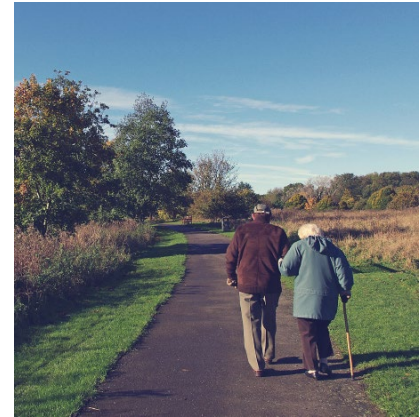
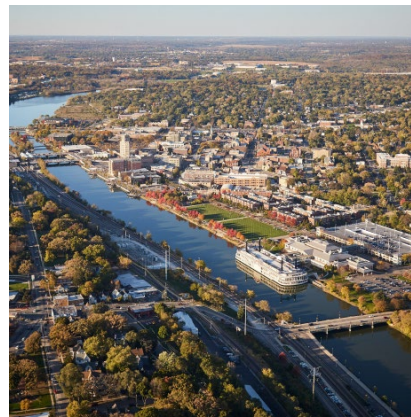
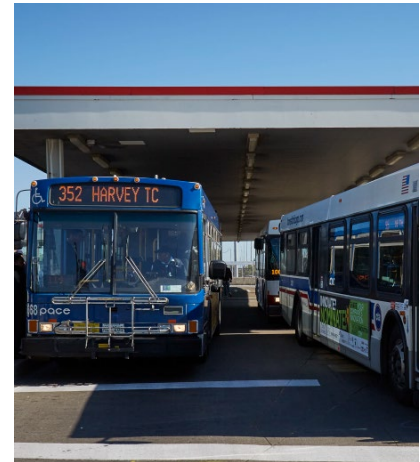


Regional ADA Coordinator Meeting

March 10, 2026



Introductions

Gilton Cross, CMAP Planner

Greg Martinez, HDR

Dhara Shah, MUSE

Fiona Kennedy, MUSE

Lizbeth Carrazco, MUSE

Topics covered so far

- Website and mobile application accessibility
- Role of an ADA Coordinator
- Self-Evaluation and Transition Plans
- Accessible Engagement
- Guides to providing accessible ROW during construction
- Facilities Assessments
- **ADA Data gathering tools**

Next Regional ADA Coordinator Meeting

Tuesday, May 12, 2026

Look out for an email in April with meeting details and topic information.

Our Final Meeting will occur on June 9th, at the Old Post Office.



Chicago Metropolitan Agency for Planning

@cmapillinois | [f](#) [@](#) [in](#)

IDOT ADA Title II Compliance Assessment and Support Project

How to Use IDOT's new ADA Transition
Plan Template & Companion Guide

March 10, 2026



Meet the Presenters



Greg A. Martinez

- Senior Transportation ADA Designer, SUE Coordinator (20+ years experience)
- Co-Lead of HDR's National ADA Practice Group
- Colorado Department of Transportation Statewide ADA Coordinator (retired)



Jeff Young, PE

- IL Roadway Program Lead for HDR (30+ years experience)
- 16 years at McHenry County, IL
- Oversaw development of McHenry County ADA Transition Plan



Question 1

Do you have an ADA Self-Evaluation and Transition plan for the PROW?

- Yes
- Yes, but it is not complete or is missing information on the Public Right-of-Way
- No, but are planning on starting one in the next year.
- No
- Not sure

Instructions

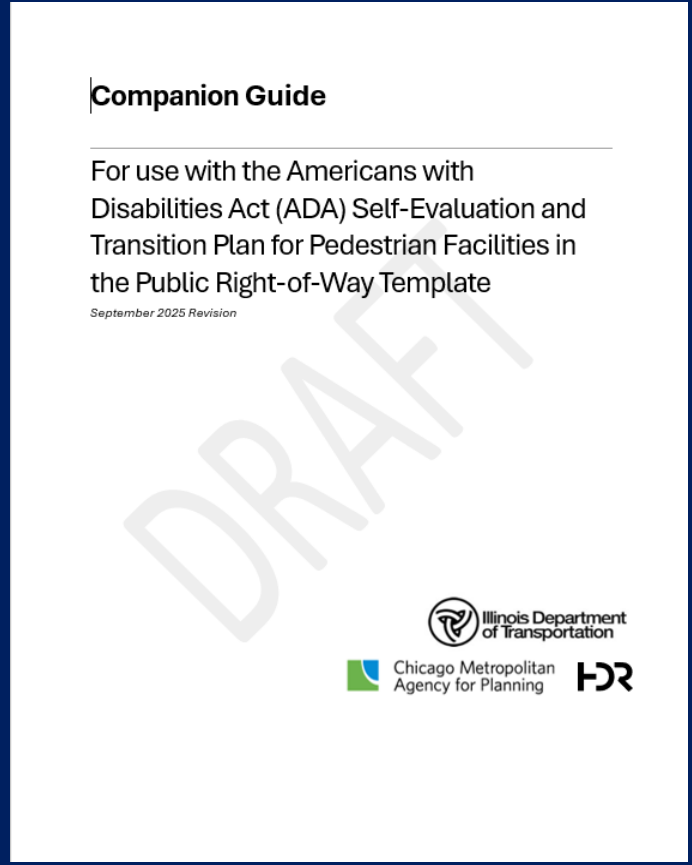
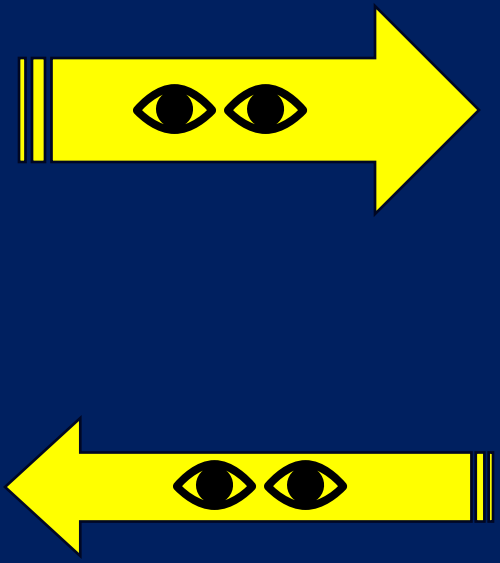
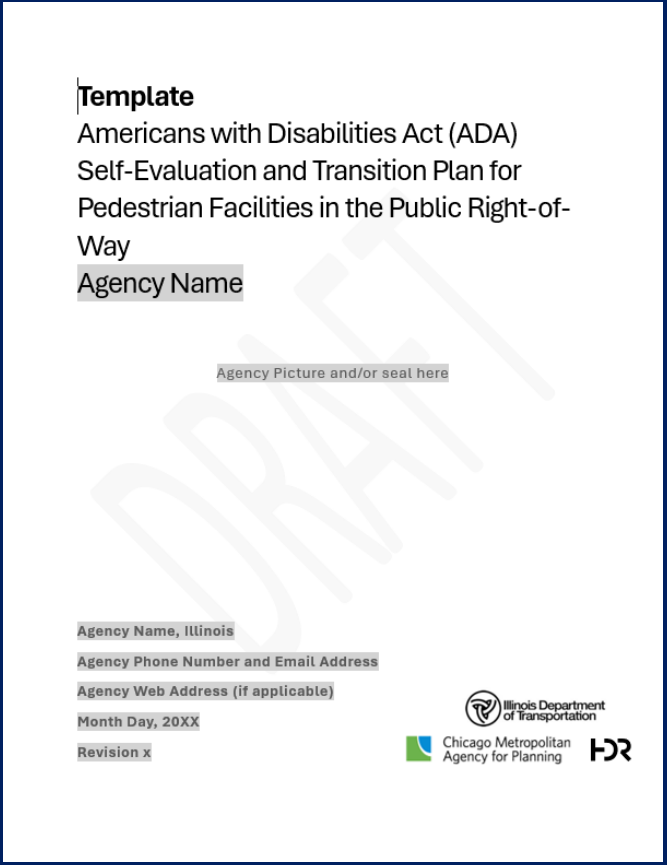
Go to
www.menti.com

Enter the code

3923 8314



Or use QR code



ADA Self-Evaluation and Transition Plan for Pedestrian Facilities in the PROW Template and Companion Guide

Template and Companion Guide are a working

DRAFT

Review Comments Welcome

- Several individuals, ADA Coordinators, and agencies are reviewing the template and providing comments.
- CMAP will be beta-testing the template this summer.
- The draft provided today will be updated as needed to make it as useful as can be for local public agencies.
- IDOT will post the draft to their website in the coming weeks.

ADA Coordinator Review Form: ADA PROW Transition Plan Template and Companion Guide

Name: _____

Title: _____

Organization: _____

Years as an ADA Coordinator: _____

Date: _____

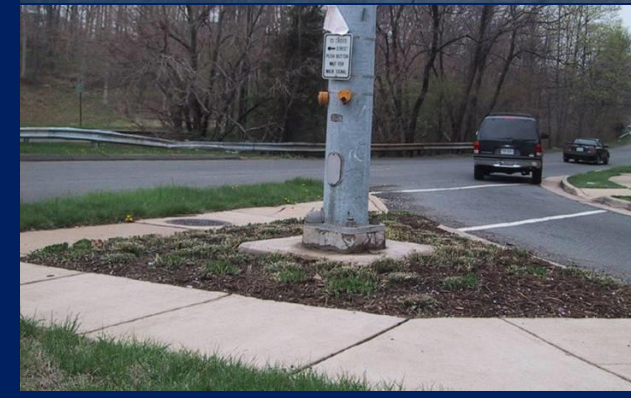
1. Please provide any comments regarding the Draft Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for Pedestrian Facilities in the Public Right-of-Way Template in the space below.
2. Please provide any comments Draft Companion Guide for use with the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for Pedestrian Facilities in the Public Right-of-Way Template in the space below.
3. Please provide any other comments in the space below.

Thank you for your feedback!

Why should you have a Self-Evaluation and Transition Plan?

>35 years has passed since the ADA of 1990

- Self-Evaluations were to be completed by 1992.
- Transition Plans were required to be completed by 1995.
- Incomplete achievement of key ADA goals: equal opportunity, full participation, independent living, and economic self-sufficiency
- Persistent Lack of Access
- Growing Litigation and Administrative challenges to lack of access, including technology-based challenges.
- Self-evaluations and Transition Plans are one of the first things to be looked at in the event of an ADA complaint.
 - Documentation is extremely important with ADA related activities.
 - Good documentation can save your community money.



Why Use the Template and Companion Guide?

- ✓ Increase compliance with Title II requirement to have an ADA self-evaluation and transition plan
 - Makes the process less overwhelming
- ✓ Establish a framework
 - Allows local agencies to focus efforts in areas that need most attention
 - Such as data collection, access barrier removal/mitigation, prioritization and implementation
- ✓ Improve quality of SETP's
 - Enhance and/or update existing SETP's
- ✓ Connects users with resources
 - Assists communities in navigating the process
- ✓ Minimize litigation potential



ADA Requirements for Local Public Agencies

<50
Employees

ADA Compliance Item	Description	Public Entity (50+ Employees)	Public Entity (<50 Employees)
General ADA Compliance	Provision of accessibility to public services, programs and activities	✓	✓
Provide Public Notice	Make information publicly available regarding the ADA provisions and their applicability to the agency's services, programs and activities	✓	✓
Conduct a Self-Evaluation	Evaluate current services, policies and practices for ADA compliance; and provide an opportunity for interested persons to participate	✓	✓
Documentation of Self-Evaluation	Maintain documentation of Self-Evaluations on file and make them available for public inspection for at least 3 years	✓	Recommended
Designate an ADA Coordinator	Designate a responsible employee to be your ADA coordinator	✓	
Adopt a Grievance Procedure	Post in public locations and on website	✓	
Develop a Transition Plan	Include schedule for barrier removal and if agency has responsibility over streets, roads or walkways, include the curb ramp schedule	✓	

Employee Count Calculation:

Does the part time or temporary employee receive benefit (i.e. W-2) from the Agency?

- ✓ If yes, add to employee count.

Remember:

- ✓ Need to consider entire Agency, not just a department.
- ✓ Obligation is to ensure that individuals with disabilities are not excluded from programs, services, and activities.

Requirements regardless of community size

BLRS Manual Chapter 8

Oct 2013	BUREAU OF LOCAL ROADS & STREETS TRANSITION PLAN	8(1)
Chapter Eight PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLAN		
8-1	PUBLIC RIGHT-OF-WAY ACCESSIBILITY TRANSITION PLAN	

The Americans with Disabilities Act (ADA) is a civil rights statute that protects qualified individuals with disabilities from discrimination on the basis of disability. Title II of the ADA prohibits discrimination in all services, programs, and activities provided to persons with disabilities by State and local governments, including public transportation. The ADA applies to all facilities built before and after 1990. Local public agencies (LPA) are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the ADA. **LPA**s are required to correct any deficiencies identified through the self-evaluation. Only LPAs with more than 50 employees (including both full and part-time employees) are required to have a public right-of-way (PROW) accessibility transition plan detailing how and the deficiencies will be corrected is recommended. **However, a public right-of-way (PROW) accessibility transition plan is recommended for all LPAs.**

How to use the Template

For Agencies with less than 50 employees

Companion Guide highlights areas in the template that focus on completing the required self-evaluation for the PROW.

Chapters in the Template that focus on the self-evaluation requirement are:

- 3. Policies, Plans, Procedures, Standards, and Guidelines
- 4. Self-Evaluation (excluding Section 4.4)
- 8. Public Involvement and Outreach (Section 8.1)



Companion Guide

Agencies with Fewer than 50 employees

An ADA Transition Plan is not required for agencies with fewer than 50 employees; however, it is best practice to have a plan for the removal/mitigation of barriers. Your agency can still utilize this Template to complete a self-evaluation for your PROW as required under Title II of the ADA ([28 CFR Sec. 35.105](#)). Specific to PROW, the self-evaluation section of this companion guide and template helps your agency to create the needed approach to identify existing access barriers and methods that will be used to mitigate the barriers. This Template can be used to complete a self-evaluation for the PROW by following the chapters listed below:

1. Introduction
3. Policies, Plans, Procedures, Standards, and Guidelines
4. Self-Evaluation (except for Section 4.4, Evaluation of Pedestrian Facilities for Transition Planning that is related to the transition planning process)
8. Public Involvement and Outreach (at a minimum Section 8.1, Public Comment Period and Review that is specifically related to the self-evaluation process)

As your agency is able, work towards identifying the prioritization of removing/mitigating ADA barriers, the timeline for completing the work, what the budget is for implementing the projects, and how you will keep track of the progress.

Please note that the completion of a self-evaluation or transition plan for your agency's PROW alone will not satisfy all the requirements under Title II of the ADA. Your agency is ultimately responsible to evaluate all of your programs, activities and services as a whole and make necessary changes to those programs, services and activities so that people with disabilities have an equal opportunity to participate in and benefit from those programs, services, and activities. Whether or not a physical transition plan is required, agencies need to mitigate identified barriers.

Resolution

Village of Diamond, IL

RESOLUTION 2022-07

VILLAGE OF DIAMOND
PUBLIC RIGHT-OF-WAY ADA TRANSITION PLAN
2022-2043

- Provides the purpose
- Person responsible

Whereas, The Village of Diamond realizes there is a need to provide better accessibility for pedestrians with disabilities within our municipality, upon publicly owned streets, and in publicly owned buildings. When ramps, sidewalks/paths, crosswalks, and publicly owned buildings, are universally accessible, people of all abilities and ages can remain mobile, and actively participate in our community. This is important for general health and well-being, but it also enables residents to age in place without fear of becoming disconnected or homebound should they experience a disability. This issue eventually affects everyone and is now a major focus of our community planning.

1. Village official responsible for the implementation of the transportation plan:

- a. The Village of Diamond Board has designated the Mayor as the ADA Coordinator. (mayor@villageofdiamond.org)

- Public involvement

5. How interested persons, including individuals with disabilities or organizations representing individuals with disabilities, can participate in the development of the transition plan by submitting comments and/or attending meetings:

- a. The Plan will be posted on the village website. It will encourage the public's participation.
- b. The plan will be an agenda item at a public board meeting.

Resolution – Inventory & Prioritization

Village of Diamond, IL

While location of the barriers is not identified nor is the percentage of compliant vs non-compliant, it does identify three pedestrian facilities that need ADA improvements:

- Curb ramps
- Sidewalks
- Crosswalks

Prioritization of projects are listed and location of those are identified.

2. Barriers in public right of ways and publicly owned buildings:

- a. Non-complaint ADA ramps exist through-out the village.
- b. Cracked and damaged sidewalks exist throughout the village.
- c. Crosswalks are faded in some cases and non-existent in others.
- d. The Village Hall and Village Park Pavilion were non-compliant.

3. Prioritized anticipated schedule, contingent upon available funding, of when barriers will be removed, and deficiencies corrected. (Utilizing grants, when possible, if not, with street and/or general funds):

- a. The Village Hall and Village Park Pavilion were made ADA compliant prior to 2022.
- b. Multi-use path on IL 113, between Will Road and Frontage Road, was constructed prior to 2022, ADA compliant.
- c. Multi-use path over the Claypool Ditch, between Laura Lane and McGinty Street, was constructed prior to 2022, ADA compliant.

