



Disability Rights and Services Program (DR&SP)
Department of Civil Rights
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Self-Assessment & Planning Tool Disability Rights Program Physical & Programmatic Accessibility Plan

NOTICE AND DISCLAIMER

Recipients of City funding must comply with Madison General Ordinance 39.05 (MGO 39.05) and the Americans with Disabilities Act which prohibit disability-based discrimination. This plan is designed to assist you in identifying and eliminating the causal factors of disability-based discrimination in both facilities and programs. Completion of the plan alone will not guarantee compliance with MGO 39.05, the Americans with Disabilities Act (ADA) or any other related law.

The "Checklist for Existing Facilities" which follows has been reproduced with the permission of Adaptive Environments, Inc. It has been adapted and updated.

Company

Address

City/State/Zip Code

(_____) _____
Telephone

(_____) _____
FAX

Chief Executive Officer

Date

Instructions

WHAT IS REQUIRED . . .

As a recipient of financial assistance from the City of Madison you are required to comply with the provisions of Section 39.05 of the Madison General Ordinances (MGO) regarding nondiscrimination based on disability and with the Americans with Disabilities Act. Essentially, this requires that your facilities and programs be accessible to persons with disabilities.

In order for facilities, aids, benefits, and services, to be equally effective, it is not required that they produce the identical result for disabled and non-disabled persons. Rather, persons with a disability must be provided an equal opportunity to obtain the same result, or to gain the same benefit. In choosing among available methods for meeting the requirements of Section 39.05 of the Madison General Ordinances and the ADA, recipients shall select those methods that offer programs and activities to qualified persons with disabilities in the most integrated setting appropriate to the person's needs.

WHAT THIS PLAN IS . . . AND IS NOT

This plan is a tool. It is designed to assist you in examining your organization's facilities and programs in order to identify barriers to accessibility. A review using this checklist can provide a "marker point in time" when evaluating physical and programmatic accessibility. Completion of this plan does not constitute compliance with the ADA. Rather, it is intended that the information contained herein be utilized when determining steps to create and maintain access to facilities and programs for all persons.

This Physical and Programmatic Accessibility Self-Assessment and Planning Tool is divided into three major sections: 1) Checklist for Existing Facilities; 2) Program Accessibility Checklist; and 3) Accessibility Implementation Plan.

COMPLETING THE PLAN . . .

1. Complete Staff Responsibility section of plan.
2.
 - a. Identify each separate facility and site at which your organization is housed or operates programs.
 - b. For each facility or site identified above complete a separate Checklist For Existing Facilities. This checklist provides a step-by-step approach to assist you in identifying accessibility problems. Furthermore, it provides assistance in identifying ways to solve these problems.
3. Use the Accessibility Implementation Plan to list each identified physical accessibility problem. Indicate the specific structural changes needed, a timetable for each change, etc.
4.
 - a. Identify each separate program which your organization administers.
 - b. For each program identified above complete a separate Program Accessibility Checklist. This checklist provides a step-by-step approach to assist you in identifying accessibility problems. Furthermore, it provides assistance in identifying ways to solve these problems.
5. Use the Accessibility Implementation Plan to list each identified programmatic accessibility problem. Indicate the specific changes needed, a timetable for each implementation, estimated cost (if available), and person responsible.
6. Sign and date Acknowledgment form.

If you need assistance or have questions, please contact: Disability Rights and Program Services Specialist
(608) 267-4910 (Voice)
(608) 266-6514 (FAX)

POLICY STATEMENT

We shall not, in our facilities, and in providing any aid, benefit, or service, directly or through contractual, licensing, or other arrangements, on the basis of disability:

1. Deny a qualified person with a disability the opportunity to participate in or benefit from the aid, benefit, or service.
2. Afford a qualified person with a disability an opportunity to participate in or benefit from the ad, benefit, or service, or facility, that is not equal to that afforded others.
3. Provide a qualified person with a disability with a facility or an aid, benefit, or service that is not as effective as that provided to others.
4. Provide different or separate facilities, or aid, benefits, or services to persons with a disability or to any class of persons with disabilities unless such action is necessary to provide qualified persons with a disability with city facilities, aid, benefits, or services that are as effective as those provided to others.
5. Aid or perpetuate discrimination against a qualified parson with a disability by providing significant discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of advisory boards.
6. Deny a qualified person with a disability the opportunity to participate as a member of planning or advisory boards.
7. Otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service from a recipient, or by others using facilities.

