this Transition Plan will be published on the Village's website and the public will be invited to provide comments. Notice of the Plan's availability will be posted both on the Village's website and at the Village of Virginia Gardens Town Hall. The plan will be updated, as needed, based on the comments received. Further, the Village will continue to ensure staff are trained on ADA requirements. Comments on the plan can be provided to the Village's ADA Coordinator in writing by letter or email to tbyrd@virginiagardens-fl.gov, in person, or via phone at 305-871-6104. The Village will maintain a log of all comments registered.

ADA Capital Improvements Plan:

The Village is cognizant of the need to address accessibility at intersections within the municipal corporate limits and will implement improvements as monies becomes available. The Village will

prioritize the improvements based on roadway hierarchy and safety considerations.

In implementation, the Village recognizes that alterations to the roadway, including reconstruction, rehabilitation, widening, and resurfacing (with and without milling) triggers the obligation to provide curb ramps and other improvements under Title II's provisions. Thus, in planning for future crosswalk and/or road work, improvements to the roadway within the Village will include the improvements needed, as applicable, and will maintain the existing list of improvements as a reference for future roadway improvements. The Village will construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo on the provision of curb ramps.

The Village will address deficiencies in access in the following ways:

- 1) The Village has a 5-year Capital Improvement Program which includes the milling and resurfacing of streets under its jurisdiction. As part of the milling and resurfacing projects ADA deficiencies in the right of way will be addressed.
- 2) Developers of undeveloped and redevelopment parcels will be required to address ADA deficiencies in the rights of way adjacent to their developments.
- 3) The Village will maintain a list of ADA improvements necessary and will amend the list as improvements are constructed or as new needs arise from the development of future facilities and/or annexations.

Immediate and Future Activities

This Section includes a series of concrete steps that the village of Virginia Gardens can undertake to support the phased-in approach to compliance discussed at the outset of this document. These activities are still in "Draft" form and will need to be adjusted or revised as necessary in accordance with resources as they become available.

A. IMMEDIATE ACTIVITIES (CURRENT YEAR and FY 2020-2021)

Some immediate steps that Virginia Gardens is undertaking to ensure ADA compliance in the current year are:

1. Continue to identify sources of funding for installing curb ramps and other ADA improvements. The Village updated its ADA inventory and submitted for a TAP grant in March 2016.
2. Continue conducting site inspections of facilities.
3. Engaging those in the disabled community in the process.
4. Develop stronger awareness by publicizing the Title II/Section 504 program and activities within the Village of Virginia Gardens, including establishing a presence on the Village's webpages.
5. Implement ADA improvements on the final five locations in need of ADA improvements.
6. Review and update the gap analysis of the existing data, document review for ADA compliance, and a Best Practices analysis for Transition Plans.
7. Post revised plan to Village website.

B. SHORT-TERM ACTIVITIES (2 TO 3 YEARS)

The following initiatives will potentially be started in the short-term:

1. Amend the ADA 504/Transition Plan based on existing inventory efforts and include in the update of the Capital Improvements Element.
2. Continue to monitor the state of maintenance for the Village's curb ramps, and acquire and dedicate funding to ensure state of good repair to maintain ADA accessibility.
3. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan processes.
4. Reassess a set of priorities for the ADA proposed improvements inventory and amend the ADA Plan if necessitated by additions to parks, Village-owned properties and buildings, and/or annexation.
5. Develop ADA posters, signs, and brochures.
6. Continue training activities on ADA compliance.
7. Conduct an update to ensure immediate-term activities and objectives have been achieved.

C. INTERMEDIATE-TERM ACTIVITIES (4 TO 6 YEARS)

In order to effectively evaluate ADA performance and compliance, the Transition Plan will be updated periodically as the short-term goals are met and facilities are inventoried. Intermediate goals include the following tasks:

1. Update ADA 504/Transition Plan (All sections as applicable).
2. Continue training activities on ADA compliance.
3. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan processes.
4. Include ADA upgrades in programmed projects.
5. Monitor the continued adequacy of transit facilities servicing Virginia Gardens, and coordinate with Miami-Dade Transit on any new bus facilities within the Village.

