

# Prompt list for meeting ADA/Section 504 requirements

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- Involve your agency’s legal staff to read, interpret, and weigh your agency’s risk regarding the following requirements of ADA Title II (28 CFR Part 35) and Section 504 (49 CFR Part 27). Please see Local Agency Guidelines manual chapter 29 at <http://www.wsdot.wa.gov/publications/manuals/fulltext/M36-63/Lag29.pdf> for the complete requirements.

Local agency’s number of employees (Includes paid permanent, temporary, and contract employees regardless of whether the employees are full or part time.)	Programs, services, and activities accessible to persons with disabilities	Designate an ADA/504 Coordinator and make the name and contact info. available	Adopt and publish complaint/grievance procedures	Conduct a Self-evaluation and make it available for public inspection	Develop and publish a transition Plan/compliance planning document	Develop an accessible pedestrian signal and pushbutton (APS) policy when a transition plan has not yet been completed
50 or more	✓	✓	✓	✓	✓(transition plan)	✓
15 to less than 50 if recipients or subrecipients of federal funds	✓	✓	✓	✓	✓(compliance planning document)	✓
Less than 15	✓			✓	✓(compliance planning document)	✓

- Get agency executive level commitment:
- ✓ Set aside material and staff resources. Consider getting assistance from temporary workers, consultants, students, WSDOT Local Programs, etc.
  - ✓ Align effort with internal policies.
- Designate an ADA/Section 504 Coordinator if required. Publish the contact information to allow the public to connect with the agency.
- Develop and publish grievance/complaint procedures, if required, to resolve complaints promptly and equitably.

- ❑ Develop an accessible pedestrian signal and pushbutton (APS) policy if the agency uses or gets requests from the public for APS and this information is not in the transition plan/compliance planning document or if these documents do not yet exist. Engage persons with disabilities and/or their advocates.
- ❑ Develop a plan for how to complete a self-evaluation (inventory). Engage persons with disabilities and/or their advocates to help identify/prioritize critical areas to evaluate.
- ❑ Conduct a self-evaluation (inventory).
  - ✓ Consider using examples from other agencies.
  - ✓ Combine effort with asset management plans, pedestrian master plans, and comprehensive plans.
  - ✓ Engage persons with disabilities and/or their advocates.
  - ✓ Priorities for the public right-of-way:
    - Facilities leading to government/public buildings and spaces (schools, permit/licensing offices, meeting rooms, medical facilities, downtown core areas, shopping centers, etc.).
    - Neighborhoods/residential areas.
    - Rest areas, parks, and shared use trails.
  - ✓ Make available for public inspection.
- ❑ Prepare a transition plan or compliance planning document as required.
  - ✓ Identify the official responsible for implementation of the plan/document.
  - ✓ Engage persons with disabilities and/or their advocates.
  - ✓ For each barrier, identify what is needed to upgrade the facility to current ADA standards.
  - ✓ The following are required only for transition plans:
    - Prioritize locations.
    - Specify the schedule for upgrading each facility as soon as possible. If a schedule will be longer than one year, identify the steps to be taken each year. Coordinate/integrate schedule of modifications with planned alterations (paving, building, utility work, etc.).
  - ✓ Make the transition plan or compliance planning document available to the public.
  - ✓ Beneficial (not required): Record the estimated cost of each upgrade.
  - ✓ Beneficial (not required): Fill in completion dates in a status column.
- ❑ Follow the transition plan or compliance planning document when identifying projects to undertake.
- ❑ Continuously update and post the transition plan or compliance planning document. WSDOT and the Federal Highway Administration recommend updating it at least once per year. Engage person with disabilities and/or their advocates.

**For more information:** <http://www.wsdot.wa.gov/LocalPrograms/Traffic/ada.htm>

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