As such, it is the goal of our organization to:

- provide goods and services in an integrated setting, unless separate or difference measures are necessary to ensure equal opportunity.
- eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy the goods and services of a public accommodation.
- make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration would result in the nature of the goods and services provided.
- furnish auxiliary aids when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.
- remove architectural and structural communication barriers in existing facilities where readily achievable.
- provide readily achievable alternative when removal of barriers is not readily achievable.
- provide equivalent transportation services and purchase accessible vehicles in certain circumstances
- maintain accessible feature of facilities and equipment.
- design and construct new facilities and, when undertaking alterations, alter existing facilities in accordance with the Americans with Disabilities Act Accessibility Guidelines issued by the Architectural and Transportation barriers Compliance Board and incorporated in the final Department of Justice Title III regulation.

POSTING REQUIREMENTS

We shall post notices describing the applicable provisions of Section 39.05 of the Madison General Ordinances, in an accessible format to applicants, beneficiaries and other persons, in the manner prescribed by section 711 or the Civil Rights Act of 1964 (42) U.S.C.A. sec. 2000e-10).

STAFF RESPONSIBILITY

Our chief executive, _____, is responsible for overall
(Name/Title)
implementation of our disability rights compliance program. _____,
(Name/Title)

is our designated Compliance Officer responsible for internal monitoring and will serve as the liaison between the program and the Disability Rights and Services Program (DR&SP).

Checklist for Existing Facilities

Program/Service	
Building Address	
Contact Person	
Telephone Number	

PRIORITY ONE - ACCESSIBLE APPROACH/ENTRANCE

People with disabilities should be able to approach the building and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Question	Yes	No	Possible Solutions
Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)			
Is there a route of travel that does not require the use of stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Add a ramp if the route of travel is interrupted by stairs. • Add an alternative route on level ground.
Is the route of travel stable, firm and slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Repair uneven paving. • Fill small bumps and breaks with beveled patches. • Replace gravel with hard top.
Is the route at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Change or move landscaping, furnishings or other features that narrow the route of travel. • Widen route.
Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? <i>In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Move or remove protruding objects. • Add a cane-detectable base that extends to the ground as a warning barrier.
Do curbs on the route have curb cuts at drives, parking and drop-offs?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Install curb cut. • Add small ramp up to curb.

Question	Yes	No	Possible Solutions
Ramps (ADAAG 4.8)			
Are the slopes of ramps no greater than 1:12? <i>Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches, the height increases 1 inch. For a 1:12 maximum slope, at least one foot of ramp is needed for each inch of height.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Lengthen ramp to decrease slope. • Relocate ramp. • If available space is limited, reconfigure ramp to include switchbacks.
Do all ramps longer than 6 ft. have railings on both sides?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Add railings.

Question	Yes	No	Possible Solutions
Ramps (ADAAG 4.8)			
Are railings sturdy and between 34 and 38 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust height of railing if not between 30 and 38 inches. Secure handrails in fixtures.
Is the width between railings or curbs at least 36 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Relocate the railings. Widen the ramp.
Are ramps non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add non-slip surface material.
Is there 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Remodel or relocate ramp.
Does ramp rise no more than 30 inches between landings?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Remodel or relocate ramp.
	<input type="text"/> Length		
	<input type="text"/> Rise		

Question	Yes	No	Possible Solutions										
Parking and Drop Off Areas (ADAAG 4.6)													
<p>Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)?</p> <p><i>For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):</i></p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th>Total spaces</th> <th>Accessible</th> </tr> </thead> <tbody> <tr> <td>1 to 25</td> <td>1 space</td> </tr> <tr> <td>26 to 50</td> <td>2 spaces</td> </tr> <tr> <td>51 to 75</td> <td>3 spaces</td> </tr> <tr> <td>76 to 100</td> <td>4 spaces</td> </tr> </tbody> </table>	Total spaces	Accessible	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Reconfigure a reasonable number of spaces by repainting stripes. <p>(See brochure on Accessible Parking Stalls on the DR&SP website: www.cityofmadison.com/dcr/disabilityForms.cfm)</p>
Total spaces	Accessible												
1 to 25	1 space												
26 to 50	2 spaces												
51 to 75	3 spaces												
76 to 100	4 spaces												
	<input type="text"/> Number of accessible spaces												
	<input type="text"/> Width of existing accessible spaces												
<p>Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98-inches of vertical clearance available for lift-equipped vans?</p> <p><i>One of every 8 accessible spaces must be van-accessible (minimum of one van-accessible space in all cases).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Reconfigure to provide van-accessible space(s). 										
	<input type="text"/> vertical clearance												
Are the access aisles part of the accessible route to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add curb ramps Reconstruct sidewalk. 										
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add signs, placed so that they are not obstructed by cars. 										
Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Implement a policy to check periodically for violators and report them to the proper authorities. 										