Resolution – Barrier/Mitigation Strategies & Monitoring

Diamond Village, IL

- Completed projects or areas that are compliant have been identified.
- Strategies are identified
- Schedule updates

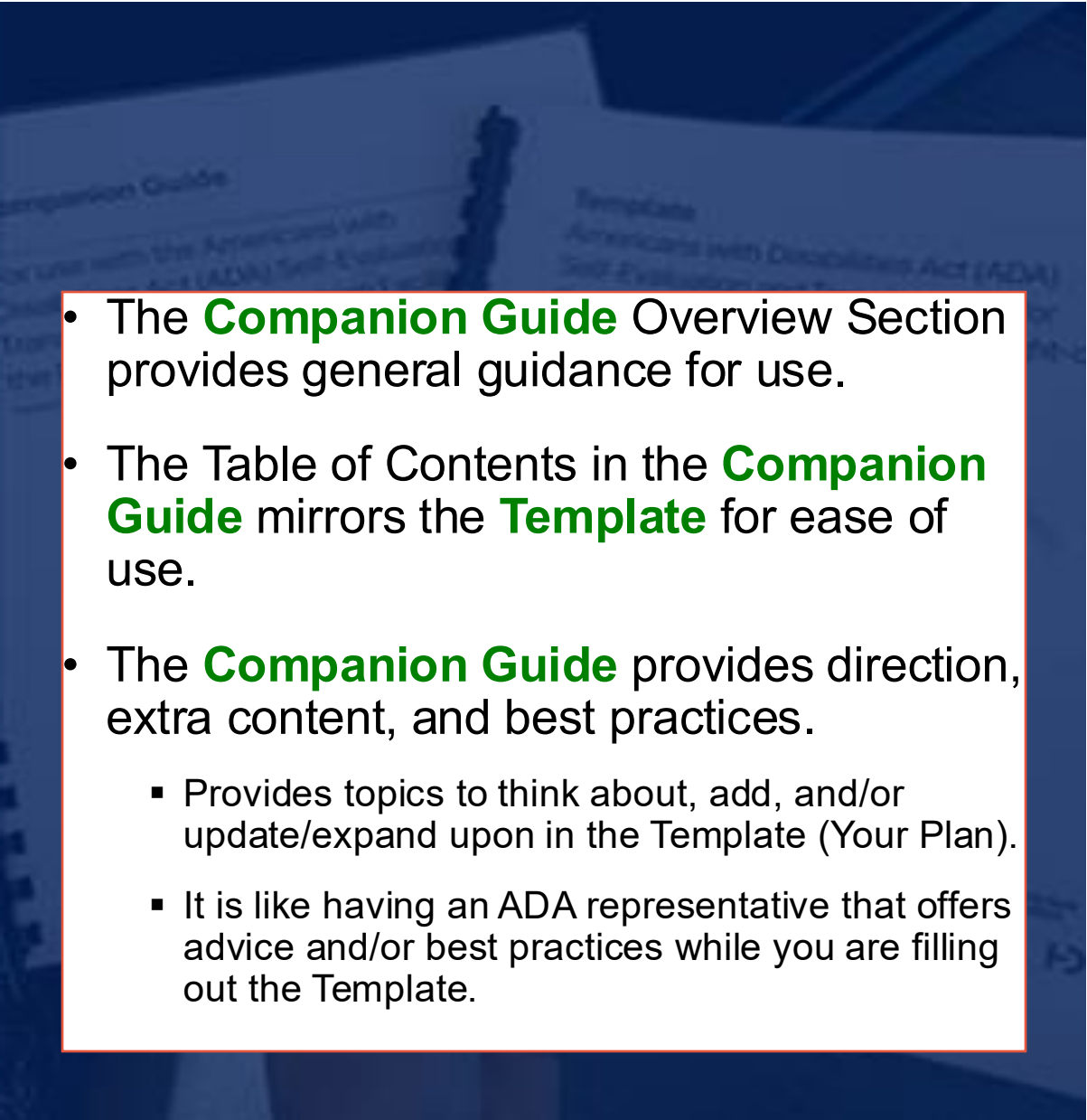
4. Methods that will be used to make facilities accessible:

- The Diamond Village Hall has been made ADA compliant. There is an automatic front entrance door opener that grants entry into the secure foyer where most services are provided. The building is one level and entirely handicapped accessible. Both bathrooms are handicapped accessible. Employees assist opening the interior security door when necessary.
- The village park pavilion is ADA compliant.
- The village parking lot is ADA compliant.
- The multi-use path on IL 113 between Will Road and Frontage Road is ADA compliant.
- The multi-use path over the Claypool Ditch between Laura Lane and McGinty Road is ADA compliant.
- Replace existing non-complaint ADA ramps with ADA compliant ramps.
- Replace cracked/broken sidewalks with new, safe, ADA compliant sidewalks.
- Stripe ADA complaint crosswalks.

6. A yearly review of the plan will occur to monitor progress and make periodic updates, as well as ensure the plan aligns with other local planning processes.

How to use the Template and Companion Guide

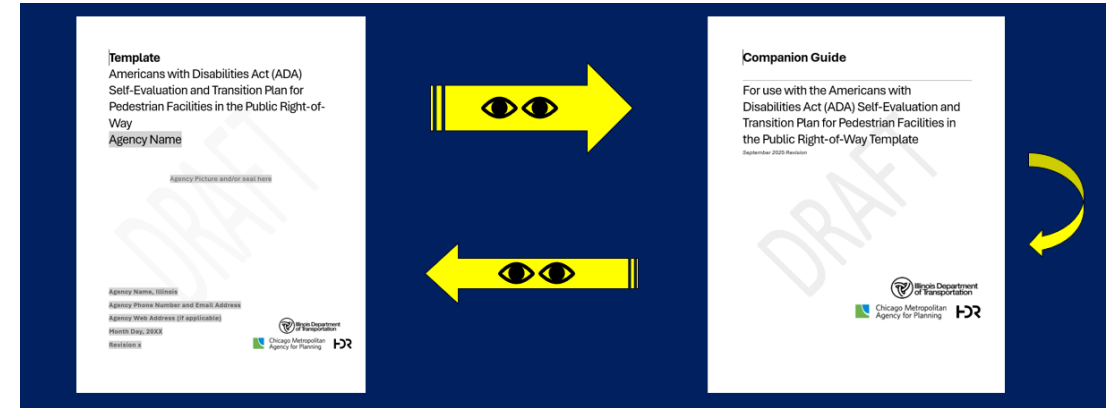
- **Template provides plan structure and base narrative specific to pedestrian facilities in the public right-of-way.**
- Template highlights areas that need to be completed by your agency such as:
 - Status of the existing pedestrian facilities in your public right-of-way
 - Sidewalks
 - Curb Ramps
 - Crosswalks
 - Methods your agency will use to remove or mitigate barriers
 - The schedule (or steps that will be taken) for each year of your transition plan
 - Public involvement methods and results
 - The Official Responsible for Plan Implementation

- 
- The **Companion Guide** Overview Section provides general guidance for use.
 - The Table of Contents in the **Companion Guide** mirrors the **Template** for ease of use.
 - The **Companion Guide** provides direction, extra content, and best practices.
 - Provides topics to think about, add, and/or update/expand upon in the Template (Your Plan).
 - It is like having an ADA representative that offers advice and/or best practices while you are filling out the Template.

How are these documents organized?

The **Companion Guide** and **Template** are organized into nine mirrored chapters:

1. Introduction
2. ADA Mandate & Background
3. Policies, Plans, and Standards/Guidelines
4. Self-Evaluation
5. Prioritization
6. Funding & Compliance Improvement Schedule
7. Next Steps and Monitoring
8. Public Involvement and Outreach
9. Appendices



Within each chapter of the **Companion Guide** specific guidance is provided for using that information into the **Template**.

Some chapters in the **Companion Guide** also contain a sub-section titled **Supplemental ADA Information** that provide the user with general ADA information relevant to the Chapter or Section subject matter.

Today's Topics

Table of Contents

Executive Summary	1
1 Introduction.....	1
2 ADA Mandate and Background	2
2.1 ADA Title II Administrative Requirements.....	2
2.2 ADA Transition Plan Legal Requirements	3
2.3 Designation of a Responsible Employee/Official (ADA Coordinator).....	3
3 Policies, Plans, Procedures, Standards, and Guidelines	4
3.1 ADA in Comprehensive Planning.....	4
3.2 ADA in Zoning and Land Development.....	5
3.3 ADA Design Standards and Guidelines	5
4 Self-Evaluation	7
4.1 Approach to Self-Evaluation	7
4.2 Data Collection and Inventory	8
4.3 Evaluation of Pedestrian Facilities	9
4.3.1 Inventory Summary	10
4.4 Evaluation of Pedestrian Facilities for Transition Planning	10
4.4.1 Demographics	10
4.4.2 Modifications Completed to Improve Accessibility	11
4.4.3 ADA Barrier Removal/Mitigation Strategies	11
4.4.4 ADA Barrier Removal/Mitigation Cost Assessment.....	13
5 Prioritization	14
6 Funding and Compliance Improvement Schedule	15
6.1 Capital Improvement Program and Annual Operating Budget	15
6.2 Private Development	16
6.3 Existing and Additional Funding Sources	16
6.3.1 Federal	16
6.3.2 State	16

6.3.3 Local.....	17
6.4 ADA Compliance Improvement Schedule	17
7 Next Steps and Monitoring	17
8 Public Involvement and Outreach.....	19
8.1 Public Comment Period and Review	19
8.2 Ongoing Public Engagement.....	20
8.2.1 Publishing the ADA Transition Plan.....	20
8.2.2 Agency Name Website	20
8.2.3 Notice Under the Americans with Disabilities Act.....	21
8.3 Grievance Procedure	21
Appendices.....	21

List of Tables

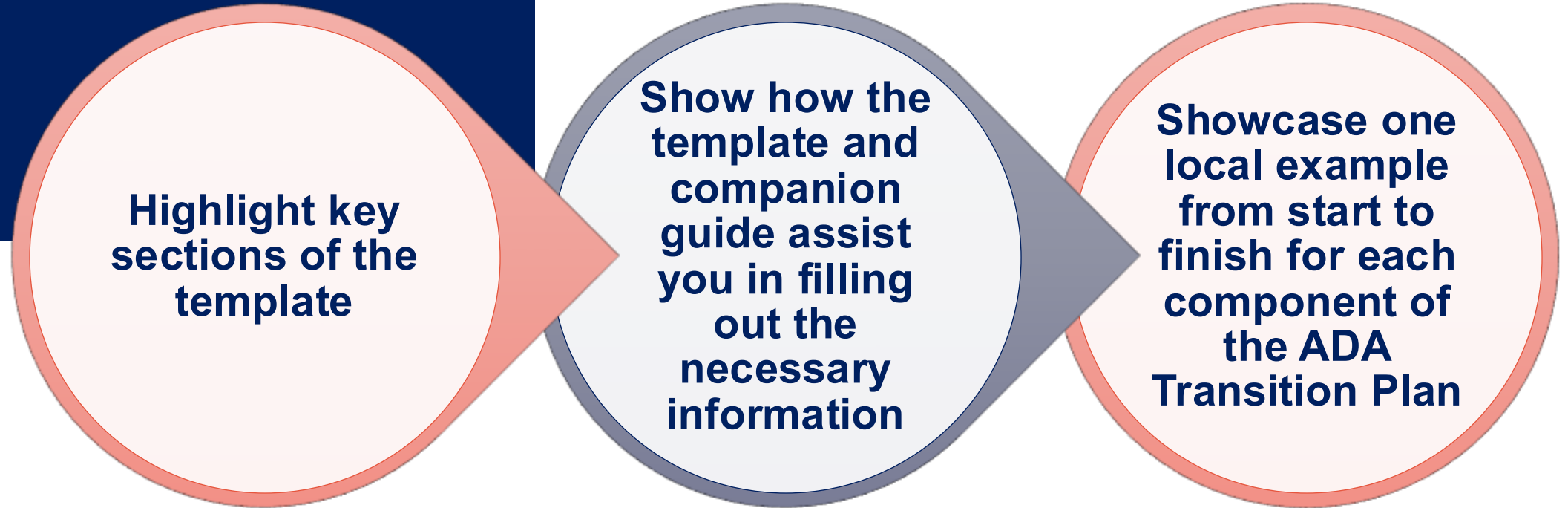
Table 4-1. Summary of ADA Pedestrian Facilities Identified	8
Table 4-2. ADA Barriers and Removal/Mitigation Strategies	12
Table 4-3. Barrier Removal/Mitigation Unit Costs by Barrier Type	14
Table 7-1. ADA Core Team Roles and Responsibilities	18

List of Figures

Figure 4-1. ADA Self-Evaluation Prioritization Map	8
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List of Appendices

Appendix A. Abbreviations
Appendix B. Glossary of Terms
Appendix C. Compliance with the ADA
Appendix D. Design Standards and Guidelines
Appendix E. Self-Evaluation and Maps
Appendix F. Public Involvement and Outreach
Appendix G. ADA Resources References
Appendix H. Transition Plan Updates



Discussion Flow

Table of Contents, Executive Summary & Introduction

Table of Contents

Adjust as needed/where applicable

- Important to include one in your document.
 - Quickly tells the reader what is included in your plan, how it is laid out, and where they can find information specific to their interests.
- Adjust as needed for your agency
 - This is one option; there are many way to provide the necessary information.
- Already have a transition plan?
 - Scan the template and use what you need to improve your plan.
 - Look at examples

Table of Contents

Executive Summary	1
1 Introduction.....	1
2 ADA Mandate and Background	2
2.1 ADA Title II Administrative Requirements.....	2
2.2 ADA Transition Plan Legal Requirements	3
2.3 Designation of a Responsible Employee/Official (ADA Coordinator).....	3
3 Policies, Plans, Procedures, Standards, and Guidelines	4
3.1 ADA in Comprehensive Planning.....	4
3.2 ADA in Zoning and Land Development.....	5
3.3 ADA Design Standards and Guidelines	5
4 Self-Evaluation	7
4.1 Approach to Self-Evaluation	7
4.2 Data Collection and Inventory	8
4.3 Evaluation of Pedestrian Facilities	9
4.3.1 Inventory Summary	10
4.4 Evaluation of Pedestrian Facilities for Transition Planning	10
4.4.1 Demographics	10
4.4.2 Modifications Completed to Improve Accessibility	11
4.4.3 ADA Barrier Removal/Mitigation Strategies	11
4.4.4 ADA Barrier Removal/Mitigation Cost Assessment.....	13
5 Prioritization	14
6 Funding and Compliance Improvement Schedule	15
6.1 Capital Improvement Program and Annual Operating Budget	15
6.2 Private Development.....	16
6.3 Existing and Additional Funding Sources	16
6.3.1 Federal.....	16
6.3.2 State	16

Table of Contents - Example

City of Pekin, IL

- Provides clear organization of document
- Lists exhibits
- Provides Appendices for expanded documentation of process

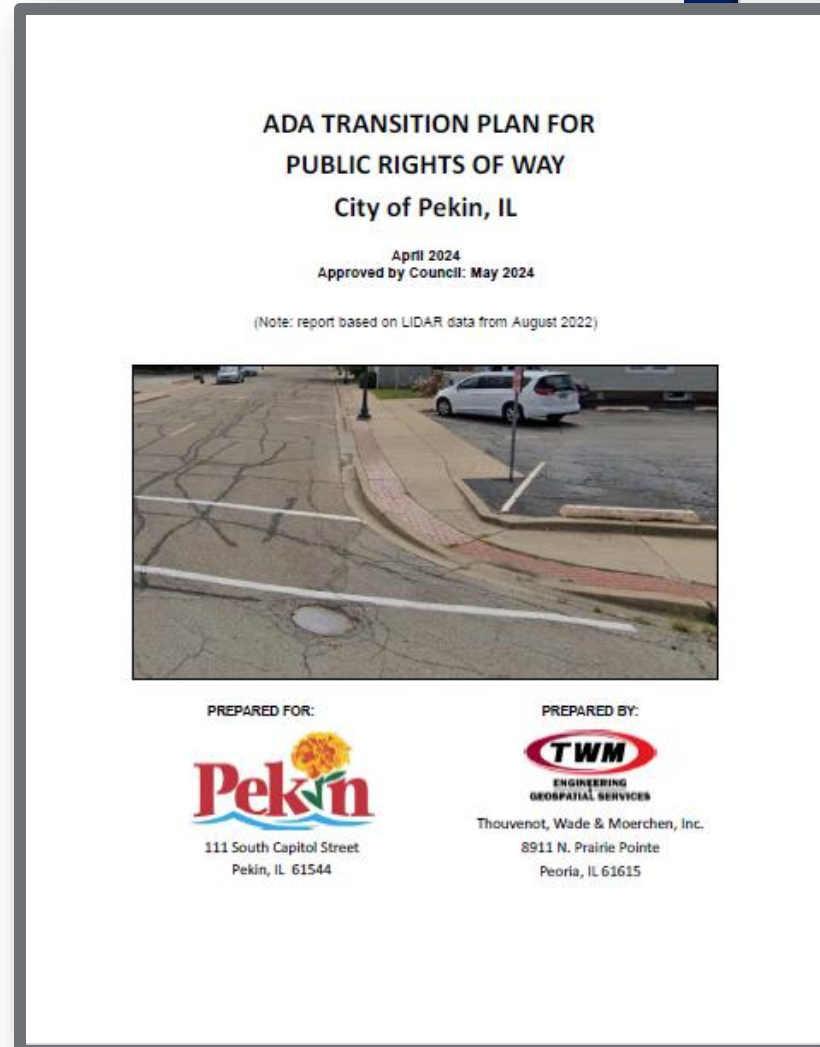


Table of Contents

1. Executive Summary.....	2
2. Introduction.....	3-4
3. Purpose.....	4
4. Definitions for this report.....	4-5
5. City Official Responsible for Implementation.....	6
6. Public Involvement.....	6
7. Grievance Procedure.....	7
8. Design Standards.....	8
9. Inventory of Public right-of-way/Self Evaluation.....	9-12
10. Compliance Analysis.....	13-16
11. Cost Estimates.....	17-18
12. Prioritization.....	19-21
13. Target Installation Schedule	22-26
14. Monitor Progress.....	27
15. Website Accessibility (by others).....	27
16. City Facilities and Public Meetings (by others).....	28

List of Exhibits

- Public Involvement Items
- ADA Grievance Form
- IDOT Highway Standards - Curb Ramps for Sidewalks & Temporary Access for Sidewalk Closures
- ADA Compliance Results and Cost to Upgrade (by District)
- Target Installation Schedule (maps and list of projects)
- Listing of Available Grant Funding for Pedestrian Facilities
- City Hall Assessment (by Others)

List of Attachments

- 2016 Pekin ADA Transition Plan
- Consent Decree, Including Schedule 4.1.7

Executive Summary

Documentation Best Practice

- Provides an easy-to-understand overview of the key points, findings, and recommendations.

Companion Guide

Executive Summary (Recommended as Best Practice)

An executive summary should be no more than one or two pages in length and should be specific to your agency. Review, modify, and expand upon the narrative provided in the Template. It is recommended that your executive summary:

- Outline key components of your Americans with Disabilities Act (ADA) transition plan.
- Explain if your transition plan is an update to a previous evaluation or is being prepared as a result of a lawsuit or settlement.
- Indicate the employee(s) responsible for implementation of the plan (i.e., ADA Coordinator, ADA Core Team, Liaisons/Key Staff Members from Self-Evaluation).
- Explain scope of the transition plan including areas/regions and facility-types in the Public Right-of-Way (PROW) included or excluded in the evaluation.
- Include a summary of compliant and noncompliant pedestrian facilities (can also include a graphical representation of the data in a table or pie charts, etc.).
- Explain if public participation was involved in the development of your transition plan.
- Outline the implementation schedule moving forward.

