

INTRODUCTION: HOW TO USE THIS DOCUMENT

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

This document provides step-by-step guidance on ADA Transition Plans for Public Rights of Way. Throughout the document, you will find different ways to navigate.

- Navigate to each section with links (above)
- Navigate from page to page with Back/Next buttons (right)
- Links and downloads to supporting content (right)

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INTRODUCTION: HOW TO USE THIS DOCUMENT

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

Requirements:

Software:

Microsoft Word, Microsoft Excel and Adobe Acrobat Reader.

An internet connection is required to read and/or download various materials.

Saving Documents:

All downloaded documents will be saved as new files.

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INTRODUCTION: SCOPE

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

This document outlines the process for Minnesota public agencies to develop an Americans with Disabilities Act (ADA) Transition Plan for its public rights of way. Included with this document are resources, samples and templates to help facilitate this process.

Each agency has been required to evaluate its services, policies and practices and the effects thereof that do not meet the requirements set forth in the ADA. For any structural changes to facilities outlined in that evaluation that are needed to achieve program accessibility, a transition plan is required to be developed. While this document only relates to an agency's public rights of way, many sections of the document need to be closely coordinated with any other transition plans the agency may have to provide seamless procedures and service.

Important: Obtain legal counsel regarding the advisability of using information in this document or in its attachments.

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ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

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1. Overview
2. Department of Justice Guidance
3. LRRB Involvement
4. Section 1: Process
5. Section 2: Model Transition Plan
6. Resources

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INTRODUCTION: DOCUMENTATION INFORMATION

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

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INTRODUCTION: TECHNICAL ADVISORY PANEL

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OVERVIEW

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

The Minnesota Local Road Research Board (LRRB) has developed this guide to provide local governments, with guidance on the Title II Public Rights of Way aspect of the American's with Disabilities Act (ADA) Requirements set forth in the [Code of Federal Regulations \(C.F.R.\)](#). This guide provides a model transition plan (see tab above) to be used as a template as each agency develops their plan.

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[Transition Plan Requirements](#)

DEPARTMENT OF JUSTICE GUIDANCE

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

In 2006 and 2007, the Civil Rights Division of the U.S. Department of Justice (DOJ) developed a toolkit, which includes four installments of a new technical assistance document designed to assist state and local officials to improve compliance with Title II of the Americans with Disabilities Act (ADA) in their programs, services, activities, and facilities. This document is entitled *The ADA Best Practices Tool Kit for State and Local Governments* and can be found on the internet at:

<http://www.ada.gov/pcatoolkit/toolkitmain.htm>

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As a supplement to the DOJ's guide, the Minnesota LRRB has funded the development of this guide to assist local agencies in the development of their ADA Transition Plan for Public Rights of Way.

The guide includes a variety of resources found in two sections:

Section 1 – A [process](#) for complying with ADA Title II for Public Rights of Way

Section 2 – [Model Transition Plan](#)

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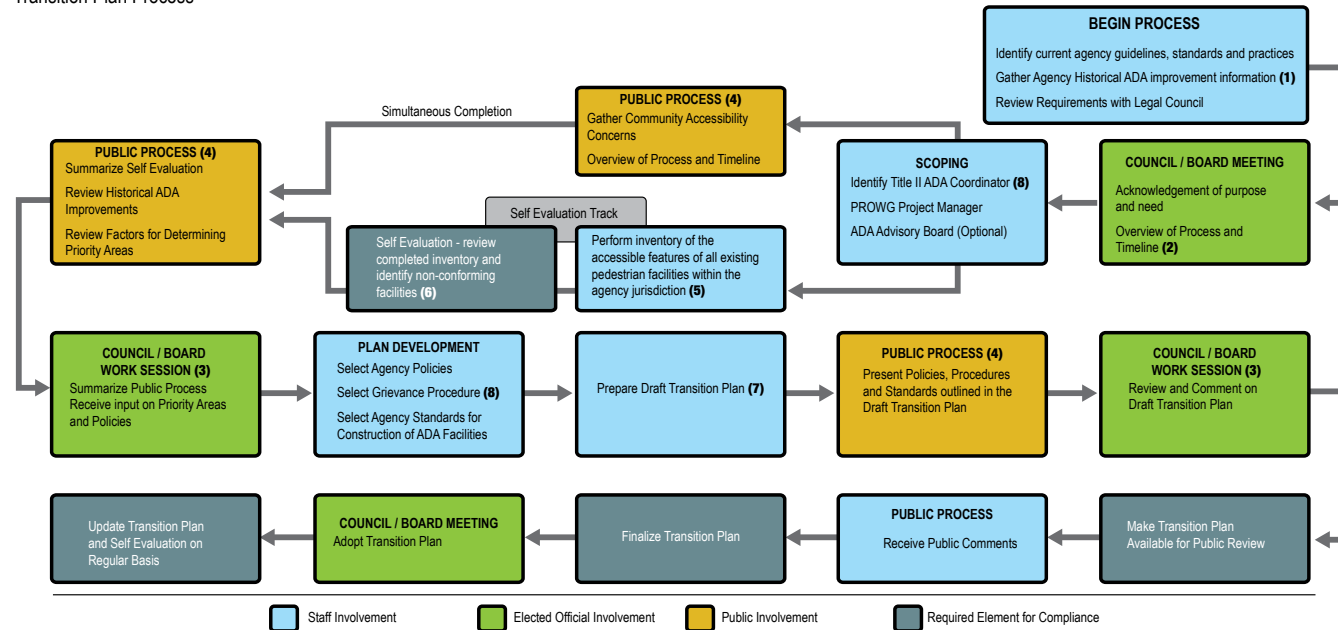
SECTION 1: PROCESS

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Section 1: Process Flow Chart

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A Process of Complying with ADA Title II for Facilities Within the Public Right of Way
Transition Plan Process



1. Review information as to how projects constructed since January 26, 1992 included ADA elements. This includes Mill and Overlay projects.
2. This Council/Board packet and presentation should include an overview of the ADA Title II requirements and a summary of the existing agency policies. See Attachment 1 for ADA Fact Information.
3. Intermediate Council/Board involvement is not a requirement. These meetings represent only one possible scenario.