Question	Yes	No	Possible Solutions
Entrance (ADAAG 4.13, 4.14, 41.5)			
<p>If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?</p> <p><i>Do <u>not</u> use a service entrance as the accessible entrance unless there is no other option.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>If impossible to make main entrance accessible create dignified alternate accessible entrance. If parking is provided be sure accessible parking is near accessible entrance.</i>
<p>Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Install signs <u>before</u> inaccessible entrances so people do not have to retrace the approach.</i>
<p>Can the alternate accessible entrance be used independently?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Eliminate as much as possible the need for assistance (i.e. to answer doorbell, operate a lift, or put down a temporary ramp).</i>
<p>Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Widen the door to 32 inches clear.</i> • <i>If technically infeasible, widen to 31-3/8 inches minimum.</i> • <i>Install offset (swing-clear) hinges.</i>
<p>Is there are least 18 inches of clear wall space on the pull side of the door, next to the handle?</p> <p><i>A person using a wheelchair or crutches needs this space to get close enough to open the door.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Remove or relocate furnishings, partitions, or other obstructions.</i> • <i>Move door.</i> • <i>Add power-assisted or automatic door opener.</i>
<p>Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>If there is a single-step with a rise of 6 inches or less, add a short ramp.</i> • <i>If there is a threshold greater than 3/4-inch high, remove or modify.</i>
<p>If provided, are carpeting or mats a maximum of 1/2-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Replace or remove mats.</i>
<p>Are edges securely installed to minimize tripping hazards?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Secure carpeting or mats at edges.</i>
<p>If the door has a closer, does it take at least 3 seconds to close?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Adjust door closer.</i>
<p>Is the door handle operable with a closed fist and no higher than 48 inches?</p> <p><i>“Closed fist” test: Try opening door or operating control using only one hand, held in a fist. If you can do it so can a person who has limited use of his or her hands.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Lower handle.</i> • <i>Replace inaccessible knob with a lever or loop handle.</i> • <i>Retrofit with an add-on lever extension.</i>

Question	Yes No	Possible Solutions
Entrance (ADAAG 4.13, 4.14, 41.5)		
Can doors be opened without too much force? (exterior doors reserved; maximum is 5 lbf for <i>interior</i> doors). <i>Attach hook end of force meter or fish scale to doorknob or handle. Pull on ring end until door opens; read amount of force required.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> force	<ul style="list-style-type: none"> Adjust the door closers and oil the hinges. Install power-assisted or automatic door openers. Install lighter doors.

PRIORITY 2 - ACCESS TO GOODS AND SERVICES

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Question	Yes No	Possible Solutions
Horizontal Circulation (ADAAG.4.3)		
Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Add ramps or lifts. Make another entrance accessible.
Are all public spaces on an accessible route of travel?	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Provide access to all public spaces along an accessible route of travel.
Is the accessible route to all public spaces at least 36 inches wide?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> width	<ul style="list-style-type: none"> Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.
Is there a 5-foot circle or a T-shaped space that will allow a person using a wheelchair to reverse direction?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> width	<ul style="list-style-type: none"> Rearrange furnishings, displays, and equipment.

Question	Yes No	Possible Solutions
Doors (ADAAG 4.13)		
Do doors clear into public spaces have at least a 32-inch clear opening?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> clear opening	<ul style="list-style-type: none"> Install offset (swing-clear) hinges. Widen doors.
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> clear space	<ul style="list-style-type: none"> Reverse the door swing if it is safe to do so. Move or remove obstructing partitions.
Can doors be opened without too much force (5 lbf maximum for interior doors)?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> force	<ul style="list-style-type: none"> Adjust or replace closers. Install lighter doors. Install power-assisted or automatic door openers.
Are door handles 48 inches high or less and operable with a closed fist?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	<ul style="list-style-type: none"> Lower handles. Replace inaccessible knobs or latches with lever or loop handles. Retrofit with add-on levers. Install power-assisted or automatic door openers.

