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# Americans with Disabilities Act (ADA)/Section 504Self-Evaluation and Transition Plan for **[Recipient Name]**

## Executive Summary

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## Acknowledgements

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## Designating an ADA Coordinator

A Local Public Agency (LPA) that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The LPA shall make available to all interested individuals the name, office address, and telephone number of the Employee or Employees Designated Pursuant to this paragraph.



**Figure 1:** Caption here.

## Discrimination and Accessibility

An LPA must provide public notice about the rights of the public under the ADA and the responsibility of the LPA under the ADA. Providing notice is not a one-time requirement, but a continuing responsibility. The ADA is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

## Establishing a Grievance Procedure and Complaint Procedure

LPA with 50 or more employees are required to adopt and publish procedures for resolving grievances arising under Title II of the ADA. Grievance procedures set out a system for resolving complaints of disability discrimination in a prompt and fair manner. The grievance procedure should include:

* + - A description of how and where a complaint under Title II may be filed with the LPA.
		- If a written complaint is required, a statement notifying potential complainants that alternative. means of filing will be available to people with disabilities who require such an alternative.
		- A description of the time frames and processes to be followed by the complainant and the LPA.
		- Information on how to appeal an adverse decision.
		- A statement of how long complaint files will be retained.

## Accessibility Standards

It is important to establish and review the LPA’s guidance and standards documents for consistency with current applicable standards. State on Transition Plan what type of design standard or standards LPA adopted.

## Identify Public Involvement Opportunities

LPA are required to make sure the public knows the rights that are afforded to them under the ADA. LPA must communicate and get feedback from people with disabilities while developing the Transition Plan. The opportunity for the disabled community and other interested parties to participate in developing the Transition Plan is an integral part of the process. The dissemination of information and requests for comments can take place through awareness days, newsletters, and websites. The ability to comment must be linked with public access to information databases. Possible sources of input to the Transition Plan are activists, advocacy groups, general citizens, organizations that support the rights of the disabled, elected officials, other agencies, a Governor’s Committee on People with Disabilities or other such body, or a state ombudsman. Comments can be obtained through comment forms at meetings, transcriptions of meetings, a dedicated hotline, an e-mail address, or a postal address.

## Identify Barriers to Access

* + - Barriers LPA is addressing.
		- Action steps necessary to eliminate those barriers.
		- Who is responsible for making or coordinating the changes.
		- What resources are needed to make the changes.

## Schedule and Budget for Improvements

The Transition Plan should include a schedule of improvements to upgrade accessibility in each year following the Transition Plan. Remediation work can be presented for an independent remediation program or as an integral part of regularly scheduled maintenance and improvements project.

**Table 1:** Table Name

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| **Header 1** | **Header 2** | **Header 3** | **Header 4** |
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## Monitoring the Progress

Once LPA starts working on the Transition Plan, keep track of barrier removal projects. The Transition Plan is intended to be a living document, updated regularly to inform both staff and people with disabilities that progress is being made.

Adjust the template based on the recipient's specific program, activities, and requirements.

### Self-Evaluation

#### Purpose & Scope:

Identify barriers in programs and activities that prevents persons with disabilities from access (includes evaluation of policies/practices)

* + - Key – provide equivalent access to the maximum extent feasible

### Transition Plan

#### Purpose & Scope:

* + - Set forth steps necessary to complete modifications identified through self-evaluation (those areas not covered in a previously developed plan)
		- Provide a schedule for completing modifications.