The ADA transition plan documents your agency's story of where you are, what your next steps will be, and how you plan to address identified movement barriers in your PROW. The executive summary is intended to provide an easy-to-understand overview of the key points, findings, and recommendations of your plan, and prepare the reader for the upcoming content of your plan. Your agency should be transparent about the number and/or percentage of barriers in your PROW. The whole point of your plan is to identify barriers and document the process that will be implemented to mitigate and/or remove them.

Executive Summary - Example

City of Pekin, IL

- Prepares the reader in **1-2 pages** for the for the upcoming content of your transition plan
 - **Provides Transparency** about the number of access barriers in your PROW
 - **Explains the scope** of your self-evaluation
 - Include the pedestrian facilities within your jurisdiction
 - **Summarize the process** that will be implemented to mitigate or remove barriers and the **implementation schedule/time frame**.
 - **Summarizes your findings**
 - Should include pedestrian facility Prioritization areas, Maps, GIS data, Tables, and/or Charts

1. Executive Summary

This document was prepared by Thouvenot, Wade & Moerchen, Inc. (TWM), a civil engineering and geospatial consulting firm with a branch office in Peoria, IL. This document updates the document of the same name, which was prepared by the City of Pekin (City) in 2016. A copy of the 2016 report is included as *Attachment I*.

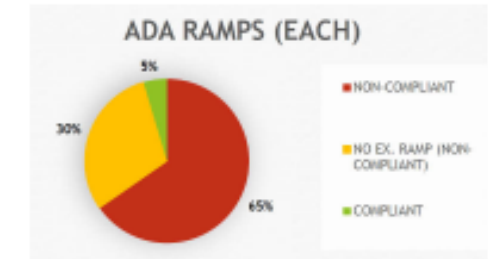
In 2018 a group of Pekin residents filed a federal lawsuit. The suit complained that the City's pedestrian infrastructure is largely inaccessible to people with mobility issues. In November 2022 the City entered into a consent decree (Decree) to address the complainant's issues. Per the Decree, the City will allocate or procure \$1.5 million on ADA upgrades by April 30, 2026. In addition, the City will allocate or procure \$250,000 minimum/year for the term of the Decree. The City also agreed to prioritize the areas noted in Schedule 4.1.7 of the Decree. See *Attachment II* for a copy of the Decree.

This document addresses many of the items presented in the Decree, including hiring a consultant to survey all sidewalks, curb ramps, and marked cross walks and create a transition plan to prioritize and replace non-compliant pedestrian facilities.

TWM created a GIS database for all existing pedestrian facilities in the City's public right-of-way. This database is integral to this report. The GIS database houses the collected data, was the means for reporting compliance and non-compliance, and the output formed many of the exhibits for this written report.

Moving forward, the GIS database is intended to be maintained by the City, with yearly updates as various pedestrian facilities are improved and/or added.

The City's existing pedestrian facilities had the following overall results:



Introduction

Your Public Right-of-Way ADA story

- Base content provided in the Template ready for Agency-specific additions
- Fill in/omit the applicable grey shaded areas (then remove the shaded area)
- For this example, in the Introduction, answer the following:
 - What was done to which pedestrian facilities?
 - Who did it?
 - What was left out in this version? Was anything left out?
 - What version or update is this?
 - When will your next update be made?
 - What ped facilities will be addressed in the next update?
 - How often will you update?

Template

1 Introduction

Agency Name conducted a self-evaluation of its public right-of-way (PROW) and developed a Transition Plan detailing the methods to be used to ensure compliance with accessibility requirements of the Americans with Disabilities Act (ADA). This document serves as the Agency Name Transition Plan for the PROW in accordance with Title II of the ADA. This Transition Plan identifies existing facilities within the PROW that require changes to become accessible and outlines steps necessary to complete such changes. Typical pedestrian facilities within the PROW that can pose challenges to accessibility include sidewalks, curb ramps, crosswalks, shared use/multi-use paths, signalized intersections/accessible pedestrian signals (APS), and any other non-ADA compliant pedestrian facilities and/or their elements found within the PROW.

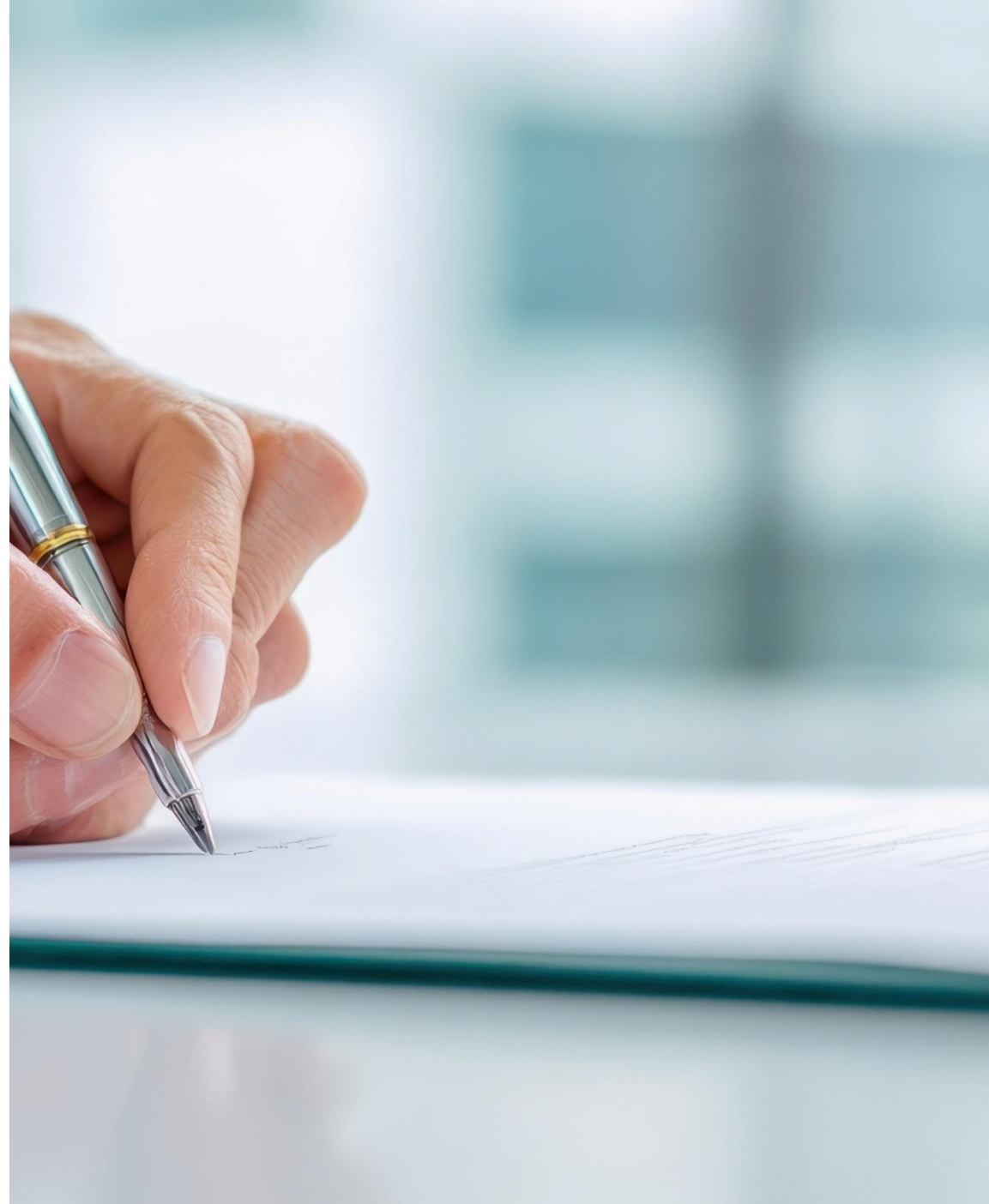
This Agency Name Transition Plan identifies the responsible employee name(s) (i.e., ADA Coordinator, City/Town/Village Engineer, Official, or other identified point of contact) for the maintenance of the Plan, self-evaluation of pedestrian facilities in the PROW, implementation of proposed actions to remove and/or mitigate those barriers, and point of contact for individuals requesting accommodations or submitting ADA complaints/grievances. In addition, the ADA Coordinator has identified an ADA Core Team as shown in Section 7.1 to support the implementation, coordination, and monitoring of the Plan. This Plan is considered a *living or working* document that will be used to guide the planning and implementation of necessary modifications to the PROW over the next x years. The Plan will be reevaluated and modified every 2 to 3 years to document new barriers, changes in standards and guidelines, priorities, priority areas, funding levels, alterations to pedestrian facilities, barrier mitigation, and barrier removal progress.

Agency Name is committed to complying with all federal and state regulations and making programs, services, and activities accessible. This ADA Transition Plan for the PROW is not fully comprehensive of all programs, services, and activities described in the ADA, as the focus is on the PROW. For additional accessibility information related to other programs, services, and activities outside of the PROW, please contact the ADA Coordinator as identified in Section 2.3.

Refer to Appendix A for a list of abbreviations used in this document and Appendix B for a glossary of terms.

ADA Mandate and Background

- Informs the reader of the “why” and offers ABA and ADA Background
- Provides the Architectural Barriers (ABA) Act and Americans with Disabilities Act (ADA) history including Federal Requirements
- Explains the 5 Titles of the ADA
- Informs the reader of their ADA Title II Administrative Requirements
 - ADA Notice (all)
 - Designation of an ADA Coordinator (>50)
 - ADA Grievance Procedure (>50)
 - Self-Evaluation (all)
 - Transition Plan (>50)



Introduction & Background - Example

City of Pekin, IL

- **Background on ADA**
- Identifies **purpose** of the plan
- **Provides definition of terms** used in document

2. Introduction

The City of Pekin is committed to making programs, activities, and services accessible to individuals with disabilities. The City's pedestrian system links neighborhoods, recreational resources, government facilities, retail centers, and business establishments. Pedestrian accessibility provides benefits not only for people with disabilities, but for the community at large. This document serves as the City's ADA Transition Plan (Plan) for pedestrian facilities in the public right-of-way (PROW). The City of Pekin is committed to complying with all federal and state regulations, and continuously improving the pedestrian system for the residents.

Various laws have been enacted to ensure that pedestrian facilities in the PROW are accessible and usable by all, including individuals with disabilities:

- **ADA** - In 1990, the US Congress passed the Americans with Disabilities Act (ADA). It was amended in 2008. This law prohibits discrimination based on disability. Specifically, Title II prohibits discrimination by public entities and applies to this document. It requires new construction by public entities to be accessible to people with disabilities by providing curb ramps and other design elements to allow for mobility by all, including those with wheelchairs, scooters, walkers, etc. Current ADA standards require curb ramps at existing pedestrian walkways in the PROW to be upgraded to current accessibility standards when adjacent roadways are resurfaced or reconstructed.
- **PROWAG** - In 2013, the Access Board issued Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) to supplement ADA and provide a more relevant application of accessibility requirements to street / PROW settings. The guidelines ensure that sidewalks, pedestrian street crossings, pedestrian signals, etc. constructed or altered in the PROW by state and local governments are readily accessible to and usable by pedestrians with disabilities. This is nationally considered best practice for pedestrian facilities in the PROW.

On August 8, 2023, the United States Access Board issued its "final rule" on PROWAG guidelines. This update was released after nearly all the analysis was completed for this study. Therefore, this report was completed using the earlier PROWAG, including the 2.0% cross slope requirements vs. 2.1% now allowed.
- **EBA** - In 1997, the State of Illinois passed the Environmental Barriers Act, requiring minimum requirements to ensure that the built environment is designed, constructed, and altered to be accessible to and usable by all, including individuals with disabilities. The Illinois Accessibility Code was updated in 2018.

This document addresses the City's requirement to perform a self-evaluation and maintain a transition plan for compliance for the existing pedestrian facilities in the municipal PROW (sidewalks and curb ramps). This Plan identifies the City Official responsible for the maintenance of the Plan, identifies a grievance procedure, recommends a schedule to achieve compliance, and lays out plans for monitoring the Plan into the future.

3. Purpose

Specifically, the purpose of this Plan is to:

- Provide ADA Transition Plan Update to comply with the Decree
- Comply with applicable laws and codes regarding accessibility (both Federal and State)
- Complete a self evaluation to identify where pedestrian facilities in PROW exist in the City, and whether specific components are ADA compliant
- Determine replacement costs for non-compliant pedestrian facilities
- Determine priorities for non-compliant pedestrian facilities
- Prepare a 10-year plan for pedestrian facility upgrades using the fiscal requirements in the Decree
- Adopt design standards and guidelines
- Provide clarification regarding the City's grievance procedure
- Provide public notice and an opportunity for public participation
- Designate public officials responsible for implementation
- Provide plan to monitor progress

4. Definitions for this report:

- **Accessible** – an element or environment that provides equal access to those with disabilities as with those without disabilities
- **ADA** – American with Disabilities Act – Federal law enacted in 1990. In particular, Title II applies to public entities and is applicable to this document
- **Compliant** – fully conforms with ADA laws and PROWAG – for this document means geometrically accessible to those with disabilities
- **CADD** – computer aided drafting and design – generally refers to design and drafting of objects and materials via software that visualizes designs in 2-D and 3-D models
- **CIP** – Capital Improvement Plan
- **City** – City of Pekin, IL
- **Crosswalk** - a delineated path where pedestrians are to cross the roadway, usually at an intersection or curb ramp. Markings discourage diagonal crossing by pedestrians. Markings also alert vehicles of an established pedestrian crossing point.

Designation of Responsible Employee

- ADA Coordinator and contact information should be listed on Agency website and posted in newsletters/mailers.
- Requirements regardless of website status

Template

2.3 Designation of a Responsible Employee/Official (ADA Coordinator)

As required by Title II of the ADA, Agency Name has identified [Name of Person] or position title held by [Name of Person] at the time of this update, as its ADA Title II Compliance Coordinator. The ADA Coordinator is the primary point of contact on all issues related to

Agency Name PROW Transition Plan
Month Year

3

accessibility within the Agency Type. The ADA Coordinator will also be responsible for the implementation of this Transition Plan in coordination with the ADA Core Team. Questions, concerns, grievance/complaints, or requests for additional information regarding the ADA may be directed to:

ADA Coordinator Name, Title

ADA Coordinator Department

ADA Coordinator's mailing address

ADA Coordinator's phone number

ADA Coordinator's email address

Illinois Relay, 711

Information related to the Agency Name ADA Coordinator, and any changes to the position will be published on the Agency Name webpage (if applicable) and/or mailed out annually to relevant communities through the Agency Name newsletter/mailer and added in addenda at the end of this ADA Transition Plan.

Designation of Responsible Employee

Identification of Key Responsibilities and Qualification of an ADA Coordinator

Companion Guide

2.3 Designation of Responsible Employee/Official (ADA Coordinator)

This section identifies your agency's responsible employee, also known as the ADA Coordinator. This person is typically internal and is the face of your agency for all ADA concerns and/or issues. The ADA Coordinator should be part of all aspects of your agency's ADA self-evaluation of pedestrian facility infrastructure in your PROW as well as being part of and monitoring the implementation of access barrier removal/mitigation in your agency's transition plan. This includes coordinating with various departments and stakeholders to implement changes, procure necessary equipment, and provide training for staff. The ADA Coordinator should have the ability to make or be part of making ADA decisions that impact access to your agency's programs, services, and activities including participating in budget and planning process. The ADA Coordinator contact information needs to be available to the public. Review and adjust the provided narrative as needed in the Template. In addition to the Template narrative, your agency may want to consider an expansion of the narrative after reading the *supplemental information* provided in each chapter below or with additional information specific to your agency.

Supplemental Information

When providing ADA Coordinator information, include any other titles in addition to the ADA Coordinator role, such as the Public Works Director (if applicable). The ADA Coordinator should be directly employed by the municipality, rather than hired through a contractor or consultant. It is recommended the agency create a standard ADA Coordinator email address, such as *adacoordinator@agencyname.gov*, to ensure that coordination continues as employees change jobs or are out of the office. This also reduces the need to make updates to websites and other platforms when contact information changes.

ADA Coordinator Role:

- Plan and coordinate compliance efforts
- Develop and distribute notices about ADA compliance
- Respond to general inquiries from the public
- Coordinate requests for auxiliary aids and services and reasonable modifications of policies, practices, and procedures
- Train staff, boards, and commissions on ADA requirements
- Interact and consult with staff, boards, and commission on the ADA
- Develop a grievance procedure
- Investigate complaints
- Participate in the budgeting process of the agency
- Conduct/Oversee self-evaluation
- [Develop a transition plan to remove the access barriers](#)
- Be part of or have oversight of the implementation of access barrier removal/mitigation with all applicable departments

ADA Coordinator Qualifications:

- Familiarity with the agency's structure, activities, programs, and employees
- Knowledge of the ADA experience for people with a broad range of disabilities
- Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
- Ability to work cooperatively with the public entity and people with disabilities

- Negotiation and mediation skills
- Organizational and analytical skills

Designation of Responsible Employee - Example

City of Pekin, IL

Key elements:

- Identifies ADA Coordinator specifically but also **identifies the job title associated in undertaking the ADA coordinator role** – The City Engineer.
- Also states that training will be provided and required for all new hires with supervisory responsibilities over ADA projects.

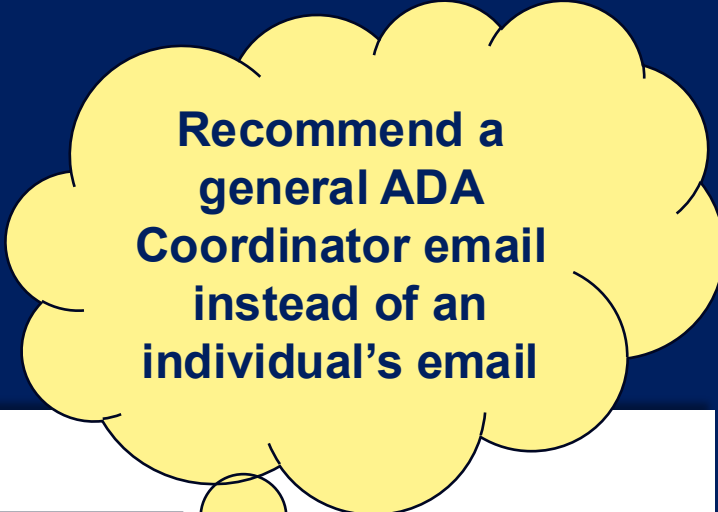


5. City Official Responsible for Implementation

The City Engineer serves as the ADA Coordinator for the City of Pekin. This person will serve as the primary point of contact on all issues related to facilities within the PROW. This person will respond to any ADA inquiries, service requests, and oversee the implementation of The Plan. All written comments should be addressed to:

Josie Esker, PE, SE
ADA Coordinator
111 South Capitol Street
Pekin, IL 61544
Ph: (309) 478-5399
Email: jaesker@ci.pekin.il.us

All new hires with supervisory responsibility for inspection, maintenance, repair, or construction of the City's sidewalks, crosswalks, and pedestrian ramps shall receive training from the Illinois Department of Transportation Technology Transfer Center or the Great Lakes ADA Center.