D. LONG-TERM ACTIVITIES (7 TO 10 YEARS)

Long-term goals aim to achieve the highest level of compliance with ADA regulations and incorporate ADA-related activities into the day-to-day activities of Virginia Gardens. These goals are targeted for accomplishment within a 10-year timeframe.

1. Ensure that all Virginia Gardens buildings and facilities built after 2020 comply with ADA standards.
2. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan processes.
3. Update and use the ADA inventory database to improve compliance efforts.
4. Incorporate ADA compliance into the day-to-day work of the Virginia Gardens Public Works Department.
5. Complete and monitor annual progress of the curb ramp installation schedule.
6. Satisfy all the required elements of the Transition Plan.

Technical Aspects of ADA Improvements

Design and Regulation of Improvements:

The Village of Virginia Gardens adheres to the ADA design standards put forth by the Florida Department of Transportation Design Standards, and as requirements required by the Florida Building Code. Specifically, the Village currently adheres to the 5th Edition of the Florida Building Code (2014). The technical provisions of the Design Standards as well as the Florida Department of Transportation's Plans Preparation Manual, as well as the Florida Building Code, as related to ADA accessibility to public facilities, is adopted by reference as part of this report.

The Village will also reference the ADA Standards for Accessible Design (ADASAD) and the ADA Standards for Transportation Facilities (ADASTF) as necessary. Industry best practices, such as the United States Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG) will be consulted as needed.

The Village also notes that at times, there may be a need to utilize design exemptions and variances due to unavoidable constraints. On Florida Department of Transportation projects, the Village shall follow the procedures outlined in Chapter 23 of the Florida Department of Transportation's Plans Preparation Manual.

Application of Curb Ramps:

Curb ramps are needed wherever a sidewalk or other pedestrian walkway crosses a curb, and located to ensure a person with a mobility disability can travel from a sidewalk on one side of the street, over or through any curbs or traffic islands, to the sidewalk on the other side of the street. However, the ADA does not require installation of ramps or curb ramps in the absence of a pedestrian walkway with a prepared surface for pedestrian use. Nor are curb ramps required in the absence of a curb, elevation, or other barrier between the street and the walkway. In locations where ADA curb ramps necessary, these requirements are triggered when roadways are altered, though not when the roadways are being maintained.

For the purposes of assessing whether Title II is applicable for the Village's identified curb ramp improvements, for the purposes of the transition plan the Village shall follow the determination of "alteration" as provided for by the *Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing* document as put forth by the US Department of Justice and US Department of Transportation.

Monitoring and Status Reporting

The Village currently is engaged in an on-going effort to construct curb ramps, sidewalks and other facilities at numerous locations, as noted in this self-assessment. This construction activity involves several types of projects, including street beautification projects, utility and drainage construction projects and other capital improvement projects in the public right-of-way. In addition, when this ADA Transition Plan is approved and implemented, more curb ramps and related improvements will be constructed. The Village also commits to ensuring that any future public facilities are ADA compliant. In addition, should the Village annex any portion of unincorporated Miami-Dade County, the Village will update its list and monitor necessary improvements in the annexed areas.

Village of Virginia Gardens ADA Transition Plan

While it is important to assure that codes and standards used to design and construct curb ramps and related improvements are up-to-date, it is equally important that improvements are constructed properly and in compliance with all applicable codes and standards. Therefore, the monitoring of construction activities and the reporting of the status of improvements is vital in assuring an effective overall compliance program.

The ADA Transition Plan details the methods and procedures for monitoring these construction activities and for tracking the status of compliance with the plan at all construction locations within the Village. As noted in the previous section, the Village shall use the appropriate design standards as the basis for monitoring the adequacy of facilities.

Record Keeping

The ADA and Title VI Coordinator will maintain permanent records, which include, but are not limited to, copies of the ADA complaints and lawsuits and related documentation, and records of correspondence to and from complainants, and ADA investigations.

