

REGULAR MEETING

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
 - A. March 31, 2016 meeting synopsis **Page 3**
- 6. VISITORS**
- 7. PENDING BUSINESS**
- 8. NEW BUSINESS**
 - A. Elect a Secretary **Page 7**
 - B. Meeting Schedule **Page 13**
 - C. Grievance Procedure **Page 15**
 - D. Self-Evaluation and Transition Plan **Page 21**
- 9. INFORMATIONAL ITEMS**

- A. Resolution 16-019, Establishing and ADA Compliance Committee to develop a transition plan and establish a grievance procedure to comply with ADA requirements **Page 179**

10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF CITY STAFF

12. COMMENTS OF THE COMMITTEE

- 13. ADJOURNMENT NEXT REGULAR MEETING IS SCHEDULED for May 12, 2016** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.

Session 14-01 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Brown at 4:00 p.m. on March 31, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Patrick Brown, Tess Dally, Rick Malley, Linda Munns

STAFF: Melissa Jacobsen, Deputy City Clerk/ADA Coordinator

AGENDA APPROVAL

The agenda was approved by consensus of the Committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments

RECONSIDERATION

APPROVAL OF SYNOPSIS

VISITORS

PENDING BUSINESS

NEW BUSINESS

A. Election of Chair and Vice Chair

Acting Chair Brown opened the floor for nominations for Chair. Rick Malley volunteered to serve as Chair and there was no objection from the committee.

Chair Malley opened the floor to nominations for Vice Chair. Ms. Dally nominated Ms. Munns. Ms. Munns accepted the nomination and there was no objection from the committee.

Chair Malley opened the floor to nominations for Secretary. No nominations were made and there were no volunteers. Deputy City Clerk Jacobsen said she would prepare the first synopsis and the committee can revisit this at their next meeting.

B. Review Scope of Work

- i. Resolution 16-019, Establishing and ADA Compliance Committee to develop a transition plan and establish a grievance procedure to comply with ADA requirements

Chair Malley gave a brief overview of the role of the ADA Coordinator and the importance of having a grievance procedure in place. He provided information about the transition plan explaining that it isn't this groups place to write the plan, but to have input in the process and hold public hearings to to get community feedback. The self-evaluation should be done by department heads, and

again, it will be beneficial for the group to have input on that process as well.

The group talked about current challenges and concerns throughout the city including private and borough owned locations. They also touched on concerns about enforcement of handicap parking. Mr. Malley clarified that this group will be focusing specifically on City owned facilities, including city roads, trail, and parks, and also City policies and procedures. He suggested they could talk about other facilities not specific to the City, outside of these committee meetings.

C. Establish Task Force Meeting Schedule

The Committee did not set a regular meeting schedule but agreed for now they would only need to meet monthly. They scheduled their next meeting at 4:00 p.m. on Thursday, April 14, 2016.

INFORMATIONAL ITEMS

- A. ADA Basics – Statue & Regulations
- B. ADA Guide for Small Towns
- C. ADA Coordinator, Notice, & Grievance Procedure
- D. Memorandum 16-041, Committee Appointments

COMMENTS OF THE AUDIENCE

COMMENTS OF STAFF

Deputy City Clerk Jacobsen said she is looking forward to learning more and working with the committee in this process.

COMMENTS OF THE COMMITTEE

There were no committee comments.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 5:00 p.m. The next regular meeting is scheduled for April 14, 2016 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: _____



City of Homer

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Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, CMC, Deputy City Clerk,
ADA Coordinator

DATE: April 11, 2016

SUBJECT: Secretary for the ADA Committee

When the City Council established this committee via Resolution 16-019 it was outlined that the committee will select a secretary to prepare a synopsis for the committee's meetings. This is a precedent Council has established in an effort to minimize the impact that creating additional committees has on the clerk's office and other staff members who may be working with these groups.

I prepared the synopsis for the first meeting and used my regular format. I'm happy to share the template with whoever agrees to participate as secretary for the group, but it's perfectly acceptable to use another format to list who attended, create a summary of the discussion of agenda items, and document any motions made and the vote. I included a copy of a synopsis prepared by a member of the Animal Shelter Review Committee as another example. We've even received hand written ones, but typed is preferred.

Recommendation: One member agree to serve as secretary for the committee.

SYNOPSIS OF SUSTAINABLE ANIMAL CONTROL REVIEW COMMITTEE

CALL TO ORDER – Francie Roberts called the meeting to order at 5:15 PM. Present were Will Hutt, Casey Moss, Sherry Bess, and Francie Roberts. Dorothy Sherwood was absent.

APPROVAL OF THE AGENDA – The agenda was approved except item 6a postponed until the next meeting. There was a laydown letter from Pat Moss that was not included in the agenda packet.

PUBLIC COMMENTS

Hal Smith testified that he was in favor of utilizing volunteers to assist the shelter operators in alleviating their long hours. He was concerned about cleanliness and disease at the shelter and the financial implications that this situation involved. He was in favor of monthly visits by veterinarians to help the shelter maintain healthy animals.

Bryan Smith testified he would more comments at the end of the meeting but he was surprised by Dr. H Smith's testimony.

RECONSIDERATION - None

SYNOPSIS APPROVAL – The synopsis of October 8th was approved with the change of item 10d. "Fees charged by Sherry if called out after hours by HPD animal control issue could be increased to \$75. If an animal is impounded then charging more also for this step."

VISITORS - none

PENDING BUSINESS

- A. Animal Shelter Fee Schedule – There was considerable discussion regarding the proposed fee schedule from our last meeting. The result was a new Fee Schedule to be sent to the council for their approval. Patrick will prepare a memorandum. An attempt was made to make the impound fees make more sense, as the number of offenses went up.
- B. Animal Shelter Budget – no discussion and members determined they wanted to move this item to the Informational section.
- C. Animal Shelter Contract - No discussion
- D. Volunteerism – A discussion concerning the Standard Operating Procedure was held. Sherry said she did not think it was necessary. Sherry had sent a letter to the committee concerning her take on volunteerism. Sherry said she would work on a rough draft of a

- volunteer manual, based on other ones, that could work for Homer Animal Shelter. She will bring it to the next meeting.
- E. Dog License Educational Pamphlet – Homer Animal Friends has several people willing to work on this pamphlet. Patrick reminded the committee that inclusion of the pamphlet in the bills will not occur for at least six months, as this is a new project for the city.
 - F. Animal Shelter Visit on November 19th, 2015 – Dots Sherwood submitted a Shelter Care Checklist, but as she was absent, most of the discussion of this item was deferred until the next meeting. Committee members discussed the responsibilities of Public Works vs. Homer Police Department.

NEW BUSINESS

- A. Preliminary Report to Council – Francie presented a preliminary list of actions the Sustainable Animal Shelter Review Committee will present to the council upon conclusion of the committee. Members felt they needed more time than provided to conclude the business of the committee. Members voted to ask Patrick to submit a memorandum to the council to extend the life of the committee.
- B. OSHA Compliance – Though the OSHA requirements at shelters were not available to the committee, the committee discussed the merits of requesting an OSHA inspection. Several members felt there was no consequence to the Homer Animal Shelter if an inspection was requested but the resulting information would be helpful to the shelter operators.

COMMENTS AUDIENCE

Bryan Smith testified the shelter currently has 9 tremendous volunteers and more may not be needed. He did believe Dr. Smith had valid concerns regarding disease in the shelter, regarding ear mites and respiratory problems. So far this has been a good process, though originally Bryan had trepidation. Sherry Bess deserves a big thank you for all she has done for Homer's shelter

Pat Moss testified a Standard Operating Procedure (SOP) tells one how to run a shelter, should the operator not be able to in an emergency. She believes the shelter would be better served if the operator was a paid city employee. She wonders if Public Works is doing regular walk throughs, then why does the chain link and concrete still need repair. OSHA is important to safe operation of a shelter.

COMMENTS OF CITY STAFF – Patrick addressed the SOP discussion and felt committee should address this.

COMMENTS OF TASK FORCE

Will Hutt asked who oversees the air exchange system and is this system working properly?

Casey Moss was glad to see the public involved with the process.

Sherry Bess thank Pat Moss, Hal Smith and Bryan Smith for their comments. She acknowledged ear mites in cats have been a problem and they have worked with Dr. Dean to alleviate them.

Francie Roberts was pleased with the process.

ADJOURNMENT – Next meeting will be November 19th, 2015 at 5:15. The meeting will begin at the Homer Animal Shelter and continue at the Homer City Hall Conference Room.



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Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, CMC, Deputy City Clerk,
ADA Coordinator

DATE: April 11, 2016

SUBJECT: Committee Meeting Schedule and Quorums

The City Clerk's calendar fills up quickly with city meetings and outside groups using the meeting rooms so I scheduled this Committee to meet on the second Thursday of each month at 4:00 p.m. in the Council Chambers.

There may be times when members have to be absent on our meeting day. Since this committee is made up of five members, three members present is a quorum for a legal meeting. If at least three members can't be present the meeting will be canceled and the business items will be moved to the next regular meeting, or a special meeting can be scheduled if the nature of the business requires it.



ADA Grievance Form

Instructions: Please complete and sign the form and submit it within 60 days of any incident to:

**Melissa Jacobsen – ADA Coordinator
City of Homer
491 E. Pioneer Avenue
Homer, AK 99603
907-435-3107
mjacobsen@ci.homer.ak.us**

1. Type of Grievance (check all that apply):

- Accommodation Request
 Program/Service
 Facility Accessibility
 Other: _____

2. Reporting Individual:

Full Name:	
Address:	
City, State, Zip Code:	
Phone	Alternate Phone:
Email:	

3. Authorized Representative of Reporting Individual (if any):

Full Name:	
Address:	
City, State, Zip Code:	
Phone	Alternate Phone:
Email:	

DETAILS OF COMPLAINT/INCIDENT

4. Date/Time of Incident: _____

5. Department/Facility/Location Involved:
--

6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add an additional page if necessary.

7. Have attempts been made to resolve the complaint through a City Department? If yes, please describe the efforts that have been made.

8. What remedy are you seeking?

Signature

Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form please contact the City of Homer ADA Coordinator at: [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us) or (907)435-3107

City of Homer
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 complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the City of Homer. The City's Personnel Policy governs employment-related complaints of discrimination.

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

1. The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Melissa Jacobsen, ADA Coordinator and Deputy City
Clerk
City of Homer
491 E. Pioneer Avenue, Homer, AK, 99603

2. Within 15 calendar days after the receipt of the complaint the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions.
3. Within 15 calendar days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Homer and offer options for substantive resolution of the complaint.
4. If the response of the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after the receipt of the response to the City Manager or their designee.
5. Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions.
6. Within 15 days the City Manager or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



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Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, CMC, Deputy City Clerk,
ADA Coordinator

DATE: April 11, 2016

SUBJECT: Self-Evaluation and Transition Plan

Preparing a Self-Evaluation and a Transition Plan are required for the City of Homer to be in compliance with Title II of the Americans with Disabilities Act.

At last week's training a few members of city staff and of this committee had the opportunity to work with David Barton, Training and Information Specialist from the Northwest ADA Center, on using a self-evaluation checklist at the Public Works building.

It's my understanding that the information compiled through the self-evaluation is then used to prepare the transition plan.

I participated in the exercise and observed that some were able to take the task at face value and work through the steps in the checklist while others seemed to overanalyze it at this first level. I understand that it will be necessary for departments to participate in this process and hope that the committee can discuss and give some input on what an effective way to proceed might be. Two options I see are:

- Establish a time line and ask the City Manager to designate one or two lead staff members to organize and work with department designees to review facilities throughout the city.
 - Benefits-
 - Creates awareness among staff members of the ADA and the ability to better assess accessibility needs.
 - May save money depending on how efficiently the self-evaluation can be completed.
 - Having a lead staff member working with departments will help create consistency in the evaluations.
 - Challenges-
 - It could be cost prohibitive depending on how much time it might take to complete the self-evaluation when looking at overall impacts to staff.
 - It may take more time to complete the self-evaluation as we try to work it in with other staff responsibilities.

- Recommend hiring a consultant through the RFP process.
 - Benefits-
 - A consultant with experience in this field would be able to complete the self-evaluation more quickly and move right into preparing the transition plan.
 - Some staff members would be involved and could get the benefit of working with the consultant to gain that awareness of ADA and accessibility needs.
 - Challenges-
 - There isn't a budget line item for this project this year.
 - May need to look for grant funding to get this project under way.

I may be in way out in left field with this so I'm looking forward to hearing the committee's discussion and feedback on getting the process started for this task.

A copy of the ADA Self Evaluation tool kit, the self-evaluation check list that David provided and two transition plans are included as informational items.

Americans with Disabilities Act Self Evaluation Tool

{Public Law 101-336} Requires State and Local Governments to conduct a Self Evaluation of their programs to identify barriers and once the barriers to people with disabilities are identified, to establish a Transition Plan to remove barriers to ensure program Accessibility

A. GENERAL INSTRUCTIONS

Sample Self-Evaluation Guide For State of Local Government Services

This Self-Evaluation Guide is based upon the "ADA Self-Evaluation Guide for Public Entities" developed by the Texas Governor's Committee on People with Disabilities and The Office for Civil Rights, U.S. Department of Health and Human Services.

The Self-Evaluation Guide includes items found in Title I - Employment and Title II - Public Services of the Americans with Disabilities Act. It is designed to help employment managers and service providers comply with the law. It is a tool for identifying and eliminating potential problem areas identified in the law.

All public entities are required to do a self-evaluation {28 CFR Part 35.105}.

A time-proven method for conducting a successful self-evaluation involves identifying a mix of knowledgeable people with disabilities as well as professionals in the rehabilitation field and advocates for people with disabilities to consult with your organization on barriers to employment and general accessibility.

How to Use The Self-Evaluation Guide

The Self-Evaluation Guide has been re-worded from legal language that is easier to read and understand. A notation next to each question in the plan cites the reference for that question in PL 101-336 and 29 CFR part 1630 of the Equal Employment Opportunity Commission Regulations for Title I employment, and 28 CFR Part 35 of the Department of Justice Title II Regulations for State and Local Government Services. The guide is divided into four major parts for your convenience.

Both Part I and Part II are in checklist form. A "No" response to a question indicates a potential policy, procedure or program barrier. The Action/Due date is the improvement (action) that needs to be made and the date of estimated completion for the improvement. Action/Due date responses should be in narrative, and should specify how and when the agency intends to remove the barrier. The Self-Evaluation Guide provides interim (perhaps long-term) solutions to facility deficits which may not be corrected until funding is available. Strategies which specify solutions to inaccessible programs must be developed immediately and then revised annually.

Part I deals with issues affecting Title I **employers*** and includes a brief introduction and a summary of key definitions.

Part II deals with the Title II requirements for **self-evaluation**.

Part III is a "Quick Look" **Checklist for accessibility**.

Part IV is a partial list of agencies, organizations and disability groups which can provide you with **Information and Assistance**.

At the end of both Parts I and II are signature and date blocks for the Checklist Evaluator.

B. PART I - TITLE I EMPLOYMENT

1. Introduction to Title I, with Definition of Terms

Self-Evaluation Guide
For State and Local Government Services

Parts I and II of this Self-Evaluation Guide includes items found in Title I - Employment and Title II - Public Services of the Americans with Disabilities Act and its implementing Regulations. Explanation and documentation to support and describe answers given will provide a proper evaluation of agency programs and services using the Self-Evaluation Guide to develop a self-evaluation plan. Retain this information on file as evidence of your efforts at compliance.

Title I: Employment

Title I prohibits covered employers from discriminating against a "qualified individual with a disability in any term, condition or privilege of employment".

Key Definitions Summary

{ Important: See Public Law 101-336, Title I, Sections 101 and 201 and 29 Code of Federal Regulations (CFR) part 1630 of the Equal Employment Opportunity Commission (EEOC) Regulations Sections 1630.2 and 1630.3 for detailed definitions. }

Public Entity - means (A) any State or local government;

(B) Any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

(C) The National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Public Employer - means any State or local government employer with 15 or more employees.

Qualified Individual with a Disability - means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable Accommodations - means (A) making existing facilities and worksites used by qualified employees with disabilities accessible to and usable by them (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations.

Undue Hardship - means an action requiring significant difficulty or expense when considered in light of the factors set forth in Section 101(10)(B) of the law, such as the nature and cost of the accommodation, the overall financial resources of the covered entity and the type of operations of the covered entity.

Effective Date: January 26,

2. Self-Evaluation Guide for Title I

Citations from Title I of ADA Law and 29 CFR part 1630 of the EEOC Regulations

a) CHECKLIST-MANDATORY (items 1-17)

Sect 102(a) Sect 1630.4

1. Have you reviewed your employment policies to be sure that you and your employees are giving nondiscriminatory treatment to applicants and employees with disabilities?

Employment policies to review include recruitment, advertising, and job application procedures; hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of

return from layoff, and rehiring; rates of pay or any other form of compensation and changes in compensation; job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists; leaves of absence, sick leave or any other leave; fringe benefits available by virtue of employment, whether or not administered by the covered entity; selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training.

Have you reviewed other activities including employee, social and recreational programs; as well as any other term, condition, or privilege of employment?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(1) Sect 1630.5

2. Have you reviewed your employment practices to make sure that they do not limit, segregate or classify job applicants or employees in ways that adversely affect their opportunities or status because of the disability of the applicant or employee?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(2) Sect 1630.6

3. Have you reviewed your employment practices to make sure that you are not participating in a contractual or other arrangement or relationship that subjects your qualified applicant or employee with a disability to discrimination {i.e., relationships with employment or referral agencies, labor unions, or organizations that provide fringe benefits, training, or apprenticeship programs}?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(3) Sect 1630.7

4. Have you reviewed your employment practices to make sure that you are not using standards, criteria, or methods of administration that have the effect of discrimination on the basis of disability, or that perpetuate the discrimination of others who are subject to common administrative control?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 102(b)(4) Sect 1630.8

5. Have you reviewed your employment practices to make sure that you are giving nondiscriminatory treatment to applicants and employees who have a friend, associate, or family member with a disability?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 102(b)(5)(A) Sect 1630.9

6. Have you determined the process you will use to decide at which point "reasonable accommodation" causes an "undue hardship"?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 102(b)(5)(A) Sect 1630.9

7. Do you have a policy concerning "reasonable accommodation" that specifies the decision making process for identifying, arranging for and/or paying for, and determining undue hardship for reasonable accommodation?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(5)(B) Sect 1630.9

8. Do you have a procedure to document decisions not to hire or promote because of "undue hardship"?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(6) Sect 1630.10

9. Have you reviewed the requirements of your jobs (job descriptions, employment tests, or other selection criteria) to be sure that no criteria are included that would discriminate against an individual with a disability unless such criteria are job-related and consistent with business necessity?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(7) Sect 1630.11

10. Are your hiring procedures (applying, testing, and interviewing for a job) carried out in

wheelchair accessible locations and with accessible formats, such as a reader/Braille/audio cassette for vision-impaired people, written materials/sign language interpreters for hearing-impaired people and personal assistance for people with manual impairments?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(b)(7) Sect 1630.11

11. Have you made sure that employment tests, including performance, medical, drugs, and psychological test, are selected and administered in a way to ensure that test results accurately reflect the skills or aptitude necessary to perform the job rather than reflect the impaired sensory, manual, or speaking skills of the applicant or employee, unless the sensory, speaking, or manual ability is necessary to perform critical element(s) of the job?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(c) Sect 1630.13

12. Have you made sure that your employment application forms do not contain questions as to whether an applicant is an individual with a disability?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(c) Sect 1630.13(a)

13. Do you ensure that you do not require medical exams or any other kind of pre-employment inquiry into an applicants disability until after a conditional offer of employment has been made to the applicant? Yes []

No [] Action/Due Date: _____

Explanation: _____

Sect 102(c) Sect 1630.13(b)

14. Except as permitted in question 15 below, do you ensure that you do not require a medical examination of an employee, or make inquiries into whether an employee is an individual with a disability, or as to the nature and severity of such disability?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 102(c) Sect 1630.14

15. If your department conditions an offer of employment based upon the job applicant's satisfactory completion of a medical examination, do your procedures conform to the requirements of the law prohibiting inquiries as to the nature and severity of disabilities except as they are job-related and that information obtained regarding the medical condition or history of any employee is collected and maintained on separate forms and in separate medical files and treated as a confidential medical record, except that:

- a) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- b) First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c) Government officials investigating compliance with this part shall be provided relevant information on request and that information obtained regarding medical condition or history of an employee shall not be used for any purpose inconsistent with this part?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 104 Sect 1630.16

16. Have you reviewed your personnel policies and practices to be sure that an applicant or employee who is a recovering alcohol or drug abuser (not currently using alcohol or drugs) is included in accordance with the law?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 105

17. Have you posted equal employment opportunity notices in an accessible format (i.e. in large print, Braille, and audio cassette) in accordance with Section 105 Posting Notices?

Yes [] No [] Action/Due Date: _____

Explanation: _____

**b) CHECKLIST-HIGHLY RECOMMENDED BUT NOT MANDATED
BY THE ADA (items 18-26)**

18. When you recruit for employees, do your procedures include all types of individuals with disabilities because of the nature of the media used, i.e., print media for individuals with hearing impairments and large print, Braille or verbal media for persons with vision impairments?

Yes [] No [] Action/Due Date: _____

Explanation: _____

19. Have you written job descriptions for each of your positions that spell out the "essential functions" of each job in task-completion, as opposed to physical or mental-characteristic terms?

Yes [] No [] Action/Due Date: _____

Explanation: _____

20. Have you written job descriptions for each of your positions that also spell out the "marginal functions" of each job {those functions you need someone to perform but that do not absolutely have to be performed by every person occupying that particular position}?

Yes [] No [] Action/Due Date: _____

Explanation: _____

21. Have you reviewed your applicant interviewing techniques to make certain that they concentrate on how applicants will complete tasks that are "essential functions" of the position the applicant is applying for rather than eliciting information about the applicant's physical or mental condition?

Yes [] No [] Action/Due Date: _____

Explanation: _____

22. Have you evaluated workplace accessibility?

Yes [] No [] Action/Due Date: _____

Explanation: _____

23. Have you looked at barriers to advancement including dead-end jobs and pay structures that may deny opportunities for upward mobility to employees because of a disability?

Yes [] No [] Action/Due Date: _____

Explanation: _____

24. Have you reviewed leave policy, medical, hospital, accident, life insurance, and retirement, transportation and/or daycare provided to employees by you as employer, and other fringe benefits to ensure that they give nondiscriminatory treatment to people with disabilities?

Yes [] No [] Action/Due Date: _____

Explanation: _____

25. Are your social and recreational activities made accessible to all employees?

Yes [] No [] Action/Due Date: _____

Explanation: _____

26. Have you reviewed all of your contracts to ensure that they provide equal opportunities for employees with disabilities to include:

- a) Leases—consider applicant, employee, and customer access;
- b) Off-site event contracts—consider applicant, employee, and customer access;
- c) Training/Apprenticeships;
- d) Collective bargaining agreements?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Checklist Evaluator Date

ADA Coordinator Date

C. PART II - TITLE II PUBLIC SERVICES

1. Introduction to Title II, with Definition of Terms

Title II prohibits discrimination denying full and equal enjoyment of goods, services, privileges, advantages, or equal access to any State activity.

KEY DEFINITIONS SUMMARY

{Important: See 28 Code of Federal Regulations Part 35 of the Department of Justice Title II Regulations Section 35.104 for State and Local Government Services.}

AUXILIARY AIDS AND SERVICES-INCLUDES THE FOLLOWING-

- (1) Qualified interpreters, notetakers, transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephones compatible

with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's), videotext displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments;

(2) Qualified readers, taped text, audio recordings, Brailled materials, large print materials, or other effective methods of making visually delivered materials available to individuals with visual impairments;

(3) Acquisition or modification of equipment or devices; and

(4) Other similar services and actions.

FACILITY - means all or any portion of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walks, passageways, parking lots or other real or personal property, including the site where the building, property, structure, or equipment is located.

Historic Preservation Programs - means programs conducted by a public entity that have preservation of historic properties as a primary purpose.

Historic Properties - means those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under state and local law.

Public Entity means -

(1) Any State or local government;

(2) Any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

(3) The National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Qualified Individual with a Disability - means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity.

Qualified Interpreter - means an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary.

Section 504 - means section 504 of the Rehabilitation Act of 1973 {Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794)}, as amended.

State - means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and

the Commonwealth of the Northern Mariana Islands.

2. Self-Evaluation Guide for Title II

(Citations from DOJ Title II Regulations & Technical Assistance Manual)

a) GENERAL ACCESSIBILITY (items 1-26)

Have you reviewed your Department services as a public entity under Title II, Americans with Disabilities Act, Public Services Section 201(1) and 28 CFR part 35 of Department of Justice Regulations.

Sect 35.105(a)

1. Do you have or conducted an updated self-evaluation that evaluates your current services, polices, and practices (for both employment and provision of benefits and services) and the effects thereof that do not or may not meet the requirements of the ADA Regulations and, to the extent modifications of any such services, policies and practices is required, proceed to make the modifications?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.105(b)

2. Do you have provided an opportunity to interested persons, including individuals with disabilities, to participate in the self-evaluation process by submitting comments?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.105(c)

3. Does departmental policy and procedure manuals state that for at least three years following completion of the self-evaluation, you maintain on file and make available for public inspection:

- a) a list of the interested persons consulted;
- b) a description of areas examined and any problems identified; and
- c) a description of any modifications made?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.106

4. Do you have a means, in accessible formats for those with sensory impairments, for notifying and that you have notified applicants, participants, beneficiaries, unions and professional organizations with whom you have collective bargaining agreements and other interested persons about information regarding the provisions of the ADA and its applicability to your employment, services, programs, and activities and of your nondiscrimination policy?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.106

5. Do your written materials (publications) include a notice of nondiscrimination?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.107(a)

6. Have you designated at least one employee to coordinate your efforts to comply with and carry out your responsibilities under the ADA, including investigation of any complaints alleging noncompliance or any actions that would be prohibited by the ADA?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.107(a)

7. Have you made available to all interested individuals the name, address and telephone number of the employee or employees designated to coordinate your responsibilities under the ADA?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.107

8. Have you adopted and published grievance procedures that incorporate due process standards and that provide for the prompt and equitable resolution of complaints of discrimination against an individual with a disability, including job applicants, employees, customers, and visitors?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(1)(I)-(IV)

9. Nondiscriminatory treatment is given directly or through contractual licensing or other arrangements to people with disabilities in the full and equal enjoyment of aids, benefits, or services that is equal to and 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 that afforded to other individuals and that they are not provided differently or separately unless such action is necessary to ensure that services are as effective as those provided to others.