Self-Evaluation – Data Collection, Evaluation of Pedestrian Facilities & Inventory Summary

Self-Evaluation

Template

2	ADA Mandate and Background	2
2.1	ADA Title II Administrative Requirements.....	2
2.2	ADA Transition Plan Legal Requirements	3
2.3	Designation of a Responsible Employee/Official (ADA Coordinator)	3
3	Policies, Plans, Procedures, Standards, and Guidelines.....	4
3.1	ADA in Comprehensive Planning.....	4
3.2	ADA in Zoning and Land Development.....	5
3.3	ADA Design Standards and Guidelines.....	5
4	Self-Evaluation	7
4.1	Approach to Self-Evaluation	7
4.2	Data Collection and Inventory	8
4.3	Evaluation of Pedestrian Facilities	9
4.3.1	Inventory Summary.....	10
4.4	Evaluation of Pedestrian Facilities for Transition Planning	10
4.4.1	Demographics	11
4.4.2	Modifications Completed to Improve Accessibility	11
4.4.3	ADA Barrier Removal/Mitigation Strategies	11
4.4.4	ADA Barrier Removal/Mitigation Cost Assessment.....	13

Appendix E

Self-Evaluation

- Location/Jurisdiction Maps
- Pedestrian Facility Type Maps
- Data Collection Database
- Inspection Checklists/Forms
- Inspection Photos
- Data Collection Inventory of Pedestrian Facilities
- Barrier Analysis/Evaluation Results Tables
- Prioritization Maps
- Schedule/Budget Analysis

8 Public Involvement and Outreach

Public entities are required to provide an opportunity for interested parties, including individuals with disabilities or organizations representing individuals with disabilities, to inspect and provide public comment on their ADA Self-Evaluation and Transition Plan. Public entities are required to make available to applicants, participants, residents, and other interested persons the protections against disability discrimination given to them by the ADA. Public involvement took place throughout the **Agency's Name** self-evaluation process and the development of the ADA Transition Plan for PROW, including the adoption of the **Agency Name** Transition Plan for PROW.

8.1 Public Comment Period and Review

Prior to approval and adoption, **Agency Name** made the ADA Self-Evaluation and Transition Plan for PROW available for **number (#) weeks, number (#) calendar days**, on the **Agency Name's** website for public review and comment. Hard copies of the Draft ADA Self-Evaluation and Transition Plan for PROW and comment forms were available at the following **Agency Name** locations or accessible locations:

- Agency Building/Site

Data Collection & Inventory

IDOT's template and companion guide are focused on the Public Right-of-Way.

Table 4-1 Summary of ADA Pedestrian Facilities Identified

Facilities Inventoried	Number of Compliant Inventoried Facilities	Number of Noncompliant Inventoried Facilities	Total Facilities Inventoried
Curb Ramps/Crosswalks	X	X	X
Sidewalks (miles of)	X miles	X miles	X miles
Sidewalk Gaps	X	X	X
Signalized Intersections	X	X	X
Shared-/Multi-use Paths	X miles	X miles	X miles
Trails	X miles	X miles	X miles
Other (e.g., transit/school bus stops, on-street parking, pedestrian railing)	X	X	X

Companion Guide

Supplemental ADA Information

The following paragraphs provide additional information related to the self-evaluation approach.

ADA compliance is not met until an evaluation of all programs, activities, and services within the agency area is conducted. This Template and Companion Guide focus only on pedestrian facilities within the PROW.

Be advised that the completion of a self-evaluation for your agency's PROW alone will not satisfy all the requirements under Title II of the ADA. After completion of a comprehensive self-evaluation there are many actions that need to be taken. The public entity's website might need to be reviewed for accessibility, policies might need to change, and scheduled public meetings might need to be moved to an accessible site/building. ADA Title II regulations do not include a planning process for these non-structural tasks. The regulations state: *to the extent, modification of services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.* If there are physical barriers to access identified in your self-evaluation, a transition plan is used to document the process that will be implemented to make structural changes and remove and mitigate barriers.

A state or local government is not required to take action that would result in an undue financial and administrative burden in the case of the modification being too expensive and difficult to provide.

Data Collection & Inventory - Example

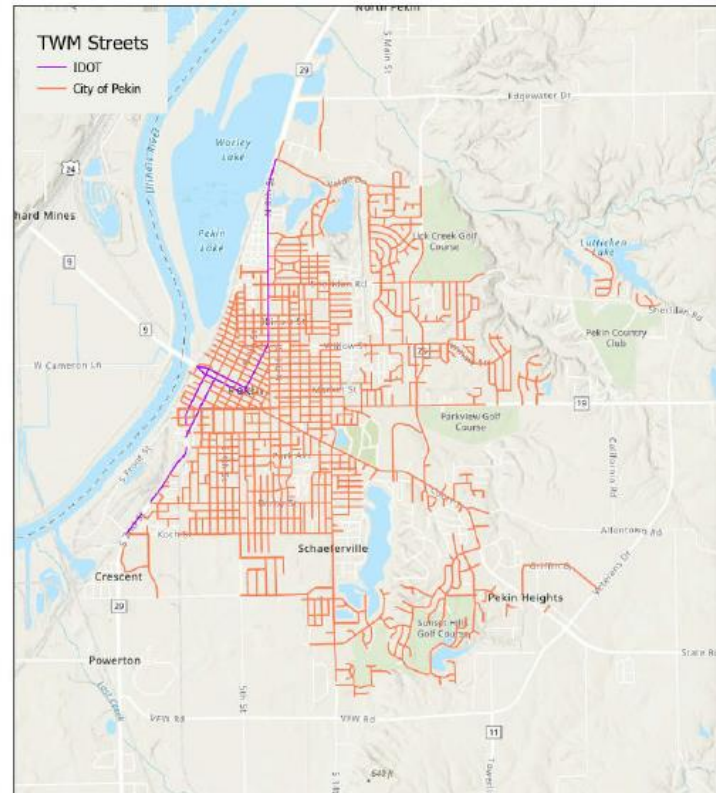
City of Pekin, IL

Key elements:

- Identifies **roadway jurisdictions** – IDOT or City
- Identifies **data collection method** – LIDAR
- Identifies **total of inventoried centerline miles** of City streets
- Identifies **when** data collection occurred

9. Inventory of PROW/Self Evaluation

The City utilized local consultant TWM to collect LIDAR point cloud data throughout the PROW. TWM inventoried 133 centerline miles of City streets with mobile LiDAR during the months of August and September of 2022. Note the City has approximately 170 centerline miles total, but some streets do not have pedestrian facilities, so those were not surveyed as part of this inventory. Also note that some of the streets in Pekin are the jurisdiction and maintenance responsibility of IDOT. Pedestrian facilities are not the City's maintenance responsibility were surveyed and inventoried, but not included in estimates or this plan.



Overall Map of Pekin, with roadway jurisdiction noted



Modifications completed to improve accessibility

Modifications Completed to Improve Accessibility

Template

4.4.2 Modifications Completed to Improve Accessibility

Agency Name has worked to improve accessibility since the last self-evaluation and transition plan was completed in Year (or over the last 5 years). Updates to improve accessibility in the PROW included the following:

1. Maintenance Activities. Summarize maintenance activities.
2. Construction Projects. Summarize construction projects.
3. Policy/Ordinance/Procedure updates. Summarize policy/ordinance/procedure updates.
4. Equipment updates. Summarize equipment updates.
5. Utility improvements. Summarize utility improvements.

Existing federal, state, and local funding sources are explained in Chapter 6. Funding and Compliance Improvement Schedule.

Companion Guide

4.4.2 Modifications Completed to Improve Accessibility

The goal of this section is to highlight the efforts your agency has taken to improve accessibility since the last self-evaluation or transition plan update. If a self-evaluation has not been previously conducted by your agency summarize efforts your agency has taken to improve accessibility over the last 5 or 10 years. It is best practice to review and update your self-evaluation and transition plan every 2 to 3 years to document new barriers and the status of implementation. Improvements can be summarized in the following categories: maintenance activities, construction projects, policy/procedure updates, equipment updates, and utility improvements. This is an opportunity to explain all the efforts that you have already taken towards barrier removal. No community is 100% compliant so you are not alone in this journey, in fact, you have likely completed efforts that are part of an ADA transition plan even if you don't realize it.

Maintenance. Provide a summary of the agency's activities regarding maintenance of pedestrian facilities within the PROW. Examples of typical maintenance items relating to accessibility include snow removal and ice control for sidewalks, curb ramp repair, sidewalk repair, renewal of crosswalk markings, and signal hardware.

Policy/Ordinance/Procedure. Discuss updates to the agency's policies, ordinances, and procedures that impact the PROW. Examples include sidewalk repair policy, references in the code of ordinances, private work within the PROW, outdoor dining in the PROW, temporary events, etc. Recommendations for policy/procedure updates can be documented in a memo attached to the transition plan appendices.

Monitoring - Example

City of Pekin, IL

Key elements:

- Identifies **three ways city will monitor progress**
 - Construction verification
 - Plan update every 5 years
 - GIS Database updates

14. Monitor Progress

- A. **Construction Verification** – The City (or their consultant) will field verify pedestrian facilities for compliance once a specific construction project is complete. Field inspections may be performed both during and after work is performed. These include:
 - a. Local/MFT funded projects with pedestrian facilities in the PROW
 - b. Federally funded projects with pedestrian facilities in the PROW
 - c. New subdivision streets with pedestrian facilities in the PROW
 - d. New commercial or governmental developments with pedestrian facilities in the PROW
 - e. Homeowner upgrades to the sidewalk in front of their home
- B. **Plan Updates** - The ADA Coordinator will review the Plan and update in approximately 5 years.
 - Note progress towards improving accessibility
 - Incorporate public requests received, as deemed appropriate
 - Adjust unit construction pricing to current conditions
 - Adjust schedules/priorities as City budgets and grant fundings fluctuate
- C. **GIS Database Updates** - As pedestrian facilities within the PROW are constructed or re-constructed, the City (or their consultant) will update their GIS database to reflect these improvements. The GIS database will also be used to assist with decision making. The database will recalculate costs (given new unit prices) for various upgrades. The database will also help with re-prioritization and scheduling the yearly pedestrian work. See the GIS Database for same information, as well as a plethora of additional data.

Monitoring – Example Annual Report 2025

City of Pekin, IL

Key elements:

- Provides **reporting period** included in annual report
- **Summary of work completed** per pedestrian facility with additional documentation in appendix
- **Documentation of complaints filed** and completed projects addressing grievances
- Identifies **upcoming projects**

1. REPORT TIMELINE

Consent Decree Effective: November 1, 2022
 Transition Plan Update Complete: April 22, 2024
 12 Month Reporting Period: April 22, 2024 to April 22, 2025
 Report Prepared: April 21, 2025
 Prepared By: City of Pekin Engineering Department

2. OVERVIEW OF ADA SIDEWALK CAPITAL IMPROVEMENTS

November 2022 to April 2024

Included in this section is a summary of the ADA sidewalk repairs made in the period a Decree Effective Date and Prior to the Updated Transition Plan being completed (November 2022, 2024). This section included in the first annual report to document major activities cond final Transition Plan Update.

Project	Approx. Cost	Project Completion	Wo
2022 Sidewalk Improvement Project #2	\$ 218,196.23	11/18/22	
Total	\$ 218,196.23		

3. OVERVIEW OF ADA SIDEWALK CAPITAL IMPROVEMENTS

April 2024 to April 2025

Project	Approx. Cost	Project Completion	Wo
Court Street - Hilltop to Stadium ¹	\$ 1,371,376.97	Ongoing	
2024 Sidewalk Project	\$ 195,250.20	5/10/24	
Derby Street - 8th to 14th	\$ 66,626.95	10/28/24	
2024-2025 Sidewalk Project	\$ 197,997.29	11/26/24	
2024 ADA Improvement Project	\$ 126,417.30	12/15/24	
Total	\$ 1,957,668.71		

¹Approximate Value of sidewalk portion of work completed in this period. Overall project is ongoing with sidewalk ramps n punch list.

4. SUMMARY OF ADA SIDEWALK WORK COMPLETED

- A. ADA Sidewalk Locations Repaired and Accepted: 168 Locations
- Includes all completed by City, Contractors, Property Owners, and Utilities.
 - Sidewalk repairs in this section include all locations approved by City and TWM Auditor.
 - See Appendix A for the complete list.

B. ADA Sidewalk Locations Repaired and Not Yet Accepted: 77 Locations

- Includes all completed by City, Contractors, Property Owners, and Utilities.
- Sidewalk repairs in this section include all locations where work has been complete but are pending approval by City and TWM as ADA Auditor.
- See Appendix B for the complete list.

C. Number of Trip Hazards Repaired: 526 Locations

- Section includes all sections of sidewalk repaired where trip hazard was eliminated.
- Includes all completed by City, Contractors, Property Owners, and Utilities.
- Also includes sections of sidewalk where concrete grinding was utilized to eliminate tripping hazards.

D. Complaints and Repairs

- See Appendix C
- Locations with Grievance Reported: 17
- Locations Repaired: 10
- Locations Currently Prioritized for Future Project: 7
- Additional complaints received in 2025 may not yet be included on the list if locations are still under review due.

5. UPCOMING SCHEDULED PROJECTS

A. Court Street – Stadium to 10th

- Bid Opening on April 17, 2025
- Scheduled to be Accepted by Council April 28, 2025
- Project will be completed in 2025 and 2026

B. Court Street – 8th to 10th

- Scheduled for June 2025 IDOT Letting
- Project will be completed in 2025 and 2026

6. NOTES TRANSITION PLAN COMPLIANCE

- City of Pekin is on track to meet Capital Improvement projects scheduled in transition plan.
- City maintains ADA Coordinator and process for ADA accommodation.
- City has exceeded the \$250,000 in annual sidewalk replacement for ADA upgrades.
- City has provided Quarterly Updates to sidewalk progress in the Engineering Section of the Quarterly City Update Report.

Annual Accessibility Compliance Progress Report

ADA Barrier Removal/Mitigation Strategies & Cost Estimates

ADA Barrier Removal/Mitigation Strategies

Template includes strategies related to:

- Curb Ramps
- Sidewalks
- Signalized Intersections/APS
- Protruding Objects
- Transit Stops
- Municipal Code/Ordinances

Template

4.4.3 ADA Barrier Removal/Mitigation Strategies

As part of the transition plan planning process, ADA barrier removal/mitigation strategies for pedestrian facilities in Agency Name's PROW were developed and assigned to each of the ADA barrier types identified in the self-evaluation. In instances where ADA barriers cannot be removed and existing physical constraints make compliance with the applicable ADA requirements technically infeasible, ADA barrier removal is mitigated to the maximum extent feasible (MEF) and documented. If future construction and/or alteration of the ADA barrier for a particular pedestrian facility and/or its elements allow the removal of the ADA barrier, then the documentation of MEF will be removed. Table 4-2 provides a summary of

Agency Name PROW Transition Plan
Month Year

11

ADA barrier type removal/mitigation strategies typical for use throughout Agency Name. The table does not provide a complete list of ADA barriers and mitigation strategies; however, represents common examples of ADA barriers and removal and mitigation strategies that are typical for application throughout Agency Name.

 Table 4-2. ADA Barriers and Removal/Mitigation Strategies

ADA Barrier	Removal/Mitigation Strategies
Curb Ramps	
Excessive water collecting during rain events (ponding)	Regrade soil and remove/replace soil as needed
Curb ramp missing detectable warning	Add detectable warning
Utility impedes access to and/or through the curb ramp footprint	Adjust/reset/move utility out of pedestrian access route and/or applicable circulation path
Changes in Level (lip) at bottom/top of curb ramp and/or curb ramp landing (turning space)	Grind Lip and/or remove, replace, raise, and/or lower sidewalk panels
Missing curb ramp	Install new curb ramp
Structurally deficient curb ramp or curb ramp elements (does not meet ADA criteria)	Remove and replace curb ramp or applicable elements

ADA Barrier Removal/Mitigation Strategies

Table 4-2. ADA Barriers and Removal/Mitigation Strategies

Template

ADA Barrier	Removal/Mitigation Strategies
Curb Ramps	
Excessive water collecting during rain events (ponding)	Regrade soil and remove/replace soil as needed
Curb ramp missing detectable warning	Add detectable warning
Utility impedes access to and/or through the curb ramp foot	Adjust/reset/move utility out of pedestrian access route and/or applicable circulation
Changes in Level (lip) at bottom/top of curb ramp and/or curb ramp landing (turning space)	
Missing curb ramp	
Structurally deficient curb ramp or curb ramp elements (does not meet ADA criteria)	
Damaged curb ramp (broken flare or treatment, loose bricks or detectable warning panels, etc.)	
Sidewalks	
Drop off adjacent to pedestrian access route, back of curb ramp, etc.	Install pedestrian railing or fill area
Excessive cross/running slope on sidewalk	Remove and replace sidewalk panels and applicable transitional segments
Pedestrian access route less than 60 inches	Remove sidewalk panel(s), add compliant panels for passing space/turning of 60 inches by 60 inches every 200 feet
Missing Sidewalk Section/Gap	Develop and implement a sidewalk replacement policy and install new sidewalk along the entire gap
Heaving or settlement of sidewalk	Raise, lower, or remove and replace sidewalk panels
Raised / uneven edge	Grind pavement/sidewalk at each occurrence
Damaged or broken sidewalk (broken or heaving sidewalks or sidewalk panels, trip edges, loose bricks, etc.)	Remove and replace sidewalk panels or pedestrian facility elements such as bricks, detectable warnings
Signalized Intersections/APS	
Inoperable/damaged push button	Fix, remove and replace in kind, or remove and replace with Accessible Pedestrian Signals

Data Collection - Example

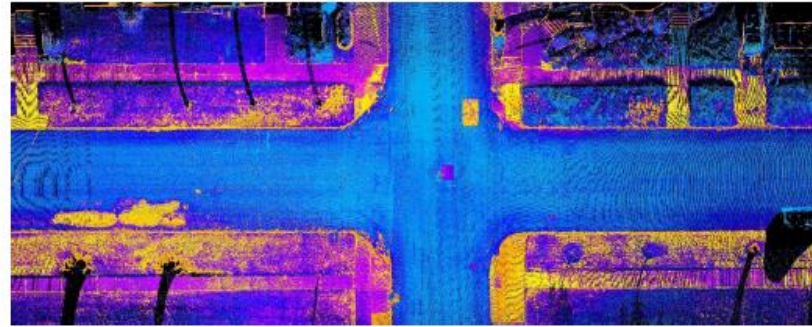
City of Pekin, IL

Key elements:

- Details of various **technologies used to collect data**
 - LIDAR
 - TopoDOT
 - CADD
 - GIS
- Illustrates how the **city was divided into 11 zones** to aide in the data collection and analysis
- Identifies **pedestrian facilities inventoried**

The use of mobile LIDAR allowed for a thorough yet relatively quick way of gaining accurate dimensions and grades for all pedestrian elements within the PROW. Billions of points were collected, with the point density ranging from 50-200 data points per square foot spacing, depending on the varying speed of collection vehicle and the varying distance to the object. Items inventoried included:

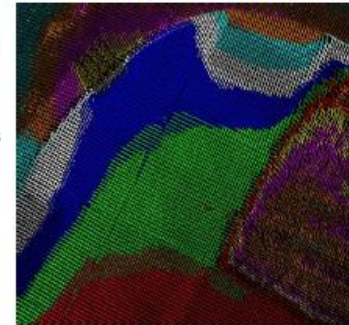
- Sidewalks
- Curb Ramps
- Curb/Gutters (in the vicinity of curb ramps only)
- Marked Cross walks (in the vicinity of curb ramps only)
- Sidewalk obstructions



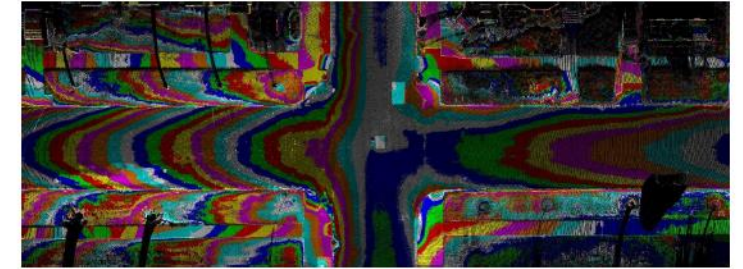
Screen shot view of typical data at an intersection with colored intensity for LIDAR reflectivity.