Question	Yes	No	Possible Solutions
Doors (ADAAG 4.13)			
Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp. If between 1/4-inch and 3/4-inch high, add bevels to both sides.
	<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> height		

Question	Yes	No	Possible Solutions
Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)			
Are all aisles and pathways to materials and services at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange furnishings and fixtures to clear aisles.
	<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> width		
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange furnishings to clear more room.
	<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> width		
Is carpeting low-pile, tightly woven and securely attached along edges?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Secure edges on all sides. Replace carpeting.
In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> height/ protrusion		<ul style="list-style-type: none"> Remove obstacles. Install furnishings, planters, or other cane-detectable barriers underneath.

Question	Yes	No	Possible Solutions
Emergency Egress (ADAAG 4.28)			
If emergency systems are provided, do they have both flashing lights and audible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install visible and audible alarms. Provide portable devices.

Question	Yes	No	Possible Solutions	
Signage for Goods and Services (ADAAG 4.30) - Different requirements apply to different types of signs.				
<p>If provided, do signs and room numbers, designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?</p> <ul style="list-style-type: none"> Signs mounted with centerline 60" from floor? Mounted on wall adjacent to latch side of door, or as close as possible? Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits)? Braille text of the same information? Pictograms (where used) accompanied by raised characters and Braille? 	<input type="checkbox"/>	<input type="checkbox"/>	<i>Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)</i>	
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> height		
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> height		

Question	Yes No	Possible Solutions
Directional and Informational Signage - <i>The following questions apply to directional and informational signs that fall under Priority 2.</i>		
If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> letter height	<ul style="list-style-type: none"> Review requirements and replace signs as needed, meeting the requirements for character size, contrast and finish.
Do directional and informational signs comply with legibility requirements? <i>Building directories or temporary signs need not comply.</i>	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Review requirements and replace signs as needed.

Question	Yes No	Possible Solutions
Controls (ADAAG 4.27)		
Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game and self-service controls) located at an accessible height? <i>Maximum reach heights: side - 54"; forward - 48". Minimum reach heights: forward - 15"; side - 9".</i> <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> height	<ul style="list-style-type: none"> Relocate controls.
Are they operable with a closed fist?	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Replace controls.

Question	Yes No	Possible Solutions
Seats, Tables and Counters (ADAAG 4.2, 4.32, 7.2)		
Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange chairs or tables to provide 36-inch aisles.
Are the spaces for wheelchair seating distributed throughout?	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange tables to allow room for wheelchairs in seating areas throughout the area. Remove some fixed seating.
Are the tops of tables or counters between 28 and 34 inches high? <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> height	<ul style="list-style-type: none"> Lower part or all of high surface. Provide auxiliary table or counter.
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> dimension	<ul style="list-style-type: none"> Replace or raise tables.

Question	Yes	No	Possible Solutions
Seats, Tables and Counters (ADAAG 4.2, 4.32, 7.2)			
At each type of cashier counter or client service counter (i.e., admissions or information desk), is there a portion of the main counter that is no more than 36 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Provide a lower auxiliary counter or folding shelf. Arrange the counter and surrounding furnishings to allow passing of items.
Is a portion of food-ordering counters no higher more 36" or a space at the side for passing items to customers who have difficulty reaching over a high counter.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower section of counter. Arrange the counter and surrounding furnishings to allow passing of items.

Question	Yes	No	Possible Solutions
Vertical Circulation (ADAAG 4.1.3(5))			
Are there ramps, lifts or elevators to all public levels?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install ramps or lifts. Modify a service elevator. Relocated goods or services to an accessible area.
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Post clear signs directing people along an accessible route to ramps, lifts or elevators.

Question	Yes	No	Possible Solutions
Stairs (ADAAG 4.9) - The following questions apply to stairs connecting levels not serviced by an elevator, ramp, or lift.			
Do treads have a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add non-slip surface to treads.
Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add or replace handrails if possible within existing floor plan.

Question	Yes	No	Possible Solutions
Elevators (ADAAG 4.10)			
Are there both visible and verbal or audible door opening/closing and floor indicators?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install visible and verbal or audible signals.
Are the call buttons in the hallway no higher than 42 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower call buttons. Provide a permanently attached reach stick.
Do the controls inside the cab have raised and Braille lettering?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install raised lettering and Braille next to buttons.
Is there a sign on both door jambs at every floor identifying the floor in raised and Braille letters.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
Is intercom usable without voice communication?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Modify communication system.
Is intercom identified with Braille & raised letters?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add tactile identification.