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(1)(V)

10. Do you provide significant assistance to anyone that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of your public program?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(1)(VI)

11. Have you made sure that individuals with disabilities are allowed the opportunity to participate as members of your planning or advisory boards?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(b)(2)

12. Even if separate or different programs or activities are provided for individuals with disabilities, are they not denied the opportunity to participate in those that are not separate or different if they so choose?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(b)(3)

13. Do you utilize, directly and/or through contractual or other arrangements, standards, criteria, or methods of admission that do not:

- a) have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability;
- b) have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities; or
- c) perpetuate the discrimination of another public entity if you both are subject to common administrative control or are agencies of the State?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(b)(4)

14. In your process for determining the site or location of a facility, do you make selections that have the purpose and effect of accomplishing the objectives of the service, program, or activity for individuals with disabilities?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(5)

15. In your process for selection of procurement contractors, do you use selection criteria that do not subject qualified individuals with disabilities to discrimination?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(6)

16. Do you administer licensing and certification programs in a manner that allows qualified individuals with disabilities full and equal access, and to the extent that you establish requirements for the programs or activities of licensees, or certified entities that such requirements ensure full and equal access for qualified individuals with disabilities to such programs or activities?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(7)

17. Do you make reasonable modifications to policies, practices or procedures, when such modifications are necessary to offer goods or services, etc., to individuals with disabilities unless doing so would fundamentally alter the goods or services, etc.?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(b)(8)

18. Do you keep from imposing eligibility criteria that screens out individuals with disabilities (unless such criteria can be shown to be necessary for the provision of the goods, services, etc. being offered)?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(d)

19. Do you administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities. (where possible, the same setting offered to others)?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(e) (1)

20. Is it true that you do not require an individual with a disability to accept an accommodation, aid, service, opportunity, or benefit, designed to provide the individual with an equal opportunity to participate, which such individual chooses not to accept?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.130(e)(2)

21. Is it true that notwithstanding Section 35.130(e)(1) and question number 20 above, you do not allow the representative or guardian of an individual with a disability autonomous authority to

decline food, water, medical treatment, or medical services for that individual?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(f)

22. Is it true that you do not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide that individual or group with nondiscriminatory treatment?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.130(g)

23. Are people with friends, associates or relatives of people with a disability provided goods, services, facilities, privileges, advantages, accommodations, and other opportunities on a nondiscriminatory basis?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.131

24. Do you serve and provide equal access to otherwise qualified individuals who are not engaging in current illegal use of drugs?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.133

25. Do you maintain in operable working conditions those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities including snow removal from pathways of travel and ramped entrances?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.134 and Sect 1630.12 for employment under Part I

26. Is it true that you do not, nor do those you do business with, discriminate against, coerce, intimidate, threaten, or interfere with any individual because that individual has opposed any act or practice made unlawful by the ADA, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the ADA, or because that individual exercised, enjoyed or aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by the ADA?

Yes [] No [] Action/Due Date: _____

Explanation: _____

b) PROGRAM ACCESSIBILITY (items 27-51)

Sect 35.150

27. Have facility audits of the agencies facilities been completed?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150 (b)

28. Has a plan for program modifications been developed that will effectively compensate for each facility barrier until the facility can be made accessible?

A public entity may comply with the requirements of this section through such means as redesign of

equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs or activities readily accessible to and usable by individuals with disabilities. (reference number 6 of the transition plan)

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150 (b)

29. Have program modifications been attached to the facility audit/transition plan? (reference number 6 of the transition plan)

Yes [] No [] Action/Due Date: _____

Explanation: _____

Have you reviewed agency program(s), service(s) and activitie(s) under Title II program accessibility of the ADA to **determine if:**

Sect 35.150(a)

30. Do you operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities?

{This does not: (1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities; (2) require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or (3) require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. The public entity may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. The public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section. The public entity in making alterations to existing buildings, shall meet the accessibility requirements of ADAAG. The public entity shall give priority to those methods that offer services, programs, and

activities to qualified individuals with disabilities in the most integrated setting appropriate.}

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150(a)

31. If an action called for in question number 31 above would result in a fundamental alteration in the nature of a service, program, or activity, or in undue financial and administrative burdens, do you take any other action that will not result in such an alteration or such burdens but will nevertheless ensure that individuals with disabilities receive the benefits or services provided by your public entity?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150(d)(1)

32. In the event that structural changes to facilities will be undertaken to achieve program accessibility, have you developed and posted a transition plan complete with an interim program accessibility plan setting forth the steps necessary to complete such changes?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150(c)

33. Where structural changes in facilities are planned to comply with the obligations for program access, were such changes made by January 26, 1995, or in any event as expeditiously as possible?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150(d)(1)

34. Do you provide an opportunity to interested individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments and a copy of the transition plan is made available for public inspection? (see Part IV **Information and Assistance**)

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.150(d)(3)

35. Does your transition plan, at the minimum: (i) identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities; (ii) describe in detail the methods that will be used to make the facilities accessible; (iii) specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identifies steps that will be taken during each year of the transition period; and (iv) indicate the official responsible for implementation of the plan?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.150(b)(2)

36. In meeting the requirements of 35.150(a) in historic preservation programs, do you give priority to methods that provide physical access to individuals with disabilities?

Yes [] No [] **Action/Due Date:** _____

Explanation: _____

Sect 35.150(b)(2)

37. In cases where a physical alteration to an historic property is not required because the action would threaten or destroy the historic significance, or would result in a fundamental alteration in the nature of a service, program or activity, or in undue financial and administrative burdens, alternative methods of achieving program accessibility include: (i) using audio-visual materials and devices to depict those portions of an historic property that cannot otherwise be made accessible; (ii) assigning

persons to guide individuals with disabilities into or through portions of historic properties that cannot otherwise be made accessible; or (iii) adopting other innovative methods and you adopt these alternatives where possible.

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.150(d)(2)

38. If your state agency has responsibility or authority over streets, roads, or walkway, your transition plan includes a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs that gives priority to walkways serving entities covered by the ADA, including state and local government offices and facilities, transportation, places of public accommodations, and employers, followed by walkways serving other areas.

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.151(a)

39. Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity are to be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992 {Design and construction in conformance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG)[Appendix A to 28 CFR part 36] shall be deemed to comply with the requirements of this section. }

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.151(d)(1)

40. Do alterations to historic properties comply, to the maximum extent feasible, with section 4.1.7 of ADAAG?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.(151)(d)(2)

41. If it is not feasible to provide physical access to an historic property in a manner that will not threaten or destroy the historic significance of the building or facility, have you provided alternative methods of access pursuant to the requirements of 35.150?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.151(e)(1)

42. Do newly constructed or altered streets, roads, and highways contain curb ramps or other sloped areas at any intersection having curbs or other barriers to entry from a street level pedestrian walkway?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.151(e)(2)

43. Do newly constructed or altered street level pedestrian walkways contain curb ramps or other sloped area at intersections to streets, roads, or highways?

Yes [] No [] Action/Due Date: _____

Explanation: _____

c) **COMMUNICATIONS ACCESSIBILITY (items 42-48)**

Sect 35.160(a)

44. Have you taken appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.160(b)(1)

45. Have you furnished appropriate auxiliary aids and services (see part two title II definitions) where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by your public entity?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.160(2)

46. In determining what type of auxiliary aid and service is necessary, have you given primary consideration to the requests of the individual with disabilities?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.161

47. Have you taken steps to ensure that where you communicate by telephone with applicants and beneficiaries, TDD's or equally effective telecommunication systems are used to communicate with individuals with impaired hearing or speech?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.162

48. Are telephone emergency services, including 911 services, provided to ensure direct access to individuals who use TDD's and computer modems?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.163(a)

49. Do you ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Sect 35.163(b)

50. Do you provide signage at all inaccessible entrances to each of your facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities and do you ensure that the international symbol for accessibility is used at each accessible entrance of a facility?

Yes [] No [] Action/Due Date: _____

Explanation: _____

Checklist Evaluator

Date

ADA Coordinator

Date

1. PART III - A "Quick Look" Checklist for Accessibility

This checklist is designed as a tool in a quick appraisal of potential problem areas for accessibility. State and local government agencies can use this checklist to make sure that facilities audits have found all problem areas. Completion of these items **WILL NOT** achieve compliance with ADA or state and local barrier-free design standards. The checklist will however, identify facility barriers which deny individuals with disabilities an opportunity to participate in and benefit from program services, and activities of a state agency.

For a more comprehensive listing of accessibility requirements see

- The Architectural and Transportation Barriers Compliance Board Checklist
<http://www.access-board.gov/adaag/checklist/a16.html>
- DBTAC-NW Accessibility Checklist
http://www.dbtacnorthwest.org/public/site/files/Checklist_FullPage_IHDI_MSPub_2003_DBTAC.pdf
-

ITEM TO BE PERFORMED	YES	NO
----------------------	-----	----

Building Access

1. Are 96" wide parking spaces designated with a 60" aisle?
2. Are parking spaces near main building entrance?
3. Is there a "drop off" zone at building entrance?
4. Is the gradient from parking to building entrance 1:12 or less?
5. Is the entrance doorway at least 32 inches?
6. Is door handle (lever handles) easy to grasp?
7. Is door easy to open (less than 8 lbs. pressure)
8. Are other than revolving doors available?

Building Corridors

1. Is path of travel free of obstruction and wide enough for a wheelchair?
2. Is floor surface firm, level and not slippery?
3. Do obstacles (phone, fountains) protrude no more than 4 inches?
4. Are the elevator controls low enough (54") to be reached from a wheelchair?
5. Are elevator markings in Braille and raised letters the blind?
6. Does elevator provide audible signals for the blind?
7. Does elevator interior provide a turning area of 51" for wheelchairs?

ITEM TO BE PERFORMED	YES	NO
----------------------	-----	----

Restrooms

- 1. Are restrooms near building entrance/personnel?
- 2. Do doors have lever handles?
- 3. Are doors at least 32" wide?
- 4. Is restroom large enough for wheelchair turnaround (60" minimum)?
- 5. Are stall doors at least 32" wide?
- 6. Are grab bars provided in toilet stalls?
- 7. Are sinks and counters at least 30" high with room for a wheelchair to roll under?
- 8. Are sink handles easily reached and used?
- 9. Are soap dispensers, towels, no more than 48" from floor?

Personnel Office

- 1. Are doors at least 32" wide?
- 2. Is the door easy to open?
- 3. Is the threshold no more than 1/2" high?
- 4. Is the path of travel between desks, tables wide enough for wheelchairs?

2. PART IV - INFORMATION AND ASSISTANCE

The attached Resource Listing at the end of this Self-Evaluation Guide is a partial directory of helpful agencies and organizations. The resources can provide technical advice and assistance.

Checklist Evaluator

Date

ADA Coordinator

Date

PART IV - Information and Assistance

National Organizations

Sources for Technical Assistance

DBTAC Northwest
6912 220th St. SW, Suite 105

Mountlake Terrace, WA 98043
800-949-4232
www.dbtacnorthwest.org

National Alliance for the Mentally Ill
2102 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 524-7600

American Foundation for the Blind
15 West 16th Street
New York, NY 10011
(212) 620-2000
(212) 620-2158 (Text Telephone)

**Further Information on
ADA Requirements**

For more specific information about ADA requirements affecting Public Services and Public Accommodations, contact:

**Office on the Americans with Disabilities Act
Civil Rights Division
U.S. Department of Justice
P.O. Box 66118
Washington, DC 20035-6118
(202) 514-0301
(202) 514-0383 (Text Telephone)**

For more specific information about ADA requirements affecting employment, contact:

Equal Employment Opportunity Commission
1801 L Street NW
Washington, DC 20507
1-800-669-EEOC
1-800-800-3302 (Text Telephone)

For more specific information about ADA requirements affecting transportation, contact:

Department of Transportation
400 Seventh Street SW
Washington, DC 20590
(202) 366-9305
(202) 755-7687 (Text Telephone)

For more specific information about requirements for accessible design in new construction and alterations, contact:

**Architectural and Transportation Barriers
Compliance Board**
111 18th Street NW, Suite 501
Washington, DC 20036
1-800-USA-ABLE (Voice/Text Telephone)

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ACCESSIBILITY CHECKLIST

MARCH 2015 EDITION

BASED ON THE
2010 ADA STANDARDS FOR
ACCESSIBLE DESIGN

Northwest ADA Center

University of Washington
6912 220th St S.W., Suite 105
Mountlake Terrace, WA 98043
Toll Free: (800) 949-4232
TTY/TDD/TT: (800) 949-4232
Local (Voice): (425) 248-2480
Videophone: (425) 233-8913

Relay: 7-1-1

Email Address: nwadactr@uw.edu

Web Address: www.nwadacenter.org





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ACCESSIBILITY CHECKLIST

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ACCESSIBILITY CHECKLIST

PURPOSE AND USE

The Northwest ADA Center is pleased to provide this Accessibility Checklist. This Checklist is designed to be a convenient tool for identifying architectural and communication barriers that may be encountered by people with disabilities in public and private buildings. The Checklist may also assist you in planning for removal of barriers to accessibility. The Checklist may be used to survey an entire facility or specific areas and elements. More definitive information may be obtained from the 2010 Standards for Accessible Design. In some situations, the 1991 Standards for Accessible Design and your state or local building code may provide helpful information. The Accessibility Checklist can also be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. ***This checklist is NOT a substitute for federal accessibility standards or the appropriate state and local building codes.***

The Checklist is designed so that a

“**YES**” answer indicates “**ACCESSIBLE**”.

“**NO**” answer indicates that the item is present but is a “**NON-ACCESSIBLE**” element or feature in the building or facility, that is, non-compliant with requirements of the ADA Standards OR the element in question is not present.

Dimensions provided in this Checklist are given in units of inches (IN), feet (FT) or pounds (LB).

References

2010 ADA Standards for Accessible Design (www.ada.gov)

1991 ADA Standards for Accessible Design (www.ada.gov)

Safe Harbor - If the existing elements or features of your facility are addressed in and comply with the 1991 ADA Standards for Accessible Design you do not have to modify those elements to comply with the 2010 Standards (even if the new standards have different requirements for them). This provision is applied on an element-by-element basis and is referred to as the “**safe harbor**.” If you choose to alter elements that were in compliance with the 1991 Standards, the safe harbor no longer applies to those elements and you must use the 2010 Standards. The 2010 Standards contain new requirements for elements in existing facilities that were not addressed in the original 1991 Standards. Among these newly included element are recreation facilities such as swimming pools, play areas, exercise machines, miniature golf facilities, and bowling alleys. Because these elements were not included in the 1991 Standards, they are not subject to the safe harbor. Therefore, on or after March 15, 2012, public accommodations (businesses) must remove architectural barriers to elements subject to the new requirements in the 2010 Standards when it is readily achievable to do so. State and local government entities must remove barriers in order to achieve program accessibility.

Alternate Formats - This Checklist will be provided in alternate formats upon request.

Developed with support of a grant from the National Institute on Disability and Rehabilitation Research (NIDRR).

Revised March 2015 by Northwest ADA Center.

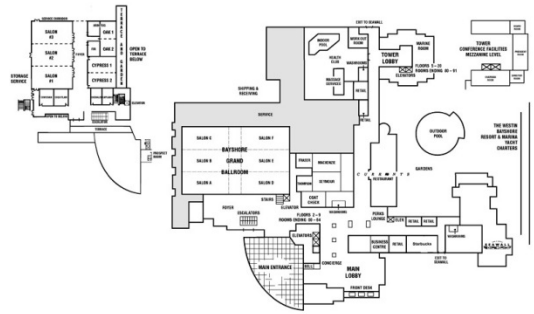
We encourage duplication and use of this document.

HOW TO PERFORM AN ACCESSIBILITY SURVEY

Planning for the Survey:

If possible, we suggest that a team of two or more individuals carry out the survey. It is very helpful if one person directs the process, takes pictures and notes while the other person performs the measurements. It is also suggested that people with disabilities be involved in the survey.

Using a Floor Plan: It is often helpful to have a floor plan, or a sketch of a floor plan, for note taking while conducting the survey. Specific elements in this checklist can be identified on the floor plan.



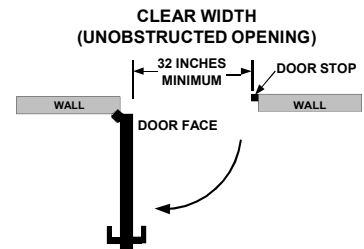
Tools

- Clipboard to make recording on the checklist easier.
- Flexible steel tape measure.
- Carpenter's level (either electronic or manual) for measuring slopes on ramps, walkways and parking spaces.
- Digital fish scale or door pressure gauge for measuring door opening forces.
- Digital camera for photo documentation of barriers and accessible features.

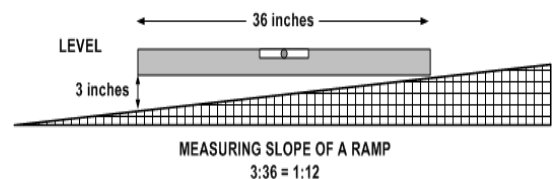
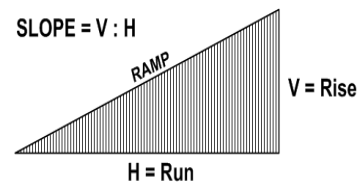


Conducting the Survey:

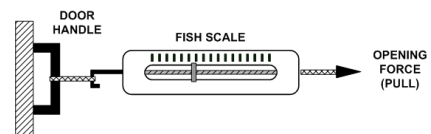
Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured in the same manner; measure the width of the unobstructed space available for passage.



Measuring slope - Slope is calculated by computing the ratio of vertical rise to horizontal run. For example, if a ramp 6 inches in vertical height traverses a horizontal distance of 6 feet (72 inches) then the slope is $6 / 72 = 1 / 12 = 0.083$ (8.3%). Typically the maximum allowable slope for a ramp is written as 1:12. To measure the slope, lay one end of a carpenter's level on the uphill side of the ramp, lift the downhill end of the tool to bring it to level (bubble in the middle), and measure the distance between the downhill bottom edge of the level and the ramp surface. See the figure. In this case the slope is 3 inches rise over 36 inches horizontal distance or the ratio of 1:12.



Measuring door opening force - If using a fish scale or similar device, tie one end of the scale to the door handle and observe the maximum force displayed on the scale as you pull the door open from a closed position.



ACCESSIBLE PARKING

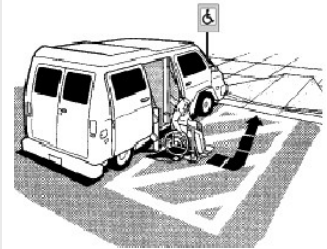
People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

1. Facility Parking

Does your facility provide accessible parking spaces designated for use by individuals with disabilities?

Note: This does not apply to on-street parking spaces.

- Yes
- No



2. Number of Accessible Spaces

Does the parking area have the minimum number of accessible parking spaces specified in the table below?

Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000

Note: At least one of every 6 accessible parking spaces must be designated "van accessible." For example, if the facility has only one accessible parking space, then that space must be van accessible. If you have 7 accessible parking spaces then 2 must be van accessible. See Item 5 on the next page.

- Yes
- No



** If no, how many accessible parking spaces are available?*

** What is the total number of parking spaces available for the public?*

3. Space Location

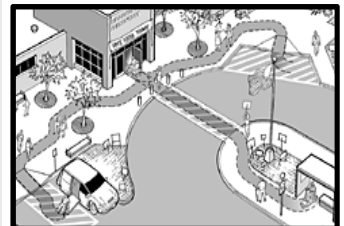
Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?

Note: An accessible route is free of stairs, steep inclines, sharp changes in surface level, and has a surface which is stable, smooth and slip resistant. Where parking serves more than one accessible entrance, accessible parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances.

Are the accessible parking spaces located on a level area?

Note: Ground surfaces of parking spaces and access aisles should not exceed 1:48 (approximately 2% slope) in any direction.

- Yes
- No



- Yes
- No

ACCESSIBLE PARKING

4. Identification and Dimensions of Accessible Parking Spaces

Is each accessible parking space designated with a sign showing the International Symbol of Accessibility (see figure)?

- Yes
- No



Is each sign mounted on a post at a minimum height of 5 feet (60 inches) measured from the bottom of the sign to the ground surface?

- Yes
- No

Are the vehicle parking spaces at accessible parking a minimum of 8 feet (108 inches) wide?

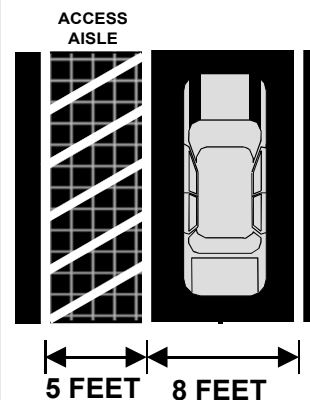
- Yes
- No

Does each accessible parking space have a marked access aisle? **Note:** Two accessible parking spaces may share a common access aisle.

- Yes
- No

Is each access aisle at least 5 feet (60 inches) wide?

- Yes
- No



5. Identification and Dimensions of Van Accessible Parking Spaces

Is there at least ONE van accessible space for every SIX accessible parking spaces?

- Yes
- No

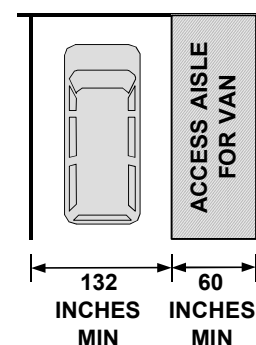


Are the van accessible parking spaces designated by an additional sign indicating "Van Accessible" (see figure)?

- Yes
- No

Do the van accessible parking spaces have a minimum van parking area width of 11 feet (132 inches) and an accompanying marked access aisle of at least 5 feet (60 inches)?

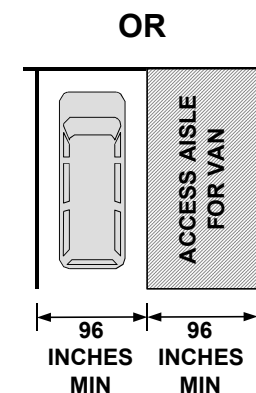
- Yes
- No



OR

a minimum van parking area width of 8 feet (96 inches) and a minimum accompanying marked access aisle of at least 8 feet (96 inches)?

- Yes
- No



ACCESSIBLE PARKING

6. Passenger Loading Zone

If your facility has a passenger loading zone, does it have an unobstructed access aisle at least 5 feet wide and is it as long as the vehicle pull-up space?

If No, what is the width? _____ and length? _____

Note: The vehicle pull-up space must be a minimum of 8 feet wide and 20 feet long.

Is the access aisle at the same level as the vehicle pull-up space?

Is the access aisle marked to discourage parking in that space?

Yes

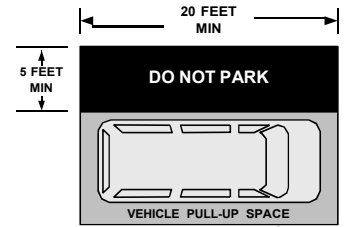
No

Yes

No

Yes

No



7. Curb Ramps

Are curb ramps provided where accessible routes cross over a curb (for example, where an access aisle connects to a sidewalk)?

Note: Curb ramps must not project into traffic lanes, parking spaces or access aisles.

Do curb ramps have a maximum running slope of 1:12?

Do curb ramps have a minimum clear width of 36 inches?

Are the transition areas where curb ramps join sidewalks, streets or gutters smooth?

Are there level landings at the top of the curb ramps which have a minimum length of 36 inches and the same width as the curb ramp?

Yes

No

Yes

No

Yes

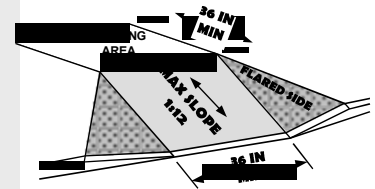
No

Yes

No

Yes

No



Note: Where it is not possible to provide a level landing at the top of a curb ramp, a curb ramp with flared sides that do not exceed a slope of 1:12 is an alternative.

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

People with disabilities should be able to arrive at the site, approach the building and enter the building as freely as everyone else. At least one accessible route should be safe and accessible for everyone.

1. Ground and Floor Surfaces

Are ground, floor and walking surfaces stable, firm, smooth and slip-resistant?

Note: An “accessible route” may consist of walking surfaces (slope no steeper than 5% = 1:20), doors, doorways, gates, ramps, curb ramps, elevators, and platform lifts.

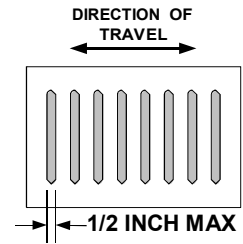
If there are grates or other types of openings (cracks, holes) in ground or floor surfaces, are the openings less than 1/2 inch in the dominant direction of travel?

Are the long dimensions of the grating openings perpendicular to the dominant direction of travel?

- Yes
- No



- Yes
- No
- Yes
- No



2. Changes in Surface Level

Are all ground and floor surfaces along accessible routes free of abrupt changes in surface level? Surface level changes cannot exceed 1/4 inch in height.

Where vertical changes in surface level are between 1/4 and 1/2 inches in height, is the level change beveled (slope 1:2 or less)?

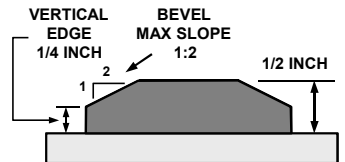
Note: Changes in surface level that exceed 1/2 inch shall be ramped.

Are accessible ramps provided for changes in surface level which exceed 1/2 inch in height?

- Yes
- No
- Yes
- No



- Yes
- No



3. Clear Widths and Slopes for Walking Surfaces

Is there at least one accessible route from the accessible parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s)?

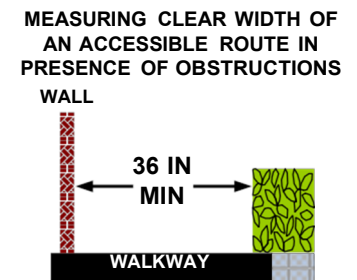
unobstructed width of at least 36 inches?

Do longer routes have an occasional 5 x 5 feet area located at reasonable intervals not exceeding 200 feet which can be used for turning and passing?

Do all walkways along accessible routes have cross slopes that are 1:48 or less?

Note: When the running slope along the direction of travel on walking surface is greater than 1:20 (5%) the route is considered a “ramp”. See Items 4-8 on the next two pages).