TWM next utilized specialized software (TopoDOT®) for extracting various metrics from the point cloud data, and determined which specific data points should be linked together to form the edges and surfaces of existing sidewalks, curbs, ramps, etc. These elements are then plotted in a CADD file. The various elements were analyzed with TopoDOT® to enumerate the various metrics (slopes, grades, offsets, etc.) with the geo-location of each of these features.

The CADD model is then linked to GIS, creating a database of the pedestrian facilities. Each element has various characteristics linked to it including its geo-location, various metrics regarding ADA compliance, and a color coding/numeric rating as assigned based on the level of compliance.

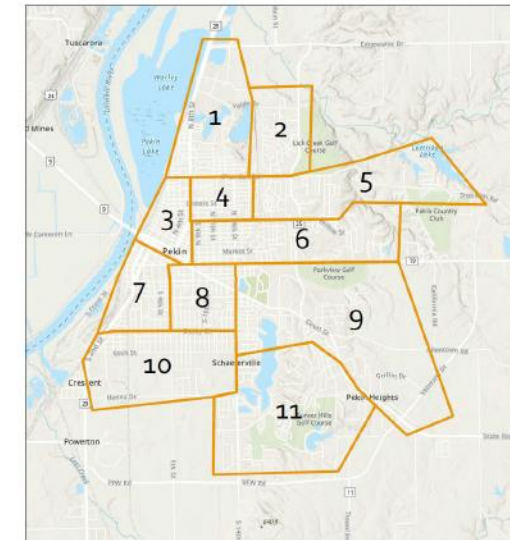


Inset detail at a ramp, to show LIDAR grid spacing



Screen shot view of typical data at an intersection with colored contours for elevations

To break the City up into more easily analyzed portions, the City was divided into 11 Districts. The Districts were created based on geometry of the roadways which made a clear and distinct drivable path for mobile LIDAR data collection.



Overall Map of Pekin, with individual District boundaries shown for data collection and analysis

Data Collection - Example

City of Pekin, IL

Key elements:

- Identifies **characteristics of each pedestrian facilities** inventoried (what was evaluated)
 - Width
 - Running slope
 - Gutter slope
 - Location and type of obstruction
 - Location of trip hazard
 - Cross slope
 - Pavement marking layout
- Provides **pictures as examples of characteristics evaluated**

In GIS, various layers are created and linked to each element. This allows for quick sorting of data and also for ease of visualization of the data. For instance, layers can be manipulated so that just curb ramps in District 2 can be printed out or just trip hazards in District 7 visualized on the screen. As mentioned before, the GIS database is considered part of the Plan. Please utilize the GIS Database to access the plethora of data available.

The following characteristics were linked to each element within the PROW:

- Sidewalk – width, longitudinal (running) slope, cross slope, presence of trip hazard
- Curb Ramps – width, gutter slope, longitudinal ramp slope, cross slope, presence of detectable warning, presence of trip hazard
- Obstructions – location of obstructions noted, also type (mailbox, fire hydrant, power pole, etc)
- Trip Hazards – location of vertical offset noted
- Crosswalks – pavement marking layout compliance, cross slope, longitudinal slope



Trip Hazard Example



Sidewalk Obstruction Example



Curb Ramp example with adjacent painted cross walk. Also adjacent sidewalk obstruction.



Sidewalk/Curb interface with missing ramp example. These locations were classified as a type of non-compliant curb ramp.

Data Collection - Example

City of Pekin, IL

Key elements:

- Details **compliance analysis**
- Describes analysis methodology/**standards** used for each pedestrian facilities
- **Map** of color-coded pedestrian facilities

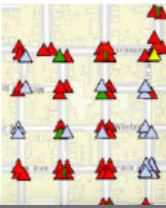
10. Compliance Analysis

Once the inventory was collected and assembled into the GIS database, the information was analyzed to determine if the existing pedestrian elements were geometrically compliant with applicable ADA laws/PROWAG.

Smaller, specific elements such as curb ramps, obstructions, and trip hazards were able to be directly categorized by TopoDOT® and flagged in GIS – directly being assigned a pass/fail coding and applicable green shades or red shades for visual color code. The more continuous sidewalk elements were analyzed individually and rated in continuous sections of relevant similarity. The GIS model (linked, geo-database) is rich with data. Each element has various percent grades, widths, and other metrics noted. A GIS database user is able to click on various elements to see a plethora of data. This allowed TWM to utilize the database and classify the existing sidewalks as compliant or non-compliant. Note that all metrics must be in accordance with the ADA/PROWAG criteria to be compliant. Even if just one metric is non-compliant, the entire element will be classified as non-compliant. If a longer run of sidewalk was fully compliant, a 200' long element might be coded in GIS. If smaller 10' sections flip between compliant and non-compliant, the elements are divided up accordingly and labeled/color coded. See the GIS Database provided.



Sidewalk color-coded



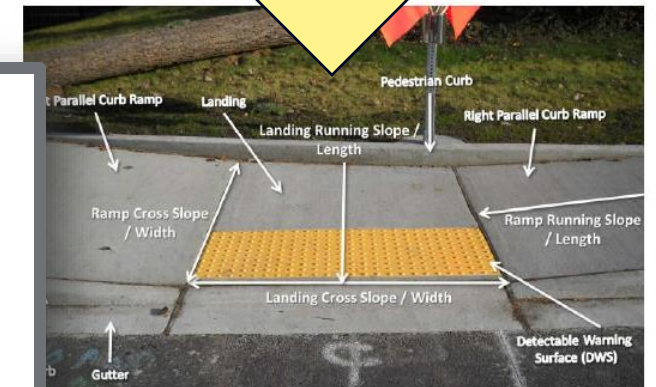
Only existing marked crosswalks were analyzed. Per the MUTCD, crosswalks should not be used indiscriminately. Not every pedestrian crossing requires pavement markings. They should be used where there is a substantial conflict between vehicular and pedestrian movements. Establishing these locations should be reported since this would require pedestrian crash history reviews. Therefore, crosswalks should be considered at locations where existing markings are already provided by the City. Engineers should be consulted before crosswalks are installed or removed from a project. Crosswalk cross slope was analyzed and further analyzed for part of the project. Larger, all-encompassing projects

Best Practice



Curb Ramp color-coded Example

Location	Compliance Criteria Considered (2013 PROWAG)
Obstruction	Obstruction present (Y/N). Assume if present, then non-compliant. (actual requirement is > 48" clr from edge of obstruction to edge of sidewalk) City will evaluate upon repair.
Trip Hazard	Trip hazard greater than 1/4" vertical offset present (Y/N)
Curb Ramp (sidewalk/st intersection location)	<div style="border: 2px solid black; padding: 10px; text-align: center;"> <p>Pictures for each compliance criteria</p> </div>
Sidewalks	
Marked (painted) Crosswalk – required at signalized intersections	See sketch next page



Sketch of various metrics at a typical curb ramp.

ADA Barrier Removal/Mitigation & Cost Assessment

Template

4.4.4 ADA Barrier Removal/Mitigation Cost Assessment

Table 4-3 provides ADA barrier and removal/mitigation strategies and associated implementation costs. Costs to remove/mitigate each identified ADA barrier type are estimated. The estimated costs are based on a mid-range level of project complexity using [insert year] dollars and typical costs. For example, the installation of a new five-foot-wide sidewalk includes expenses for concrete, erosion control, clearing and grubbing, earthwork, and sod.



Table 4-3. Barrier Removal/Mitigation Unit Costs by Barrier Type

ADA Barrier	Removal/Mitigation Strategy	Units	Quantity	Item Cost	Unit Cost	Total Cost (Unloaded)	Total Cost (Loaded)	Notes

Quantities for each of the expense categories represent typical conditions for mid-range project complexity, and these item-costs total into one unit cost for the removal/mitigation strategy. Estimated total costs are loaded costs and include additional factors to account for items such as:

- Maintenance of Traffic (MOT)
- Mobilization
- Contingency
- Design
- Construction Engineering Inspection (CEI)

These items are added on a percentage basis to the subtotal of the estimated removal/mitigation costs. The loaded costs do not include additions for right-of-way acquisition. Estimated unit costs are reported as unloaded costs, and do not include additional percentage factors.

ADA Barrier Removal/Mitigation & Cost Assessment

Companion Guide

4.4.4 ADA Barrier Removal/Mitigation Cost Assessment

Your agency can include unit cost estimates for ADA barrier removal/mitigation in this section. Cost estimates are used in transition planning to better understand funding needs and how long it will take for your agency to implement barrier removal/mitigation measures as required by Title II of the ADA. Table 4-3, Barrier Removal/Mitigation Unit Costs by Barrier Type, in the Template should be completed and adjusted as needed by your agency.

Table 4-1, Example Barrier Removal/Mitigation Project Cost Estimates and Table 4-2, Engineering and Right-of-Way Cost Estimation provide example cost estimates for an assortment of barrier removal/mitigations that may be needed in your Project limits. Once updated these tables can be included in the transition plan appendices.

Table 4-1. Example Barrier Removal/Mitigation Project Cost Estimates

Barrier Removal/Mitigation – Project Type	Cost Estimate (FY 2023, 2024)	Note/Assumption
ADA Curb Ramp Upgrade	\$5,000 to \$10,000 per corner/curb ramp	
Adjust Manholes, Inlets, Valve or Hydrants	\$2,500	
Adjust Utility Pedestal	\$10,000	
Base Cost of Intersection for new Traffic signal	\$160,000 to \$200,000	
Clear Width less than 4 foot	\$100 per linear foot	
Combination Lighting	\$25,000-\$35,000	
Crosswalk Striping	\$500 to 800 each	
Driveway Cross Slope greater than 2% to 3%	\$3,000	
Driveway Cross Slope greater than 3% to 5%	\$4,000	
Driveway Cross Slope greater than 5% to 8%	\$5,000	
Driveway Cross Slope greater than 8%	\$7,500	
Emergency Vehicle Priority Program (EVP) - New	\$7,000-\$9,000	
Emergency Vehicle Priority Program (EVP) - Relocate	\$3,000-\$4,500	
Full Intersection Signal Equipment Upgrade for ADA	\$35,000 to \$52,000	Includes 12% for engineering and survey
Intersection Corner ADA Improvement (Small Qty, < 5,000 sq ft)	\$18,000 to \$28,000	50% Sidewalk and 50% ADA Sidewalk - 4" and 5", includes 12% for engineering and survey
Intersection Corner ADA Improvement (Large Qty, > 5,000 sq ft)	\$13,000 to \$19,000	50% Sidewalk and 50% ADA Sidewalk - 4" and 5", includes 12% for engineering and survey
Mast Arm Relocation	\$10,000	
Sidewalk / Driveway Crossing ADA Improvement (Large Qty, > 5,000 sq ft)	\$4,000 to \$7,000	100% Sidewalk - 6" to 10", 200 sq ft of D/W and Sidewalk replacement

ADA Barrier Removal/Mitigation & Cost Assessment – Example

City of Pekin, IL

Key elements:

- Describes **cost estimate methodology** and assumptions for unit pricing
- Identifies **potential additional costs** to consider
- Provides **cost estimates for each zone** identified during the data collection phase



11. Cost Estimates

Unit prices have been developed for the various improvements. These estimates are for current (summer 2023) pricing, and are “generic” in nature, and applied to the system via the GIS database. These unit costs are not meant to be specific, detailed estimates for individual locations, but used for determining approximate budgetary numbers (by average unit cost basis). The unit prices were developed to include an allowance for various elements and components typically associated with each specific improvement. For instance, curb ramp pricing includes existing ramp removal, new ramp layout & construction, and adjacent seeding. The following unit prices have been assumed for construction of the upgrades:

ITEM	UNIT	UNIT PRICE	ADJUSTED UNIT PRICE	DETAILS
Sidewalks	Sq Ft	\$10	\$16	Includes existing sidewalk removal, new sidewalk layout & construction, and adjacent seeding.
Curb Ramp Reconstruction /Construction	Each	\$5000	\$8000	Includes existing ramp removal (if present), adjacent curb /gutter removal, new ramp and curb/gutter layout & construction, and adjacent seeding.
Crosswalk Striping	Each	\$500	\$800	Apply standard crosswalk striping
Obstruction				
Trip Hazard				

TOTAL COST FOR ADA COMPLIANCE						
LOCATION	REPLACE NON-COMPLIANT SIDEWALK	REPLACE EXISTING RAMP (NON-COMPLIANT)	PROVIDE NEW RAMP NO RAMP PRESENT (NON-COMPLIANT)	OBSTRUCTION ELIMINATION	RESTRIPE CROSSWALK	TOTAL COST
DISTRICT 1	\$2,780,814	\$400,000	\$440,000	\$97,600	\$0	\$3,718,414
DISTRICT 2	\$3,444,313	\$344,000	\$376,000	\$49,600	\$0	\$4,213,913
DISTRICT 3	\$6,726,591	\$2,304,000	\$584,000	\$46,400	\$8,800	\$9,669,791
DISTRICT 4	\$2,257,333	\$720,000	\$680,000	\$36,800	\$0	\$3,694,133
DISTRICT 5	\$3,242,670	\$512,000	\$120,000	\$315,200	\$0	\$4,189,870
DISTRICT 6	\$7,059,750	\$1,584,000	\$1,176,000	\$164,800	\$0	\$9,984,550
DISTRICT 7	\$4,120,721	\$1,800,000	\$400,000	\$60,800	\$3,200	\$6,384,721
DISTRICT 8	\$4,194,333	\$1,592,000	\$720,000	\$64,000	\$6,400	\$6,576,733
DISTRICT 9	\$2,868,175	\$1,088,000	\$312,000	\$75,200	\$3,200	\$4,346,575
DISTRICT 10	\$2,826,557	\$1,016,000	\$216,000	\$49,600	\$8,000	\$4,116,157
DISTRICT 11	\$6,019,224	\$760,000	\$544,000	\$158,400	\$800	\$7,482,424
					COST	\$64,377,282

Prioritization

Prioritization

Priority areas & criteria vary by Agency

Template

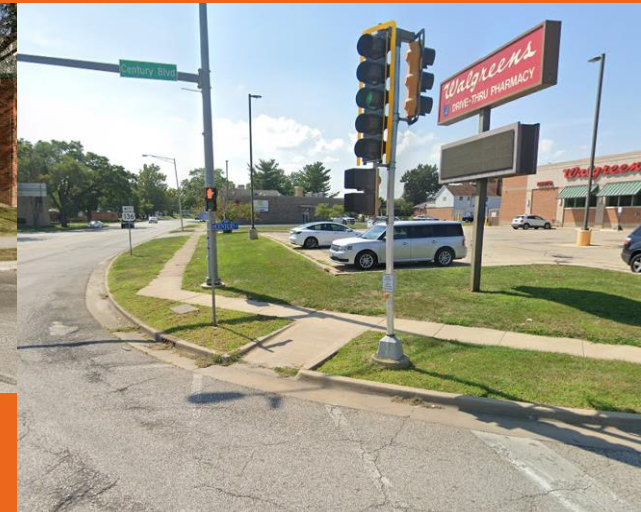
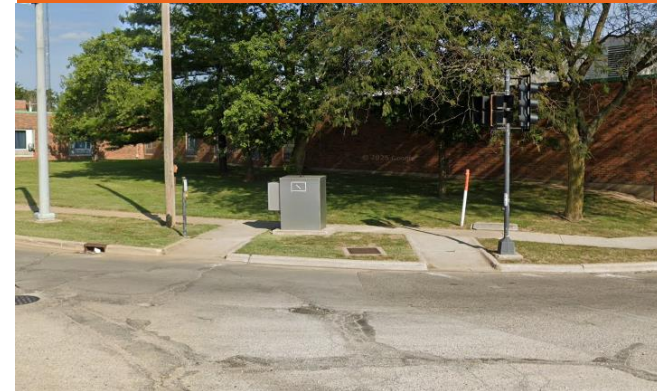
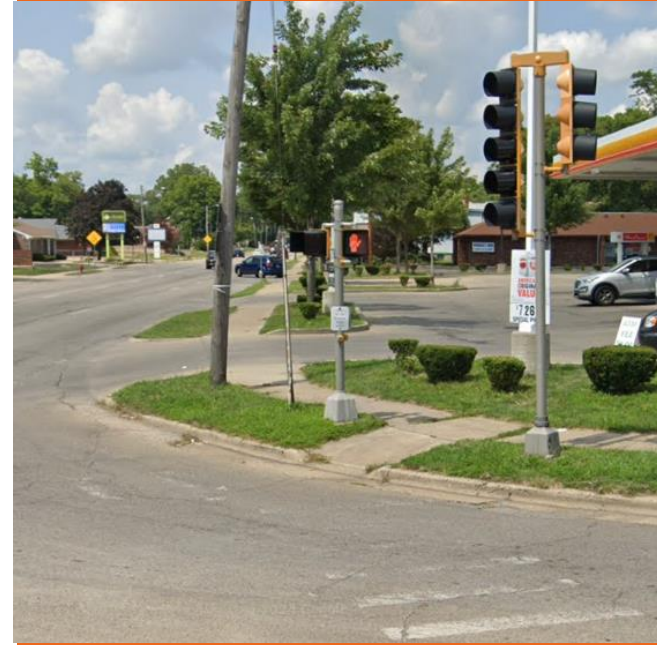
5 Prioritization

Agency Name has identified the following specific locations as priority areas as identified in Section 4.1: Approach to Self-Evaluation for accessibility improvement projects within the PROW.

