

ADA TRANSITION PLAN GUIDANCE DOCUMENT

Skagit Council of Governments

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990 and provides civil rights protections in the areas of employment, government services, and access to public accommodations to persons with disabilities. The ADA requires all government agencies that provide public rights-of-way to perform a self-evaluation of physical obstacles that reduce the accessibility of programs or services to persons with disabilities. Agencies with 50 or more employees must develop a transition plan which identifies the methods that will be used to remove the barriers identified in the self-evaluation as well as a schedule on when the improvements will be made.

With many jurisdictions in Skagit County beginning to develop their own respective ADA transition plans, the Skagit Council of Governments (SCOG) Technical Advisory Committee (TAC) requested that staff develop a guidance document to assist their efforts. This document will identify the requirements of the ADA as they pertain to public rights-of-way and transition plans. This document is not intended to be a comprehensive review of all the requirements of the ADA. For more information and guidance refer to [28 CFR 35.150](#) and [WSDOT Local Agency Guidelines, Chapter 29](#). **Each agency preparing a transition plan or compliance planning document should have it reviewed by legal counsel to ensure it fulfills the requirements of the ADA.**

REQUIREMENTS

- Ensure that all programs, services, and activities are accessible to persons with disabilities
- Designate an ADA/Section 504 Coordinator, if required, and make name and contact information available to the public
- Adopt and publish ADA complaint/grievance procedures
- Conduct a self-evaluation and make it available for public inspection
- Develop and publish a transition plan (for organizations with 50 or more employees) or a compliance planning document (less than 50 employees and receives federal funding).
 - Transition Plan
 - Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs
 - Engage persons with disabilities and/or their advocates
 - Describe in detail the methods that will be used to make the facilities accessible
 - Prioritize improvement locations
 - Specify schedule for each facility and/or obstacle to be retrofitted
 - Identify the steps that will be taken each year of the transition period
 - Identify the official responsible for implementation of the plan
 - Include a "reasonable and consistent: policy for installing accessible pedestrian signals and pushbuttons on all alteration and new construction projects.
 - (Recommendation) Cost estimate for each necessary modification
 - Compliance Planning Document
 - Based on self-evaluation, identifies physical obstacles that limit accessibility of programs or activities to those with disabilities and describes the actions necessary to make the facilities accessible.
- If a transition plan or compliance planning document has not been completed, develop an accessible pedestrian signal and pushbutton policy.

The Washington State Department of Transportation (WSDOT) [has prepared a checklist](#) to aid in the development of an ADA transition plan/compliance document.

ADDITIONAL RESOURCES AND SAMPLE ADA TRANSITION PLANS

The following are resources and example ADA transition plans that have been identified as best practices.

- [Basic ADA Transition Plan Template](#)
- [ADA Transition Plans: A Guide to Best Management Practices](#)
- [Spokane County, WA ADA Transition Plan](#)
- [Redmond, WA Draft ADA Transition Plan](#)
- [Bellevue, WA ADA Compliance Inventory](#)
- [City of Rancho Cordova, CA ADA Transition Plan](#)