- Yes
- No
- No
- Yes
- No
- Yes
- No



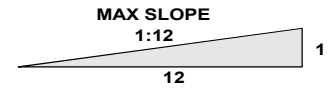
ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

IS THERE A RAMP LOCATED ON THE EXTERIOR OF YOUR SITE? Yes **IF NO, SKIP TO #9.**
 No

4. Ramp Slope and Clear Width

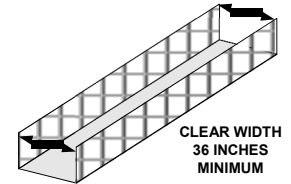
Is the maximum running slope of all ramps 1:12 (8.3%)?

- Yes
 No



Are cross slopes of all ramp surfaces 1:48 or less?

- Yes
 No



Do ramps have a clear unobstructed width of at least 36 inches?

- Yes
 No

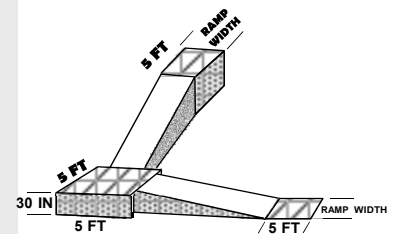
5. Landings

Do ramps have a 5 foot long level landing at the top and bottom of each run?

- Yes
 No

Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction?

- Yes
 No

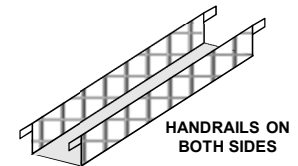


Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.

6. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides?

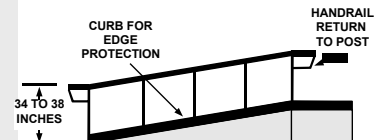
- Yes
 No



7. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface?

- Yes
 No

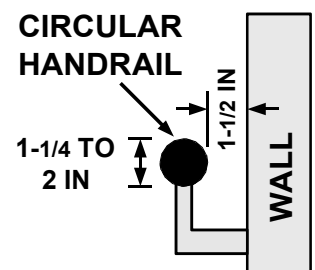


Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?

- Yes
 No

If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 inches?

- Yes
 No



If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum?

- Yes
 No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum?

- Yes
 No

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

8. Edge Protection on Ramps

Do ramps and landings have edge protection?

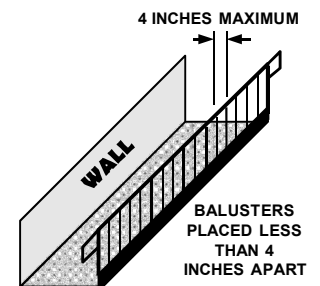
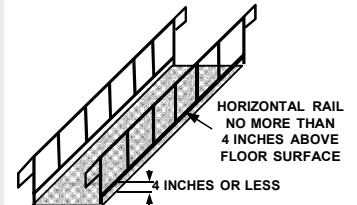
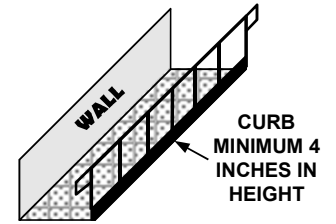
- Yes
 No

Note: Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

Examples are:

- a. curbs at least 4 inches high,
- b. horizontal rails placed no more than 4 inches from the floor or wall
- c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.

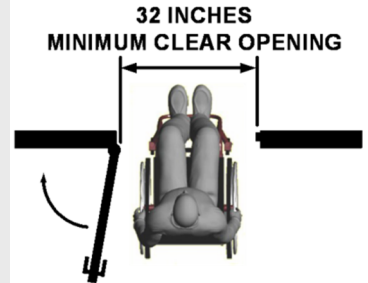


ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Clear Width and Maneuvering Clearance

Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?

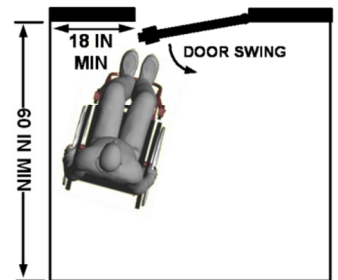
- Yes
- No



Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach handle and maneuver around and through the door opening? See section 404.2.4 of the 2010 ADA Standards for the full requirements.

- Yes
- No

MANEUVERING CLEARANCE AT DOOR
FRONT APPROACH TO PULL FACE OF DOOR



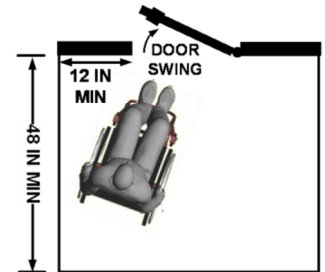
Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 inches and a minimum perpendicular distance of 60 inches will suffice if the door swings toward the customer (shown in top figure).

Note: A minimum of 12 inches side distance and a minimum perpendicular distance of 48 inches is required for a door that swings away from the customer and has a latch and closer (shown in bottom figure).

Note: Automatic or power assisted doors that remain open in the power-off position do not require these types of maneuvering clearances adjacent to the doors.

Note: Where doorways are located adjacent to a ramp landing, maneuvering clearances are permitted to overlap the required ramp landing area.

MANEUVERING CLEARANCE AT DOOR
FRONT APPROACH TO PUSH FACE OF DOOR WITH A CLOSER AND LATCH

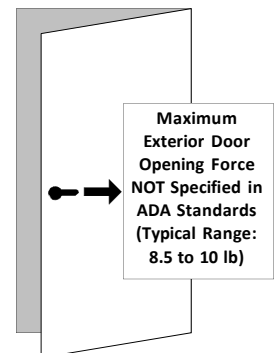


10. Exterior Door Opening Force

Is the force required to open accessible exterior entrances within a reasonable range?

- Yes
- No

Note: Exterior door opening forces are not specified in the ADA Standards. Maximum opening force for an exterior door may be addressed in state or local building codes. For example, in Washington state the maximum force is 10 pounds (lb.); in Oregon 8.5 pounds is the maximum exterior door opening force.



ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

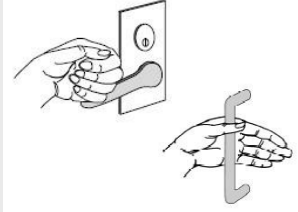
11. Door Hardware

Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?

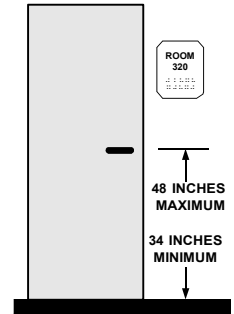
Note: Lever and loop handles serve this purpose well.

Are door handles mounted no higher than 48 inches and no lower than 34 inches from the floor surface?

- Yes
- No



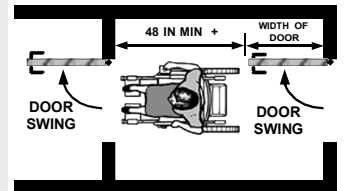
- Yes
- No



12. Doors in Series

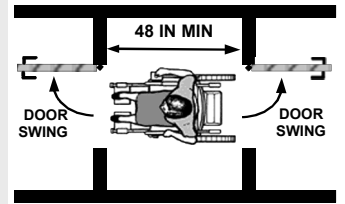
If two doors in a series (vestibule) swing in the same direction (see top figure), is the distance between the doors at least 48 inches plus the width of the in-swinging door?

- Yes
- No



If two doors in series (vestibule) swing out from the space between the doors (see bottom figure), is the distance between the doors at least 48 inches?

- Yes
- No



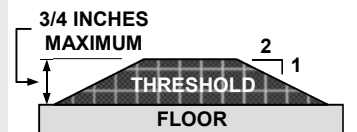
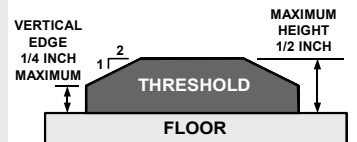
13. Thresholds at Doorways

Are the heights of thresholds at doorways 1/2 inch or less?

Note: Raised thresholds and level changes at doorways with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 inch high maximum if their edges are beveled with a slope not steeper than 1:2. See lower figure on the right.

- Yes
- No



ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

14. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel?

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.

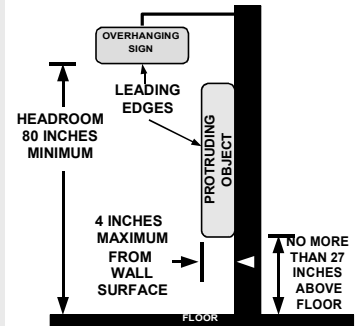
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

Yes

No

Yes

No

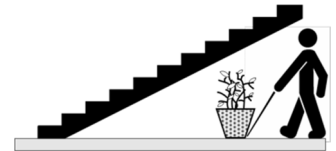


15. Suspended Stairs and Other Overhead Hazards

Are all suspended (open) stairs and other overhead hazards provided with sufficient warning devices, for example, guard rails, planters, etc., to alert people who are visually impaired?

Yes

No



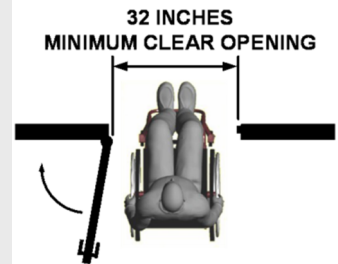
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doorways

Do the interior doors in public spaces have at least a 32-inch clear, unobstructed opening?

Note: With double doors, at least one door must have a minimum clear opening of 32 inches.

- Yes
- No



2. Maneuvering Clearance

Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?

Note: See section of this Checklist titled “Accessible Approach and Entrance – Exterior Routes) for more information.

- Yes
- No



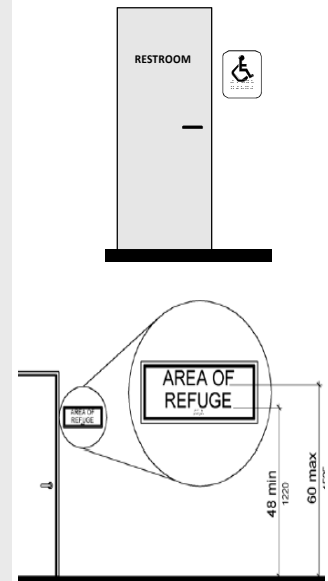
3. Signs for Permanent Rooms and Spaces

Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

- Yes
- No

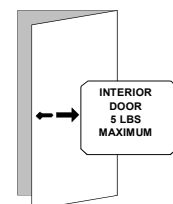
- Yes
- No



4. Opening Force for Interior Doors

Can interior doors be opened with 5 pounds or less force?

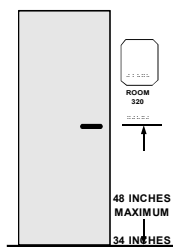
- Yes
- No



5. Door Handle Height

Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?

- Yes
- No



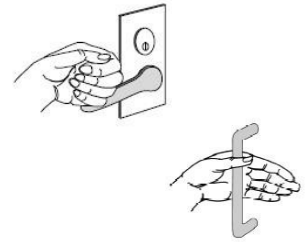
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

6. Door Hardware

Do all latch doors along an accessible route have a handle that does not require tight grasping, pinching, or twisting to operate?

If there is no latch, do the doors have pulls, loops or push plates?

- Yes
- No
- Yes
- No



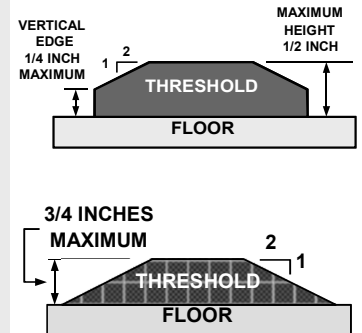
7. Thresholds at Doorways

Are the heights of thresholds at doorways 1/2 inch or less?

Note: Raised thresholds and level changes at doorways with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 inch high maximum if their edges are beveled with a slope not steeper than 1:2. See lower figure on the right.

- Yes
- No



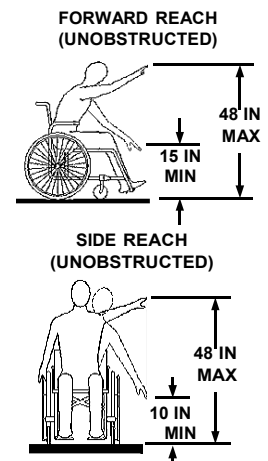
8. Clear Width of Accessible Routes and Reach Distances

Do all interior accessible routes have a minimum clear, unobstructed width of 36 inches?

Are all objects meant for public use within reach?

Note: For both forward and side reach, the maximum "high" reach height is 48 inches. The minimum "low" reach distance from the floor surface is 15 inches for forward reach and 10 inches for side reach.

- Yes
- No
- Yes
- No



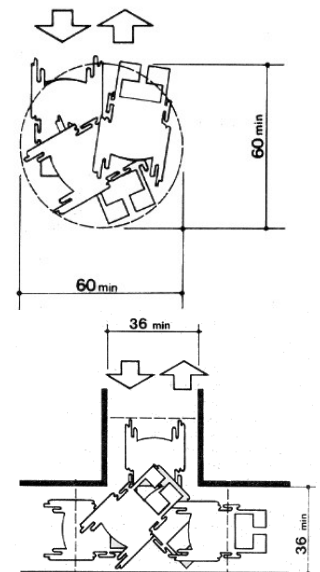
9. Turning Space

Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?

Note: A turning space may be a:

1. **Circular space** having a minimum diameter of 5 feet (60 inches) as shown in top figure, or
2. **T-shaped space** which provides a 60 inch square minimum with arms and base having 36 inches of minimum width.

- Yes
- No



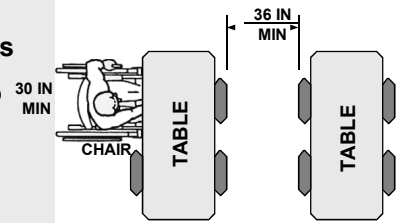
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

Use items 10-11 on this page to assess tables/work surfaces and seating in most public areas. For tables and seating in dining areas, classrooms or libraries, refer to those sections in this Checklist and fill in the information there.

10. Table Placement and Seating Distribution

If tables or work surfaces are available, is there a 36 inch aisle clearance between tables for wheelchair access?

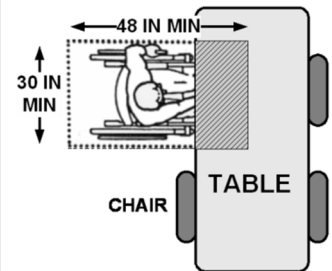
- Yes
 No



Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? See lower figure at right.

- Yes
 No

MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



Are accessible tables and accompanying seating spaces distributed throughout the room or space?

- Yes
 No

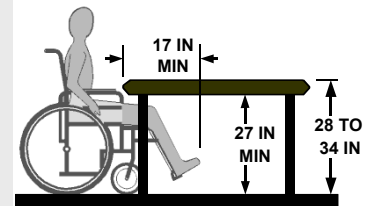
Note: People should be able to choose the locations and types of tables, seating and other furnishings.

11. Table Height and Legroom

Do the spaces under tables or work surfaces provide clear space for knees and toes?

- Yes
 No

Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?



Are top surfaces of the tables and work surfaces 28 inches minimum to 34 inches in maximum height above the floor?

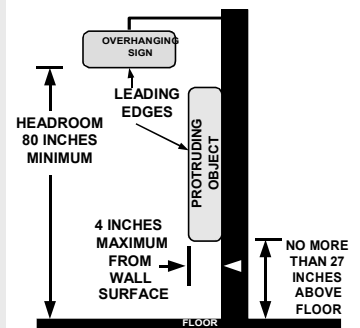
- Yes
 No

12. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel?

- Yes
 No

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.



Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

- Yes
 No

ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

IS THERE A RAMP LOCATED ON THE INTERIOR OF YOUR BUILDING?

- Yes
 No

IF YES, COMPLETE ITEMS #13 TO #17. IF NO, SKIP TO #18.

13. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)?

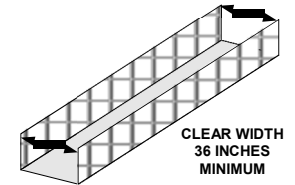
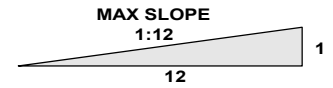
- Yes
 No

Are cross slopes of all ramp surfaces 1:48 or less?

- Yes
 No

Do ramps have a clear unobstructed width of at least 36 inches?

- Yes
 No



14. Landings

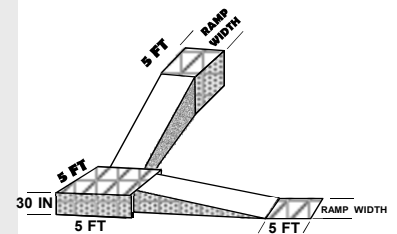
Do ramps have a 5 foot long level landing at the top and bottom of each run?

- Yes
 No

Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction?

- Yes
 No

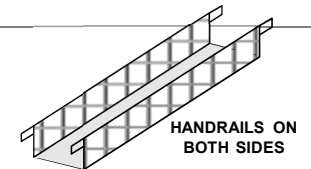
Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.



15. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides?

- Yes
 No



16. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface?

- Yes
 No

Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?

- Yes
 No

If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 inches?

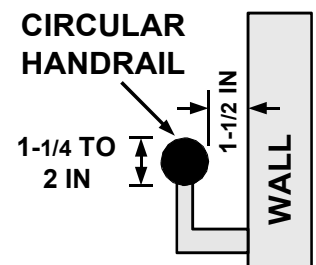
- Yes
 No

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum?

- Yes
 No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum?

- Yes
 No



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

17. Edge Protection on Ramps

Do ramps and landings have edge protection?

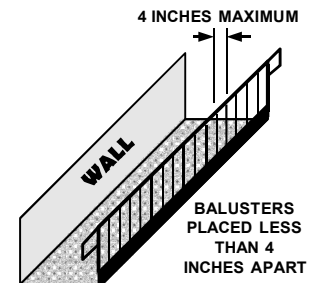
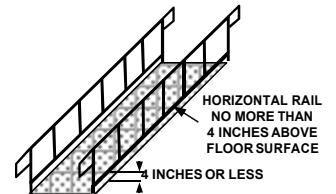
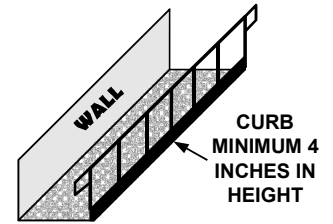
- Yes
 No

Note: Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

Examples are:

- a. curbs at least 4 inches high,
- b. horizontal rails placed no more than 4 inches from the floor or wall
- c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

DOES THE BUILDING HAVE PASSENGER ELEVATORS?

- Yes
 No

**IF YES, COMPLETE #18 TO #25.
IF NO, SKIP TO #26.**

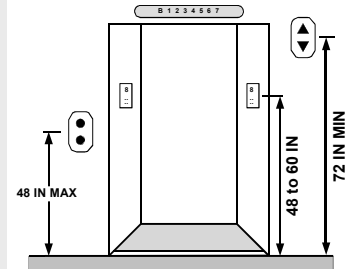
18. Hall Call Controls (Buttons) and Entrance Labels

Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor?

Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jamba at the entrance to elevator mounted 48 to 60 inches above the floor surface?

- Yes
 No

 Yes
 No



19. Signal Identification

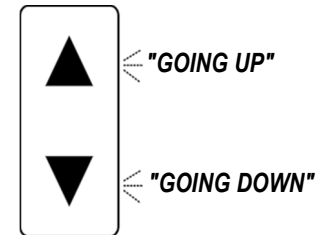
Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?

Are visible signals mounted at 72 inches minimum above floor?

Do the audible signals indicate direction of travel (up or down)? *For example, indicator sounds once for up and twice for down.*

- Yes
 No

 Yes
 No

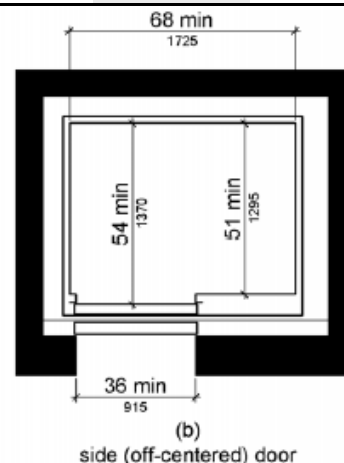
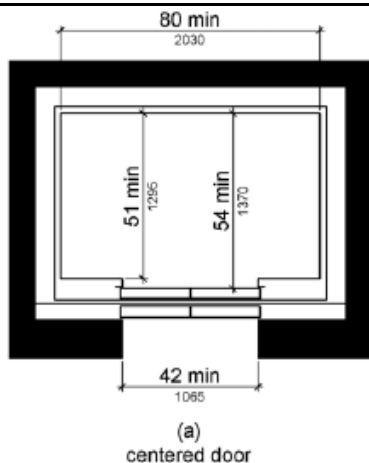


20. Elevator Car Dimensions

Do elevators with centered door have minimum inside dimensions of 51 inches in depth by 80 inches in width and a clear door width (unobstructed opening) of 42 inches?

Note: Depending on door location, other elevator car dimensions may be allowable. See Table 407.4.1. of the 2010 ADA Standards and figure at bottom right below showing minimum dimensions for an elevator car with a "side (off-centered) door".

- Yes
 No

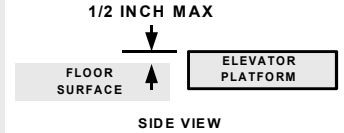


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

21. Leveling

Does the elevator car floor surface (platform) stop within 1/2 inch of the outside floor surface (landing) at each floor destination?

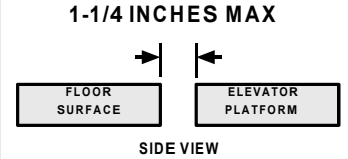
- Yes
- No



22. Gap Between Elevator and Floor

Is the open space between the outside floor surface (hoistway landing) and the elevator platform no greater than 1-1/4 inches?

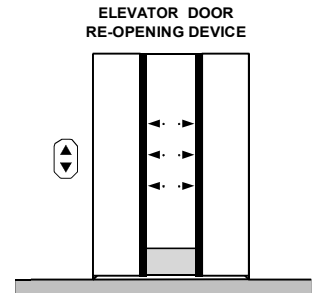
- Yes
- No



23. Protective Re-Opening Device

Are the elevators equipped with reopening devices that automatically opens the car and hoistway doors when it becomes obstructed or contacted by an object or person?

- Yes
- No



24. Car Controls and Position Indicators

Are car controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised characters?

Note: Raised characters and Braille must be placed to the immediate left of car control buttons.

Are all controls or buttons on the inside of existing elevator control panel mounted no higher than 48 inches above the floor?

Are emergency control buttons mounted at 35 inches minimum height above the floor?

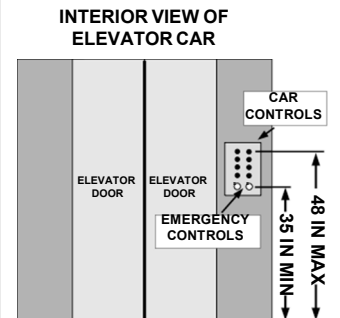
Are visual and audible indicators provided in the interior of the car to indicate car position? (floor/level)

- Yes
- No

- Yes
- No

- Yes
- No

- Yes
- No



25. Emergency Communications

Are emergency two-way communication systems provided between the inside of the elevator and a monitored point outside?

Are emergency control buttons located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel?

Are tactile symbols (raised characters) provided on or next to the device?

- Yes
- No

- Yes
- No

- Yes
- No



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

26. Drinking Fountains

Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing?

- Yes
- No

Note: One drinking fountain should be designed for access from a seated position (person using a wheelchair). It should be mounted to provide a minimum knee clearance of 27 inches, minimum toe clearance of 9 inches and a minimum depth of 17 inches. The other drinking fountain should be designed for a person who is standing.

Note: For an existing installation, where only one drinking fountain is provided, a wheelchair accessible drinking fountain is allowed.

Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?

- Yes
- No

Is there a 30 by 48 inch clear floor space positioned for a forward approach to the wheelchair accessible fountain?

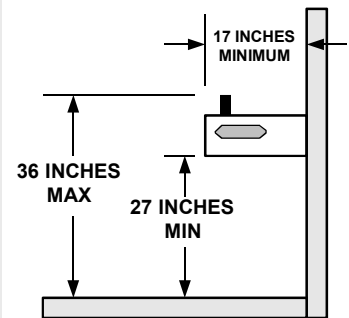
- Yes
- No

Is the maximum height of the spout outlet for the lower drinking fountain at 36 inches or less above the floor surface?

- Yes
- No

Can the controls be reached, easily manipulated with one hand and operated with 5 pounds or less of force?

- Yes
- No



27. Automated Teller Machines (ATM)

Where access ATMs are provided:

Is there sufficient clear floor space (30 by 48 inches minimum) adjacent to the ATM to allow for forward or parallel approach by a wheelchair?

- Yes
- No

Is the maximum height of all operable parts (controls, buttons, deposit slots, etc.) 48 inches from ground surface?

- Yes
- No

Are operable parts usable with one hand and do not require tight grasping pinching or twisting of the wrist?

- Yes
- No

Can each operable part be differentiated by sound or touch without activation?

- Yes
- No

Are operating instructions, transaction prompts and information displayed on the screen of the ATM accessible to persons with visual impairments - "speech-enabled"

- Yes
- No



TOILET ROOMS

Does your facility offer toilet rooms (restrooms) for public use?

Yes No If "Yes", complete this section of the Checklist.

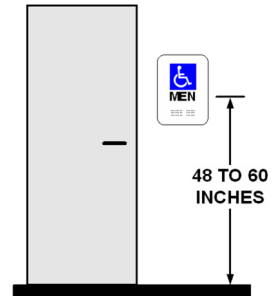
Note: M = Men W = Women

1. Restroom Identification

Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.

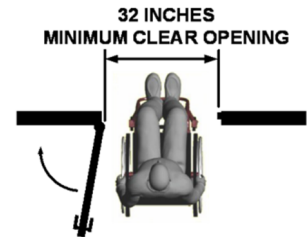
- Yes
 No



2. Restroom Entrances

Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 inches and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of section titled "Accessible Approach and Entrances (Exterior Routes)", Item #9?

- Yes
 No

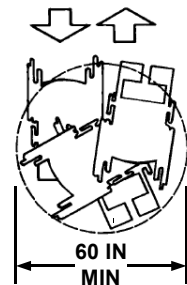


3. Turning Space

Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room?

Note: A turning space may be circular (60 inches minimum diameter) or a "T turning space". See Item #9 in the section on "Access to Goods and Services—Interior Routes and Spaces".

- Yes
 No



4. Lavatory Counter Heights and Knee/Toe Clearances

Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 inches above the floor surface?