- Area/Quadrant/Location/Street 1
- Area/Quadrant/Location/Street 2
- Area/Quadrant/Location/Street 3
- Area/Quadrant/Location/Street 4

These areas were selected based on the following suggested criteria (note that public involvement and input may change the priorities below and may add more priority areas):

1. Disability data
2. Public input
3. Proximity to public buildings, schools and medical facilities
4. Safety data (crash data and analysis)
5. Places of public accommodation and employers
6. High pedestrian demand location



Prioritization

Companion Guide

5 Prioritization

A prioritization methodology determines which factors are most important to a community. Every Agency will have a different prioritization method to determine what is most important to them and their residents. Your transition plan should contain a detailed overview of your Agency's prioritization process that was undertaken as part of developing a schedule for completing the mitigation of the existing ADA barriers in your PROW.

Structural changes may first be concentrated in specific areas based on land use, but may also be a result of public input, safety data (high number of crashes or injuries), or other factors important to the community.

Sample criteria descriptions:

1. Disability data – Disability data can include the percentage of the population with a disability at the census tract or block group level.
2. Public input – Information received from residents and stakeholder groups regarding areas of concern for ADA compliance, including those received from the grievance procedure. It is important that you listen to, document, and prioritize public input.
3. Proximity to public buildings, schools, and medical facilities – The location of facilities in the PROW in relation to distance from buildings of importance, such as public services, schools, and medical facilities. However, this can also include grocery stores or other identified areas of importance to your Agency.
4. Safety data (crash data and analysis) – Safety data can include, but is not limited to, crash data involving injuries, serious injuries, fatalities, types of crashes based on transportation method, and the Annual Average Daily Traffic (AADT) of the area. This safety data is often included in Vision Zero Action Plans. Information with safety data can be utilized for projects related to structural changes or closures of ADA non-compliant and unsafe pedestrian crossings.
5. Places of public accommodation and employers – These areas can include areas of large employment such as business or office parks.
6. High pedestrian demand location – High pedestrian demand locations can include downtowns, parks and playgrounds, or other walkable areas.

After public input and feedback on the prioritization process is received you may still find that the public agrees with DOJ's recommendations. However, it is vital that you document this information and prioritize areas from public feedback/input.

[IDOT Policies Bureau of Local Roads and Streets Chapter 8, Section 8-1- Public Right-of-Way Accessibility Transition Plan](#), Section 8-1.01 (c) Barrier Identification, states the following with respect to Prioritization:

Barriers on pedestrian access routes should be identified in the self-evaluation. This also may require coordinating with local disability organizations and the public. When prioritizing the corrective actions, consider the following:

- *Location of pedestrian generators, particularly those in high-priority areas that would be likely serve individuals with disabilities (e.g., medical facilities, high-rise buildings, housing for the elderly, nursing homes, libraries, and commercial or government buildings),*
- *Location of existing pedestrian access routes,*
- *Location of existing utilities, signs, poles, or other features (e.g., steps) that would need to be removed to provide full accessibility,*
- *Existing ground contours that would affect the longitudinal and transverse slope of sidewalks and ramps,*
- *Location of marked crosswalks, and*
- *Presence of drainage features (e.g., inlets, manholes).*

Prioritization - Example

City of Pekin, IL

Key elements:

- Identifies **prioritization criteria** (in this case by the Decree)
 - **Map** shows location of 1/2 mile radius of priority areas
- Map identifying **points of interest that determine larger pedestrian activities**
 - Cultural
 - Government
 - Health
 - Park
 - School
 - Bus
 - Trail

12. Prioritization

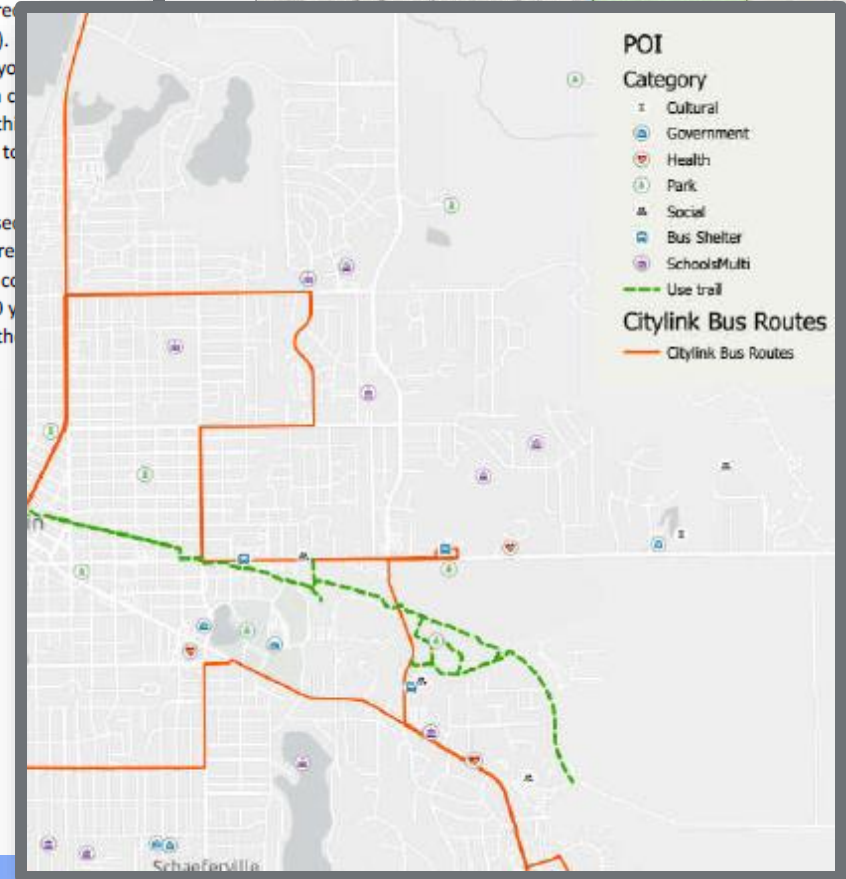
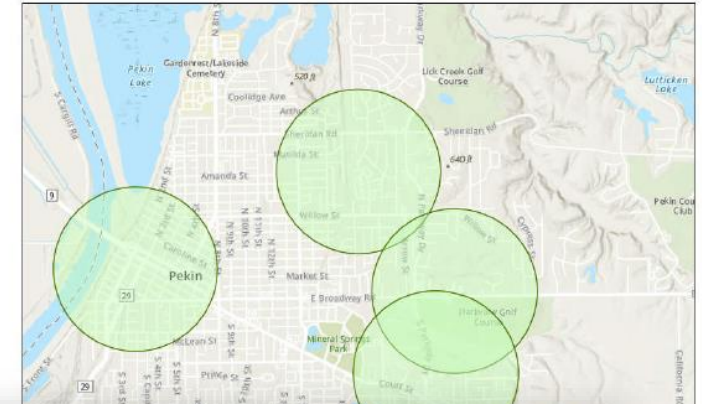
Once the non-compliant elements are determined, the schedule for compliant pedestrian facilities. Like many types of improvements, they may not be immediately met due to budgetary constraints.

The prioritization criteria were determined by the schedule of 46 items to be addressed. See Attachment 1. Items listed in the schedule are not within the scope of this report. Items that pertain to pedestrian facilities in the initial priority schedule is being addressed by the city. Items that have already been addressed prior to the development of this report are not included.

This report attempts to prioritize and schedule improvements for an annual allotment. The first level of prioritization was based on the Decree. Given the nebulous definition of hazardous conditions, it was determined to subdivide the potential improvements further into categories.

The next set of prioritization factors were geographic location and population density with a 0.5-mile radius centered on the city center (see sketch next page). The total cost of the repairs total well beyond what has been made. Pedestrian facilities in the city center and then main thoroughfares with high pedestrian traffic were given next priority due to the number of complaints from plaintiffs.

Beyond that, geographic-based factors such as high pedestrian traffic areas and shopping areas, group living conditions, and high population density were utilized for projects beyond the city center. The generators noted.



Funding and Compliance Improvement Schedule

Funding and Compliance Improvement Schedule

General Guidance

- ADA pedestrian facility improvements within your public right-of-way should use existing and future funding sources to the **extent possible**.
- **Tell the story** of where you are with existing, proposed/expected budget, including if you are receiving any funding currently and/or are looking for funding.
 - Available funding will limit access barrier mitigation and/or removal in your PROW.
 - Be transparent.
- Start with your current funding and align that with barrier removal/mitigation in your PROW based on your prioritization results.
- Add your Improvement Schedule and future projects that have already been planned



Funding and Compliance Improvement Schedule

Template

6.4 ADA Compliance Improvement Schedule

Agency Name is required to have an implementation schedule for completion of the mitigation to ADA barriers within the PROW that are identified in this plan ([28 CFR Part 35.150.D\(2\)\(3\)](#)). The schedule that is identified spans multiple fiscal years and includes installation, repair, and replacement of the identified ADA barriers from the Self-Evaluation. A summary of the implementation schedule is below:

- Within **5 years (20XX to 20XX)**, **100%** of the pedestrian facility features constructed after January 26, 1991, are to be ADA compliant.
- Within **10 years (20XX to 20XX)**, **80%** of all pedestrian facility features (including those constructed on or before January 26, 1991) within the priority areas identified by **Agency Name** staff are to be ADA compliant.
- Within **20 years (20XX to 20XX)**, **80%** of all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of **Agency Name** are to be ADA compliant.

The schedule included in this plan will be updated on a **[number – annual, biennial, etc.]** basis.

- **Applicable Ordinance language and code number here**

Companion Guide

6.4 ADA Compliance Improvement Schedule

Your agency is required to have an implementation schedule for completion of the removal/mitigation of ADA barriers within your PROW that are identified in the Template ([28 CFR Part 35.150.D\(2\)\(3\)](#)). The implementation schedule is not specified by the ADA, but a schedule must be provided by the agency that reflects implementation of the ADA transition plan and/or subsequent updates. An agency can set an [initial horizon](#) year for implementation at a timeframe that works for them, such as 5, 10, to 20 years from adoption.

If your agency has an ordinance requiring property and/or homeowners to share or fully take responsibility of building, maintaining, cleaning (including obstacle cleaning such as snow removal, vegetation removal, etc.), and repairing public sidewalks within your agency's PROW, the ADA transition plan should include language referencing the ordinance. However, even if your agency does have these ordinances in place, it is still your agency's responsibility to enforce this compliance with the property owners and/or homeowners. Speak with your agency's legal counsel with respect to this issue and know your local ordinance. Also, vet the language below with your agency's legal counsel.

Example ordinance language for your ADA transition plan can include:

***Agency Name** is responsible for ordinance enforcement to maintain ADA compliance within the PROW. Per **Agency Name's** sidewalk ordinance (**Code Number**), property and homeowners are required to build, maintain, repair, and clean public sidewalks within unincorporated areas of the **agency** that are adjacent to, or abutting, any public roadway of the local agency. This ordinance does not apply to land owned by the agency or for those who live on any lot used solely for residential use on a road officially designated as a major road by the state and/or metropolitan planning organization (MPO).*

Funding and Compliance Improvement Schedule - Example

City of Pekin, IL

Key elements:

- Identifies **upcoming** construction projects as well as **planned future** construction projects
- Identifies two approaches for implementation of projects:
 - Scheduled, stand alone projects
 - Projects that fit the set aside funds for ADA improvement projects for 4 years

13. Target Installation Schedule

Implementing physical changes to the City's infrastructure will take time and design, and upgrade existing facilities. The City is committed to ensuring that by the City will be built to current ADA/PROWAG Standards.

The following is the City's Plan for ADA Improvements in their PROW:

A. Scheduled, Stand-alone Pedestrian Upgrades - Prioritization gives a method remediation-type projects will be constructed in which order, and the City plan and remove barriers to accessibility based upon the priorities outlined in this plan. Improvements have been systematically chosen based on established priorities, Decree and the City.

A1. The City has dedicated, set aside funds to address ADA upgrades to the PROW. Earlier in this document, approximately \$1,500,000 is to be appropriated or provided to address ADA upgrades between the effective date of the Decree (Nov 2022) and 2026. (See *Attachment II* for Decree, including Schedule 4.1.7 – Class Identification Remediation List. Also see map next page for visualization of this schedule)

Note the City is beginning three projects that will address these high priority areas specifically:

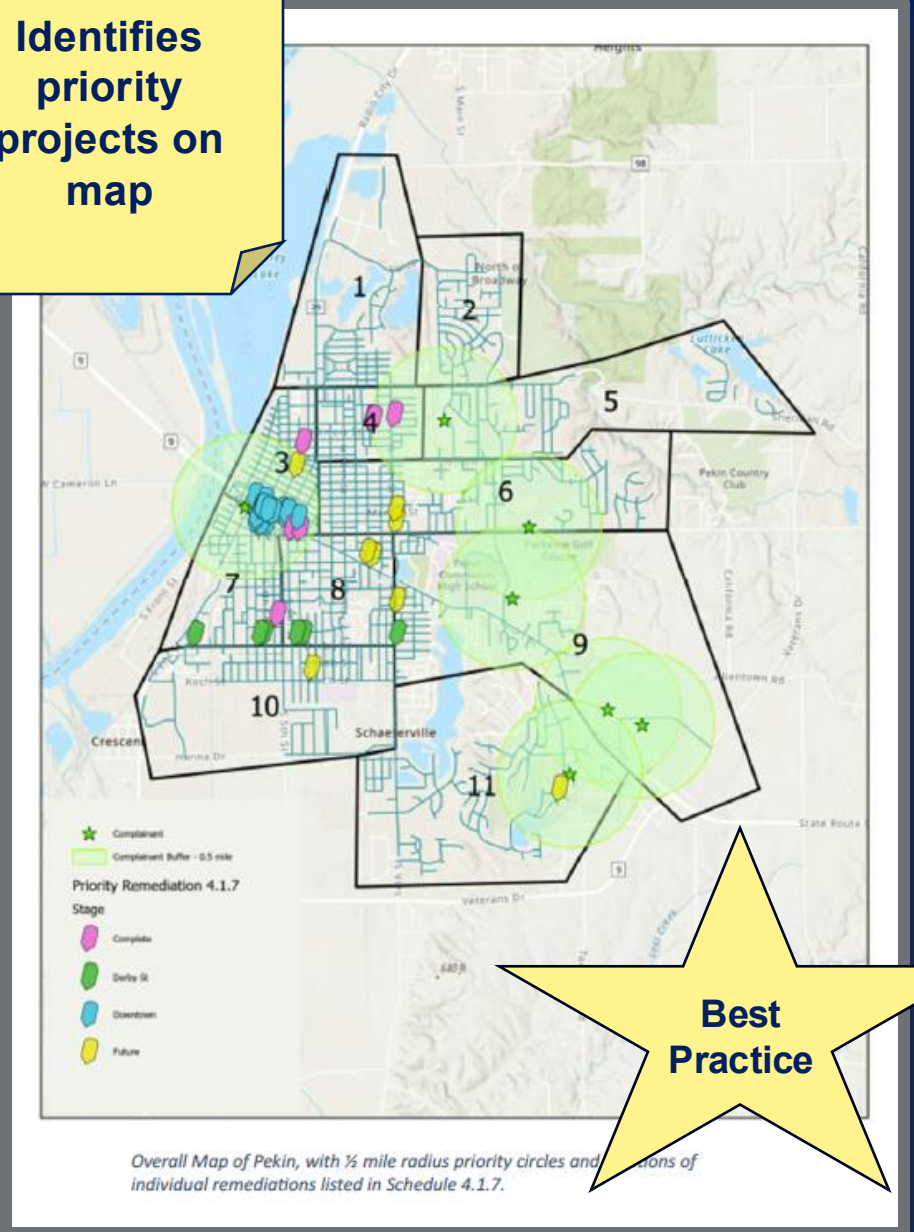
ADA portion of Upcoming Construction Projects

\$650,000	Derby Street Project (2023 & 2024)
\$740,000	Court Street Project (2024)
\$720,000	Downtown Project (2025)
\$2,110,000	Total

Additional Planned future Construction Projects

\$450,000	Court Street north side Project (2025)
\$450,000	Court Street south side Project (2026)
\$900,000	Total

Identifies priority projects on map



Overall Map of Pekin, with 1/2 mile radius priority circles and locations of individual remediations listed in Schedule 4.1.7.

Funding and Compliance Improvement Schedule - Example

City of Pekin, IL

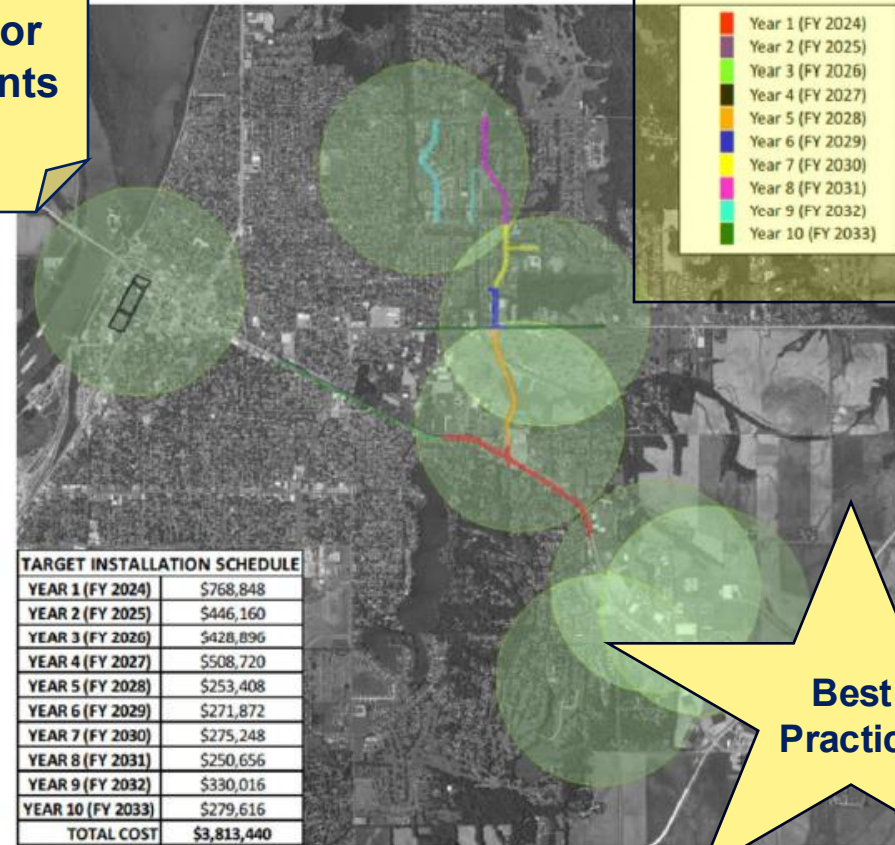
Key elements:

- Illustrates **10-year construction plan** for ADA upgrades and costs associated with each year

A2. In addition, the City will appropriate or procure a minimum of \$250,000 each fiscal year for 10 years on ADA upgrades within the PROW. This 10-year construction plan was prioritized based on the discussion in Plan Section 12. The main thoroughfares were divided by logical termini for runs of sidewalk so that a project doesn't truncate at a random location. Note the City reserves the right to modify these priorities in order to allow flexibility to address emergencies, specific community requests, opportunities with adjacent roadway maintenance projects, grant funding availability, etc.