Question	Yes	No	Possible Solutions
Lifts (ADAAG 4.2, 4.11)			
Can the lift be used without assistance? If not, is a call button provided?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> At each stopping level, post clear instructions for use of the lift.
Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange furnishings and equipment to clear more space.
Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Move controls.

PRIORITY 3 - USABILITY OF REST ROOMS

When rest rooms are open to the public, they should be accessible to people with disabilities.

Question	Yes	No	Possible Solutions
Getting to the Rest Rooms (ADAAG 4.1)			
If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Reconfigure rest room.
Are there signs at inaccessible rest rooms that give directions to accessible ones?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install accessible signs.

Question	Yes	No	Possible Solutions
Doorways and Passages (ADAAG 4.2, 4.13, 4.30)			
Is there tactile signage identifying rest rooms? <i>Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).
Are pictograms or symbols used to identify rest room, and, if used, are raised characters and Braille included below them?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If symbols are used, add supplementary verbal signage with raised characters and Braille below pictogram symbol.
Is the doorway at least 32 inches clear?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install offset (swing-clear) hinges. Widen the doorway.
Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower handles. Replace knobs or latches with lever or loop handles. Add lever extensions. Install power-assisted or automatic door openers.
Can doors be opened easily (5 lbf maximum force)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust or replace closers. Install lighter doors. Install power-assisted or automatic door openers.

Question	Yes	No	Possible Solutions
Doorways and Passages (ADAAG 4.2, 4.13, 4.30)			
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? <i>A person in a wheelchair</i> needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange furnishing such as chairs and trash cans. Remove inner door if there is a vestibule with two doors. Move or remove obstructing partitions.
Is there a 36-inch-wide path to all fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Remove obstructions.

Question	Yes	No	Possible Solutions
Stalls (ADAAG 4.17)			
Is the stall door operable with a closed fist, inside and out?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Replace inaccessible knobs with lever or loop handles.
Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Move or remove partitions. Reverse the door swing if it is safe to do so.
In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add grab bars.
Is the toilet seat 17 to 19 inches high? <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add raised seat.

Question	Yes	No	Possible Solutions
Lavatories (ADAAG 4.19, 4.24)			
Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? <i>A maximum of 19 inches of the required depth may be under the lavatory.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rearrange furnishings. Replace lavatory. Remove or alter cabinetry to provide space underneath. Make sure hot pipes are covered. Move a partition or wall.
Is the lavatory rim no higher than 34 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust or replace lavatory.
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust or replace lavatory.

Question	Yes	No	Possible Solutions
Lavatories (ADAAG 4.19, 4.24)			
Can the faucet be operated with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Replace with paddle handles.
Are soap and other dispensers and hand dryers within reach ranges (see Entrances section) and usable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower dispensers. Replace with or provide additional accessible dispensers.
Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower or tilt down the mirror. Add a larger mirror anywhere in the room.
	<input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> height		

PRIORITY 4 - ADDITIONAL ACCESS

These items are not required for basic access. However, when amenities such as drinking fountains and public telephones are provided they should also be accessible to people with disabilities.

Question	Yes	No	Possible Solutions
Drinking Fountains (ADAAG 4.15)			
Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Clear more room by rearranging or removing furnishings.
Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single “hi-lo” fountain)? <i>If your agency has programs for children, age 12 and younger, see requirements at the end of this section.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Provide cup dispensers for fountains with spouts that are too high. Provide accessible cooler.
	<input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> height		
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Replace the controls.
Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Place a planter or other cane-detectable barrier on each side at floor level.
	<input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> height/ protrusion		

Question	Yes	No	Possible Solutions
Telephones (ADAAG 4.31)			
If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Move furnishings. Replace booth with open station.
	<input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> clear space		
Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible).	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower telephone.
	<input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/> height		

Question	Yes	No	Possible Solutions
Telephones (ADAAG 4.31)			
Does the phone protrude no more than 4 inches in to the circulation space?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Place a cane-detectable barrier on each side at floor level.
	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> protrusion		
Does the phone have push-button controls?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Contact phone company to install.
Is the phone hearing-aid compatible?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Replace w/hearing-aide compatible.
Is the phone adapted with volume control?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Have volume control added.
Does phone w/volume control have appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add signage.
If there are 4 or more public phones in the building, is one of these phones equipped with a text telephone (TT or TDD)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Install a text telephone. Have a portable TT available. Provide shelf and outlet next to phone.
Is location of the text telephone identified by accessible signage bearing the International TDD Symbol?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Add signage.