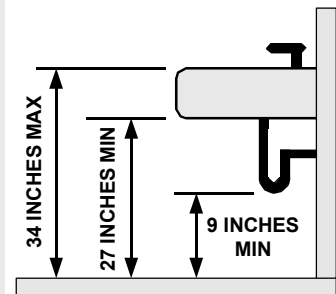
Is the knee clearance space under the lavatory at least 27 inches from the bottom of lavatory apron to the floor surface and 8 inches minimum from the front edge of the apron?

Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 inches of toe clearance as measured from the floor surface?

- Yes
 No

 Yes
 No

 Yes
 No

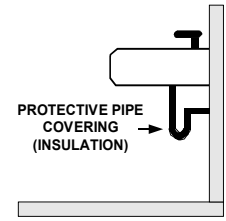


TOILET ROOMS

5. Protective Pipe Covering

Is insulation or other protective covering used on exposed hot water supply and drain pipes under the lavatory or sink?

- Yes
- No



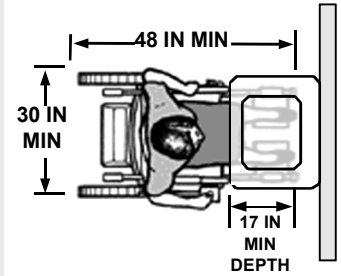
6. Lavatory and Sink Clear Floor Space

Is there a minimum clear floor space (30 by 48 inches) provided in front of lavatories and sinks to allow for forward approach?

Note: Knee clearance shall extend a maximum of 25 inches (of the required minimum of 48 inches of clear floor space) under the lavatory or sink.

Does the depth of toe clearance provided at lavatories and sinks extend at least 17 inches underneath the element?

- Yes
- No



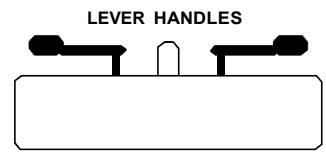
- Yes
- No

7. Faucet Controls

At accessible lavatories and sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting?

If the faucet control is hand-operating and metering, does it remain open for a minimum of ten seconds?

- Yes
- No

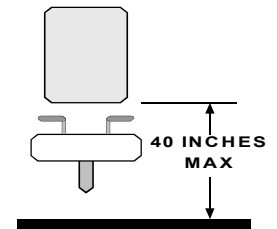


- Yes
- No

8. Lavatory and Countertop Mirrors

Where mirrors are provided above lavatories or countertops, is the mirror mounted so that the bottom edge of the reflective surface is no more than 40 inches above the floor surface?

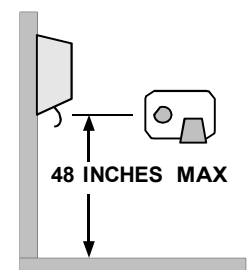
- Yes
- No



9. Dispensers in the Toilet Room

Are the soap and towel dispensers, and other accessories, mounted at a height no greater than 48 inches to the highest control or operable part?

- Yes
- No

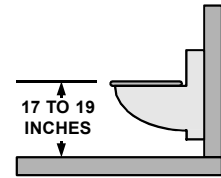


TOILET ROOMS

10. Toilet Seat Height and Distance from Toilet to Wall

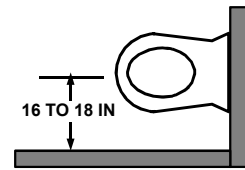
Is the top of the toilet seat 17 inches minimum to 19 inches maximum measured from the surface of the floor?

- Yes
- No



Is the centerline of the toilet (water closet) 16 inches minimum to 18 inches maximum from the side wall or partition?

- Yes
- No

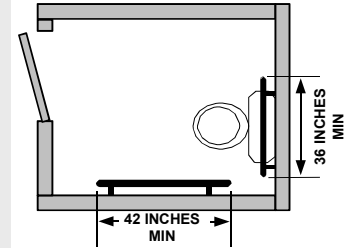


Note: For ambulatory accessible toilet stalls (see item # 16), the centerline of the toilet (water closet) is 17 inches minimum to 19 inches maximum).

11. Grab Bars

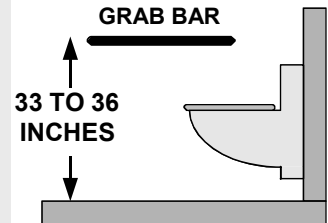
Are two grab bars provided that include a 42 inch minimum length bar on the side wall and a 36 inch minimum length bar on the back wall (behind the toilet)?

- Yes
- No



Are grab bars mounted at a height of 33 inches minimum to 36 inches maximum from the floor surface to the top of the gripping surface?

- Yes
- No



Is the space between the walls and grab bars 1-1/2 inches?

- Yes
- No

Is each grab bar mounted securely to the wall or partition?

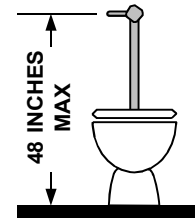
- Yes
- No

Note: Grab bars must be able to support a minimum of 250 pounds.

12. Flush Controls

Are hand-operated flush controls located on the open side of the toilet and mounted no higher than 48 inches above the floor?

- Yes
- No



Are flush controls operable with one hand, not requiring tight grasping, or not more than 5 pounds of force?

- Yes
- No

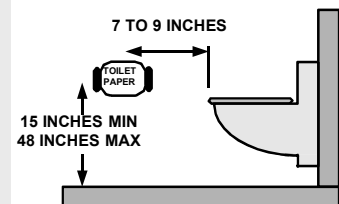
13. Dispensers in Toilet Stall

If provided, are seat cover dispensers located no higher than 48 inches above the floor surface?

- Yes
- No

Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 inches above the floor surface and at a distance between 7 and 9 inches from the front edge of the toilet to the center of the dispenser?

- Yes
- No



If located above the grab bar, is the toilet paper dispenser mounted no higher than 48 inches above the floor surface and a minimum of 12 inches above the top surface of the grab bar?

- Yes
- No

If located below the grab bar, is the toilet paper dispenser mounted to provide at least 1-1/2 inches of space?

- Yes
- No

TOILET ROOMS

If you have single-user restrooms without a stall, skip to Item #18 for single-user restrooms.

If you have multiple- or single-user restrooms with stalls at least one must be accessible and meet the requirements in Items #14 to 16 below.

14. Toilet Compartment (Stall) Door

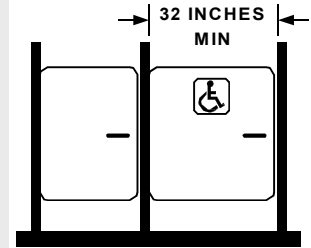
Do the accessible stall doors have a clear width of 32 inches and sufficient maneuvering clearance in front of and to the side of the latch?

Note: If the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 inches minimum (see the figure in item #16 below).

Does stall door swing outward?

Note: For wheelchair accessible toilet stalls at the end of a row, the door may swing inward as long as sufficient maneuvering space (see next item 15) is provided inside the stall.

- Yes
- No

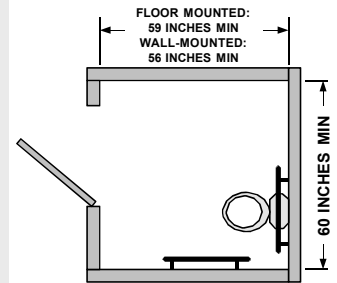


- Yes
- No

15. Wheelchair Accessible Toilet Compartment

If toilet stalls are provided, at least one should be wheelchair accessible. Do the wheelchair accessible stalls provide a minimum depth of 56 inches (wall-mounted toilets) or 59 inches (floor-mounted toilets) and a minimum width of 60 inches?

- Yes
- No



16. Ambulatory Accessible Toilet Compartment

Are there 6 or more toilet compartments (stalls) provided in the restroom? (or a combination of urinals and stalls totaling 6 or more?)

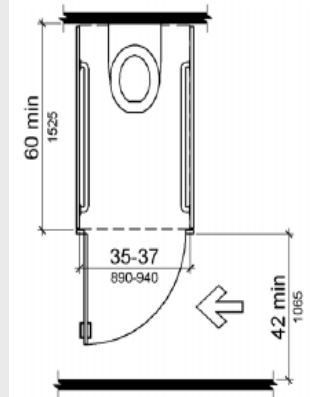
If yes, is at least one ambulatory accessible toilet compartment (stall) provided?

Is the ambulatory stall 35 to 37 inches wide and 60 inches minimum in depth?

Are two grab bars provided that are 42 inches long and mounted at 33 to 36 inches above the floor?

Is the space between the wall surface and each grab bar 1-1/2 inches?

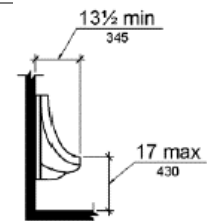
- Yes
- No
- Yes
- No
- Yes
- No
- Yes
- No



17. Urinals

If more than one urinal is provided in the toilet room, is at least one mounted so the rim is no more than 17 inches above the floor and the back of the fixture is a minimum of 13-1/2 inches from the face of the rim?

- Yes
- No



TOILET ROOMS

18. Single- Occupant (“Family” or “Unisex”) Toilet Rooms

Note: After answering items #1 through # 13 in this section, the following information may help to identify additional barriers to accessibility in single-occupant toilet rooms.

Does the clearance (floor space) provided around the toilet (water closet) allow for side transfer from a wheelchair? See top figure at right and answer these two questions.

A. 60 inches minimum measured from the side wall?

B. 56 inches minimum measured from the back wall?

Examples of space use in single-occupant toilet rooms (see figures to the right and below):

Top Figure. Space provided for side transfers and lavatories cannot overlap the toilet (water closet) clearance is indicated. Clearance around a toilet (water closet) must be 60 inches minimum measured perpendicularly from the side wall and 56 inches minimum measured perpendicular from the rear wall.

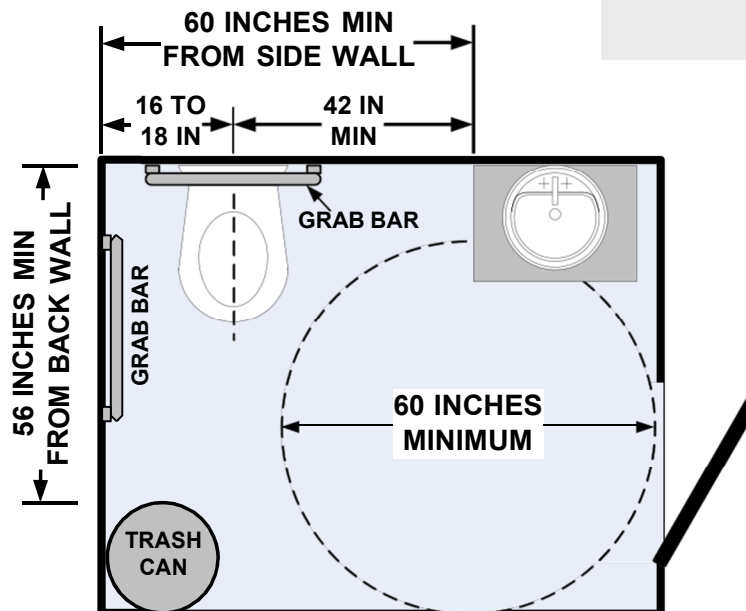
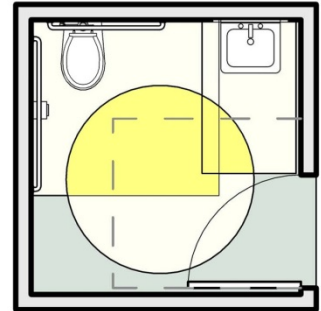
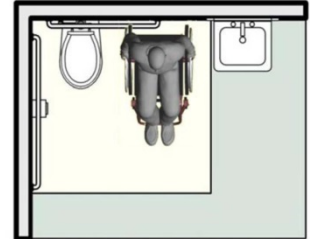
Middle Figure. Turning space can overlap fixture and door swing clearances. Shown is a 60 inch minimum diameter circular turning space which overlaps the clear floor space for the lavatory and the clearance for the water closet..

Bottom Figure. Door can swing into turning space as long as unobstructed clear floor space (30 by 48 inches minimum “wheelchair space”) is provided beyond arc of door swing as shown.



Allows space for side transfers

- Yes
- No
- Yes
- No



**SINGLE-OCCUPANT
TOILET ROOM**

RETAIL FACILITIES

1. Checkout Aisles

Are the proper number of accessible check-out aisles available and are they on an accessible route?

Total Number of Checkout Aisles	Minimum Number of Accessible Checkout Aisles
1 to 4	1
5 to 8	2
9 to 15	3
16 and over	3 plus 20% of additional aisles over 15

Are accessible checkout aisles identified by the International Symbol of Accessibility? (Not required if there is only one checkout aisle.)

Are the checkout aisles at least 36 inches wide?

Are the counters in the accessible checkout aisles no higher than 38 inches above the floor?

Are the tops of any raised edges of the checkout counters no higher than 40 inches above the floor?

Yes

No



Yes

No

Yes

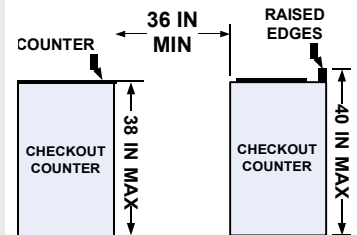
No

Yes

No

Yes

No



RETAIL FACILITIES

2. Service Counters

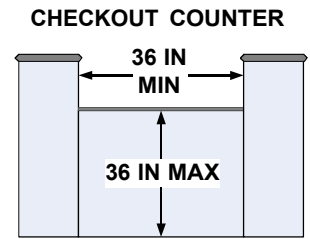
If sales and service counters or windows are provided, a portion of at least counter must be accessible. This includes order counters, pick-up counters, return counters, customer service counters, etc. Where counters are dispersed throughout the building, accessible counters must also be dispersed.

Are there accessible portions of service counters which allow for a parallel approach in a wheelchair? The accessible portion of the counter surface should be no less than 36 inches in length and have a maximum height of 36 inches above the floor?

Note: Counters may also be designed to allow for a forward approach in a wheelchair. In this case a portion of the counter must provide a surface which is at least 30 inches in length, no higher than 36 inches high, and adequate knee and toe clearance underneath.

Note: When it is not possible to provide an accessible service counter, is an auxiliary counter or table available in close proximity that meets the above requirements?

- Yes
- No



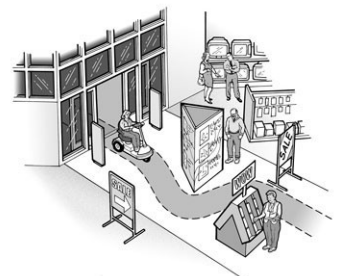
Checkout Counter Parallel Approach

3. Shelves and Displays

Are self-service shelves and display units located on accessible routes (a minimum of 36 inches of unobstructed clear width, no protruding objects, etc.) and are products within reach?

Note: For accessible reach ranges, see item #8 in the section titled "Access to Goods and Service—Interior Routes and Spaces". For "Protruding Objects", see item #13 in the same section.

- Yes
- No
- NAV



DINING AREAS and CAFETERIAS

1. Seating, Tables and Food Service Counters

Where dining surfaces are provided for the consumption of food or drink, are there at least 5 percent of the seating spaces and standing spaces at the dining surfaces that comply with this item (#1) and/or item #3 on the next page?

Do the routes around all table and seating areas, including waiting lines, have a clear unobstructed opening of at least 36 inches?

Do seating spaces at tables allow for a forward approach in a wheelchair and provide a clear floor space of at least 30 by 48 inches?

Is the top surface of the dining tables 28 inches minimum to 34 inches maximum height from floor surface?

Do the spaces under tables or work surfaces provide clear space for knees and toes? Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?

Are wheelchair accessible seating spaces distributed throughout the dining area?

Note: This provides choice in seating location and type, reservation time or other services offered. See item 6 below for "fixed seating".

- Yes
- No

- Yes
- No

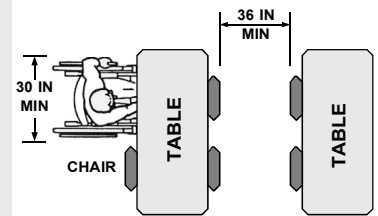
- Yes
- No

- Yes
- No

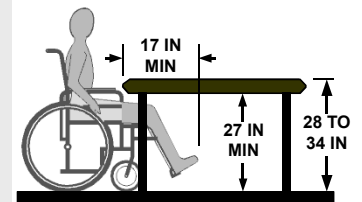
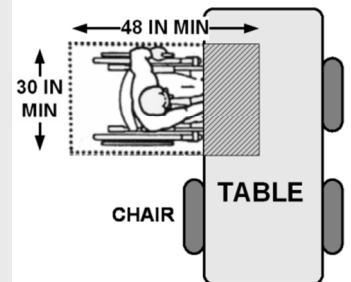
- Yes
- No

- Yes
- No

- Yes
- No



MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



2. Cafeteria / Buffet Lines

Are food service lines accessible having an aisle with a minimum clear width (no obstructions) of 36 inches and also with adequate space for wheelchairs to turn at corners?

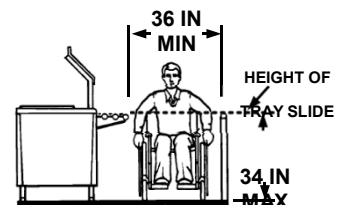
Is the tray slide surface mounted at a maximum height of 34 inches or a minimum height of 28 inches above the floor?

Are self-serve food selections placed within 24 inches for access via a side reach (measured from the front edge of the tray slide)?

- Yes
- No

- Yes
- No

- Yes
- No



DINING AREAS and CAFETERIAS

3. Dining Counters and Bars

Where food or drink is served at counters or bars exceeding 34 inches in height, is there a portion of the counter top surface that provides -

A minimum of 30 inches wide, provides

1. A 30 by 48 inch minimum clear floor space for a forward approach,
2. Extends the entire depth of the counter top,
3. A maximum height of 34 inches or minimum height of 28 inches, and,
4. Knee and toe clearance (see item 1 in this section)?

Yes

No

4. Self-Service Shelves (Utensils, Condiments)

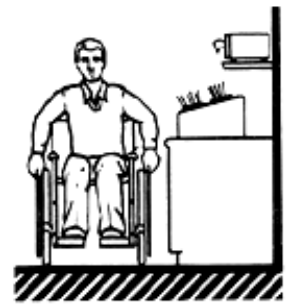
Are 50% or more (minimum of one) of self-service shelves designed so that a person in a wheelchair can approach the shelf, reach the products, and use the operable parts?

Note: This will require a forward or parallel approach with minimum clear floor space (30 by 48 inches), adequate reach range and accessible operation of parts and controls (easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting).

Note: For accessible reach ranges, see item #8 in the section titled "Access to Goods and Service—Interior Routes and Spaces".

Yes

No



5. Fixed Tables

If only fixed (built-in) tables and seating are provided, are at least 5%, but not less than one fixed table, accessible?

Yes

No

SIGNAGE

Signs provide an important means of communication. Some of the general considerations and requirements for signage are listed here for your reference. As you survey your facility be aware of the need for signage that complies with these general requirements.

1. General Requirements

Is adequate signage placed in standardized, appropriate locations throughout the building or facility?

Note: Signs are used to identify permanent rooms or spaces, or provide direction to accessible features and information.

Note: Accessible elements and spaces of a facility should be identified by the International Symbol of Accessibility and this requirement is addressed in various sections of this Checklist.

Do the visual characters on all signs have sufficient size for the required viewing distance?

Do characters and background have a non-glare finish?

Do the characters contrast well with the background (either light on dark or dark on light)?

Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?

- Yes
- No

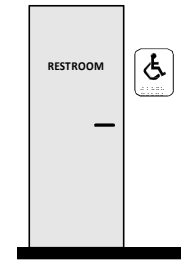


- Yes
- No

- Yes
- No

- Yes
- No

- Yes
- No



2. Interior Signage Adjacent to Doors

Is every permanent room or space (such as restrooms, offices or classrooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

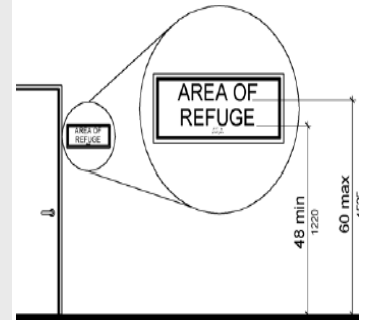
Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

Are signs mounted on the latch side of doors?

- Yes
- No

- Yes
- No

- Yes
- No



3. Directional Signage

Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?

is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators?

- Yes
- No

- Yes
- No



4. Building Directories and Temporary Signs

These types of signage do not need to comply with the accessibility requirements for signage.

BUILDING AND CONTACT INFORMATION

Name of Building or Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

Do you know what year this building was constructed? _____

Name of persons performing survey with email address and phone number:

_____ Signature: _____

_____ Signature: _____

Email: _____ Phone: _____

Date of completion: _____

How long did it take to perform this accessibility survey? _____

Do you have suggestions about the survey design or the instructions?

Do you have comments about the accessibility survey process?

Reviewed by: _____

Date: _____

Please use this space for notes and sketches:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for students to write notes or draw sketches.

Ketchikan Gateway Borough

Accessibility Review of Ketchikan Gateway Borough Facilities:
Buildings, Parks, and Playgrounds

SELF-EVALUATION AND TRANSITION PLAN 2014

Prepared By: **MILLARD + ASSOCIATES ARCHITECTS LLC**



Ketchikan Gateway Borough: Self-Evaluation and Transition Plan

Accessibility Review of Ketchikan Gateway Borough Facilities: Buildings, Parks & Playgrounds

Prepared For:

Ketchikan Gateway Borough
1900 1st Ave
Ketchikan, Alaska 99901

Prepared By:

Millard + Associates Architects, LLC
309 Stedman St.
Ketchikan, Alaska 99901

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Introduction & Summary

Foreword

Ketchikan is a coastal community of roughly 14,000 residents located on the western edge of Revillagigedo Island and accessed by air or sea. The community runs along Tongass Narrows, and the island is a mass of steep mountains that drop abruptly to the water. The climate of this temperate rainforest is cool and wet, with an average of 160 inches of rain a year. Due to this steep terrain and inclement weather, providing and maintaining accessible facilities can be challenging, but an important element in creating a healthy community as well as a legal responsibility.

According to the United States Census, nearly 12% of the population has a disability that affects at least one aspect of their daily life. And these individuals have family and friends who assist them with their daily lives. Looking at it this way, it is estimated that more than a third of the population is touched by disability – nearly 1 in 3 people. Disability challenges how affected individuals and their families go to work, to school, and even attend a meeting or spend the day at a ball field or park.

Introduction

The self-evaluation and transition plan has been prepared for the Ketchikan Gateway Borough per the US Department of the Interior Section 504, Part II of the Rehabilitation Act of 1973. The purpose of the self-evaluation review is to assist entities in determining if their facilities conform to Federal accessibility requirements. The goal is for greater usability of publicly funded facilities by individuals with disabilities. This project involved a review of Borough-owned facilities for compliance with the Americans with Disabilities Act (ADA), identifying current physical barriers to accessibility, and making recommendations for alterations to meet ADA requirements and bring the facility into compliance.

Methodology

The methodology for review of the facilities included site visits to each facility location by the architectural team, often accompanied by KGB staff. These visits were made during November and December, 2013, with follow-up in January 2014. Each site was photographed and current conditions measured for compliance with Americans with Disabilities Act requirements. A checklist for each facility was completed which detailed accessibility requirements for the specific use. The findings were presented to KGB staff and alteration options were discussed. The time frame for when the required alterations will be accomplished will be noted on the matrix.

Southeast Alaska Independent Living, Inc. (SAIL) was consulted regarding the project and their input sought on community needs. This organization in Ketchikan serves elders and people with disabilities by providing information and services to foster independence, and promotes inclusive recreation and adaptive outdoor pursuits through its Outdoor Recreation and Community Access (ORCA) program. The coordinator of the ORCA program at SAIL, Inc., Emily Chapel, requested input from SAIL clients regarding what they felt were barriers to their use of community facilities and recreational activities within Ketchikan. Much of the input included items addressed by the accessibility review such as the need for handrails at stairs and ramps with one exception. It was noted that Ketchikan lacks a location where a person in a wheel chair or other mobility device can safely access the salt water for swimming. Those making comments envisioned a concrete ramp similar to a boat launch that would allow them to safely enter and exit the water. While this review of outdoor facilities includes several beach parks, none of the parks provide accessibility to the water. Standards for salt water access are not clearly addressed in the Americans with Disabilities Act, but this is an idea that could be considered in upcoming accessibility projects.

Summary

The Self-Evaluation and Transition Plan includes a review of all Borough-owned buildings, parks and playgrounds along the road system. A checklist of accessibility requirements was developed in a matrix form based on for each facility and use that indicates the areas and elements examined, identifies barriers to accessibility, and proposes both physical and programmatic alterations to meet ADA requirements and bring the facility into greater compliance.

Overall, Ketchikan Gateway Borough buildings serving the public are accessible to some degree and do not require extensive alterations to meet Americans with Disabilities Act accessibility requirements. The White Cliff Building and the Gateway Recreation Center & Aquatic Center have been recently renovated or constructed and reflect current building code requirements for accessibility adopted by the State of Alaska. The Pat Wise Animal Shelter was the exception as it is an older building but plans are to upgrade the building in the near future. The fire stations have also been recently constructed with some accessible features to allow for community use.

Due to the topography of the Ketchikan area, many park and playground locations are difficult to access due to steep slopes or access from stair streets. To address this and increase access by individuals with disabilities, it may be best to concentrate efforts on developing a fully inclusive playground on an easily accessed location such as Triangle Park that could serve the entire community in the near future, with improvements made to other locations over time. A fully inclusive playground would serve not only typically developing children but those with physical, emotional, social disabilities as well as their family and friends. Staff members at SAIL, Inc. and Community Connections have indicated that they would be interested in assisting in the development of this type of facility. For local playgrounds, the main barrier to accessibility per ADA requirements is the loose fill surfacing of the play area, primarily pea gravel. While this material is used for impact-absorbing qualities, it creates a barrier to use by individuals who use a wheelchair or other mobility device. As these facilities are upgraded, they should be at least partially resurfaced with a unitary surfacing material such as rubber tiles to meet ADA requirements. New surfacing would also alleviate the issues associated with poor drainage such as pooling water and uneven surfaces. The revised regulations of the 2010 ADA Standards for Accessible Design has new standards and requirements for recreational and playground facilities and these standards were used in this review. ADA Standards Section 1008 addresses the requirements for accessible ground surfaces, while Section 240 addresses modifications to existing playgrounds and equipment and the minimum number and types of play equipment required.