Below is a summary and map of the projected annual costs for the next 10 years. More detailed maps are presented by year in **Exhibit E**. Note that all costs should be adjusted by the appropriate inflation in years 2-10.

Map of 10-year schedule for improvements



TARGET INSTALLATION SCHEDULE	
YEAR 1 (FY 2024)	\$768,848
YEAR 2 (FY 2025)	\$446,160
YEAR 3 (FY 2026)	\$428,896
YEAR 4 (FY 2027)	\$508,720
YEAR 5 (FY 2028)	\$253,408
YEAR 6 (FY 2029)	\$271,872
YEAR 7 (FY 2030)	\$275,248
YEAR 8 (FY 2031)	\$250,656
YEAR 9 (FY 2032)	\$330,016
YEAR 10 (FY 2033)	\$279,616
TOTAL COST	\$3,813,440



Target Installation Schedule (See Exhibit E for more detail)

Existing & Additional Funding - Example

City of Pekin, IL

Key elements:

- Identifies **incorporation with capital improvement** projects for existing infrastructure projects which includes
 - Maintenance
 - Upgrades
 - Reconstruction
 - Traffic Signals upgrades
- Identifies **additional sources of funding**
- Notes that the City is not required to undertake any action that would represent undue burden.

C. Pedestrian items Incorporated with Capital Improvement Projects - For existing infrastructure, it is anticipated that accessibility upgrades will be performed in conjunction with other projects and/or infrastructure upgrades occurring within the City. The ADA Coordinator will annually review all planned projects in the PROW and compare project locations to locations of known accessibility issues.

- Routine maintenance/patching: Work that is limited to specifically repairing spot areas in the PROW, that do not impact adjacent pedestrian facilities could proceed without ADA modifications. However, any repairs or maintenance work directly affecting accessibility shall provide new or necessary upgrades to impacted existing accessible features to meet current standards.
- Roadway Upgrades – as existing city streets are resurfaced, any existing pedestrian ramps abutting construction not meeting current criteria will be upgraded to be compliant with ADA/PROWAG Standards. Additionally, non-compliant crosswalks adjacent to curb ramps will also be upgraded.
- Roadway Reconstruction - Pedestrian facilities are often part of a bigger roadway project. For these types of projects, upgraded pedestrian facilities will be incorporated into those plans.
- As City-owned traffic signals are reconstructed, pedestrian push buttons will be upgraded to most recent standards or added if non-existent.

D. Additional Sources of Funding - Like many types of aging infrastructure, the needs will be greater than the funds available. The City will attempt to solicit grant funding to make the set aside funds go further. Grants such as Safe Routes to School (SRTS) and Transportation Alternatives (both TAP & ITEP programs) are dedicated pedestrian facility funds. Other federal grants will fund pedestrian components (HSIP, STP, etc). Many of these types of programs are competitive type grants, therefore, agencies aren't guaranteed to receive these funds. The City will assess these programs as they become available, and decide whether to expend the effort to pursue the grant opportunity. Once the grant is secured, the project would progress based on requirements and reviews from other agencies such as IDOT or FHWA, which may delay a planned pedestrian project from the initial schedule presented herein. See Exhibit F for a listing of various grants and their uses.

E. Items to Note

1. ADA does not require the City to construct new sidewalks where they do not currently exist.
2. The City does not maintain a staffing level capable of handling multiple design projects a year. Therefore, in general, the City will sometimes utilize outside design consultants for the design of pedestrian facilities.
3. The City is not required to undertake any action that would represent an undue burden. Undue burden means significant difficulty or expense when considering the nature and

Public Involvement and Outreach – Public Comment Period, Website, and Grievance Procedure

Public Involvement and Outreach

- Chapter 8 of the Transition Plan and Companion Guide documents public involvement and outreach.
- It is also important to publish an accessible document.

Template

8.2.1 Publishing the ADA Transition Plan

The approved and adopted **Agency Name** ADA Transition Plan for PROW is available to the public on the **Agency Name** website at **Agency Website**.

The **Agency Name** ADA Transition Plan for PROW can be made available in other formats, such as hard-copies, copies with large font, electronic format, etc., available upon request.

Alternate format request can be directed to:

ADA Coordinator Name, Title

ADA Coordinator Department

ADA Coordinator's mailing address

ADA Coordinator's phone number

ADA Coordinator's email address

Illinois Relay, 711

Companion Guide

Document Graphics, Branding, and Styles

When designing the graphics for your ADA transition plan, ensure that the document will be compliant with online screen readers. For best results, utilize specific program tools provided in the software being used to develop your ADA transition plan.

- When creating tables, do not merge table cells. All cells will be read in order, and merged cells are difficult for the screen to read the table order correctly.
- Pictures and images should include alternative text, also called *Alt Text*. This allows the online screen reader to have a description of the image being presented. Alt Text should describe the image, graphic, or chart being presented clearly.
- To ensure the document is accessible to visually impaired readers, your document should not heavily rely on maps; all key information conveyed by maps should also be described in the narrative. This is also the case for any graphs or graphics.

When using Microsoft Word:

- Use the correct *Styles* associated with headers and body text. *Style* options are located under the *Home* tab.
- Figure and table titles are added by using the *Insert Caption* option under the *References* tab.
- Alternative text can be added by right-clicking on the image and choosing *View Alt Text*. Alt text is an accessibility option under the *Picture Format* tab.

Agency Web Content

There are federal and state regulations specific to the posting and accessibility of web content that public agencies should consult while addressing Title II requirements.

Federal: On April 24, 2024, the Federal Register published the [Department of Justice's final rule](#) updating its regulations for Title II of the ADA. The final rule has specific requirements that web content and mobile applications (apps) be accessible to people with disabilities including a summary of exceptions. State and local governments must make sure that their web content and mobile apps meet WCAG 2.1, Level AA within two or three years of April 24, 2024, depending on their population.

State: Per the Illinois Municipal Code (Public Act 96-0650) effective 1/1/2020, if an agency (county (55 ILCS 5-1131), municipality (65 ILCS 5/1-1-11), or township (60 ILCS 1/85-60))

Public Comment Period - Example

City of Pekin, IL

6. Public Involvement

Public Outreach is a part of the self-evaluation and transition plan requirement per Title II of the ADA, and public entities are required to engage in meaningful public participation as part of the ADA Transition Plan drafting and adoption process.

The City of Pekin has fulfilled this requirement by making the Draft Transition Plan available to the public on January 24, 2024, followed by a public open house on February 6, 2024. A meeting summary, as well as maps, exhibits, etc. presented can be seen in *Exhibit A*.

Additionally, the Transition Plan will be presented to City Council for review and input prior to adoption of the Transition Plan. Upon adoption, the City will post a copy of the Plan on their website at www.ci.pekin.il.us.

Public Comment Period - Example

City of Pekin, IL

Local Residents Invited to Comment on City of Pekin's Draft ADA Transition Plan

Department of Public Works

Press Release

For: Immediate Release

From: Josie A. Esker, P.E., S.E., City Engineer

CC: John V. Dossey, City Manager

Date: January 19, 2024

Re: Open House for ADA Transition Plan on February 6, 2024 at 5pm

Pekin Public Library

301 S. 4th Street

Pekin, IL 61554

The City of Pekin wants to welcome the press and all interested citizens to attend an open house meeting at the Pekin Public Library on February 6, 2024 from 5 to 7pm to discuss the City of Pekin's Americans with Disabilities Act (ADA) Transition Plan. The City has a draft version of the plan available on the City of Pekin website at www.ci.pekin.il.us. Changes and adjustments to the plan are still being made, but we want to make sure the public's input is incorporated into this plan! Please join us and have your voices heard. Comments will also be accepted by the City's ADA Coordinator, Josie Esker, via e-mail at jaesker@ci.pekin.il.us, phone 309-478-5399, or on the City of Pekin website.

ci.pekin.il.us/ada_portal/ada_transition_plan.php

Imported From IE Adobe Acrobat

ADA Transition Plan Comments

Your First Name*

Your Last Name*

Email*

Phone*

Comments*

Header

I'm not a robot

Submit

City of Pekin's ADA Coordinator

The City has appointed an ADA Coordinator to answer questions and provide assistance to the City's residents and visitors on ADA-related matters:

Josie A. Esker, City Engineer / ADA Coordinator
111 S. Capitol St.
Pekin, IL 61554
(309) 478-5399
jaesker@ci.pekin.il.us

Key elements:

Press Release

- ADA Coordinator listed in the Press Release.
- Message is clear and concise.

Public Inspection/
Comment/Feedback

Website Content - Example

City of Pekin, IL

ADA portal under the both the Government and City Services Tabs



The screenshot shows the City of Pekin website. At the top, there is a navigation bar with tabs for GOVERNMENT, CITY SERVICES, RESIDENTS, BUSINESS, and HOW DO I... The CITY SERVICES tab is highlighted. Below the navigation bar, there is a sub-menu with options like Agendas & Minutes, Mayor & City Council, Boards and Commissions, and ADA Portal. The ADA Portal is highlighted in a green box. Below the sub-menu, there is a grid of service categories: Administration and Support Services, Development Services, Fire Department, Police Department, and Public Works. The Public Works category is highlighted in a green box, and the Americans with Disabilities Act Portal is highlighted in a green box. Below the grid, there is a breadcrumb trail: Home > City Services > Public Works > Americans with Disabilities Act Portal. The main content area has the heading 'Americans with Disabilities Act Portal' and a section titled 'ADA Notice' with a paragraph of text.

Accessible Web Policy

Accessible Infrastructure Projects

ADA Resources and Documents

Request Accommodation or File a Complaint

[Home](#) > [City Services](#) > [Public Works](#) > Americans with Disabilities Act Portal

Americans with Disabilities Act Portal

ADA Notice

The City of Pekin will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities and that its public involvement activities include representation of the disabled community and disability service groups. The City encourages the public to report any facility, service or activity that appears inaccessible to the disabled. Individuals who need auxiliary aids for effective communication in programs and services of the City of Pekin are invited to make their needs and preferences known to the ADA Coordinator.

[Americans with Disabilities Act Portal | Pekin, IL](#)

Publishing ADA Transition Plan - Example

City of Pekin, IL

The screenshot shows the City of Pekin website with a navigation bar containing 'GOVERNMENT', 'CITY SERVICES', 'RESIDENTS', 'BUSINESS', and 'HOW DO I...'. A search bar is located on the right. The main content area is titled 'ADA Resources and Documents' and includes a breadcrumb trail: 'Home > City Services > Public Works > Americans with Disabilities Act Portal > ADA Resources and Documents'. The page is divided into three columns: 'City of Pekin Resources', 'External Resources', and 'Contact Us'. A green arrow points from the 'ADA Resources and Documents' section on the page to a callout box.

- Accessible Web Policy
- Accessible Infrastructure Projects
- ADA Resources and Documents
- Request Accommodation or File a Complaint

[Home](#) > [City Services](#) > [Public Works](#) > [Americans with Disabilities Act Portal](#) > ADA Resources and Documents

ADA Resources and Documents

City of Pekin Resources

- [ADA Notice](#)
- [ADA Transition Plan](#)
- [2025 ADA Transition Plan Compliance Report](#)
- [Request an Accommodation](#)
- [File a Complaint](#)

External Resources

- [ADA.gov](#)
- [ADA Title II Technical Assistance Manual](#)
- [U.S. Access Board](#)
- [ADA National Network](#)
- [Accessibility Online Training](#)
- [Regulations.gov](#)
- [Web Content Accessibility Guidelines](#)

Browser Accessibility Information

- [Microsoft Edge Accessibility Information](#)
- [Firefox Accessibility Information](#)
- [Chrome Accessibility Information](#)

Assistive Programs and Tools

- [Latest Version of JAWS for Windows](#)
- [Latest Version of NVDA for Windows](#)
- [Latest Version of VoiceOver for MacOS](#)
- [Adobe Reader](#)

Contact Us

Joseph Hufnagel
ADA Coordinator
[Email Joseph Hufnagel](#)
Phone: (309) 478-5368

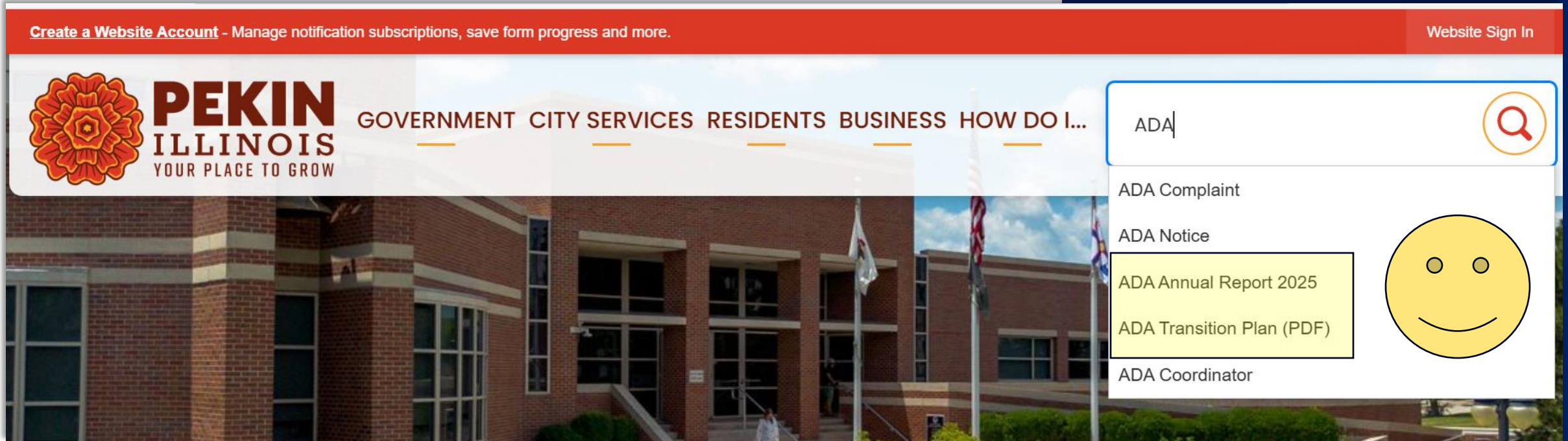
ADA Resources and Documents

City of Pekin Resources

- [ADA Notice](#)
- [ADA Transition Plan](#)
- [2025 ADA Transition Plan Compliance Report](#)
- [Request an Accommodation](#)
- [File a Complaint](#)

Website Content - Example

City of Pekin, IL



The screenshot shows the top navigation bar of the City of Pekin, IL website. On the left is the city logo, a stylized orange flower, with the text "PEKIN ILLINOIS YOUR PLACE TO GROW". To the right of the logo is a navigation menu with links: "GOVERNMENT", "CITY SERVICES", "RESIDENTS", "BUSINESS", and "HOW DO I...". A red banner at the top left contains the text "Create a Website Account - Manage notification subscriptions, save form progress and more." and a "Website Sign In" link is on the top right. A search bar is located on the right side of the page, containing the text "ADA". A dropdown menu is open below the search bar, listing the following results: "ADA Complaint", "ADA Notice", "ADA Annual Report 2025", "ADA Transition Plan (PDF)", and "ADA Coordinator". A yellow smiley face icon is positioned to the right of the search results. The background of the website is a photograph of a brick building.

The search bar allows you to easily find ADA related information: **ADA Complaint, Public Notice, ADA annual report, ADA Transition Plan and ADA Coordinator**

[Pekin, IL | Official Website](#)

Grievance Procedure

Don't forget
Posting
Requirements!

Template

8.3 Grievance Procedure

Agencies must adopt and publish a grievance procedure providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Agency Name will consider and respond to all PROW accessibility improvement requests. All PROW accessibility improvements that have been deemed reasonable will be scheduled consistently with Agency Name priorities. Agency Name will coordinate with all applicable external agencies and developers to ensure that all newly constructed or altered pedestrian facilities within the Agency Name PROW, jurisdiction, or maintenance responsibility are ADA compliant to the maximum extent feasible.

Agency Name's adopted ADA Grievance Procedure is located in Appendix C as well as the Agency Name website (if applicable). Agency Name's grievance procedure (and grievance form) is also available in the following locations: [insert applicable locations where the grievance procedure is available in addition to a website link if available].

Agency Name will accept grievances in-person, via e-mail, by phone, and online per the Agency Name ADA Grievance Procedure as provided in Appendix C.

Sample Grievance Procedures

Long

Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the (Name of Public Entity).

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

(ADA Coordinator name and contact information).

Within 15 calendar days after receipt of the complaint, (name of ADA Coordinator) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, (name of ADA Coordinator) will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the (Name of Public Entity) and offer options for substantive resolution of the complaint.

If the response by (name of ADA Coordinator) does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the (Head of Public Entity) or designee.

Within 15 calendar days after receipt of the appeal, the (Head of the Public Entity) or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the (Head of the Public Entity) or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

Short

Americans with Disabilities Act Grievance Procedure

Complaints concerning discrimination on the basis of disability by the (Name of Public Entity) may be sent to (ADA Coordinator name and contact information). (Name of ADA Coordinator) will contact the complaint within 15 calendar days after receipt of the complaint to discuss the complaint and will respond in writing within 15 days of the discussion.