Appendix A: 2016 Estimate of Probable Costs

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Village of Virginia Gardens ADA Transition Plan



Item Description	Cost \$
A) TOTAL Construction Cost Estimate ⁽¹⁾	\$12,000.00
B) Cost Estimate of Eligible participating items ⁽²⁾	\$10,300.00

Funding Breakdown	Fund Source	Cost \$
C) FDOT In-House Design Support (phase 3) ⁽³⁾	TAP	\$3,000.00
D) (Critical projects only) FDOT In-House Design Support (phase 3) ⁽³⁾	TAP	\$0.00
E) FDOT In-House Construction Support (phase 6) ⁽⁴⁾	TAP	\$3,000.00
F) (Critical projects only) FDOT In-House Construction Support (phase 6) ⁽⁴⁾	TAP	\$0.00
G) TAP funds requested for Construction (phase 5B)	TAP	\$10,000.00
H) Local Funds for Construction (phase 5B)	LF	\$0.00
I) Local Funds for Contingency (phase 5B)	LF	\$24,400.00
J) Local Funds for Design	LF	\$0.00
K) Construction Engineering & Inspection Activities (CEI) (phase 6A - optional) ⁽⁵⁾	TAP	\$14,640.00
L) Construction Engineering & Inspection Activities (CEI) (phase 6B) ⁽⁵⁾	LF	\$0.00
M) Transit Related project PTA 10% administrative fee ⁽⁶⁾	LF	\$0.00
N) FDOT Oversight CEI (3% of TOTAL Construction Cost Estimate) (phase 6C) ⁽⁶⁾	TAP	\$3,600.00

Funding Summary	Cost \$
(D) Total TAP Funds ⁽¹⁾	\$10,000.00
(P) Total LF Funds	\$24,400.00
(Q) Total Funds	\$174,700.00

Notes:

- (1) The Total Construction Cost Estimate in this field must be equal to the Total Construction Cost Estimate from the attached detailed project cost estimate.
- (2) Cost Estimates of Eligible participating items must be equal to the Budget FTA/A Participating from the attached detailed project cost estimate.
- (3) FDOT In-House Design and Construction Support must be included in TAP funds for an amount no less than \$0.00; an additional \$2,000 is required for critical projects. This is a required sum.
- (4) It is strongly recommended that the applicant allocate a nominal amount for CEI. In the event that the project is programmed without any request for Phase 6B funding, there is no opportunity to include CEI funds based on fee savings.
- (5) Any required Federal Transit Authority (FTA) administrative fees must be included in Local Funds.
- (6) FDOT Oversight CEI must be included in TAP funds and be equal to 3% of the Total Construction Cost Estimate.
- (7) Use of the term TAP represents the actual funding codes of TAP, TALU and TALL.

Subtotal FHWA
Participatin

Estimate Prepared by: John W. Groce P.E. w/ Cherokee Consulting, Inc.
PE Number: LK3554

No. 35944

9-20-16

STATE OF
FLORIDA
PROFESSIONAL ENGINEER

Item Description	Cost \$
(A) TOTAL Construction Cost Estimate ⁽¹⁾	\$301,625.00
(B) Cost Estimate of Eligible (participating) items ⁽²⁾	\$355,868.75

Funding Breakdown	Fund Source	Cost \$
(C) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$5,000.00
(D) (Critical projects only) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$0.00
(E) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$5,000.00
(F) (Critical projects only) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$0.00
(G) TAP funds requested for Construction (phase 58)	TAP	\$301,625.00
(H) Local Funds for Construction (phase 58)	LF	\$0.00
(I) Local Funds for Contingency (phase 58)	LF	\$60,325.00
(J) Local Funds for Design	LF	\$0.00
(K) Construction Engineering & Inspection Activities (CEI) (phase 68 - optional) ⁽⁴⁾	TAP	\$36,195.00
(L) Construction Engineering & Inspection Activities (CEI) (phase 68)	LF	\$0.00
(M) Transit Related projects FTA 10% administrative fees ⁽⁵⁾	LF	\$0.00
(N) FDOT Oversight CEI (3% of TOTAL Construction Cost Estimate) (phase 62) ⁽⁶⁾	TAP	\$9,048.75