4. Title II of the ADA requires targeted outreach to the disabled community. This can be accomplished in many different ways and can be customized by each individual agency. The public process identified in the guide map represents one possible scenario.
5. Example checklists and a data dictionary are available for use. See Attachment 2 for General Inventory Information.
6. Example Self Evaluations are available for review. See Attachment 3 for general information.

7. A model transition plan has been created for use as a starting template and is found in section 2 of this document.
8. A Title II coordinator and grievance procedure are needed for all of the agencies facilities, programs and services. These elements are required for more public accessibility areas beyond public rights of way that this document is developed for. Consistency between all areas should be reviewed.

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SECTION 1: PROCESS

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

Attachment 1 – ADA Fact Sheets for Elected Officials

- The ADA and City Governments: Common Problems
[\[download\]](#)
- FHWA Frequently Asked Questions
 - [PDF of FAQ's](#)
 - [Link to FAQ's](#)

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Attachment 1 - ADA Fact
Information

SECTION 1: PROCESS

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Attachment 2 – Example Checklists and Data Dictionary for Inventory Process

- Department of Justice Example Checklists
<http://www.ada.gov/pcatoolkit/toolkitmain.htm>
- MnDOT Curb Ramp Inventory Data Fields [[download](#)]
- MnDOT Sidewalk Inventory Data Fields [[download](#)]
- Scott County ADA Inventory Template [[download](#)]

For Construction Purposes

- MnDOT ADA Compliance Checklist for Curb Ramps and APS [[download](#)]

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Attachment 2 - Examples for
Inventory Process

SECTION 1: PROCESS

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Attachment 3 – Example Self-Evaluations

High Level Self-Evaluations:

- High-Level Self-Evaluation Process [\[download\]](#)
- Example Self-Evaluation Process - Hennepin County, MN [\[download\]](#)

Detailed Self-Evaluations Examples:

- City of Winsor, CA [\[download\]](#)
- City of Rancho Cordova, CA [\[download\]](#)

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Attachment 3 - Example Self
Evaluations

SECTION 2: MODEL TRANSITION PLAN

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The following two pages include the outline for the Model Transition Plan Template that has been develop for local agencies to use in developing their own plans. The buttons to the right include:

Model Transition Plan Template – This document is intended for local agencies to use as a base in developing their own transition plan. It is provided as a Word document so you can edit the text to best for your agency. The highlighted text within the document is intended for you to update with your county specific data.

Transition Plan Commentary – This document provides commentary for each of the sections in the Model Transition Plan Template listed above. It is intended to be referenced when using the template, so that the user understands what information is necessary for each section and why.

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[Model Transition
Plan Template](#)

[Transition Plan Commentary](#)

SECTION 2: MODEL TRANSITION PLAN

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1. Introduction
2. Self-Evaluation – Physical barriers in the agencies infrastructure that limits accessibility
3. Policies and practices – Detailed description of the methods to remove these barriers and make the facilities accessible. Identification of the standards to be followed.
4. Improvements priorities – Long-term priorities/timeline to complete the improvements
5. ADA Coordinator (Title II) – Person within the agency who will be responsible for the implementation of the identified improvements
6. Implementation schedule – Summary of the schedule and budget for specific improvements
7. Public outreach – Summary of public outreach program and input received
8. Grievance procedure – Summary of the agencies process to resolve complaints of disability discrimination
9. Monitor the progress – record of scheduled updates to the plan

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[Model Transition
Plan Template](#)

[Transition Plan Commentary](#)

SECTION 2: MODEL TRANSITION PLAN

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Appendices to the model transition plan:

- A. Self-Evaluation Results - A detailed list of physical barriers in the agencies infrastructure that limits accessibility
- B. Schedule/Budget - Detailed schedule and budget for specific improvements
- C. Public Outreach – Detailed record of public outreach program and input received
- D. Grievance procedure – Detailed official process to resolve complaints of disability discrimination
- E. Contact Information
- F. Agency ADA Design Standards and Procedures
- G. Glossary of Terms

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[Appendix D - Example
Complaint Form Template](#)

[Appendix D - Example
Complaint Form PDF](#)

[Appendix F - Example
MnDOT PROWAG](#)

RESOURCES

ADA TRANSITION PLAN FOR PUBLIC RIGHTS OF WAY

Additional Resources are available:

- U.S. Department of Justice – ADA Information and Technical Assistance.
<http://www.ada.gov/>
- MnDOT – Information on what MnDOT is doing to make transportation accessible to everyone.
<http://www.dot.state.mn.us/ada/>
- Federal Highway Administration – Accessibility Resource Library.
<http://www.fhwa.dot.gov/accessibility/>
- Great Lakes ADA Center – Resource to increase awareness and knowledge of ADA compliance.
<http://www.adagreatlakes.org/>
- United States Access Board – A Federal Agency Committed to Accessible Design.
<http://www.access-board.gov/gs.htm>
- Accessible Pedestrian Signals – A Guide to Best Practices.
<http://www.apsguide.org/index.cfm>
- Accessibility Online – free webinars and audio conferences on accessibility topics.
<http://www.accessibilityonline.org/>

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