How to Develop an ADA Self-Evaluation & Transition Plan

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Program Manager
Self-Evaluation

- Required of all entities
  - Rehabilitation Act of 1973
    - USDOT Implementing Regulations (49 CFR 27)
  - Americans with Disabilities Act of 1990
    - DOJ Implementing Regulations (28 CFR 35)
Self-Evaluation

- **Purpose & Scope**
  - Identify barriers in programs & activities that prevents persons with disabilities from access (includes evaluation of policies/practices)
  - Key – provide equivalent access to the maximum extent feasible
Self-Evaluation-Barriers

- Curbs/Slopes
Self-Evaluation-Barriers

- Communication Devices
Self-Evaluation—Barriers

- Construction Work Zones
Self-Evaluation

- Identifying Barriers within public right-of-way
  - Curbs
  - Sidewalks
  - Pedestrian Crossings
  - Pedestrian Signals
  - Shared Use Trails
  - Parking Lots
  - Bus Stops
Self-Evaluation

- Developing the Evaluation
  - Agency commitment
    - Funding
    - Staff resources (i.e., survey/maintenance staff, interns) or contract with knowledgeable consultants
Sel-Evaluation

Methods

- Field inspections/surveys (form/checklist)
- GIS (recording locations/measurements)
- Segway (profiler for reading slopes)
Self-Evaluation

- Critical Areas to Evaluate
  - Public right-of-way accessing government offices, medical facilities, downtown core areas, school zones, residential areas, et al
  - Rest Areas, parks, shared use trails
  - Access to public buildings (permit/licensing offices, public meeting rooms, etc.)
Self-Evaluation

- **End Result**
  - Inventory (and details) of facilities where structural modifications are needed to make facilities accessible to persons with disabilities
  - Foundation for Transition Plan
  - Maintain in file/available for public inspection for 3 yrs from date of completion
Transition Plan

- Required by Rehabilitation Act and the ADA
  - 50 plus employees (entire agency)
  - Public input
Transition Plan

- **Purpose & Scope**
  - Set forth steps necessary to complete modifications identified through self-evaluation (those areas not covered in a previously developed plan)
  - Provide a schedule for completing modifications
  - DOJ reference to Program Access Plan
Transition Plan

- Content (at a minimum)
  - Identify physical obstacles
  - Describe the methods to make facilities accessible
  - Specify the schedule for achieving completion (if longer than 1 year, identify steps to be taken each year but as expeditiously as possible)
Transition Plan

- Content (cont.)
  - Identify official responsible for implementation of plan
  - Estimated Cost of each modification
  - Status column to record completion date
## Transition Plan

### Transition Plan Matrix Explanation

Three main criteria are utilized to determine the importance of barrier removal and how soon corrections will be made: 1) Frequency of use by individuals with disabilities, 2) Frequency of use by the general public, and 3) Overall — considering the first two criteria and additional issues such as safety, citizen complaints, etc. High Criteria typically indicates corrections will be completed within 2 years, and Low typically indicates corrections will be completed at some undetermined point in the future.

### Transition Plan Matrix

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Facility Name</th>
<th>Area</th>
<th>Description</th>
<th>Barri rer</th>
<th>Recommended Correction</th>
<th>Priority</th>
<th>Action</th>
<th>Corrected</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1F1</td>
<td>Library</td>
<td>Park</td>
<td>All accessible parking</td>
<td>42.25.60</td>
<td>Provide one accessible parking space at the designated accessible parking space according to ADA Title 2</td>
<td>M</td>
<td>11/01</td>
<td>11/01</td>
<td>Complete</td>
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### Finalized Actions

- Items 1F1, 1F2, 1F3, and 1F4 have been completed as of 11/01/2021.
- Items 1F1, 1F2, 1F3, and 1F4 are completed.

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*Note: This information is based on the Transition Plan Matrix as of July 21, 2023.*
Transition Plan

- **Examples of Plans**
  - Rancho Cordova, CA
  - Sacramento, CA
Transition Plan

- Important things to remember
  - Prioritize modifications (using same criteria as self-evaluation)
  - Coordinate/integrate schedule of modifications with planned alterations (paving, building, utility work)
  - Inform/educate persons with authority over budget/prioritizing projects
Transition Plan

- Important things to remember
  - Transition Plan is a living document – evolving planning & monitoring tool
  - As boundaries grow, so does the need to incorporate acquired facilities into Self-Evaluation/Transition Plan process
  - Special Requests/Complaints & Transition Plan schedule
Questions