Funding Summary	
(O) Total TAP funds ⁽⁷⁾	\$355,868.75
(P) Total LF funds	\$60,325.00
(Q) Total Funds	\$417,193.75

Notes:

- (1) The Total Construction Cost Estimate in this field must be equal to the Total Construction Cost Estimate from the attached detailed project cost estimate.
- (2) Cost Estimate of Eligible (participating) items must be equal to the Subtotal FHWA Participating from the attached detailed project cost estimate.
- (3) FDOT In-House Design and Construction Support must be included in TAP funds for an amount no less than \$5,000, an additional \$2,000 is required for critical projects. This is a required item.
- (4) It is strongly recommended that the applicant allocates a nominal amount for CEI. In the event that the project is programmed without any request for Phase 68 funding, there is no opportunity to allocate CEI funds based on bid savings.
- (5) Any required Federal Transit Authority (FTA) administrative fees must be included in Local Funds.
- (6) FDOT Oversight CEI must be included in TAP funds and be equal to 3% of the Total Construction Cost Estimate.
- (7) Use of the term TAP represents the actual funding codes of TALT, TALU and TALL.



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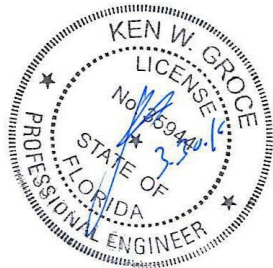
Item Description	Cost \$
(A) TOTAL Construction Cost Estimate ⁽¹⁾	\$269,750.00
(B) Cost Estimate of Eligible (participating) items ⁽²⁾	\$320,212.50

Funding Breakdown	Fund Source	Cost \$
(C) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$5,000.00
(D) (Critical projects only) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$0.00
(E) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$5,000.00
(F) (Critical projects only) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$0.00
(G) TAP funds requested for Construction (phase 58)	TAP	\$269,750.00
(H) Local Funds for Construction (phase 58)	LF	\$0.00
(I) Local Funds for Contingency (phase 58)	LF	\$53,950.00
(J) Local Funds for Design	LF	\$0.00
(K) Construction Engineering & Inspection Activities (CEI) (phase 68 - optional) ⁽⁴⁾	TAP	\$32,370.00
(L) Construction Engineering & Inspection Activities (CEI) (phase 68) ⁽⁴⁾	LF	\$0.00
(M) Transit Related projects FTA 10% administrative fees ⁽⁵⁾	LF	\$0.00
(N) FDOT Oversight CEI (3% of TOTAL Construction Cost Estimate) (phase 62) ⁽⁶⁾	TAP	\$8,092.50

Funding Summary	
(O) Total TAP funds ⁽⁷⁾	\$320,212.50
(P) Total LF funds	\$53,950.00
(Q) Total Funds	\$374,162.50

Notes:

- (1) The Total Construction Cost Estimate in this field must be equal to the Total Construction Cost Estimate from the attached detailed project cost estimate.
- (2) Cost Estimate of Eligible (participating) items must be equal to the Subtotal FHWA Participating from the attached detailed project cost estimate.
- (3) FDOT In-House Design and Construction Support must be included in TAP funds for an amount no less than \$5,000, an additional \$2,000 is required for critical projects. This is a required item.
- (4) It is strongly recommended that the applicant allocates a nominal amount for CEI. In the event that the project is programmed without any request for Phase 68 funding, there is no opportunity to allocate CEI funds based on bid savings.
- (5) Any required Federal Transit Authority (FTA) administrative fees must be included in Local Funds.
- (6) FDOT Oversight CEI must be included in TAP funds and be equal to 3% of the Total Construction Cost Estimate.
- (7) Use of the term TAP represents the actual funding codes of TALT, TALU and TALL.