ADDITIONAL PHYSICAL ACCESSIBILITY REQUIREMENTS FOR FACILITIES USED BY CHILDREN

Building Elements Designed for Children's Use (Ages 12 and Younger)

Question	Yes	No	Possible Solutions
Drinking Fountains and Water Coolers			
If the water fountain is used primarily by children ages 12 and younger, is the spout no higher than 30 inches, measured from the floor or ground surface to the spout outlet? (If the answer is yes, only a 30 in. minimum clear floor space allowing a parallel approach is necessary, as long as the approach is part of the accessible route.)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lower drinking fountain or water cooler.
	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> height		

Question	Yes	No	Possible Solutions
Water Closets for Children (ADAAG 4.16.7)			
Specifications for Water Closets Serving Children Ages 3 through 12:			
TABLE A			
	Ages 3 and 4	Ages 5 through 8	Ages 9 through 12
(1) Water Closet Centerline	12 in (305 mm)	12 to 15 in (305 to 380 mm)	15 to 18 in (380 to 455 mm)
(2) Toilet Seat Height	11 to 12 in (280 to 305 mm)	12 to 15 in (305 to 380 mm)	15 to 17 in (380 to 430 mm)
(3) Grab Bar Height	18 to 20 in (455 to 510 mm)	20 to 25 in (510 to 635 mm)	25 to 27 in (635 to 685 mm)
(4) Dispenser Height	14 in (355 mm)	14 to 17 in (355 to 430 mm)	17 to 19 in (430 to 485 mm)

Do the accessible water closets, used primarily by children 12 and younger, have the following requirements:

Question	Yes No	Possible Solutions
Is the centerline of water closets 12 inches minimum to 18 inches maximum from the sidewall or partition?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust water closet location.</i>
Is the height of the accessible water closet between 11 inches minimum to 17 inches maximum measured to the top of the toilet seat? (See Table A)	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust height of water closet.</i>
Are grab bars in the accessible water closet mounted between 18 inches minimum to 27 inches maximum? (See Table A)	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust height of grab bars.</i>
Are flush controls hand-operated or automatic, and mounted to no more than 36 inches above the floor?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust height of flush controls.</i>
Are toilet paper dispensers installed between 14 inches minimum and 19 inches maximum above the floor?	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust height of toilet paper dispenser.</i>

Question	Yes No	Possible Solutions
Lavatories, Sinks and Mirrors (ADAAG 4.19.2, 4.24)		
Do the lavatories used by children ages six through 12, have a counter surface no higher than 31 inches? (If the answer is yes, the minimum knee clearance is 24 inches.)	<input type="checkbox"/> <input type="checkbox"/> <input type="text"/> height	• <i>Adjust the height of the lavatory.</i>
Do the lavatories used by children ages five and younger have a 30 in. minimum clear floor space allowing a parallel approach? (If the answer is yes, the minimum knee clearance is not required, if the parallel approach is part of the accessible route.)	<input type="checkbox"/> <input type="checkbox"/>	• <i>Adjust the floor space in front of the lavatory.</i>

Question	Yes No	Possible Solutions
Fixed or Built in Seating and Tables (ADAAG 4.32.5)		
Do the fixed or built in seating or tables used primarily by children ages 12 and younger have knee spaces at least 24 inches high, 30 inches wide, and 19 inches deep?	<input type="checkbox"/> <input type="checkbox"/>	• <i>Adjust the height, width, or depth of the fixed seating and tables.</i>

Question	Yes	No	Possible Solutions
Is the height of accessible tables and counters between 26 to 30 inches above the finished floor?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust the height of the accessible tables and counters.
	<input style="width: 50px; height: 15px;" type="text"/> height		

Children's Reach Ranges (ADAAG A4.2.5 and 4.2.6)			
TABLE B			
Forward or Side Reach	Ages 3 and 4	Ages 5 through 8	Ages 9 through 12
High (maximum)	36 in (915 mm)	40 in (1015 mm)	44 in (1120 mm)
Low (minimum)	20 in (510 mm)	18 in (455 mm)	16 in (405 mm)

Building elements such as coat hooks, lockers or controls and operating mechanisms for use primarily by children:

Question	Yes	No	Possible Solutions
Are coat hooks, lockers, and controls within children's reach ranges?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust height of coat hooks, lockers, and controls. (See Table B)