Another element affecting parks is that the amenities have been constructed in the past by volunteers who are not always aware of accessibility requirements. Many of these can be addressed fairly easily such as modifying thresholds, lowering counters, leveling of walks, providing ramps and handrails and having KGB staff oversee future improvements.

The following documents were used in developing the self-evaluation and transition plan matrix, and served as the basis for the accessibility review:

- 2010 ADA Standards for Accessible Design
- US Dept. of the Interior Section 504, Self-Evaluation Plan and Transition Plan Formats and Instructions for Federally Conducted Programs and Activities
- 2005 LWCF (Land & Water Conservation Fund) Application Booklet
- Handicapped Compliance Checklist for LWCF Projects, 2005
- US Department of Justice ADA Guide for Small Towns, 2000
- Ketchikan Gateway Borough Preliminary Fields Report, 2012

2.

Facility Reviews: Buildings

- Gateway Recreation Center & Gateway Aquatic Center
- Mt. Point Wastewater Plant
- Mt. Point Water Plant
- North Tongass Fire Station No. 6
- North Tongass Fire Station No. 8
- Pat Wise Animal Protection Facility
- South Tongass Fire Station No. 4
- White Cliff Building

Pat Wise Animal Shelter
1111 Stedman St
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: November 15, 2013

Name and Description of Facility Evaluated: The Pat Wise Animal Shelter is a two-story building on a sloping site with on-grade entries at both levels. The lower level is the public area with entry foyer and reception, staff office and support spaces, restroom, animal kennels, and outdoor dog run. The upper level provides more staff support areas and the Ketchikan Gateway Borough's Public Records Storage. The shelter hopes to expand into the records storage area in near future when the public records are located to a new facility.

Point of Contact: Eddie Blackwood 617-2454

Name and Title of Agency Staff Conducting This Evaluation

Linda Millard, Architect and Nycole Gizinski
 Millard+Associates Architects LLC
 309 Stedman St
 Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion	
	Yes	No / N/A			2014	2015
1. Parking Lots/Spaces- Lower Level						
A. Reserved Spaces						
—Number		X	There is no designated ADA parking space. One space would be required.	Designate ADA parking space.		
—Location (in relation to facility)			Area available in front of entry.			
—Vehicle access clearance						
—Signs			There is no signage.	Provide signage.		
—Surface/Transitions			Surface is asphalt.			
2. Parking Lots/Spaces- Upper Level						
A. Reserved Spaces		X	There is no parking for upper level. One space may be available in front of ramp.	Review locations for ADA parking.		
—Number						
—Location (in relation to facility)						
—Vehicle access clearance						
—Signs						
—Surface/Transitions						

Pat Wise Animal Shelter
 1111 Stedman St
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
Parking Cont.							
B. Ramps/Curb Cuts							
—Location		X	There is no walk or curb ramp in place. Asphalt parking lot slopes up to entrance door without a level landing.	Provide level landing @ door with curb ramp.			
—Dimensions		X	Grade slope to lower level entrance is too steep with no landing at door.				
—Handrails/Handgrips				N/A			
—Surface/Transitions	X		Surface is asphalt.	Provide concrete surface.			
C. Passenger loading/unloading							
—Spaces		X	There is no passenger/loading area, but space exists for one at lower level.	Designate loading area adjacent parking.			
—Signage							
—Location							
—Surface/Transitions			Surface is asphalt				
3. Exterior Accessible Routes							
A. Walks-Lower Level		X	There is no walk in place adjacent the entry.	Provide walk/landing @ entry.			
—Dimensions			Asphalt parking lot slopes up to entrance door without req. level landing.				
—Surface/Transition			Surface is asphalt.				
B. Stairways							
—Location		X	An exterior wood stair accesses the upper level and is currently for staff only.				
—Treads & Risers		X	Location is adjacent a proposed accessible route.				
—Nosings		X	There are no risers in place.				
—Guardrails/Handrails		X	There is no nosing at treads.				
—Landings/Clearances		X	There are no handrails in place.	Provide handrails.			
		X	3'-0" clear width existing between guardrails.				

Pat Wise Animal Shelter
 1111 Stedman St
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
C. Ramps-Upper Level							
— Location	X		An concrete ramp leads from the road down to the upper floor level.				
— Slope	X						
— Landings/Clearances	X						
— Guardrails/Handrails		X	There is no guard or handrail on one side of the upper portion of the ramp.	Extend handrails.			
D. Main Entrance-Lower Level							
— Dimensions	X		Entrance door is 3'-0" wide.				
— Door Clearances/Landings		X	There is no level landing at the exterior side of the door.	Provide landing.			
— Door Hardware		X	Door hardware is a non-compliant knob type.	Provide lever-type hardware that opens with less than 5 lbs pushing or pulling force.			
E. Entrances-Upper Level							
— Dimensions	X		Entrance doors are 3'-0" wide.				
— Door Clearances/Landings		X	There is req. clear space in front of most doors but no turn-around area.				
— Door Hardware		X	Door hardware is non-compliant knob-type, with the exception of the door to Public Records.	Provide lever-type hardware that opens with less than 5 lbs pushing or pulling force.			
4. Interior Accessible Routes							
A. Stairways							
— Location		X	There is no interior stairway. Staff must use exterior stair.				
— Treads & Risers							
— Nosings							
— Guardrails/Handrails							
— Landings/Clearances							

Pat Wise Animal Shelter
 1111 Stedman St
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion	
	Yes	No / N/A			2014	2015
B. Ramps		X	There are no interior ramps.			
—Location						
—Slope						
—Landings/Clearances						
—Guardrails/Handrails						
C. Entrance to Kennel Area-Lower Level						
—Dimensions	X		Entrance door is 3'-0" wide.			
—Door Clearances/Landings		X	There is no level landing at the animal holding area side of the door. A concrete ramp slopes up to threshold.	Provide landing & ramped threshold.		
—Door Hardware	X		Door hardware is non-compliant.	Provide lever-type hardware that opens with less than 5 lbs pushing or pulling force.		
D. Entrance to outdoor dog run						
—Dimensions	X		Entrance doors are 3'-0" wide.			
—Door Clearances/Landings		X	There is no level landing at either side of the door. A concrete ramp slopes up to threshold from the interior. Public must step down 3" from threshold at exterior to enter dog run.			
—Door Hardware		X	Door hardware is non-compliant.	Provide lever-type hardware that opens with less than 5 lbs pushing or pulling force.		
5. Entry Foyer/Counter						
—Dimensions/Clearances		X	Width of 4'-9" does not allow for turn-around.	Provide area for turn-around (5'-0" width).		
—Office Counter Height		X	Counter has no 30" wide x 36" high area for ADA. Side approach to counter meets ADA.	Lower counter.		

Pat Wise Animal Shelter
 1111 Stedman St
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Toilet Facilities	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
6. Public Toilet- Lower Level							
A. Number		X	One unisex restroom exists for public & staff.				
B. Location & Access	X		Restroom is located on an accessible route.				
C. Signs		X	There is no signage.				
D. Dimensions/Clearances — Turn- Around Clearance		X	Restroom dimensions do not allow for turn-around clearance.	Enlarge restroom for clearances.			
E. Doors — Dimensions		X		Provide new compliant door.			
— Door Clearances/Landings	X		Approach clearances to door meet requirements.				
— Door Hardware		X	Door hardware is non-compliant knob-type.	Provide lever-type hardware that opens with less than 5 lbs pushing or pulling force.			
F. Fixtures & Dispensers — Water closet	X			Verify height of seat.			
— Urinals		X					
— Lavatories/Sinks		X	Sink height is 36"	Lower sink.			
— Grab bars/TP dispenser/Paper towel		X	There are no grab bars.	Provide grab bars.			

Pat Wise Animal Shelter
 1111 Stedman St
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Staff Areas	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
7. Staff Toilet/Bathing Facilities- Upper			X	Shelter staff must be able-bodied to perform tasks required at the facility so do not require accessible facilities.			
8. Staff Work Areas			X	Staff must be able-bodied to work at this facility.			
A. Staff Kitchen							
—Location/Access Clearances							
—Counter/Cabinet Heights							
B. Conference Room			X	There is no conference room.			
—Location/Access Clearances							
C. Work Area							
—Location/Access Clearances	X			Staff office at lower level is adjacent the entry foyer.			
—Counter/Cabinet Height	X			Staff offices are flexible spaces that can accommodate ADA accessible work areas.			
9. Public Telephones			X	There is no public phone.			
10. Drinking Fountains			X	There are no drinking fountains.			
11. Elevators			X	There is no elevator.			

Ketchikan Gateway Borough-White Cliff Building
1900 1st Ave
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: December, 2013 and January, 2014

Name and Description of Facility Evaluated: The White Cliff Building is a historic 3-story structure that was formerly an elementary school. The building was renovated and became offices and Assembly Chambers for the Ketchikan Gateway Borough as well as other governmental and public entities. The building is on a sloping site with on-grade entries at the two lower levels.

Point of Contact: Cynna Gubatayao, KGB Assistant Manager 907.228.6625

Name and Title of Agency Staff Conducting This Evaluation

Linda Millard, Architect and Nycole Gizinski
 Millard+Associates Architects LLC
 309 Stedman St
 Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
1. <u>Parking Lots/Spaces</u>							
A. Reserved Spaces	X						
— Number	X						
— Location (in relation to facility)	X		Accessible parking is located next to accessible West Entry and at upper lot near North Entry.				
— Vehicle access clearance	X						
— Signs	X		There is signage in place at each area.				
— Surface/Transitions	X						

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Parking Cont.	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
B. Curb Cuts	X		Curb cuts are located in all walks.				
—Location	X						
—Dimensions	X						
—Handrails/Handgrips	X						
—Surface/Transitions	X						
C. Passenger loading/unloading							
—Spaces	X						
—Signage	X		Striping is in place.				
—Location	X						
—Surface/Transitions	X		Surface is asphalt.				
2. Exterior Accessible Routes							
A. Walks							
—Dimensions	X		Concrete walks provide access to each entry.				
—Surface/Transition	X						
B. Stairways							
—Location	X		Original historic concrete stairs lead to SW Entry at First Ave.				
—Treads & Risers		X					
—Nosings		X					
—Guardrails/Handrails		X	Handrails do not extend @ landings and are too high in some locations.				
—Landings/Clearances	X						

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
C. Ramps							
—Location	X		Concrete ramp provides access to accessible West Lobby from First Ave sidewalk.				
—Slope	X		Slope is compliant.				
—Landings/Clearances	X						
—Guardrails/Handrails		X	Handrails are not continuous and are on one side only.				
D. Entrances- West Lobby Entry- Level 1			Accessible entry serves parking lot and is main entry adjacent Assembly Chambers.				
—Dimensions	X		Entrance door pair is 6'-0" wide.				
—Door Clearances/Landings	X						
—Door Hardware		X	Door hardware should include automatic door opener.				
E. Entrances- Southwest Entry- Level 1			Original historic entry is accessed only by stairs from First Ave.				
—Dimensions	X		Entrance door pair is 6'-0" wide.				
—Door Clearances/Landings	X						
—Door Hardware	X		Door hardware is a compliant.				
F. Entrances- Southeast Entry- Level 1			Entry to stairwell serving all floors.				
—Dimensions	X		Entrance door pair is 6'-0" wide.				
—Door Clearances/Landings	X						
—Door Hardware	X		Door hardware is a compliant.				
G. Entrances- North Entry- Level 2							
—Dimensions	X		Entrance door pair is 6'-0" wide.				
—Door Clearances/Landings	X						
—Door Hardware	X		Door hardware is compliant lever hardware and automatic door opener.				

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
3. Interior Accessible Routes							
A. Corridors- Levels 1,2 & 3							
—Dimensions	X		Corridors are 10'-0" in width most locations.				
—Doors- Size, Hardware, Clearances	X		Doors to Tenant & Staff spaces meet req.				
—Surface/Transition	X		Carpet tile finish meets ADA requirements.				
B. Stairways- Main Open Stair			Historic stairs were replicated during renovation and access Level 2.				
—Location	X						
—Treads & Risers	X						
—Nosings	X						
—Guardrails/Handrails	X						
—Landings/Clearances	X						
C. Stairways- Enclosed Stair -Southeast			Original concrete exit stairs were left in place during renovation.				
—Location	X						
—Treads & Risers	X						
—Nosings		X	There are no nosings.				
—Guardrails/Handrails	X						
—Landings/Clearances	X						
D. Stairways- Stairs at North			Single run stair accesses Level 3 from North Entry Lobby				
—Location	X						
—Treads & Risers	X						
—Nosings	X						
—Guardrails/Handrails		X	Handrail is provided on one side only.	Provide handrail on other side.			
—Landings/Clearances	X						

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
4. Reception/Lobby Area							
A. Reception/Lobby Area- KGB Clerks Office- Level 1							
—Entry Doors & Clearances	X						
—Dimensions/Clearances	X						
—Reception Counter Height		X					
B. Reception/Lobby Area- KGB Finances Dept.- Level 1							
— Entry Doors & Clearances	X		Main counter is accessed from Corridor, with lower accessible counter within office area.				
—Dimensions/Clearances	X		Side approach to counter meets 30" clearance.				
— Reception Counter Height	X		Counter is 42" and with accessible height counter within office area.				
C. Reception/Lobby Area- KGB Planning Dept.- Level 1							
—Entry Doors & Clearances	X						
—Dimensions/Clearances	X						
—Reception Counter Height	X		ADA Counter is 34" height.				
D. Reception/Lobby Area- KGB Assessment Dept.- Level 2							
—Entry Doors & Clearances	X						
—Dimensions/Clearances	X		Side approach to counter meets 30" clearance.				
—Reception Counter Height	X		Removeable ADA counter.				
E. Reception/Lobby Area- Public Works Dept.- Level 2							
—Entry Doors & Clearances	X		Access to Public Works is through Assessment Lobby.				
—Dimensions/Clearances	X		Side approach to counter meets 30" clearance.				
—Reception Counter Height	X		No ADA counter but adjacent conference table serves for ADA accommodation.				

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
5. Public Restroom Facilities			Accessible Restrooms are located on each level and used by both the public & staff.				
A. Number	X		One for each gender are on each level.				
B. Location & Access	X		Locations are along the accessible routes.				
C. Signs	X		Signage is in place.				
D. Dimensions/Clearances — Turn- Around Clearance	X		Turn-around clearances are compliant.				
E. Doors — Dimensions	X		Doors are 3'-0" wide.				
— Door Clearances/Landings	X						
— Door Hardware	X		All door hardware is accessible.				
F. Fixtures & Accessories — Partitions		X	Partition doors to Women's ADA stalls are less than 32" in width due to hinges.				
— Water closet	X						
— Urinals	X		Urinals are compliant.				
— Lavatories/Sinks	X		Sink heights and clearances are compliant.				
— Grab bars/TP dispenser/Paper Towel dispenser/disposal	X		Assessories are compliant.				
6. Assembly Chambers & Seating							
A. Assembly Seats & Table — Location/Access Clearances		X	Platform lift needed for access to raised level.	Provide lift.			
— Assembly Table Heights		X	Table height too low for knee clearance.	Modify table height.			
— Public Podium Height & Clearance	X		Hand-held microphone accommodates ADA.				
— Public Information Counter		X	Counter is 42" high w/ pamphlet holder @ 48"	Modify counter and pamphlet holder ht.			
B. Conference Room — Location/Access Clearances	X						
— Location/Access Clearances	X						
C. Kitchen Work Area — Location/Access Clearances	X						
— Counter/Cabinet Height	X						

Ketchikan Gateway Borough-White Cliff Building
 1900 1st Ave
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
7. KGB Staff Work Areas- Copy Room							
A. Clearances	X						
B. Work Counter Heights	X		Counters are at 34" high.				
8. Staff Break Room -Kitchen Level 1							
A. Clearances	X						
B. Counter Heights	X		Counters are at 34" high.				
9. Planning Dept. - Enclosed Offices							
A. Location/ Access Clearances		X	Not all offices have clearances at door.				
B. Doors/Door Hardware	X						
10. Public Telephones							
		X	There are no public telephones.				
11. Interior Building Signage							
A. Location & Height		X	Signage is mounted too high.	Mount signage at 48".			
B. Text Characters: Size, Case, & Depth		X	Characters are not raised.	Provide compliant signage.			
C. Tactile Characters		X	Characters are not raised.	Provide compliant signage.			
12. Drinking Fountains							
A. Location	X		There are drinking fountains on each floor near restrooms.				
B. Clearance	X						
C. Height	X						
D. Spouts	X						
E. Controls	X						
13. Elevators							
A. Automatic	X		Elevator serves all floors.				
B. Location	X						
C. Doors	X						
D. Control Panel	X						
E. Emergency Communications	X						
F. Floor Identification	X						
G. Lobby Call Buttons	X						
H. Outside Floor/Direction Indicators	X						
I. Signs	X						



3.

Facility Reviews: Parks and Playgrounds

- 
- Alder Park
 - City Park
 - Dudley Field
 - Fawn Mt. Track & Field
 - Grant St. Playground
 - Houghtling Field
 - Lund Street Playground
 - Monroe Street Playground
 - Rotary Beach
 - South Point Higgins Beach
 - Totem Heritage Center - Triangle Park Playground
 - Valley Park Field
 - Walker Field
 - Weiss Field
 - Whale Park

Dudley Field
 2721 Seventh Avenue
 Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: December 3, 2013

Name and Description of Site Evaluated: Dudley Field is an outdoor, multi-purpose packed sand athletic field made of located adjacent Ketchikan High School that can be used as two soccer fields or two softball fields; and it includes grandstands that can seat 300 built into a sloping site, portable bleachers for 200 additional spectators, 4 dugout shelters, and a separate building that includes the concessions and restrooms. There are also 4 tennis courts adjacent the athletic fields.
 Point of Contact: Aaron Ostby, Parks Supervisor 617-2444

Name and Title of Agency Staff Conducting This Evaluation:

Linda Millard, Architect and Nycole Gizinski
 Millard+Associates Architects LLC
 309 Stedman St
 Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
1. Parking Lots/Spaces-Lower							
A. Reserved Spaces							
— Number	X		There are two designated ADA spaces.				
— Location (in relation to facility)	X		Parking spaces are located adjacent the fields.				
— Vehicle access clearance	X						
— Signs		X	There is no upright signage. Grade markings are present.	Provide post-mounted signage.			
— Surface/Transitions	X		Surface is asphalt.				
B. Ramps/Curb Cuts							
— Location		X	There are no curbs or curb cuts.				
— Dimensions							
— Handrails/Handgrips							
— Surface/Transitions							

Dudley Field
2721 Seventh Avenue
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Parking Cont.	Compliance		Description	Modification	Completion		
	Yes	No /N/A			2014	2015	2016
C. Passenger loading/unloading —Spaces	X		There is one passenger loading area between the ADA parking spaces.				
—Signage	X		Grade markings are present.				
—Location	X		Passenger loading area is located between the ADA parking spaces.				
—Surface/Transitions	X		Surface is asphalt.				
2. Parking Lots/Spaces-Upper @ 7th Avenue							
A. Reserved Spaces							
—Number		X	There are no designated ADA parking spaces.	Designate ADA parking.			
—Location (in relation to facility)		X					
—Vehicle access clearance		X					
—Signs		X		Provide signage.			
—Surface/Transitions	X		Surface is asphalt.				
B. Ramps/Curb Cuts							
—Location		X	There are no curbs or curb cuts.				
—Dimensions							
—Handrails/Handgrips							
—Surface/Transitions							
C. Passenger loading/unloading							
—Spaces		X	There is no passenger loading area.	Designate area.			
—Signage		X					
—Location		X					
—Surface/Transitions	X		Surface is asphalt.				

Dudley Field
2721 Seventh Avenue
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
3. Accessible Routes							
A. Walks							
—Dimensions	X		Walks are 5'-0" wide.				
—Surface/Transition		X	Walks are all concrete or asphalt. The walk behind the northwest dugout has abrupt changes in level of over 1/2". Walk adjacent south field is gravel.	Modify transitions.			
B. Stairways-At creek							
—Location	X		There is one wood stair at the northwest end leading to the concessions and restrooms. Stair is adjacent accessible route.	Alternate route with ramp.			
—Treads & Risers		X	There are no risers.				
—Nosings		X	There are no nosings.				
—Guardrails/Handrails		X	Handrails do not extend 1'-0" past top and bottom risers.				
—Landings/Clearances		X	Lower landing is not level. There is lip of greater than 1/2" between the concrete pad and asphalt walk.				
C. Stairways-At spectator seating							
—Location	X		There is concrete stair that leads from the upper parking area down to the upper portion of the spectator seating.				
—Treads & Risers	X		Stair is adjacent accessible route.				
—Nosings		X	Treads and risers are compliant.				
—Guardrails/Handrails		X	There are no nosings.				
—Landings/Clearances	X		Guardrails are compliant pipe rails. There are no handrails.				
			Landings are level concrete.				

Dudley Field
2721 Seventh Avenue
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion	
	Yes	No			2014	2015
D. Stairways-At Concessions and Restrooms Building			There is a short wood stair accessing the deck to the concessions and restrooms. Stair is adjacent accessible route. Treads and risers are compliant.			
—Location	X					
—Treads & Risers	X					
—Nosings	X					
—Guardrails/Handrails		X		There are no handrails.	Provide handrails.	
—Landings/Clearances		X	Lower landing is unlevel gravel.	Provide landing.		
E. Ramps-At Spectator Seating			There is an asphalt ramp leading from upper portion of spectator seating to field grade. Ramp is along accessible route. Slope is too steep. Landings and clearances are compliant. There are no handrails.			
—Location	X					
—Slope		X			Modify slope where possible.	
—Landings/Clearances	X					
—Guardrails/Handrails		X			Provide handrails.	
F. Ramps-At concessions & restrooms			There is a wood ramp accessing the concessions and restrooms building. Slope is compliant. Landings and clearances are compliant. There are no handrails.			
—Location	X					
—Slope	X					
—Landings/Clearances	X					
—Guardrails/Handrails		X			Provide handrails.	
4. Concessions			Concessions are located to the northwest along an accessible route. There is a 5'-0" turnaround clearance at the concessions area. Counter is 39" high. Toe clearances are compliant.			
—Location	X					
—Clearances	X					
—Counter Height and Clearances		X			Lower counter.	
5. Toilet Facilities			There is one ADA restroom for each gender. Location is along an accessible route. There is compliant ADA signage. Clearances are met.			
A. Number	X					
B. Location & Access	X					
C. Signs	X					
D. Dimensions/Clearances	X					

Dudley Field
2721 Seventh Avenue
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
E. Doors							
—Dimensions	X		Door is 3'-0".				
—Door Clearances/Landings	X		Landing clearances are met and is level @ door.				
—Door Hardware		X	Hardware is non-compliant knob-type	Provide compliant lever-type hardware that opens with less than 5 lbs pushing or pulling force.			
F. Fixtures & Dispensers							
—Water closet		X	Water closet @ Women's is a compliant unit. Water closet @ Men's is mounted 20" from stall wall. Grab bars are mounted on other side of stall away from water closet.	Modify location of water closet.			
—Urinals	X		Urinal is compliant.				
—Lavatories/Sinks	X		Sink height and clearance are compliant.				
—Grab bars/TP dispenser/Paper towel dispenser/disposal	X		Grab bars are compliant.				
6. Picnic Areas							
A. Tables and Benches							
—Number Accessible to Wheelchairs							
—Locations (adjacent to level paths)							
—Access to Open Areas							
—Back and Arm Rests							
B. Grills							
—Height of Cooking Surface		X	There are no grills.				
—Locations (adjacent to level paths)							
C. Trash Receptacles							
—Location & Access	X		Trash receptacles are located adjacent ADA compliant paths.				
D. Picnic Shelters							
		X	There are no picnic shelters.				

Dudley Field
2721 Seventh Avenue
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
7. Play Areas							
A. Access to Equipment							
— Accessible from Parking Lot		X	There are no play areas.				
— Handrails							
8. Game Areas-Soccer/Softball Fields							
A. Accessible by Firm and Level Paths	X		Paths are level packed sand, asphalt, or concrete walks.				
B. Equipment (Height and dimensions)			There is no equipment.				
C. Dugouts-Player Seating							
— Access		X	Access to dugouts are less than 3'-0" wide.	Provide access.			
— Number		X	There are no designated wheelchair spaces within the dugouts.	Designate ADA seating.			
— Surface	X		Surface is packed sand.				
D. Spectator Seating							
— Location	X		There are wood bleachers built into a sloping site as well as two portable metal bleacher stands. Access to spectator seating is along accessible route.				
— Number		X	There are no designated wheelchair spaces, but space exists for them.	Designate ADA seating.			
— Companion Seats		X	There are no companion seats.	Designate companion seating.			
— Bench Seat Height, Width, and Backs		X		Provide compliant bench seating.			
— Surface		X	Surface is gravel.	Provide ADA compliant surface.			
9. Game Areas-Tennis Courts							
A. Accessible by Firm and Level Paths	X	X	Paths are level asphalt @ lower tennis court. Path to upper tennis court is a trodden path.	Provide ADA compliant surface			
B. Equipment (Height and dimensions)			There is no equipment.				
C. Spectator Seating			There is no seating at the tennis courts.				