Estimate Prepared By: Ken W. Groce P/E w/ Groce Consulting Inc.
 PE Number: FL # 3544

Village of Virginia Gardens ADA Transition Plan

Item Description	Cost \$
(A) TOTAL Construction Cost Estimate (1)	\$312,500.00
(B) Cost Estimate of Eligible participating items (2)	\$389,432.50

Funding Breakdown	Fund Source	Cost \$
(C) FDOT In-House Design Support (Phase 31)	TAP	\$5,000.00
(D) (Critical projects only) FDOT In-House Design Support (Phase 31)	TAP	\$0.00
(E) FDOT In-House Construction Support (Phase 61)	TAP	\$5,000.00
(F) (Critical projects only) FDOT In-House Construction Support (Phase 61)	TAP	\$0.00
(G) TAP Funds requested for Construction (Phase 58)	TAP	\$312,500.00
(H) Local Funds for Construction (Phase 58)	LF	\$0.00
(I) Local Funds for Contingency (Phase 58)	LF	\$62,510.00
(J) Local Funds for Design	LF	\$0.00
(K) Construction Engineering & Inspection Activities (CEI) (Phase 63 - for critical projects only)	TAP	\$37,500.00
(L) Construction Engineering & Inspection Activities (CEI) (Phase 63)	LF	\$0.00
(M) Transit Related project FTA 10% administrative fees (2)	LF	\$0.00
(N) FDOT Oversight CEI (3% of TOTAL Construction Cost Estimate) (Phase 62)	TAP	\$9,375.00

Funding Summary	
(O) Total TAP Funds (2)	\$389,432.50
(P) Total LF Funds	\$62,510.00
(Q) Total Funds	\$451,942.50

Notes

- (1) This Total Construction Cost Estimate in this field must be equal to the Total Construction Cost Estimate from the attached costed project cost estimate.
- (2) Cost Estimate of Eligible participating items must be equal to the Subtotal FHWA Participating from the attached costed project cost estimate.
- (3) FDOT In-House Design and Construction Support must be included in TAP funds for an amount no less than \$5,000, an additional \$2,000 is required for critical projects. This is a required item.
- (4) It is strongly recommended that the applicant allocate a nominal amount for CEI. In the event that the project is programmed without any request for Phase 63 funding, there is no opportunity to allocate CEI funds based on bid savings.
- (5) Any required Federal Transit Authority (FTA) administrative fees must be included in Local Funds.
- (6) FDOT Oversight CEI must be included in TAP funds and be equal to 3% of the Total Construction Cost Estimate.
- (7) Use of the term TAP represents the actual funding codes of TALL, TALLU and TALL.



Appendix B: Village of Virginia Gardens ADA Notice



VILLAGE OF VIRGINIA GARDENS ADA NOTICE

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

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

Effective Communication: The Village of Virginia Gardens 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 Village of Virginia Gardens' 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 Village of Virginia Gardens will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Village of Virginia Gardens offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication , or a modification of policies or procedures to participate in a program, service, or activity of the Village of Virginia Gardens, should contact the ADA Coordinator Tracy Byrd at 305- 871-6104 or tbyrd@viriniagardens-fl.gov as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of the Village of Virginia Gardens is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The Village of Virginia Gardens 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.

Appendix C: Village Adopted Policies

- (1) is not legally obtainable or is considered a “controlled substance” under 893.03, Florida Statutes, as same may from time to time be amended;
 - (2) may be obtained legally (be prescription, for example), but were obtained illegally, or
 - (3) are being used in a manner or for purposes other than those for which they were prescribed or manufactured.
- C. “Alcohol Abuse” – an employee shall be considered “under the influence” of alcohol if:
- (1) His or her normal faculties are obviously impaired; or
 - (2) He or she has a blood alcohol level of .07 or higher.
- D. Should it appear that the employee’s faculties are impaired, then he or she consents to a drug/alcohol test and refusal to take said test can be grounds for disciplinary action up to and including termination.

The Village strives to provide a safe work environment and encourages good personal health habits. In this regards, the Village considers the abuse of drugs or alcohol on the job unsafe, counterproductive and unacceptable; and such abuse is basis for immediate termination.

It is, therefore, Village policy that if, during working hours, an employee is found to have any amount of illegal drugs in his or her system; or has a blood-alcohol level higher than .07; or is found in possession of, using, selling, trading or offering for sale, any illegal drugs or alcohol, such employee will be subject to disciplinary action, including immediate termination.