Question	Yes	No	Possible Solutions
Handrails (ADAAG A4.8.5)			
If children are the principal users in a building or facility (e.g. elementary schools), is there a second set of handrails on ramps or stairs at a maximum height of 28 inches measured to the top of the gripping surface, with 9 inches minimum of clearance between the upper and lower handrails available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjust height of handrails.
	<input style="width: 50px; height: 15px;" type="text"/> height		

For further information on Building Elements Designed for Children's Use (Ages 12 and Younger), please access the following link: www.access-board.gov/adaag/kids/final.htm

Playgrounds (ADAAG 15.6.2.2)

Definitions:

Accessible Route: a continuous unobstructed path that is a minimum of 36 inches wide approaching and within the play area, and 60 inches wide in the ground level play component area.

Elevated Play Component: a play component that is approached above or below grade and that is part of a composite play structure consisting of two or more play components attached or functionally linked to create an integrated unit providing more than one play activity.

Ground-Level Play Component: a play component that is approached and exited at the ground level.

Play Component: an element intended to generate specific opportunities for play, socialization, or learning. Play components may be manufactured or natural, and may be stand alone or part of a composite play structure.

Question	Yes	No	Possible Solutions
Is the playground located on an accessible route?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Construct an accessible route to the playground.</i>
Are at least 50% of the elevated play components located on an accessible route, with a minimum width of 60 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Construct an accessible route.</i>
Do at least 50% of the elevated play components have transfer platforms that are at least 14 inches minimum in depth, 24 inches minimum in width, and 11 inches minimum to 18 inches maximum above the ground or floor surface?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Construct or add transfer platforms.</i>
Are these transfer platforms adjacent to a level space 48 inches long and 30 inches wide, parallel to the 24 inch minimum long unobstructed side of the transfer platform?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Construct a level space to the proper dimensions.</i>
Do all elevated play components have transfer steps that have a level surface 14 inches minimum in depth, 24 inches minimum in with, and 8 inches maximum in height?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Construct or add transfer steps that have the proper dimensions.</i>
Does each transfer platform contain transfer supports? (A transfer support assists individuals with transferring and general mobility. They include handrails, handgrips, or custom designed handholds. Transfer supports must be provided on transfer platforms and transfer steps at each level, where transferring is the intended method of access.)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Add transfer supports.</i>

Question	Yes	No	Possible Solutions
Does your playground have 20 or more elevated play components? If it does, do ramps connect to at least 25 percent of the elevated play components? (Ramps allow individuals who use wheelchairs and mobility devices to access elevated play components in composite play structures without transferring.) Do the ramps have handrails with the width of .95 inches minimum to 1.55 inches maximum, and a height of 20 inches minimum to 28 inches maximum above the ramp surface?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Add ramps and handrails.</i>

Playgrounds (ADAAG 15.6.2.2)		
NUMBER AND TYPES OF GROUND LEVEL PLAY COMPONENTS REQUIRED TO BE ON ACCESSIBLE ROUTE		
TABLE C		
Number of Elevated Play Components Provided	Minimum Number of Ground Level Play Components Required to be on Accessible Route	Minimum Number of Different Types of Ground Level Play Components Required to be on Accessible Route
1	Not applicable	Not applicable
2 to 4	1	1
5 to 7	2	2
8 to 10	3	3
11 to 13	4	3
14 to 16	5	3
17 to 19	6	3
20 to 22	7	4
23 to 25	8	4
More than 25	8 plus 1 for each additional 3 over 25, or fraction thereof	5

Question	Yes	No	Possible Solutions
Does the playground have the required number of ground level play components located on an accessible route (see Table C)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Add Ground-Level Play Components.</i>
Do play tables have a minimum of 24 inch high knee clearance, 17 inches of minimum depth, 30 inches of minimum width, and 31 inches of maximum height?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Adjust the height of the play tables.</i>
Does the playground have an accessible ground surface, complying with ASTM F1951-99 standard specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Add an accessible ground surface.</i>

For further information, please use the following link: www.access-board.gov/play/finalrule.htm.

PROGRAM ACCESSIBILITY CHECKLIST

Program/Service	
Building Address	
Contact Person	
Telephone Number	

1. Do you have the following written instructions, which can be given to both staff and the public, to ensure that people with disabilities can participate and use this program or activity: "If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days before the event, program or meeting."