Grant St. Park Playground
Grant St.
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: December, 2013 and January 2014

Name and Description of Facility Evaluated: Grant St. Park is a small fenced playground located in a residential area of downtown Ketchikan. The park is accessed from Grant St. by a steep paved walk and from Pine St. by a wood boardwalk and stair. Due to the topography, the park is not fully accessible. The park is under repair and will offer free-standing climbing equipment, swings, slides, a picnic area and benches.
 Point of Contact: Aaron Ostby, Parks Supervisor 617-2444

Name and Title of Agency Staff Conducting This Evaluation
 Linda Milliard, Architect
 Millard+Associates Architects LLC
 309 Stedman St
 Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
1. Parking Lots/Spaces							
A. Ramps/Curb Cuts							
— Location	X		On-street parking in nearby neighborhood or at adjacent city-owned parking lot.				
— Dimensions	X		There is a wide curb cut in sidewalk/drive at Grant St.				
— Handrails/Handgrips							
— Surface/Transitions	X						
B. Passenger loading/unloading							
— Passenger loading/unloading			There is no passenger loading area.				
2. Accessible Routes							
A. Walks							
— Dimensions	X		Access is from a steep paved walk/access drive from Grant St.				
— Slope (Less than 1/20)		X					
— Surface/Transition	X						

Grant St. Park Playground
Grant St.
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
2. Accessible Routes- Cont.							
A. Stairways							
—Location	X		A wood boardwalk and stairs connects the park to the sidewalk at Pine St.				
—Treads & Risers		X	There are no risers.	Provide risers.			
—Nosings		X	There are no nosings.	Modify treads to include nosings.			
—Guardrails/Handrails		X	There are no handrails.	Provide handrails.			
—Landings/Clearances	X		Paved walk provides access to park gate.				
B. Ramps			There are no ramps.				
C. Entrances							
—Dimensions	X		Gate in chain-link fence.				
—Door Clearances/Landings		X					
—Door Hardware		X					
3. Toilet Facilities			There are no restroom facilities.				
4. Picnic & Rest Areas			There will be a picnic table & benches.				
A. Tables and Benches							
—Number Accessible to Wheelchairs		X	Benches and picnic area may not be accessible due to ground surface.	Locate benches and picnic table along accessible route.			
—Locations (adjacent to level paths)	X						
—Access to Open Areas/Clearances	X						
—Bench Seat Height, Width, & Backs	X						
5. Play Areas							
A. Access to Equipment							
—Accessible from Parking		X	No designated parking for park.				
—Surface		X	Surface is loose pea gravel.	Provide ADA complaint surface.			
B. Equipment							
—Accessibility around Apparatus	X		Clearances are met.				
—Designed for Handicapped	X						
—Handrails		X	No handrails on equipment.	Provide handrails.			
6. Game Areas			There are no game court areas.				

Lund Street Playground
Lund Street
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: December 5, 2013

Name and Description of Site Evaluated: The Lund Street Playground is a smallfenced playground for small children built into a sloping featuring a picnic area, swings, and a jungle gym. No designated parking lot or on-street parking is available adjacent the playground. On-street parking is available in the nearby neighborhood. Point of Contact: Aaron Ostby, Parks Supervisor 617-2444

Name and Title of Agency Staff Conducting This Evaluation:

Linda Millard, Architect and Nycole Gizinski
Millard+Associates Architects LLC
309 Stedman St
Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
1. Parking Lots/Spaces			On-Street parking only in nearby neighborhood.				
B. Ramps/Curb Cuts			The are no ramps/curb cuts.				
C. Passenger loading/unloading			There is no passenger loading area.				

Lund Street Playground
Lund Street
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
2. Accessible Routes							
A. Walks							
—Dimensions		X	Walkways are undeveloped on-grade paths.	Provide compliant walkways.			
—Surface/Transition		X	All walks are loose, uneven gravel or trodden grass.	Provide ADA compliant surface.			
B. Stairways							
—Location		X	There is a series of wooden steps connecting the lower level of the playground. Steps are made of rough cut wood.	Provide ADA compliant stair and landings or a series of ramps.			
—Treads & Risers		X	There are no risers.				
—Nosings		X	There are no nosings.				
—Guardrails/Handrails		X	There are no handrails or guardrails.				
—Landings/Clearances		X	Landings are uneven loose gravel paths.				
C. Ramps							
—Location		X	There are no ramps.				
—Slope							
—Landings/Clearances							
—Guardrails/Handrails							
D. Entrances							
—Dimensions		X	Entry gate at chain-link fence is 2'-6" wide.	Modify entry gate to 3'-0" minimum width.			
—Door Clearances/Landings		X	Landings are uneven loose gravel paths.	Provide ADA compliant surface.			
—Door Hardware							
—Door Hardware		X					
3. Toilet Facilities							
		X	There are no restroom facilities.				

Lund Street Playground
Lund Street
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Public Areas	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
4. Picnic Areas							
A. Tables and Benches	X						
—Number Accessible to Wheelchairs			There is one picnic table that is accessible to wheelchairs. There are no benches.				
—Locations (adjacent to level paths)	X		Picnic table is not along an accessible route.	Modify location of picnic table or provide accessible route.			
—Access to Open Areas/Clearances	X						
—Bench Seat Height, Width, & Backs		X	There are no benches.				
B. Grills		X	There are no grills.				
—Height of Cooking Surface							
—Locations (adjacent to level paths)							
C. Trash Receptacles		X					
—Location & Access			Trash receptacles is not located along an accessible route.	Modify trash receptacle locations or provide accessible route.			
D. Picnic Shelters		X	There are no picnic shelters.				
5. Play Areas							
A. Access to Equipment		X					
—Accessible from Parking			Access to park & equipment is on pea gravel or undeveloped on-grade foot paths.	Provide ADA compliant paths.			
—Handrails		X					
B. Equipment							
—Accessibility around Apparatus	X		Clearances around equipment are compliant.				
—Apparatus Designed for the Handicapped	X						
—Surface		X	Surface is loose gravel.	Provide ADA compliant surface.			
6. Game Areas		X	There are no game areas.				

**Monroe Street Playground
Monroe Street
Ketchikan, Alaska**

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: December 3, 2013

Name and Description of Site Evaluated: The Monroe Street Playground is a small tot-lot accessed by a wooden trestle stair street. The playground is a series of steep terraces and steps due to topography. playground is not accessible. There is no off-street parking.

Point of Contact: Aaron Ostby, Parks Supervisor 617-2444

Name and Title of Agency Staff Conducting This Evaluation

Linda Millard, Architect and Nycole Gizinski
Millard+Associates Architects LLC
309 Stedman St
Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion	
	Yes	No			2014	2015
1. Parking Lots/Spaces			On-Street parking only.			
B. Ramps/Curb Cuts		X	There are no curb ramps.			
2. Accessible Routes		X	There is no accessible route to the playground.			
A. Walks						
—Dimensions						
—Surface/Transition						
B. Stairways		X	Stairs are no ADA compliant.			
—Location						
—Treads & Risers						
—Nosings						
—Guardrails/Handrails						
—Landings/Clearances						
C. Ramps		X	There are no ramps.			

Monroe Street Playground
Monroe Street
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element	Compliance		Description	Modification	Completion	
	Yes	No			2014	2015
3. Toilet Facilities		X	There are no toilet facilities.			
4. Picnic Areas		X	There are no picnic areas.			
5. Play Areas						
A. Access to Equipment		X	Play areas are not on an accessible route.			
— Accessible from Parking		X				
— Handrails		X	There are no handrails.			
B. Equipment						
— Accessibility around Apparatus	X		Equipment is one swings and one motion play. Clearances are compliant around apparatus.			
— Apparatus Designed for the Handicapped		X				
— Surface		X	Pea gravel surface @ play equipment.			
6. Game Areas		X	There are no game areas.			

Rotary Beach
3700 Block, South Tongass Highway
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Date of Evaluation: January 30, 2014

Name and Description of Site Evaluated: Rotary Beach, also known as Bugge's Beach, is a wooded park with access to the beach and a small swimming area. The park offers paved and gravel walks in the wooded area, benches, picnic shelter and tables, small playground, and restrooms. There is no accessible walk to the beach.
Point of Contact: Aaron Ostby, Parks Supervisor 617-2444

Name and Title of Agency Staff Conducting This Evaluation

Linda Millard, Architect and Nycole Gizinski
Millard+Associates Architects LLC
309 Stedman St
Ketchikan, Alaska 99901

Evaluated Element	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
1. Parking Lots/Spaces							
A. Reserved Spaces							
—Number	X		There are 2 accessible parking spaces.				
—Location (in relation to beach)	X		Parking is located adjacent accessible walkway.				
—Vehicle access clearance	X						
—Signs	X		Compliant signage is in place.				
—Surface/Transitions	X		Surface is concrete.				
B. Ramps/Curb Cuts							
—Location	X		Curb cuts are adjacent passenger loading area.				
—Dimensions	X						
—Handrails/Handgrips							
—Surface/Transitions	X		Surface is asphalt.				

Rotary Beach
3700 Block, South Tongass Highway
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes	Compliance		Description	Modification	Completion		
	Yes	No			N/A	2014	2015
C. Passenger loading/unloading							
—Spaces	X		There are two passenger loading areas.				
—Signage	X		Striping is in place.				
—Location	X		Loading area is located along accessible route.				
—Surface/Transitions	X		Surface is concrete.				
2. Exterior Accessible Routes							
A. Paved Walks							
—Dimensions	X		Dimensions are compliant.				
—Surface/Transition	X		Surface is paved with asphalt.				
B. Stairways							
—Location	X		A concrete stair accesses the walkway to beach from southend of parking.	Provide accessible route @ stair.			
—Treads & Risers	X		Stair is not located on an accessible route.				
—Nosings		X	There are no nosings.	Provide nosings.			
—Guardrails/Handrails		X	There are metal piperail guardrails, but no separate handrails.	Provide handrails.			
—Landings/Clearances		X	Landing at field is unlevel compacted sand.	Provide compliant landing.			
C. Ramps							
—Location	X		There is a sloped asphalt walkway that follows the topography from the parking area to the restrooms and picnic areas.				
—Slope		X	Slope varies due to topography.	Provide complaint walkway.			
—Landings/Clearances	X		Landings are level and paved with asphalt.				
—Guardrails/Handrails		X	There are no guardrails or handrails. At some locations the ground has eroded away causing abrupt edges.	Provide compliant guardrails and handrails.			

Rotary Beach
3700 Block, South Tongass Highway
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion	
	Yes	No /N/A			2014	2015
3. Toilet Facilities						
A. Number	X					
B. Location & Access		X	Toilet facilities are located on a sloped	Provide accessible ramp access.		
C. Signs		X	Signage is mounted above the 60" max. to center of sign.	Relocate signage to meet req.		
D. Dimensions/Clearances						
— Turn- Around Clearance		X	Clearances are not met in Women's.	Provide clearances.		
E. Doors						
— Dimensions	X		Doors are 3' wide.			
— Door Clearances/Landings	X		Landings are level concrete.			
— Door Hardware	X		Door hardware is compliant lever-type.			
F. Fixtures & Dispensers						
— Water closet		X	Toilet is mounted 24" from side wall in Women's.	Relocate of fixture or provide sidewall and grab bars to meet req.		
— Urinals	X		Urinal is compliant.			
— Lavatories/Sinks	X		Sinks is compliant at Women's, but stall door impedes clearances at Men's Room.			
— Grab bars/TP dispenser/Paper towel dispenser/disposal		X	Grab bar on back wall in Women's is in a non-compliant location.	Relocate rear grab bar to meet requirements.		
4. Picnic Areas/Shelter						
A. Tables and Benches						
— Number Accessible to Wheelchairs	X		All picnic tables are accessible.			
— Locations (adjacent to level paths)		X	Benches & Shelter are located on accessible route.	Provide accessible route.		
— Surface	X		Surface is concrete.			
— Bench Seat Height, Width, & Backs	X					
B. Grills						
— Height of Cooking Surface	X		Install grills at compliant height.			
— Locations (adjacent to level paths)		X	Grills are not located adjacent level paths.	Provide grill along accessible path.		
C. Trash Receptacles						
— Location & Access	X		Bear proof receptacles are non-compliant . Receptacles are located along accessible route.	Provide some compliant receptacles.		

Rotary Beach
3700 Block, South Tongass Highway
Ketchikan, Alaska

Site Accessibility Self-Evaluation Checklist

Evaluated Element Accessible Routes Cont.	Compliance		Description	Modification	Completion		
	Yes	No			2014	2015	2016
4. Picnic Areas/Shelters							
D. Picnic Shelters							
— Location	X		There is one large picnic shelter. Shelter is located on paved accessible route.				
— Located Near Accessible Water Fountains, Trash Receptacles,		X	Nearest trash receptacle is not along accessible route.	Provide trash receptacle at picnic shelter.			
5. Play Areas							
A. Access to Equipment							
— Accessible from Parking		X	Access is from steep paved and unpaved walks.				
— Surface		X	Surface is uneven compacted sand with a step to enter fenced area.	Provide ADA complaint route to play area, with surface at play equipment to meet ASTM F 1951 at least a portion of the play area.			
B. Equipment							
— Accessibility around Apparatus	X		Swings, slides, climbing equipment are provided. Clearances are met at some equipment.				
— Designed for Handicapped		X	There are no ADA compliant swings.	Provide some ADA compliant swings.			



CITY OF BRYAN

ADA SELF-EVALUATION AND TRANSITION PLAN



CITY OF BRYAN
The Good Life, Texas Style.™

NOVEMBER 2015 | **DRAFT**

Prepared By:

Kimley»»Horn

In association with:



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1.0 INTRODUCTION

1.1 LEGISLATIVE MANDATE

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. Title II of the ADA also requires that all Programs, Services and Activities (PSAs) of public entities provide equal access for individuals with disabilities.

The City of Bryan has undertaken a comprehensive evaluation of its policies, programs, and facilities to determine the extent to which individuals with disabilities may be restricted in their access to City services and activities.

1.2 ADA SELF-EVALUATION AND TRANSITION PLAN DEVELOPMENT REQUIREMENTS AND PROCESS

The City of Bryan is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to the City and its programs, services, or facilities; and all requirements specified in the 2010 ADA Standards and 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that apply to facilities and other physical holdings.

Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements are:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;
- Designation of at least one person who is responsible for overseeing Title II compliance (i.e. the ADA Coordinator); and
- Development of a Transition Plan to schedule the removal of the barriers uncovered by the self-evaluation process. The Transition Plan will become a working document until all barriers have been addressed.

This document describes the process developed to complete the evaluation of the City of Bryan's activities, provides policy and program recommendations, and presents a Transition Plan for the modification of facilities, public rights-of way, and programs to improve accessibility, which will guide the planning and implementation of necessary program and facility modifications over the next 15 years. The ADA Self-Evaluation and Transition Plan is significant in that it establishes the City's ongoing commitment to the development and maintenance of policies, programs, and facilities that accommodate all of its citizenry.

1.3 DISCRIMINATION AND ACCESSIBILITY

Programmatic accessibility means that, when viewed in its entirety, each program is readily accessible to, and usable by, individuals with disabilities. Programmatic accessibility is necessary not only for individuals with needs related to mobility disabilities, but also to individuals with needs related to speech, cognitive, vision and hearing disabilities. The following are examples of elements that should be evaluated for barriers to accessibility:

1.3.1 PHYSICAL BARRIERS

- Parking
- Path of travel to, throughout and between buildings and amenities
- Doors
- Service counters
- Restrooms
- Drinking fountains
- Public telephones
- Path of travel along sidewalk corridors within the public rights-of-way
- Access to pedestrian equipment at signalized intersections

1.3.2 PROGRAMMATIC BARRIERS

- Building signage
- Customer communication and interaction
- Access to public telephones
- Non-compliant sidewalks or curb ramps
- Emergency notifications, alarms, and visible signals
- Participation opportunities for City sponsored events

1.4 ONGOING ACCESSIBILITY IMPROVEMENTS

City facilities, programs, services, policies, practices and procedures will continue to be evaluated on an ongoing basis, and the ADA Transition Plan should be revised to account for changes since the initial self-evaluation. An accessibility inventory of sidewalks and curb ramps on streets and near City facilities will be completed, and an approach will be put in place to remove all identified barriers. This Plan will be posted to the City's website for review and consideration by the general public. In addition, notice will be provided of the Plan's existence in any official and unofficial City publications. The ADA Coordinator will supervise revisions to the ADA Transition Plan on an annual basis.

1.5 CITY OF BRYAN'S APPROACH

The purpose of the Transition Plan is to provide the framework for achieving equal access to the City of Bryan's programs, services and activities within a reasonable timeframe. The City's elected officials and staff believe accommodating disabled persons is essential to good customer service, to the quality of life City of Bryan residents seek to enjoy and to provide effective governance. This Plan has been prepared after careful study of all of the City's programs, services and activities.

The City of Bryan shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. The City of Bryan will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

2.0 PUBLIC OUTREACH

The City provided opportunities to receive input from the public concerning this Transition Plan. The following segments detail these opportunities. In the future, the ADA Coordinator will organize at least one public workshop every year.

2.1 PUBLIC FOCUS GROUP MEETING

Local disability organization representatives and members were invited to join the City in a discussion on how the City is doing regarding accessibility and answer any questions or concerns the focus group had related to the ADA Transition Planning processes. The focus group meeting was held on January 21, 2015. The focus group meeting notes are provided in the **Appendix**.

2.2 PUBLIC WORKSHOP

The City hosted a public workshop on May 6, 2015 and November 9, 2015 to provide a summary of the Transition Plan and receive feedback on the Transition Planning process and any other concerns related to accessibility. A sampling of comments received at the workshop are summarized below:

- The facilities selected for this project were on high visibility areas from the perspective of a meeting attendee, and as a community member, research shows that most people that live in lower economic areas have disabilities. Was that considered in the selection of these facilities? It seems to me that north Bryan should have been evaluated.
- Overgrown bushes at curb ramps are an issue for a meeting attendee in a power wheelchair. It seems that it would be an easy fix for the City, and the meeting attendee wanted to make the City aware of this.
- Ponding on sidewalks can damage a motorized wheelchair.
- BVCIL is a local disability organization, and they are a free resource for City Staff to call and ask questions.
- Overlays are an issue. Initial construction is compliant, but overlay projects create level changes if not completed correctly.
- Are broadcasts for public meetings closed captioned?
- Can the City broadcast videos that show what accommodations have already been implemented, rather than having citizens request special accommodations? People may be encouraged to participate, if they don't have to ask for accommodations.

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3.0 SELF EVALUATION AND SUMMARY OF FINDINGS

3.1 PROGRAMS, PROCEDURES, AND POLICIES

The City of Bryan has set up an ADA Coordinator “system” to better cover the needs of employees and citizens with disabilities. In addition to the City’s ADA Coordinator, the City has established an ADA Coordinator Liaison within each department who reports to the City’s ADA Coordinator regarding the needs of their department and the programs that department is responsible to manage. The City’s ADA Coordinator, or designee, will follow-up with each departmental ADA Liaison to coordinate the implementation of plans, programs, policies and procedures.

In those situations where a program, procedure, or policy creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the department head to address the removal of the barrier in the most reasonable and accommodating manner.

Services and programs offered by the City of Bryan to the general public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

The City 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 ADA Coordinator or designee and must be accompanied by a written statement of the reasons for reaching that conclusion.

The determination that an undue burden would result must be based on an evaluation of all resources available for use. If a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

The City may achieve program accessibility by a number of methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the City should endeavor to give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City provides equality of opportunity but does not guarantee equality of results.

3.1.1 DEPARTMENTAL SURVEYS

The self-evaluation of the City’s programs, services, and activities required and involved the participation of every City department. The City conducted meetings with department ADA Liaisons and consultant staff throughout the duration of the project and distributed an electronic survey to the following City departments and entities to complete:

City Departments	
Animal Control/Bryan Animal Center*	Fleet Services
Bryan Texas Utilities	GIS Mapping Services
Building/Planning/Development	Golf Course
Code Enforcement	Human Resources
Community Development	Information Technology
Communications	Library Services
Coulter Airfield	Parks and Recreation
Economic Development	Police Department
Engineering Services	Purchasing Services
Environmental Services/Solid Waste/Trash*	Risk Management
Facility Services	Streets/Drainage
Fire Department	Traffic Services
Fiscal Services	Wastewater Treatment/Water Services (Solid Waste, Environmental, Traffic, Other Public Works)*

* Both departments completed a combined survey.

The departmental surveys were developed to acquire basic information on how a person with a disability would be able to participate in each program, service, or activity offered by each department. The surveys included a review of the following information:

- Program or service description for each program/service offered by each department.
- Characterization of program or service participants, along with a description of any participation requirements, and any adaptations made to assist persons with disabilities.
- List of facilities where program or service takes place.
- Information about the training provided or available to those administering the programs.
- Information regarding transportation procedures and methods used to accommodate persons with disabilities.
- Information regarding communication procedures for audio/visual presentations, telephone communication, participant notifications, and documents/publications, including any modifications or equipment used to accommodate people with disabilities.
- Information regarding 9-1-1 services for people with sensory impairments.
- Description of emergency evacuation procedures designed to accommodate people with disabilities.
- Information regarding automated electronic equipment used in a program or service accessible to all participants.
- Methods used to ensure that all public meetings relating to a program or service are designed to accommodate persons with disabilities.

Copies of the surveys for specific City departments are included in the **Appendix**. In addition to electronic surveys, follow-up interview questions were distributed via e-mail to specific departments in order to obtain additional information regarding certain survey responses. The follow-up questions and responses are also summarized in the survey pages provided in the **Appendix**.

Self-Evaluation Findings:

Upon review of the department survey responses, it was clear that training for staff in contact with the public was needed and that most departments were aware of some forms of communication modification, such as paper and pencil or a reader, but were unaware of all of the additional options that can be offered or where to get them if they need them.

Recommended Actions:

A formal process for requesting modifications regarding employment, programs, or activities should be developed and should include a record keeping process of the modifications requested and the accommodation provided.

3.1.2 PUBLIC MEETINGS

Many City departments are responsible for holding public meetings. Examples of public meetings include open houses for public projects, City Council meetings, and the following list of Boards, Commissions and Committees:

City Boards, Commissions, and Committees	
Board of Adjustment and Appeals	Civil Service Commission
Board of Sign Control and Appeals	Commissioners of Housing Authority
Brazos Valley Solid Waste Management Association Board	Community Development Advisory Committee
Bryan Animal Center Advisory Committee	Historic Landmark Commission
Bryan Business Council	Joint Relief Funding Review Committee
Bryan Cemeteries Advisory Board	Parks and Recreation Advisory Board
Bryan-College Station Public Library System	Planning and Zoning Commission
Bryan Texas Utilities Board	Zoning Board of Adjustment
Building and Standards Commission	

The Boards, Commissions, and Committees were reviewed to determine how a person with a disability would be able to participate on each board, ensure board meetings are held in accessible location, and determine the process for getting on a board to ensure people with disabilities have an equal opportunity to participate in civic life. To obtain this information, electronic surveys were distributed to each entity and included the following questions:

- How are meeting notices distributed?
- Do the meeting notices include information on how to request auxiliary aides?
- Where are the meetings held?
- To your knowledge, is the facility accessible by people with disabilities?

Self-Evaluation Findings:

All boards, commissions, and committees have a one-page application form that requests basic personal information, such as name and address, and what board, commission, or committee is being applied for and no issues were identified with the application.

Generally, public meetings are held in locations that are reasonably accessible to persons with mobility impairments. All public meeting notices and agendas do include the availability of accessibility modifications. Current agendas and notices state the following:

“For information on sign language interpretation, TDD or other translation or accessibility information, please contact the City of Bryan Communications Department at 979-209-5120 at least 48 hours before the scheduled time of the meeting so that your request may be accommodated.”

Recommended Actions:

A detailed list of Boards, Commissions, and Committees survey responses are provided in the **Appendix**. Additional recommendations include:

- Publicize the availability of American Sign Language (ASL) interpreters in all meeting announcements. Include the following notice in all meeting publicity:
“Translators, American Sign Language interpreters and assistive listening devices for individuals with hearing disabilities will be available upon request. To request interpreters, assistive listening devices, or another modification not listed above, please make your request at least 48 hours prior to the meeting by contacting the City of Bryan Communications Department at 979-209-5120.”
- Schedule public meetings in accessible locations whenever possible. An accessible location includes, but is not limited to, the following: accessible restrooms, wheelchair access, accessible parking, an accessible route, temperature control, and the ability to provide access to fresh air for persons with chemical sensitivities.
- When a fully accessible site is not available, then make reasonable modification so that an individual with a disability can participate.
- Make information available to City staff on the types of modification requests that may be made by persons with different types of disabilities. Provide information about auxiliary aids such as different types of assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like “real-time captioning.”
- Display a notice on meeting agendas indicating the availability of accessibility modifications.
- Provide agendas in alternative formats, when requested.
- Provide flexibility in the time limit on speaking for individuals with communication difficulties.
- Provide assistive listening devices at public meetings, when requested.
- Maintain a list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments.
- Develop a checklist for creating accessible meetings and selecting accessible meeting spaces, and make the list available to all City departments and programs.
- Prepare a list of already accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.

3.1.3 PRINTED INFORMATION

In order to meet the ADA’s communication standards, City departments must be able to provide information in alternative formats such as using easy-to-understand language, Braille, large-print format, audiotape, or computer disk.

Self-Evaluation Findings:

Most City departments and offices produce printed information that is available to the public.

While some City departments distribute information about obtaining printed information in alternate formats, other departments do not. Many departments routinely produce printed information in alternate formats upon request.

Most registration forms, permits, and waivers are only available in written form. There is inconsistency as to the availability of alternative formats of its documents such as large-print and audio tapes and readers for individuals who are unable to read the materials.

Recommended Actions:

- Provide information to each City department on how to produce printed information in alternative formats for persons with various disabilities to ensure that requests are handled in a uniform and consistent manner. Include in that, the list of available resources for providing the services.
- Publicize the City's commitment to provide program information in alternative formats on an individual basis as requested, including large-print media and taped announcements available over the telephone.
- If required, ensure the uniformity of charges for a publication, for all formats of that publication.
- Include the following notice on all materials printed by the City that are made available to the public:
"This publication can be made available in alternative formats such as Braille or large print, by contacting the ADA Coordinator at pkaspar@bryantx.gov or (979) 209-5030. Please allow 48 hours for your request to be processed."
- Identify and have available a list of interpreters, readers, etc. to be used to accommodate requests for these services.
- Handle all requests for other alternative formats or lengthy documents on an individual basis.
- Provide program, facility, permits, and reservation information in a variety of formats upon request (for example, in large-print format for persons with visual disabilities or in simple language for persons with cognitive disabilities). Provide programmatic changes (e.g., staff assistance), upon request to assist in filling out forms or when alternative formats are unavailable or infeasible.
- Provide an accessible permit, reservation, or registration system in a variety of formats. For example, provide Telephone Device for the Deaf (TDD) service for applications, reservations, and general queries.
- Produce meeting agendas and other public information distributed at meetings in alternative formats when requested.

3.1.4 PROGRAMS

Several Community Special Programs under Fire Services, Police Services, Executive Services, and the Parks and Recreation Department were reviewed as part of the Transition Plan. The Fire Services, Police Services, and Executive Services programs were reviewed to determine the eligibility requirements for participation, determine how a citizen with a disability would be able to participate, and alternative measures could be taken if any area of the program ca not be made accessible.

The Parks and Recreation Department has many different programs for citizens. A master "Standard Operating Procedures" (SOP) should be in place to identify how each program can handle participants with varying disabilities. An up-to-date SOP will identify potential problems with each program from registration through participation. It is important to ensure participants with disabilities have full participation in events hosted on land owned by the City, by putting the responsibility for accessibility on the vendor or group leasing the property from the City.