D. FLORIDA CLEAN INDOOR AIR ACT

The Village shall develop, implement, and post a policy regarding designation of smoking and non-smoking areas. Such policy shall take into consideration the proportion of smokers and non-smokers. Smoking shall not be permitted in any hallway, corridor, lobby isle, water fountain area, restroom, stairwell, entryway, conference room, or Village chamber.

E. POLICY AND PROCEDURE CONCERNING AMERICANS WITH DISABILITIES ACT

I. Policy:

It is the policy of the Village of Virginia Gardens to comply with the provisions of the

Americans With Disability Act. The Village of Virginia Gardens will keep its facilities barrier free for the disabled, including the construction and design of its facilities. Further, the Village of Virginia Gardens will afford full equal employment, as well as a full range of services to the disabled and/or handicapped.

2. Purpose:

The purpose of the Village of Virginia Gardens in its ADA Policy is to remove the barriers preventing qualified individuals with disabilities from enjoying the same employment opportunities as are available to people without disabilities. The Village of Virginia Gardens will consider whether barriers created by a disability could be removed through reasonable accommodations so that disabled persons may compete on the same standards and requirements the Village expects from persons who are not disabled.

3. Procedure To Insure Compliance With The Americans With Disabilities Act:

INTRODUCTION

The Americans With Disabilities Act ("ADA") contains its own procedure to prohibit violation of the fundamental requirements of the ADA with regard to employment matters in that employers may not discriminate against qualified individuals with disabilities. The Village of Virginia Gardens has designated a procedure to facilitate its ADA Policy.

PROCEDURE

Reporting conduct violations of the Village of Virginia Garden's Americans With Disabilities Act policy:

1. The Village of Virginia Gardens has designated the mayor as the Americans With Disabilities Act Coordinator for the purpose of taking employees, officers, directors or citizens' statements and complaints of impermissible conduct. If the Americans With Disabilities Act Coordinator is not satisfactory to you, you may contact the President of the Council and an attempt will be made to choose an acceptable person to give your statement and complaint to. You should not communicate your complaint to those who do not have a right to know.
2. The Village of Virginia Gardens will conduct an investigation of the allegations of your complaint.
3. The Village of Virginia Gardens' Americans With Disabilities Act Coordinator will take your statement in support of your complaint in a place you feel comfortable.

4. After the allegations you make in your statement are investigated, the Village of Virginia Gardens will take appropriate disciplinary and/or corrective action, if warranted.
5. Statements made to support your complaint should, if possible, be based on actual knowledge. If you have knowledge of persons who have knowledge of improper conduct, they should be encouraged to give statements and you should include their names when giving your statement.
6. If the validity of your complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are re-acquainted with this Americans With Disabilities Act policy to avoid improper conduct in the future.

19. VILLAGE'S RESPONSIBILITY TO DISTRIBUTE POLICIES

1. Village shall distribute the policies and procedures set forth herein to all employees who will fully acquaint themselves with its contents.
2. Village shall have available for distribution to all employees these policies and procedures and from time to time reacquaint all employees with these policies and procedures.
3. Village will refer employees' questions concerning these policies and procedures to the Americans With Disabilities Act Coordinator and, should such questions not be answered to the employees' satisfaction, to the President of the Council.
4. Distribute immediately any amendments and/or additions to these policies and procedures.

Remember, the Village of Virginia Gardens must not only abide by the Americans With Disabilities Act, but must also make sure the procedure in reporting violations of such policies and the investigation thereof is done in a fair, impartial and confidential manner, in accordance with the procedure outlined in these policies.

20. OTHER FEDERAL AND STATE MANDATED POLICIES

The Village of Virginia Gardens complies with all state and federally mandated policies, and the failure to include any of such policies in this manual does not indicate an intent not to comply with such policies. Policies not mentioned herein may be found in applicable statutes, codes and regulations. As a result of the complexity and scope of such policies, they cannot be fully set out herein.