 Yes No

2. Services for people with hearing impairments. Which methods of communication with the deaf community do you use upon request?

 Telephone relay
 TDD
 E-mail
 Sign language interpreters
 Printed material
 Assisted listening devices (ALDs)
 Website
 Captioning audiovisual materials

3. Services for people who are blind. What methods of communicating with the blind community do you use?

 Website has information in accessible formats (such as Word or PDF - NOT scanned pictures) that can be accessed by screen readers
 Braille - upon request
 Audiotape of printed material - upon request

Indicate name of person responsible for providing reasonable accommodations.

4. Is there a complaint process for people/employees with disabilities and others, should they experience difficulty in using the programs and activities described above, or believe they have experienced discrimination based on their disability (or other protected classes).

 Yes No
 - a. Attach a copy of your complaint procedure to this plan with the name, position and phone number of the person(s) to whom the public or employees can submit such complaints.

 - b. Please make sure that your complaint procedure includes the following information:
 - 1) What happens to a complaint after it is received, 2) What steps are taken to resolve it, 3) Where it is referred to examine the problems presented by the complaints, 4) The individual responsible for making final, administrative, and policy decisions regarding disability discrimination, and 5) Whether the agency has a procedure for ensuring that such decisions are made properly and expeditiously.

5. How are program participants with disabilities informed of their rights under MGO 39.05?

- Posting a copy of the policy included in this assessment form
- Posting/handing out a copy of client's rights to non-discrimination based on disability (see sample policy available on the DR&SP website)
- Posting client's rights information on our website

6. List any policy that limits the participation of individuals with disabilities in your programs and activities.

7. Who is the person responsible for ensuring that all new construction complies with or exceeds the minimum standards set forth within the City's Accessibility checklist and the construction requisites of MGO 39.05, are followed? [The construction requirements for city-funded programs under MGO 39.05 are guidelines established by the Access Board (www.access-board.gov)].

8. If your program provides transportation to employees or the program participants, that transportation should also be accessible to persons with disabilities upon request. If your transportation is not accessible, please list the accessible alternatives that you use:

- Metro bus tickets
- Paratransit (program pays fee)
- Accessible taxi (program pays fee)
- Other: _____

9. If you allow program participants access to automated electronic equipment (such as computers or copy machines), these devices must be accessible to and usable by individuals with disabilities. How do you make the equipment accessible?

- Adjust computer table to an accessible height
- Staff assist for copying
- Accessible copy station
- Other: _____

10. What is your emergency evacuation plan for people with disabilities?

Motoric impairments: _____

Blind: _____

Deaf: _____

PERFORMANCE EVALUATION

The City’s Affirmative Action Director or designee may periodically review our the practices to determine whether we are complying with Section 39.05 of the Madison General Ordinances. We shall cooperate in such reviews and provide all relevant information as requested.

CLAIMS OF UNDUE FINANCIAL OR ADMINISTRATIVE BURDEN

Per Section 39.05(5) of the Madison General Ordinances, in those circumstances where our Board of Directors believes that a proposed action would fundamentally alter the program or activity or would result in undue financial or administrative burdens, this agency has the burden of proving that compliance with Section 39.05 of the Madison General Ordinances would result in such alterations or burdens.

NO PRIVATE CAUSE OF ACTION

This plan is not intended to create a private right of action by or on behalf of any individual based upon a claim that this plan, or the organization’s contractual obligation have not been complied with. An individual who claims a violation of this plan or the organization’s agreements with the City may file a complaint as provided in 39.05(9) of the Madison General Ordinances.

ACKNOWLEDGMENT

We shall comply with the provisions of Section 39.05 of the Madison General Ordinances regarding nondiscrimination based on disability and with the Americans with Disabilities Act. Furthermore, we shall ensure that any subcontractor who performs any part of this contract complies with these provisions, where applicable. On behalf of this organization and with its authorization the undersigned acknowledges that he/she has read, reviewed and adopted this Disability Rights Compliance Plan and agrees to be bound by it. Further, the information provided herein, is accurate and true to the best of this organization’s ability. The undersigned further acknowledges that the City of Madison has the right to review the records of this organization which shall be maintained as documentation of this organization’s agreement to be bound by the plan and supplemental narrative we have submitted.

Submitted at Madison, Wisconsin this _____ day of _____, 20_____.

CHIEF EXECUTIVE OFFICER

COMPLIANCE OFFICER

Signature

Signature

Name (please print or type)

Name (please print or type)