Self-Evaluation Findings

None of the programs reviewed had specific eligibility requirements, so these programs were determined to be accessible with a few exceptions. A lack of contact information for auxiliary aides and accommodations, which is required to be provided, was the most common issue identified in the programs.

Recommended Actions:

A complete listing of programs reviewed and associated evaluation findings can be found in the **Appendix**.

3.1.5 PROCEDURES

The Emergency Management Plan and Community Wildfire Protection Plan were reviewed as part of this project. The Emergency Management Plan includes all of Brazos County. Emergency management procedures often have only a brief mention of handling people with special needs; however, details need to be provided on how people with disabilities will be accommodated. The Emergency Management Plan was reviewed to determine who will handle citizens with disabilities, how much training this person has had, how will medications be stored, how will service animals be handled, and any other relevant items.

Self-Evaluation Findings

The Emergency Management Plan Annex C and Annex E generally include persons with disabilities but do not provide detailed information regarding accessible shelters or the evacuation procedures relating specifically to persons with disabilities. During the review of the Plans, it was determined that most of the designated shelters are selected and evaluated by the American Red Cross. This evaluation process does include criteria relating to accessible amenities. However, no criteria regarding accessibility was provided if any local shelters are selected by the City.

No issues were identified with the Community Wildfire Protection Plan.

Recommended Actions:

Should the City designate and operate any shelters on their own, a process must be developed to evaluate any potential shelters for compliance.

3.1.6 POLICIES

The Human Resources Personnel Policy Manual was reviewed to ensure discriminatory language is not used and employees with disabilities have an equal opportunity at employment. Jobs description were not reviewed as part of this project, but should to be broken down into "essential job functions" and "secondary job functions" and reviewed for discriminatory language.

Self-Evaluation Findings

The Human Resources Personnel Policy Manual does not reference an ADA Coordinator or any process regarding complaints specifically involving discrimination relating to a disability.

Recommended Actions:

The Human Resources Personnel Policy Manual must include reference to the developed ADA Grievance Procedure, ADA Grievance Form, and ADA Coordinator.

3.1.7 CITY ORDINANCE REVIEW

City Ordinances were reviewed to ensure there is no discriminatory language and to ensure there are no ordinances that could be interpreted to be discriminatory. The following chapters of the City's municipal code were evaluated during this process:

- Chapter 14 – Buildings and Building Regulations
- Chapter 22 – Cemeteries
- Chapter 34 – Emergency Services
- Chapter 42 – Fire Protection and Prevention
- Chapter 62 – Land and Site Development
- Chapter 70 – Library
- Chapter 86 – Parks and Recreation
- Chapter 106 – Streets, Sidewalks and Other Public Places

Self-Evaluation Findings

Generally there were not any major concerns with the existing ordinances. However, Chapter 2, which covers commissions, committees, boards, and agencies, does not indicate the responsibility of the City to make reasonable accommodations for board members who are disabled. Chapter 58, Human Relations, does not include “disability” in the list of non-discrimination factors. Chapter 106 deals with the responsibility of the abutting property owner to repair or reconstruct defective, unsafe or hazardous sidewalks. This chapter does not address the possibility that a property would not be able to reconstruct in full compliance with the accessibility codes due to the adjoining sidewalks that are the responsibility of another property owner. The ADA would prohibit anyone from constructing sidewalks that do not meet the requirements unless it is structurally impracticable.

Recommended Actions:

The following actions are recommended:

- Chapter 2 should include language indicating the responsibility of the City to make reasonable accommodations for disabled board members.
- Chapter 58 needs to have “disability” added to the list of non-discrimination factors.
- Chapter 106 needs to require that any modifications must be done so in compliance with the most recent accessibility codes.

3.1.8 DESIGN STANDARDS REVIEW

The 2012 Bryan/College Station Unified Design Guidelines, Technical Specifications and Standard Construction Details were reviewed for consistency with the current 2010 ADA Standards, Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), and the 2010 Texas Accessibility Standards (TAS).

Self-Evaluation Findings

No issues were identified within the Design Guidelines or Technical Specifications; however, some issues were found within the Standard Street Construction Details. The sidewalk details refer to an outdated section of the Texas Accessibility Standards. All references to the Texas Accessibility Standards need to reflect the 2010 Texas Accessibility Standards. Neither the 2010 Americans with Disabilities Act Standards for Accessible design nor do the 2012 Texas Accessibility Standards provide any requirements for curb ramps within the public right-of-way.

Recommended Actions:

It is recommended that the Public Rights of Way Accessibility Guidelines be adopted and utilized for curb ramp designs within the public right-of-way, specifically detectable warning location. **Table 1** summarizes the Design Standard issues and associated recommendations.

Table 1. Summary of Design Standard Issues

Design Standard	Page	Issue	Recommendation
Sidewalk Details	SW2	Detectable Warnings General Note 1 refers to section 4.29 of the Texas Accessibility Standards.	Revise to refer to the 2012 Texas Accessibility Standards
Sidewalk Details	SW2	Detail SW2-01 - The detectable warning must extend the full width of the ramp surface. The 4" maximum and usual side border is not permitted. The 6" min/10" max dimension from the front of curb is not permitted. 16 TAC 68.102 does not permit a 6"-10" setback. 16 TAC 68.102 only permits the setback at diagonal curb ramps where the detectable warning following the curve of the corner.	Revise detail so that detectable warning extends the full width of the curb ramp. Current TAS and ADAAG do not provide any requirements regarding acceptable detectable warning borders. It is recommended to use PROWAG R305.2, which state "Some detectable warning products require a concrete border for proper installation. The concrete border should not exceed 51 mm (2 in)." The detectable warning must begin at back of curb.
Sidewalk Details	SW2	SW2-03 - The detectable paver detail must fully comply with section 705 of the 2010 Texas Accessibility Standards. Full compliance could not be determined based on the dimensions shown here.	Verify that the pavers used fully comply with section 705 regarding dome shape, height and spacing.

Table 1. Summary of Design Standard Issues (cont.)

Design Standard	Page	Issue	Recommendation
Sidewalk Details	SW3	SW3-00 to SW3-05 - Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is 1.5 m (5.0 ft) or less, detectable warning surfaces shall be placed on the ramp run within one dome spacing of the bottom grade break.	The three details must be revised to indicate the grade break requirements. Current TAS and ADAAG do not address this type of condition. It is recommended that the requirements of PROWAG R305.2.1 regarding perpendicular curb ramps be used.
		Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is more than 1.5 m (5.0 ft), detectable warning surfaces shall be placed on the lower landing at the back of curb.	
		The detectable warning must extend the full width of the curb ramp.	
Traffic Signal Details	3	No design standard is provided for 30" x 48" level clear floor that is required to serve the pedestrian push buttons.	Provide a standard detail showing the required level clear floor space adjacent to the pedestrian push button.

3.1.9 GRIEVANCE PROCEDURE AND GRIEVANCE FORM PROCESS

Local governments with 50 or more employees are required to adopt and publish grievance procedures for Title II complaints. A grievance form is not required by the Department of Justice, but a form can be an effective tool to aid in the collection of information needed to address a complaint. Title II does not specify what must be included in a grievance procedure, but the Department of Justice has developed a model grievance procedure that can be used as a starting point.

Self-Evaluation Findings

The City previously did not have a grievance procedure. A grievance procedure was developed based on standard recommended language set forth by the Department of Justice.

The City did have a grievance form which was available in digital form from the City's web site. The existing grievance form was evaluated and determined to be insufficient. The form did make reference to an ADA Coordinator but did not mention the individual by name.

Recommended Actions:

An updated grievance form was created in order to more sufficiently capture information about the grievance. Additional areas were added to the grievance form that included questions about:

- Type of grievance;
- Reporting individual's contact information;
- Authorized representative of the reporting individual;

- Date and time of the incident;
- Department, facility, or location where the incident occurred
- Whether or not attempts have been made to resolve the complaint through a City department; and
- Remedy the individual filing the grievance is seeking.

The City has designated an ADA Coordinator and their name was included in the grievance procedure as well as on the grievance form. The grievance procedure and a sample grievance form are included in the **Appendix**.

3.1.10 EXCEPTIONS AND EXEMPTIONS UNDER THE ADA

As a Title II entity, the City must operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The City is not necessarily required to make each of its existing facilities accessible to and usable by individuals with disabilities. The City is not required to take any action that would threaten or destroy the historic significance of an historic property or take any action that would result in a fundamental alteration of the nature of a service, program or activity or create any undue financial and administrative burden. In the event that the City believes that any proposed action would fundamentally alter the service, program or activity or generate undue financial or administrative burden, the City has the responsibility of providing proof of such. The City must, however, take any other action that would ensure that individuals with disabilities receive the benefits or services provided by the City.

In lieu of structural changes to existing facilities, other methods that are effective in achieving compliance may be used. These may include acquisition of equipment or reassignment of services to accessible facilities. In regards to historic properties alternative methods for compliance may include audio-visual materials and devices or assigning persons to guide those with disabilities.

3.2 FACILITIES REVIEW

In 2014 and 2015, the City of Bryan conducted a comprehensive evaluation of architectural barriers in numerous City owned facilities. These evaluations were the first phase of facility evaluations and were selected by City staff. They also include a mix of different facility types and will provide the City an overview of the architectural barriers that prevent people with disabilities from using its facilities and participating in its programs.

The infrastructure evaluation process was accomplished using field crews equipped with measuring devices and Global Position System (GPS) based data collection forms. The evaluations identified physical barriers in City facilities based on the 2010 ADA Standards and Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). Detailed measurements of the existing conditions, planning-level recommendations for removing the physical barriers, and photos of each facility were recorded during the evaluation process and were included in the facility reports. Field crews were also required to note if the specific facility was in close proximity to a significant pedestrian attractor (e.g., government office, medical facility, school, etc.). This additional information assisted the Consultant team and City staff in prioritizing barriers for removal. All data collected is compatible with the City's existing Geographic Information Systems (GIS) database. The following facilities were evaluated:

- Buildings;
- Parks;
- Signalized Intersections; and

- Sidewalk Corridors.

Summary reports were developed for each facility type to document the findings of the evaluations. The reports identify the compliance status of each facility with regard to federal standards and include the following elements:

- Listing of facilities that are in compliance with current ADA standards;
- Listing of facilities that are not in compliance with current ADA requirements;
- Recommended actions to resolve non-compliance issues for each facility;
- Prioritized list of improvements using criteria developed by the Consultant and City staff;
- “Cost report” that assigns conceptual budget estimates to each recommended action; and
- Photolog summary for signalized and unsignalized intersections and issues along sidewalk corridors (sidewalk photos provided in the GIS database only).

Copies of the evaluation reports are provided in the **Appendix**.

3.2.1 BUILDINGS

A total of four (4) buildings were evaluated as part of this project. In addition to the buildings, the associated parking lots serving the buildings were also evaluated. The buildings included:

- Bryan Municipal Building
- Bryan Texas Utilities
- Clara Mounce Library
- Animal Center

A map of all evaluated buildings is included in the **Appendix**.

Areas that were evaluated for each building included parking lots, path of travel from the parking lot to the building, access into the building, signage, drinking fountains, telephones, bathrooms, and counter heights. The self-evaluation reports for these building can be found in the **Appendix**.

Self-Evaluation Findings

The existing accessible parking was generally substantially compliant; however, the number of accessible parking spaces was insufficient in some cases.

The path from accessible parking to the building entrance(s) was generally not in substantial compliance. Many of the paths included excessive running slopes and cross slopes and changes in level.

Most restrooms provided were not in substantial compliance. There appear to have been attempts to create accessible restrooms; however, full compliance was not achieved. Many of the older restrooms are severely out of compliance.

Recommended Actions:

Recommendations for each building and are provided in the facility reports in the Appendix. On each report the following information is provided.

- Project location information, including address and GPS coordinates
- The building evaluation reports are broken down into the following sections:
 - Parking
 - Accessible route

- Entrances, hallways
- Restrooms
- Miscellaneous
- Break rooms
- Parks
- Description of the violation and location
- Code reference and text
- Recommendation
- Estimated cost
- Priority level – Each violation is assigned a priority level 1 to 12. Levels 1-4 are designated as “High” and are colored red, levels 5-8 are designated as “Medium” and colored yellow, and levels 9-12 are designated as “low” and colored green.

Each building evaluation report includes a photograph sheet that refers to each violation and what was observed at the time of the evaluation.

3.2.2 PARKS

A total of two (2) parks were evaluated as part of this project. The parks included:

- Sue Haswell Memorial Park
- Tanglewood Park

A map of all evaluated parks is included in the **Appendix**.

Areas that were evaluated for each park included parking lots, path of travel from the parking lot to the park amenities, access into facilities, signage, drinking fountains and restrooms. The self-evaluation reports for these parks can be found in the **Appendix**.

Self-Evaluation Findings

The following common issues were observed at these parks:

- Insufficient accessible parking was provided at both parks;
- The paths from the parking areas to the park amenities included excessive cross slopes and changes in level; and
- Many of the park amenities, such as picnic areas, were not accessible or located along accessible paths.

Recommended Actions:

Recommendations for each park are provided in the facility reports in the Appendix. On each report the following information is provided.

- Project location information, including address and GPS coordinates
- The park evaluation reports are broken down into the following sections:
 - Parking
 - Accessible route
 - Entrances, hallways
 - Restrooms
 - Miscellaneous
 - Break rooms
 - Parks
- Description of the violation and location

- Code reference and text
- Recommendation
- Estimated cost
- Priority level – Each violation is assigned a priority level 1 to 12. Levels 1-4 are designated as “High” and are colored red, levels 5-8 are designated as “Medium” and colored yellow, and levels 9-12 are designated as “low” and colored green.

Each park evaluation report includes a photograph sheet that refers to each violation and what was observed at the time of the evaluation.

3.2.3 SIGNALIZED INTERSECTIONS

Twenty-one (21) signalized intersections within the City of Bryan were identified and evaluated as part of this project. Signalized intersection evaluations cataloged the conditions and measurements along the pedestrian path of travel, which includes street crossings, curb ramps, sidewalk adjacent to the curb ramps, and pedestrian signal equipment and adjacent clear spaces. All signalized intersections included in the evaluation are listed on a map included in the **Appendix**.

Self-Evaluation Findings

Common curb ramp issues included permanent and temporary obstructions in the ramp area, excessive flare cross slopes, ponding at the base of the curb ramps or in ramp landings or flares, and no flush transition where the ramps meet the roadway.

Table 2 provides a summary of the curb ramp issues at signalized intersections.

Roughly half of the signalized intersections inventoried did not have pedestrian signal heads or pedestrian push buttons. Pedestrian push buttons and signal heads were recommended to be installed at all valid signalized intersection pedestrian crossings where they did not exist. Common issues associated with the existing pedestrian push buttons included non-existent or inaccessible push button clear floor spaces, push buttons installed at locations inconsistent with the current *Manual on Uniform Traffic Control Devices (MUTCD)* guidance, excessive push button clear floor running slopes, and push buttons not installed parallel to the pedestrian crossing. **Table 3** provides a summary of the push button issues.

Recommended Actions:

Detailed recommendations for each signalized intersection are provided in the facility reports in the **Appendix**. On each report the following information is provided:

- Project location information, including a unique location identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Vicinity map with ramp labels;
- Field observations for pedestrian crossings, curb ramps, and pedestrian signal equipment. Pedestrian crossing issues are denoted by “Poor”, “Dangerous”, an “X”, “Worn”, or “No Striping”. Curb ramp and pedestrian signal equipment issues are denoted by an “X”. For each identified issues, a recommendation is provided to bring the element into compliance.
- Photographs of each curb ramp;
- Unique field conditions; and
- Curb ramp type recommendations.

Table 2. Summary of Curb Ramp Issues at Signalized Intersections

Curb Ramp Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Obstruction in ramp, landing, or flares	134	90	67.2%
Flare cross slope > 10%	77	49	63.6%
Ponding in ramp, landing, or flares	134	72	53.7%
No flush transition to roadway	134	57	42.5%
Landing running slope > 2%	126	47	37.3%
Ramp width < 48"	134	37	27.6%
Landing cross slope > 2%	126	34	27.0%
Ramp cross slope > 2%	134	35	26.1%
Ramp running slope > 8.3%	134	35	26.1%
No color contrast	134	33	24.6%
Ramp counter slope > 5%	134	33	24.6%
Curbed sides < 90°	57	14	24.6%
No texture contrast	134	27	20.1%
Traversable sides	57	11	19.3%
No ramp where ramp is needed	147	13	8.8%
No landing	134	7	5.2%
Ramp does not land in crosswalk	134	4	3.0%
No 48" crosswalk extension	75	0	0.0%

Table 3. Summary of Push Button Issues

Push Button Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Missing pedestrian head where pedestrian head is needed	174	88	50.6%
Missing push button where push button is needed	174	87	50.0%
No clear floor space or no access	57	24	42.1%
Push button offset from curb > 10'	57	19	33.3%
Clear floor space running slope > 2%	33	10	30.3%
Push button orientation not parallel	57	15	26.3%
Push button offset from crosswalk > 5'	57	13	22.8%
Clear floor space cross slope > 2%	33	7	21.2%
Push button diameter not 2"	57	12	21.1%
Push button height > 48"	57	9	15.8%

3.2.4 SIDEWALK CORRIDORS

Approximately six (6) miles of sidewalk were evaluated as part of this project. Corridors evaluated include E Villa Maria Rd. from E William J Bryan Pkwy. to Briarcrest Dr. and E 29th St. from Joseph Dr. to Carter Creek Pkwy. These corridors were selected due to their high level of pedestrian activity as well as their proximity to pedestrian traffic generators. Future phases of the ADA transition plan are expected to complete evaluations for the remainder of the sidewalk, with arterial sidewalk evaluated first, followed by collector and local road sidewalk. A map of the evaluated sidewalk corridors is included in the **Appendix**.

Self-Evaluation Findings

The sidewalk corridor evaluations documented conditions and measurements along the pedestrian path of travel, which includes the sidewalk, curb ramps, pedestrian crossings at driveway openings, and pedestrian crossings at unsignalized intersections with cross streets. Common issues along the sidewalk corridor were excessive sidewalk cross slopes, vertical surface discontinuities that caused excessive level changes, excessive driveway and cross street cross slopes, permanent obstructions in the sidewalk such as power poles or utilities, and temporary obstructions in the sidewalk or path of travel such as weeds and low hanging branches. Where excessive vegetation was present, field crews attempted to assess the condition of the underlying sidewalk. Where possible, the condition of the underlying sidewalk was recorded; however, the City of Bryan may find additional issues with the sidewalk once the temporary obstruction is removed.

Common curb ramp issues at unsignalized intersections along the sidewalk corridors included excessive ramp cross slopes, excessive flare cross slopes, non-compliant curbed sides, ramps having no presence of color contrast, and excessive landing area cross slopes. A summary of the unsignalized intersection curb ramp issues is provided in **Table 4**. Non-compliant curb ramps, sidewalk, and pedestrian paths of travel along driveways and street crossings at unsignalized intersections were recommended to be removed and replaced. Where sidewalk leads up to the curb at an intersection, both parallel and perpendicular to the project corridor, curb ramps were recommended to be installed. Where sidewalk parallel to the project corridor leads up to the curb at a driveway, curbs ramps were recommended to be installed.

The ADA of 1990, Section 35.150, Existing Facilities, requires that the Transition Plan include a schedule for providing curb ramps or other sloped area at existing pedestrian walkways, which applies to all facilities constructed prior to 1992. For any sidewalk installations constructed from 1992 to March 15, 2012, the curb ramps should have been installed as part of the sidewalk construction project per the 1991 Standards for Accessible Design, Section 4.7 Curb Ramp, which states, “curb ramps complying with 4.7 shall be provided wherever an accessible route crosses a curb.” For sidewalk installations constructed on or after March 15, 2012 similar guidance is provided in the 2010 Standards for Accessible Design, Section 35.151 of 28 CFR Part 35, New construction and alterations, which states, “newly constructed or altered street level pedestrian walkways must contain curb ramps or other sloped area at any intersection having curb or other sloped area at intersections to streets, roads, or highways.”

Recommended Actions:

Detailed recommendations for each sidewalk corridor and unsignalized intersection are provided in the facility reports in the **Appendix**. On each sidewalk report the following information is provided:

- Project location information, including a unique corridor identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Length and cost of evaluated sidewalks, cross streets, and driveways by priority; and
- Cost summary for all unsignalized intersections along the sidewalk corridor. The unsignalized intersections each have their own report and the total unsignalized intersection cost is summarized in a separate Appendix section. The unsignalized cost provided is for informational purposes only.

On each unsignalized intersection report the following information is provided:

- Project location information, including a unique location identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Vicinity map with ramp labels;
- Field observations for pedestrian crossings and curb ramps. Pedestrian crossing issues are denoted by “Poor”, “Dangerous”, an “X”, “Worn”, or “No Striping”. Curb ramp issues are denoted by an “X”. For each identified issues, a recommendation is provided to bring the element into compliance.
- Photographs of each curb ramp;
- Unique field conditions; and
- Curb ramp type recommendations.

Table 4. Summary of Curb Ramp Issues at Unsignalized Intersections

Curb Ramp Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Ramp cross slope > 2%	128	93	72.7%
Flare cross slope > 10%	13	9	69.2%
Curbed sides < 90°	115	79	68.7%
No color contrast	128	84	65.6%
Landing cross slope > 2%	128	73	57.0%
No texture contrast	128	71	55.5%
No flush transition to roadway	128	55	43.0%
Ramp width < 48"	128	46	35.9%
Ponding in ramp, landing, or flares	128	42	32.8%
Ramp running slope > 8.3%	128	41	32.0%
Landing running slope > 2%	128	36	28.1%
Obstruction in ramp, landing, or flares	128	32	25.0%
Ramp counter slope > 5%	128	19	14.8%
No ramp where ramp is needed	143	4	2.8%
Ramp does not land in crosswalk	128	2	1.6%
Traversable sides	115	1	0.9%
No landing	128	0	0.0%
No 48" crosswalk extension	124	0	0.0%

3.3 MAINTENANCE VERSUS ALTERATIONS

The United States Department of Justice (DOJ) has issued a briefing memorandum on clarification of maintenance versus projects. Information contained in the briefing memorandum is below. We recommend this clarification with regard to when curb ramp installation is required as part of a project be disseminated to the appropriate City of Bryan staff.

The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute prohibiting discrimination against persons with disabilities in all aspects of life, including transportation, based on regulations promulgated by the United States Department of Justice (DOJ). DOJ's regulations require accessible planning, design, and construction to integrate people with disabilities into mainstream society. Further, these laws require that public entities responsible for operating and maintaining the public rights-of-way do not discriminate in their programs and activities against persons with disabilities. FHWA's ADA program implements the DOJ regulations through delegated authority to ensure that pedestrians with disabilities have the opportunity to use the transportation system's pedestrian facilities in an accessible and safe manner.

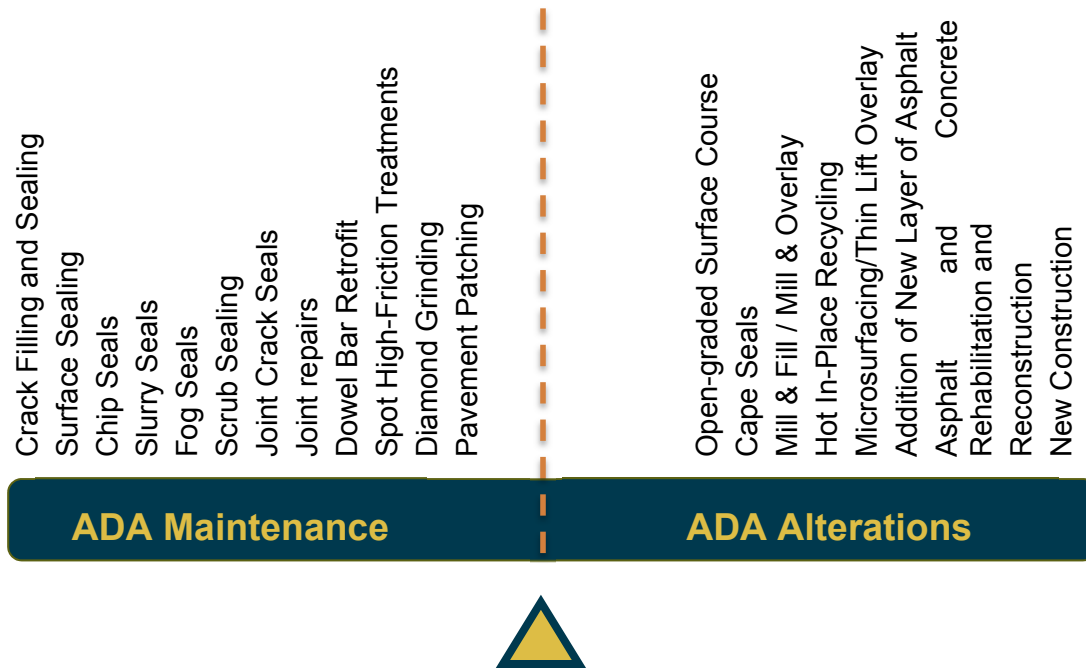
FHWA and DOJ met in March 2012 and March 2013 to clarify guidance on the ADA's requirements for constructing curb ramps on resurfacing projects. Projects deemed to be alterations must include curb ramps within the scope of the project.

This clarification provides a single Federal policy that identifies specific asphalt and concrete-pavement repair treatments that are considered to be alterations – requiring installation of curb ramps within the scope of the project – and those that are considered to be maintenance, which do not require curb ramps at the time of the improvement.

Figure 1 provides a summary of the types of projects that fall within maintenance versus alterations.

This approach clearly identifies the types of structural treatments that both DOJ and FHWA agree require curb ramps (when there is a pedestrian walkway with a prepared surface for pedestrian use and a curb, elevation, or other barrier between the street and the walkway) and furthers the goal of the ADA to provide increased accessibility to the public right-of-way for persons with disabilities. This single Federal policy will provide for increased consistency and improved enforcement.

Figure 1. Maintenance versus Alteration Projects



Source: DOJ Briefing Memorandum on Maintenance versus Alteration Projects

3.4 FHWA GUIDANCE ON CLOSING PEDESTRIAN CROSSINGS

The FHWA has provided guidance on closing pedestrian crossings. If an engineering study (performed by the City and not included in the scope of this Transition Plan) determines the crossing is not safe for any user, the crossing should be closed by doing the following:

- A physical barrier is required to close a crossing at an intersection. FHWA has determined that a strip of grass between the sidewalk and the curb is acceptable as a physical barrier.
- A sign should be used to communicate the closure.