ADA Grievance Procedure - Example

City of Pekin, IL

Key elements:

- Identifies **grievance form** and provides location to find form.
- **Details procedure**



7. Grievance Procedure

The City's Department of Public Works has a form to Request for Accommodation and/or Sidewalk Repair. A copy is included in Exhibit B of this report. It is available on the City website as well at: https://www.ci.pekin.il.us/ada_portal/file_a_grievance.php

Title II prohibits disability discrimination by all public entities. The City has an existing grievance procedure that was established in the 2016 ADA Transition Plan for filing complaints of alleged violations of Title II. This procedure is outlined below:

- Complainant sends details of the alleged discrimination in writing to the ADA Coordinator
 - Include name, address, phone number.
 - Include location, date and description of the issue.
 - Alternate means of filing complaints can be provided upon request (personal interview, tape recording, etc.)
 - Submit as soon as possible, but no later than 60 days after the alleged violation.
 - Submit to the official ADA Coordinator, at the mailing address listed in Section 5 of this report.
- Within 15 calendar days of receipt, the ADA Coordinator, or their designee, will meet or speak with the complainant.
- Within 15 calendar days of the meeting, ADA Coordinator, or their designee, will respond to complainant.
 - Response will explain the position of the City and offer options for substantive resolution of the complaint
 - Response will be in a format accessible to the complainant.
- If the response does not satisfactorily resolve the issue, the complainant may appeal the decision to the City Manager within 15 calendar days after receipt of the response.
- Within 15 calendar days of receipt, the City Manager, or their designee, will meet with complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the City Manager, or their designee, will respond to complainant in writing with a final resolution.
- All written complaints and responses will be retained by the City for at least three (3) years.

The City's website has a page dedicated to grievances. It includes an on-line form to request sidewalk repairs (or other accommodations) that can be submitted directly via the webpage. Alternatively, complainants can contact the ADA Coordinator in writing. See *Exhibit B*.

https://www.ci.pekin.il.us/ada_portal/file_a_grievance.php

ADA Grievance Procedure - Example

City of Pekin, IL

Form Center • ADA Complaint

Create a Website Account - Manage notification subscriptions, save form progress and more.

PEKIN ILLINOIS YOUR PLACE TO GROW
GOVERNMENT CITY SERVICES RESIDENTS BUSINESS HOW DO I... Search...

Form Center

Search Forms by:
Word or Phrase

By [signing in or creating an account](#), some fields will auto-populate with your information.

ADA Complaint

Date Filed*
mm/dd/yyyy
enter today's date

First Name* Name enter your first name
Last Name* enter your last name

This request is for*

myself
 someone else

Type of accommodation or aide requested*

sidewalk repair
 interpreter
 note taker
 assistive listening device
 reader or aides

braille
 large print
 audio tapes of printed materials
 other (describe below)

If other type of accommodation or aide is requested, please describe.

describe here

Describe the reason for requiring the requested accommodation or sidewalk repair.*

describe here

Date of Event, Incident, or Discovery*

mm/dd/yyyy

Location* Address

Cross Street



Website Accessibility

City of Pekin, IL

Site Links

- Home
- Site Map
- Contact Us
- Accessibility**
- Copyright notices
- Privacy Policy

TextMyGov



PEKIN ILLINOIS
YOUR PLACE TO GROW

GOVERNMENT CITY SERVICES RESIDENTS BUSINESS HOW DO I...

[Home](#) > Site

Website Accessibility

If you use assistive technology (such as a Braille reader, or a screen reader) and the format of any material on this website interferes with your ability to access information, please [contact us](#). To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information.

Accessibility Design Guidelines

Our website has been designed with the following accessibility guidelines in mind:

- We work to comply with [Section 508](#) as well as [WCAG 2.0 A and AA](#) referring to website accessibility standards.
- If you have difficulty accessing the site or have any comments or feedback, please do not hesitate to [contact us](#).

Browser Accessibility Information

Many popular browsers contain built-in accessibility tools.

- [Chrome Accessibility Information](#)
- [Firefox Accessibility Information](#)
- [Microsoft Edge Accessibility Information](#)
- [Safari Accessibility Information](#)

Additional Plug-ins

Adobe Reader is required to view and print PDF documents that appear on this website.

- To download this program for free, visit the [Adobe website](#).
- To read PDF documents with a screen reader, please visit the [Adobe Reader Accessibility website](#) which provides useful tools and resources.

Supported Assistive Technology

- Latest Version of [JAWS](#) for Windows
- Latest Version of [NVDA](#) for Windows
- Latest Version of [VoiceOver](#) for Mac OS X
- Keyboard-Only Navigation

AGENDAS & MINUTES
UTILITY BILLING
BUSINESS LICENSES
BUILDING PERMITS
FOIA REQUEST
BUSINESS TAX
MUNICIPAL CODE
CONTACT US

Contact Us
111 S Capital Street
Pekin, IL 61554
Phone: 309-477-2300
Hours: Monday through Friday
8 am to 5 pm

Quick Links
Agendas & Minutes
Mayor & City Council
Staff Directory
Notify Me

Site Links
Home
Site Map
Contact Us
Accessibility
Copyright Notices
Privacy Policy

AudioEye | Help Desk

Personalization Tools **Report Issue**

Report an accessibility issue

Please describe the accessibility issue you encountered

Name (Required)

Email (Required)

Assistive Technology

Digital accessibility

Something else

(Required)

Describe the issue (Required)

Phone (Optional)

I have read and agree with the [Terms of Service](#) and the [Privacy Policy](#).

Submit

Trusted Certification

TextMyGov

Receive digital text messages and notifications!

Text "PEKIN" 555-309-0189

Opt-In

Thank-you.

- We hope you better understand how to use and navigate the new Self-evaluation and Transition Plan template and companion guide for the public right-of-way.
- Feel free to use it and make it your own.
- Remember it is in draft form. Review comments are appreciated.
- IDOT has on demand training that also covers the template and tips for producing quality transition planning documents.
- Questions?



Questions 2 & 3

2. Do you believe the Template and Companion Guide for the PROW would be something you would use in the future?

3. Are there tools or training that would be helpful for your work towards Title II ADA Compliance? Please list specifics of what is needed?

Instructions

Go to
www.menti.com

Enter the code

3923 8314



Or use QR code

Contact Information



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Email: greg.martinez@hdrinc.com



Jeff Young, HDR

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Email: jeffrey.young@hdrinc.com





Additional Tools (if time allows)

ADA Title II Administrative Requirements Compliance Review Checklist

- Self-assess your ADA Title II documentation.
- Answer the questions in the 5 sections.
 - 1. Applicable Administrative Requirements**
 - ADA Notice, ADA Coordinator, Grievance Procedure, Self-Evaluation, Transition Plan
 - 2. Effective Communications – Website**
 - 3. Self-Evaluation Components**
 - 4. Transition Plan Components**
 - 5. Staff Training**
 - Internal ADA training and etiquette
 - Front Line Staff or those who work with public
- Tally your results and summarize notes and recommendations.

ADA Title II Administrative Requirements Compliance Review Checklist

Local Agency Name: _____

Number of Employees from U.S. Census: Greater than 50 Less than 50

Name, title, email of person who completes the form: _____ Date: _____

Name: _____ Title: _____ Email: _____

Note: Answers informed through review of the Agency's website and Self-Evaluation and/or Transition Plan of the public right-of-way.

Self-Evaluation and/or Transition Plan Components	• No (N) • Partial (P) • Yes (Y)			ADA Program Components; ADA Title II Self-Evaluation (SE) and/or Transition Plan (TP) Review Questions	Requirement Threshold (Number of Employees or Best Practice)	Code of Federal Regulation (CFR) or State Regulation Reference
	N 0	P 0.5	Y 1			
1 Applicable Administrative Requirements	ADA Notice			1.1 – Does the Agency have a publicly-posted ADA Notice?	All	28 CFR 35.106
	ADA Grievance Procedure			1.2 – Is there a publicly-available ADA Grievance Procedure?	50+	28 CFR 35.105
	ADA Coordinator or Responsible Employee			1.3 – Is there a publicly-available complaint form that can be filled out?		
	Self-Evaluation			1.4 – Does the Agency designate an ADA Coordinator or Responsible Employee?	50+	28 CFR 35.107 PA 96-0650 (55 ILCS 5, 65 ILCS 5, or 60 ILCS 1)
	Transition Plan			1.5 – Is the contact information for the Coordinator available to the public?		
	Self-Evaluation			1.6 – Does the Agency have a Self-Evaluation Plan?	All	28 CFR 35.105
	Transition Plan			1.7 – When was the Self-Evaluation Plan created or most recently updated?		
	Self-Evaluation			1.8 – Was the public/disability community given the opportunity to participate in the Self-Evaluation process by submitting comments (such as on barriers, process, priorities)?	50+	28 CFR 35.150(d)
	Transition Plan			1.9 – Does the community have a Transition Plan?		
	Self-Evaluation			1.10 – When was the Transition Plan created or most recently updated?	All	Best Practice
	Transition Plan			1.11 – Was/is the Transition Plan available for public inspection?		
	Self-Evaluation			1.12 – Was the public/disability community given the opportunity to participate in the development of the Transition Plan by submitting comments?	50+	28 CFR 35.150(d)
	Transition Plan			1.13 – Was the public/disability community given the opportunity to review and comment on the Transition Plan?		


Page 1

For Administrative Purposes Only
Last Updated 11/24/2025

“Scoring”

- No = 0
- Partial = 0.5
- Yes = 1
- Any score at all is an indicator that your Agency is trying.
- A low score means your agency likely needs additional resources, documentation improvements, and/or training.

ADA Title II Administrative Requirements Compliance Review Checklist


Illinois Department of Transportation

Local Agency Name:

Number of Employees from U.S. Census: Greater than 50 Less than 50

Name, title, email of person who completes the form: Date:

Name: Title: Email:

Note: Answers informed through review of the Agency's website and Self-Evaluation and/or Transition Plan of the public right-of-way.

No = Needs training/limited or no documentation.
 Partial = Needs training/documentation may be incomplete or available but not enough to be compliant.
 Yes = Doesn't need training/Information documented and compliant.

Self-Evaluation and/or Transition Plan Components	- No (N) - Partial (P) - Yes (Y)			ADA Program Components; ADA Title II Self-Evaluation (SE) and/or Transition Plan (TP) Review Questions	Requirement Threshold (Number of Employees or Best Practice)	Code of Federal Regulation (CFR) or State Regulation Reference
	N	P	Y			
	0	0.5	1			

ADA Notice

“Scoring”

- Tally Scores for blue, green, and orange sections.
- Questions are color-coded.
- Scores are subjective
 - Use as a baseline to measure future updates against.
 - Don't focus on the number.
 - Focus on areas of improvement.
- Provide honest notes/recommendations.
- Revisit recommendations when updating your transition plan or self-evaluation.

Directions: Agency should self-score based on No (0.0), Partial (0.5), and Yes (1.0) responses to questions on pages 1 through 3 and total their scores per category in the left column below. Agency should type Recommendations/Notes in the right column below as needed. Recommendations can be applied as your Agency works to update their ADA Programs and Transition Plans.

<p>1. Applicable Administrative Requirements</p> <p>Score: <input type="checkbox"/> of 2; <input type="checkbox"/> of 6</p> <p>All: Sum of questions 1.1 and 1.6; >50: Sum of questions 1.1, 1.2, 1.4, 1.5, 1.6, and 1.9.</p>	<p>Recommendations/Notes:</p> <input type="text"/>
<p>2. Effective Communication/Public Involvement</p> <p>Score: None</p>	<p>Recommendations/Notes:</p> <input type="text"/>
<p>3. Self-Evaluation Components</p> <p>Score: <input type="checkbox"/> of 9</p> <p>All: Sum of question 1.8 and all section 3 questions except 3.4, 3.7, 3.9, and 3.10.</p>	<p>Recommendations/Notes:</p> <input type="text"/>
<p>4. Transition Plan Components</p> <p>Score: <input type="checkbox"/> of 9</p> <p>All: Sum of questions 1.11 and 1.13 and all section 4 questions except 4.5, 4.7, 4.10, and 4.11.</p> <p>Is a Transition Plan required for this agency? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Are Transition Plan edits recommended? <input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Recommendations/Notes:</p> <input type="text"/>

Scoring

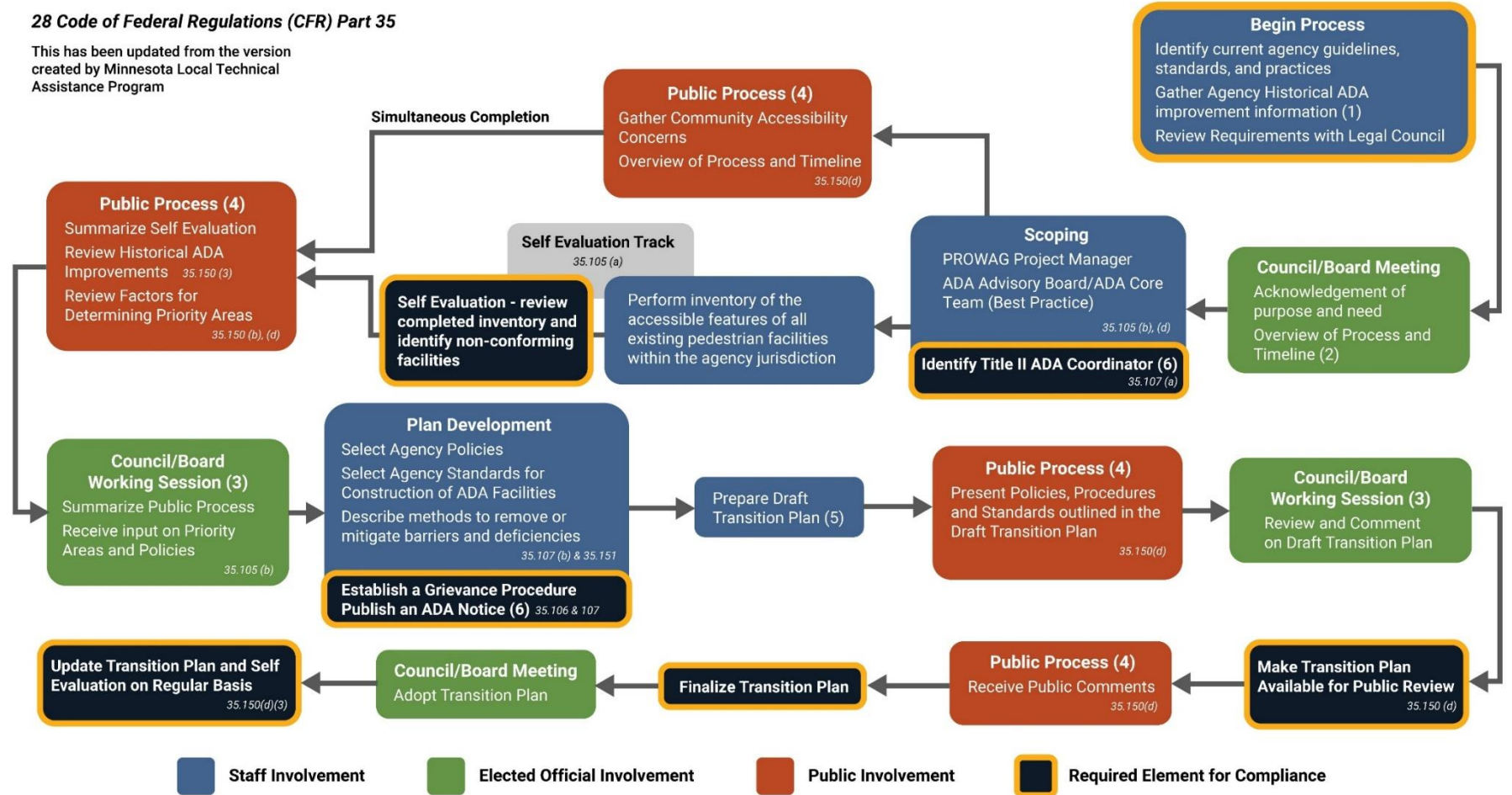
Comprised of three score categories:

- **Administrative Requirements Score**
 - For agencies < 50 employees – 2 total points
 - For agencies > 50 employees – 6 total points
- **Self-Evaluation Components Score**
 - All agencies – 9 total points
- **Transition Plan Components Score**
 - For agencies > 50 employees – 8 total points

Self-Evaluation and Transition Plan Process Flow

28 Code of Federal Regulations (CFR) Part 35

This has been updated from the version created by Minnesota Local Technical Assistance Program



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.

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 (above) represents one possible scenario.

5. A model self-evaluation and transition plan is in development for use as a starting template and will be posted to the website when available.

6. A Title II ADA Coordinator and grievance procedure are needed for all of the agency's facilities, programs and services. These elements are required for more public accessibility areas beyond public right-of-way.



Chicago Metropolitan
Agency for Planning

Plug and Play Transition Plan Engagement Materials

ADA Coordinator's Meeting

March 10, 2026

Templates every step of the way

Sample Transition Plan	Community Engagement Activities	Available Templates
Milestones		
Project set up	<ul style="list-style-type: none">• Form steering committee	<ul style="list-style-type: none">• How to form a steering committee
Kickoff	<ul style="list-style-type: none">• General plan outreach starts• Pop Ups (farmers markets, libraries, schools, etc.)	<ul style="list-style-type: none">• Social media templates• Yard signs• Pop Up Materials (boards)• Board Game activity
Self-Evaluation	<ul style="list-style-type: none">• Pop Ups• Survey• Focus Groups or 1:1's	<ul style="list-style-type: none">• Social media templates
Final Transition Plan	<ul style="list-style-type: none">• Share for public comment	<ul style="list-style-type: none">• Social media templates

Goal for templates

- Residents are informed of the **impact** of transition plans.
- The project team understands and is able to incorporate the **lived experience** of people with disabilities into recommendations.
- The project team can understand the **priority areas** for improvements.
- Residents, local governments, and stakeholders have a **connection** to the transition plan.

Materials approach

1. Make it relevant

2. Make it fun

3. Meet people where they are

Templates available

- How to form a Steering Committee
- Creating a survey
- Hosting an interview
- Sample boards for engagement events
- Social media posts
- Promote the plan through yard signs
- Accessible Communities Board Game

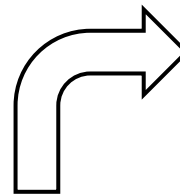
Download from CMAP's website:
<https://bit.ly/4b0jgrX>



**Scan to visit templates on
CMAP's website**

How does it work?

- Download the files from CMAP's website
- Follow the instructions on the first page
- Edit them to make them your own
- Export them as a PDF or PNG



Instructions for each template!