The agency wishing to close certain intersection crossing should have a reasonable and consistent policy on how to do so written in their Transition Plan or as a standalone document. The City of Bryan should develop and implement a policy to close pedestrian crossings that are currently accommodated based on the existing conditions at the crossing location (e.g. existing sidewalk leading up to the curb in the direction of the crossing or existing curb ramp or crosswalk currently serving the crossing), but should not be accommodated due to safety concerns established by an engineering study.

3.5 PRIORITIZATION

The following sections outline the prioritization factors and results of the prioritization for buildings, parks, signalized intersections, sidewalks, and unsignalized intersections. Each facility type has a different set of parameters to establish the prioritization for improvements. These prioritization factors were taken into consideration when developing the implementation plan for the proposed improvements.

3.5.1 PRIORITIZATION FACTORS FOR FACILITIES

Buildings were prioritized on a 12-point scale, which is defined in **Table 5**. This prioritization methodology has been developed by the Consultant staff to aid the City in determining how the buildings should be prioritized for improvements based on the severity of non-compliance with ADA.

Parks were prioritized on a 12-point scale, which is defined in **Table 6**. Signalized intersections were prioritized on a 13-point scale. The 13-point scale, which is used to prioritize both signalized and unsignalized intersections, is defined in **Table 7**. This prioritization methodology has been developed by the Consultant staff to aid the City in determining which signalized intersections should be prioritized for improvements over other signalized intersections based on the severity of non-compliance with ADA.

Sidewalk corridors were prioritized on a 3-point scale and were given a priority of either “High”, “Medium”, “Low” based on the severity of non-compliance, which is defined in **Table 8**. Compliant segments of the sidewalk corridor were given a priority label of “Compliant”.

Table 5. Prioritization Factors for Buildings

Priority	Criteria
1 (high)	Safety Issues (dangerously steep slopes, protruding objects, etc.)
2 (high)	<ul style="list-style-type: none"> • New construction built out of compliance • Older construction severely out of compliance (see Accessible Route list for sidewalks, curb ramps/ramps) • Alterations that did not bring required elements into compliance (adding a break room or restroom that isn't compliant)
3 (high)	<ul style="list-style-type: none"> • No accessible parking • No accessible route from parking to building entrances • No accessible route to adjacent sidewalk system, when provided • Severely non-compliant parking (bad slopes, gravel surface, etc.)
4 (high)	<ul style="list-style-type: none"> • No accessible route to covered areas inside buildings on site (no elevator to upper areas, steps only, narrow doors, etc.) • No accessible counter heights (reception counters, utilities counters, etc.) • No access to public areas (coffee bars, break rooms, conference rooms, smoking areas etc.) • No access to City Council chambers • No access to court amenities
5 (medium)	<ul style="list-style-type: none"> • Non-compliant parking (structural solution) • Non-compliant public access spaces (coffee bars, break rooms, conference rooms, smoking areas etc.) • Non-compliant interior door clearances • Non-compliant restroom amenities (water closet, urinal, lavatory)
6 (medium)	Non-compliant showers/changing areas
7 (medium)	Accessible route with moderate access issues (level changes that can be ground down or fitted with device)
8 (medium)	<ul style="list-style-type: none"> • No accessible drinking fountains • No accessible telephones
9 (low)	Non-compliant parking (striping, signage)
10 (low)	Minor level changes, gaps or cracks in accessible route
11 (low)	Non-compliant drinking fountains
12 (low)	Non-compliant public phones

Table 6. Prioritization Factors for Parks

Priority	Criteria
1 (high)	Safety Issues (dangerously steep slopes, protruding objects, etc.)
2 (high)	<ul style="list-style-type: none"> • New construction built out of compliance • Older construction severely out of compliance (see Accessible Route list for sidewalks, curb ramps/ramps) • Alterations that did not bring required elements into compliance (replacing playground surfacing with non-compliant material)
3 (high)	<ul style="list-style-type: none"> • No accessible parking • No accessible route from parking to park entrance, sports complex or amenity served • No accessible entrance or sidewalk system to and around each amenity provided • Severely non-compliant parking (bad slopes, gravel surface, etc.)
4 (high)	<ul style="list-style-type: none"> • There is a sidewalk system around the park, but it does not connect to each amenity. (picnic tables, fishing piers, park benches, baseball, softball, disc golf, tennis, basketball, soccer, horseshoe, splash pads, skate parks, etc.) • No accessible route to each amenity, inside buildings on site (no elevator to upper areas, steps only, narrow doors, etc.) • No accessible counter heights (concession stands, ticket booths, pool admittance, etc.) • No access to public areas (coffee bars, break rooms, conference rooms, smoking areas, etc.) • No access to dug outs. • No accessible showers, benches, changing areas • Seating provided, but none accessible
5 (medium)	<ul style="list-style-type: none"> • Non-compliant parking (structural solution) • Non-compliant playground surface • Non-compliant playground equipment • Non-compliant public access spaces (coffee bars, break rooms, conference rooms, smoking areas, etc.) • Non-compliant interior door clearances • Non-compliant restroom amenities (water closet, urinal, lavatory)
6 (medium)	<ul style="list-style-type: none"> • Non-compliant dug outs at ball fields • Non-compliant showers/changing areas
7 (medium)	Accessible seating not integrated or on sloped area
8 (medium)	<ul style="list-style-type: none"> • No accessible drinking fountains • No accessible telephones
9 (low)	Non-compliant parking (striping, signage)
10 (low)	Minor level changes, gaps or cracks in accessible route
11 (low)	Non-compliant drinking fountains
12 (low)	Non-compliant public phones

Table 7. Prioritization Factors for Signalized and Unsignalized Intersections

Priority	Criteria
1 (high)	Complaint filed on curb ramp or intersection or known accident/injury at site
2 (high)	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Running slope > 12% • Cross slope > 7% • Obstruction to or in the ramp or landing • Level change > ¼ inch at the bottom of the curb ramp • No detectable warnings <p>AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
3 (high)	<ul style="list-style-type: none"> • No curb ramp where sidewalk or pedestrian path exists <p>AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
4 (high)	No curb ramps but striped crosswalk exists
5 (medium)	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Running slope > 12% • Cross slope > 7% • Obstruction to or in the ramp or landing • Level change > ¼ inch at the bottom of the curb ramp • No detectable warnings <p>AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
6 (medium)	<ul style="list-style-type: none"> • No curb ramp where sidewalk or pedestrian path exists <p>AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
7 (medium)	One curb ramp per corner and another is needed to serve the other crossing direction
8 (medium)	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Cross slope > 5% • Width < 36 inches • Median/island crossings that are inaccessible
9 (low)	Existing curb ramp with either running slope between 8.3% and 11.9% or insufficient landing
10 (low)	Existing diagonal curb ramp without a 48 inch extension in the crosswalk
11 (low)	Existing pedestrian push button is not accessible from the sidewalk and/or ramp
12 (low)	Existing curb ramp with returned curbs where pedestrian travel across the curb is not protected
13 (low)	All other intersections not prioritized above

Table 8. Prioritization Factors for Sidewalk Corridors

Criteria	Priority		
	1 (high)	2 (medium)	3 (low)
Cross slope of sidewalk is greater than 2%	Value > 3.5	3.5 ≥ Value > 2.0	
Width of sidewalk is less than 48 inches	Value ≤ 36.0	36.0 < Value < 42.0	42.0 < Value < 48.0
Obstruction present along sidewalk	Obstruction - Permanent	Obstruction - Temporary	
Heaving, Sinking, or Cracking present on sidewalk	Heaving Sinking Cracking		
Ponding on sidewalk		Ponding	
Missing Sidewalk			Missing Sidewalk
Cross street cross slope is greater than 2%	Value > 6.0	6.0 ≥ Value ≥ 4.0	4.0 > Value > 2.0
Cross street running slope is greater than 5%	Value > 7.0	7.0 ≥ Value ≥ 6.0	6.0 > Value > 5.0
Driveway sidewalk width is less than 48 inches	Value ≤ 36.0	36.0 < Value < 42.0	42.0 < Value < 48.0
Driveway (or sidewalk if applicable) cross slope is greater than 2%	Value > 6.0	6.0 ≥ Value ≥ 4.0	4.0 > Value > 2.0
Driveway (or sidewalk if applicable) condition is poor or poor dangerous	Poor-Dangerous (elevation change greater than ½ inch or gaps greater than 1 inch)	Poor (elevation change between ¼ inch and ½ inch or gaps between ½ inch and 1 inch)	

Self-Evaluation Findings

Table 9, Table 10, and **Table 11** provide summaries of the prioritization classifications for signalized intersections, sidewalks, and unsignalized intersections, respectively.

Table 9. Prioritization Summary Signalized Intersections

Priority	Number of Intersections
1 (high)	-
2 (high)	13
3 (high)	-
4 (high)	-
5 (medium)	8
6 (medium)	-
7 (medium)	-
8 (medium)	-
9 (low)	-
10 (low)	-
11 (low)	-
12 (low)	-
13 (low)	-
Total	21

Table 10. Prioritization Summary for Sidewalk Corridors

Line type	Length (miles) by Priority				
	1 (high)	2 (medium)	3 (low)	Compliant	Total
Sidewalk Line	1.59	1.39	0.25	1.10	4.33
Sidewalk Issues (including missing sidewalk)	0.29	0.11	0.07	-	0.47
Driveways	0.50	0.15	0.09	0.10	0.84
Cross Streets	0.04	0.08	0.10	0.26	0.47
Total	2.42	1.73	0.50	1.46	6.12

Table 11. Prioritization Summary for Unsignalized Intersections

Priority	Number of Intersections
1 (high)	-
2 (high)	35
3 (high)	1
4 (high)	-
5 (medium)	18
6 (medium)	-
7 (medium)	1
8 (medium)	1
9 (low)	3
10 (low)	-
11 (low)	-
12 (low)	-
13 (low)	-
Total	59

3.6 CONCLUSION/ACTION LOG

The City is taking the actions referenced in this Transition Plan and will continue to look for and remedy, barriers to access in an effort to ensure that the disabled citizens of the City of Bryan are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Transition Plan, the City will institute an ADA Action Log, documenting its efforts at compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. After the adoption of this Plan by the Bryan City Council, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

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4.0 STAFF TRAINING

Training was provided to City staff to address some of the issues identified in the departmental surveys and interviews. The following training sessions were provided by the Consultant staff:

- March 31, 2015 – Disability Awareness for Staff in Contact with the Public
- April 1, 2015 – Orientation Training for ADA Liaison Committee
- April 1, 2015 – Maintenance Training
- April 1, 2015 – Joint Public Rights-of-Way Training with the City of College Station

Each of the trainings were recorded so that new employees and those that were unable to attend can watch the trainings on an as-needed basis. Descriptions of each training provided are provided below:

Disability Awareness for Staff in Contact with the Public (2 hours)

The training provided an overview of the access criteria and requirements mandated for State and local government staff interacting with the public. Best practices for sensitive and respectful interactions were explained. Communication topics included correct language and etiquette, appropriate use of terminology, and dealing with service animals in public places. The training concluded with a brief overview of maintaining accessibility for people with disabilities.

City Staff in Attendance: 37

Orientation for ADA Liaison Committee (2 hours)

This training provided instruction on how to review and evaluate City department's existing policies and procedures for the Self-Evaluation process required under Title II of the ADA. This training described how to use the findings from the departmental survey responses and staff interviews to develop a work plan for improving access for persons with disabilities. The training was specific to policies and practices to ensure non-discrimination from department to department.

City Staff in Attendance: 27

Maintenance Training (2 hours)

The maintenance staff is on the front lines of access compliance and is essential in maintaining accessible features in an accessible condition, which is a requirement of the law. Maintenance-related problems can occur when street furniture is moved, sidewalk repairs are undertaken without providing a detour route, or landscaping is not properly pruned. Recognizing that government agencies have limited resources, the training focused on making existing staff aware of the requirements and potential liabilities, instead of recommending an increase in the number of maintenance staff or to the maintenance budget. Staff learned how to identify problem areas before they become hazards and how to mitigate them.

City Staff in Attendance: 31

Public Rights-of-Way (4 hours)

This training explained the PROWAG requirements as well as the "spirit" of the ADA law. Topics covered included the difference between maintenance versus alterations, how to achieve compliance with difficult site constraints, how to make good decisions in the field, and how to know when additional

help is needed. This class was very technical in the design and installation of curb ramps and sidewalks in the public rights-of-way.

City Staff in Attendance: 20

5.0 FACILITY COSTS

5.1 FACILITIES COST PROJECTION OVERVIEW

In order to identify funding sources and develop a reasonable implementation schedule, cost projection summaries for the initial study were developed for each facility type. To develop these summaries, recent bid tabulations from Texas Department of Transportation (TxDOT) construction projects, along with Consultants experience with similar types of projects, were the basis for the unit prices used to calculate the improvement costs. A contingency percentage (20%) was added to the subtotal to account for increases in unit prices in the future in addition to an Engineering design percentage (15%). **Table 12** provides a summary of the estimated costs to bring each facility into compliance.

Table 12. Summary of Facility Costs

Facility Type	High	Medium	Low	Total
Buildings	\$423,874	\$164,003	\$23,919	\$611,796
Parks	\$240,062	\$95,183	\$46,877	\$382,122
Signalized Intersections	\$1,174,000	\$645,000	-	\$1,819,000
Sidewalk Corridors	\$1,202,618	\$681,181	\$122,201	\$2,006,000
City Totals	\$3,040,554	\$1,585,367	\$192,997	\$4,818,918

5.2 IMPLEMENTATION SCHEDULE

Table 13 details the barrier removal costs and proposed implementation schedule by facility type for all facilities evaluated as part of this project. This 15 year plan will serve as the implementation schedule for the Transition Plan. The City of Bryan reserves the right to change the barrier removal priorities on an ongoing basis in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, and changes in City programs.

It is the intent of the City to have its ADA Coordinator work together with department heads and budget staff to determine the funding sources for barrier removal projects. Once funding is identified, the ADA Coordinator will coordinate the placement of the projects in the Capital Improvement Program to be addressed on a fiscal year basis.

Table 13. Implementation Schedule

Facility Type	Estimated Cost	Implementation Schedule (years)	Approximate Annual Budget
Buildings	\$611,796	15	\$40,786
Parks	\$382,122	15	\$25,475
Signalized Intersections	\$1,819,000	15	\$121,267
Sidewalk Corridors	\$2,006,000	15	\$133,733
City Totals	\$4,818,918		
Total Annual Budget			\$321,261

5.3 RECENT PROJECTS

The City has either completed or is currently working on several projects to help improve accessibility throughout the City.

- Capital Improvement Projects:
 - Safe Routes to School sidewalk installations around four (4) elementary school campuses including Bonham, Navarro, Johnson, Crockett – recently completed
 - Sidewalk installation on W. 28th St. from S. Congress St. to Palasota Dr. – Currently under construction
 - Sidewalk construction associated with Old Hearne Rd. – Wilkes St. Reconstruction and Drainage Improvements – Currently being designed
 - Old Hearne Rd. – Wilkes St. to Wilhelm Dr.
 - Wilkes Rd. – SH 6 to Old Hearne Rd.
 - Wilhelm Dr. – Old Hearne Rd. to Montana Ave.
 - Missouri Ave. – Wilhelm Dr. to Russell Ave.
 - Sidewalk installation on W. 26th St. from Parker Ave. to Brazos Ave. including side streets one (1) block to the south, terminating at W. 27th St., and one (1) block north, terminating at W. William Joel Bryan Pkwy. – Currently being designed

- TxDOT Safety Grant traffic signal improvements including pedestrian crossings – scheduled to be complete as noted below:
 - F and B Rd. / Wellborn Rd. – 2015
 - E. Villa Maria Rd. / Joseph Dr. – 2015
 - Carter Creek Pkwy. / E. Villa Maria Rd. – 2015
 - Texas Ave. / E. Villa Maria Rd. – 2015
 - E 29th St. / E. Villa Maria Rd. – 2016
 - E 29th St. / Memorial Dr. – 2016
 - S. College Ave. / E. Villa Maria Rd. – 2017
 - S. College Ave. / W. Carson St. – 2017
 - Finfeather Rd. / W. Carson St. – 2017
 - E. 29th St. / S. Texas Ave. – 2017

Table 14. Recent Projects

Project	Design Cost	Construction Cost	Total Cost
Safe Routes to School Projects			
Bonham Elementary	\$82,000	\$787,660	\$869,660
Navarro Elementary			
Johnson Elementary			
Crockett Elementary			
Traffic Signal Improvement Projects			
F and B Rd. / Wellborn Rd.	\$42,000	\$353,300	\$395,300
E. Villa Maria Rd. / Joseph Dr.	\$17,610	\$293,800	\$311,410
Carter Creek Pkwy. / E. Villa Maria Rd.	\$42,000	\$274,000	\$316,000
S. Texas Ave. / E. Villa Maria Rd.	\$51,000	\$317,000	\$368,000
E. 29th St. / E. Villa Maria Rd.	\$40,000	\$290,000	\$330,000
E 29th St. / Memorial Dr.	\$42,000	\$274,000	\$316,000
S. College Ave. / E. Villa Maria Rd.	\$45,000	\$371,000	\$416,000
S. College Ave./ W. Carson St.	\$47,000	\$385,000	\$432,000
Finfeather Rd. / W. Carson St.	\$55,000	\$219,000	\$274,000
E. 29th St. / S. Texas Ave.	\$42,000	\$295,000	\$337,000
Sidewalk Projects			
W. 26th St. – Parker Ave. to Brazos Ave.	\$179,550	\$4,950,000	\$5,129,550
W. 28th St. – S. Congress St. to Palasota Dr.	\$209,800	\$3,491,400	\$3,701,200
Old Hearne Rd. / Wilkes Rd. / Wilhelm Dr. / Missouri Ave.	\$186,000	\$3,100,000	\$3,286,000
Total	\$1,080,960	\$15,401,160	\$16,482,120

5.4 FUNDING OPPORTUNITIES

Several alternative funding sources are available to the City to address the issues identified in this Transition Plan, including federal and state funding, local funding, and private funding. The following sections detail some different funding source options.

5.4.1 FEDERAL AND STATE FUNDING

Table 14 depicts the various types of federal and state funding available for the City to apply for funding for various improvement. The following agencies and funding options are represented in the chart.

- NHS – National Highway System
- STP – Surface Transportation Program
- HSIP – Highway Safety Improvement Program
- RHC – Railway-Highway Crossing Program
- TAP – Transportation Alternatives Program
- CMAQ – Congestion Mitigation/Air Quality Program
- RTP – Recreational Trails Program
- FTA – Federal Transit Capital, Urban & Rural Funds
- TrE – Transit Enhancements
- BRI – Bridge - Highway Bridge Replacement and Rehabilitation (HBRRP)
- 402 – State and Community Traffic Safety Program
- PLA – State/Metropolitan Planning Funds
- TCSP – Transportation and Community and System Preservation Program
- FLH – Federal Lands Highways Program
- BYW – Scenic Byways
- SRTS – Safe Routes to School (Moving Ahead for Progress in the 21st Century Act (MAP-21) now under TAP)

The majority of these programs are competitive type grants; therefore, the City of Bryan is not guaranteed to receive these funds. It will be important for the City to track these programs in order to apply for the funds.

Table 14. Funding Opportunities

Activity	NHS	STP	HSIP	RHC*	TAP	CMAQ*	RTP	FTA	TrE	BRI*	402	PLA	TCSF	FLH	BYW	SRTS
Pedestrian plan		X	X			X						X	X			
Paved shoulders	X	X	X	X	X	X				X			X	X	X	
Shared-use path/trail	X	X	X		X	X	X			X			X	X	X	X
Recreational trail							X							X		
Spot improvement program		X	X		X	X							X			X
Maps		X			X	X					X		X			X
Trail/highway intersection	X	X	X		X	X	X						X	X	X	X
Sidewalks, new or retrofit	X	X	X	X	X	X		X	X	X			X	X	X	X
Crosswalks, new or retrofit	X	X	X	X	X	X		X	X				X	X	X	X
Signal improvements	X	X	X	X	X	X							X			X
Curb cuts and ramps	X	X	X	X	X	X							X			X
Traffic calming		X	X	X									X			X
Safety brochure/book		X			X	X					X		X			X
Training	X	X	X		X	X	X				X		X			X

5.4.2 LOCAL FUNDING

There are several local funding options for the City to consider, including:

- General fund (sales tax and bond issue)
- Allocation of annual departmental budgets – requests for larger share to address needs in a more timely fashion
- Maintenance funds
- Special taxing districts
- Tax Increment Financing District (TIF) – A TIF allows cities to create special districts and to make public improvements within those districts that will generate private-sector development. During the development period, the tax base is frozen at the predevelopment level. Property taxes continue to be paid, but taxes derived from increases in assessed values (the tax increment) resulting from new development either go into a special fund created to retire bonds issued to originate the development, or leverage future growth in the district.
- Community Improvement District (CID) – A geographically defined district in which commercial property owners vote to impose a self-tax. Funds are then collected by the taxing authority and given to a board of directors elected by the property owners.
- Tax Allocation District (TAD) – A defined area where real estate property tax monies gathered above a certain threshold for a certain period of time (typically 25 years) to be used a specified improvement. The funds raised from a TAD are placed in a tax-free bond (finance) where the money can continue to grow. These improvements are typically for revitalization and especially to complete redevelopment efforts.
- Sidewalk or Access Improvement Fee
- Transportation User Fee
- Scheduled/Funded CIP projects that are funded through bonds and sales tax.
- Community Development Block Grants (CDBG)
- Transportation Reinvestment Zone

5.4.3 PRIVATE FUNDING

Private funding may include local and national foundations, endowments, private development, and private individuals. While obtaining private funding to provide improvements along entire corridors might be difficult, it is important for the City to require private developers to improve pedestrian facilities to current ADA requirements, whether it by new development or redevelopment of an existing property.

5.5 NEXT STEPS

This document serves as the Americans with Disabilities Act (ADA) Transition Plan within the City of Bryan. In developing this Plan, program, policies and procedures were reviewed for compliance with ADA guidelines and a self-evaluation was conducted on the following facilities:

- 4 buildings;
- 2 parks;
- 20 signalized intersections; and
- Approximately 6 miles of sidewalk and all unsignalized intersections and driveways along the sidewalk corridors.

The recommended improvements were prioritized and an implementation plan was developed to provide guidance for the City's improvement projects in the coming years. Public outreach was also conducted to aid in the development of the plan.

It should be noted that this Transition Plan is focused on a portion of City of Bryan facilities, and is not intended to be a comprehensive ADA Transition Plan for all City facilities. As funding becomes available additional facility evaluations should be completed to provide a comprehensive Transition Plan for the City of Bryan.

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APPENDIX (PROVIDED ON CD)

FOCUS GROUP MEETING NOTES

DEPARTMENTAL SURVEYS AND INTERVIEWS

BOARDS, COMMISSIONS AND COMMITTEES

COMMUNITY SPECIAL PROGRAM RECOMMENDATIONS

DESIGN STANDARDS REVIEW SUMMARY AND REDLINES

GRIEVANCE PROCESS

- ADA Notice
- Grievance Procedure
- Grievance Form

FACILITY MAPS

- Buildings
- Parks
- Signalized Intersections
- Sidewalk Corridors

FACILITY REPORTS

- Buildings
- Parks
- Signalized Intersections
- Sidewalk Corridors
-

ACTION LOG

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 16-019

A RESOLUTION OF THE HOMER CITY COUNCIL ESTABLISHING AN AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE TO DEVELOP A TRANSITION PLAN AND ESTABLISH A GRIEVANCE PROCEDURE TO COMPLY WITH ADA REQUIREMENTS AND APPOINTING DEPUTY CITY CLERK MELISSA JACOBSEN AS THE ADA COORDINATOR FOR THE CITY OF HOMER.

WHEREAS, The Americans with Disability Act (ADA) requires that State and local governments comply with Title II of the ADA that covers programs, activities, and services of public entities; and

WHEREAS, Title II is intended to protect qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments; and

WHEREAS, Title II requires that public entities take several steps designed to achieve compliance with the ADA to include the preparation of a self-evaluation. In addition, public entities with 50 or more employees are required to:

- 1) Develop a grievance procedure;
- 2) Designate an individual to oversee Title II compliance;
- 3) Develop a transition plan if structural changes are necessary for achieving program accessibility; and
- 4) Retain the self-evaluation for three years.

WHEREAS, It is necessary to establish an ADA Compliance Committee (ADACC) to develop a Transition Plan and Grievance Procedure and appoint an ADA Coordinator for the City of Homer.

NOW, THEREFORE, BE IT RESOLVED that the City of Homer hereby establishes the Americans with Disability Act Compliance Committee (ADDCC).

BE IT FURTHER RESOLVED that Melissa Jacobsen, Deputy City Clerk, is appointed as the ADA Coordinator for the City of Homer.

37 BE IT FURTHER RESOLVED that the Committee membership shall be one member of
38 the City Council, and four members of the community, two of those members shall reside
39 with the City of Homer.

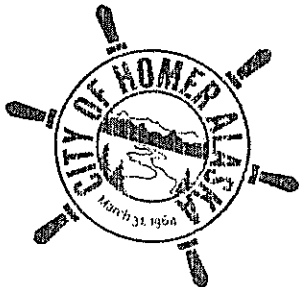
40
41 BE IT FURTHER RESOLVED that the committee should select within its membership a
42 chairperson to run meetings and provide the clerk's office with agenda content, a vice chair in
43 the chair's absence, and a secretary to take notes at meetings.

44
45 BE IT FURTHER RESOLVED that the scope of work shall include:

- 46
47 • Prepare a Self-Evaluation of the City's policies and practices and
48 analyze whether these policies and practices adversely affect the
49 full participation of individuals with disabilities in its programs,
50 activities, and services.
51 • Develop a Transition Plan that lists the physical barriers in the City's
52 facilities that limit the accessibility of its programs, activities, or
53 services to individuals with disabilities; the methods to be utilized
54 to remove these barriers and make the facilities accessible; and
55 the schedule for taking necessary steps to achieve compliance.
56 • Develop a Grievance Procedure to outline the process of providing for
57 prompt and equitable resolution of complaints alleging any
58 action that would be prohibited by Title II.

59
60 BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule
61 and shall remain in effect to review any new programs, activities, and services within the City
62 of Homer.

63
64 PASSED AND ADOPTED by the Homer City Council this 8th day of February, 2016.



CITY OF HOMER

Mary E. Wythe
MARY E. WYTHE, MAYOR

72 ATTEST:

73
74
75
76 *Jo Johnson*
JO JOHNSON, MMC, CITY CLERK

77

78 Fiscal information: N/A
79