

## Appendix H: Correcting Transition Plan Elements

- Projects through the Local Government Division
- Projects through the Project Management Division
- Projects through the Field Districts

## **CORRECTING ELEMENTS FROM THE ODOT TRANSITION PLAN**

### **Projects through the Local Government Division (LGD)**

Once all of the evaluations are completed, the ADA/504/508 Coordinator will sit down with the Executive Staff to decide the funding source for each division. From this point on, ODOT will establish an annual budget for the ADA Transition Plan.

The Coordinator will then sit down with the Division Engineers and the LGD Project Manager to establish the scope of the project. See below for ODOT's stance for alterations within municipalities.

#### **Oklahoma Department of Transportation's Stance within municipalities**

- Any ODOT project that has been deemed ADA compliant with all applicable requirements at the time of construction shall be turned back to the municipality after construction is complete in accordance with Oklahoma Statutes (Titles 69 & 74) and the Oklahoma Administrative Code (OAC Title 730). Upon moving forward, the municipality shall be responsible to maintain ADA compliance to the maximum extent feasible in accordance with all applicable requirements.
- Any ODOT project that has been deemed non-compliant to any applicable ADA requirements, the Department would be responsible for bringing those non-compliant elements into compliance.
  - Exceptions may include partnering with local municipalities by resolution agreement to ensure ADA compliance to the maximum extent feasible. This resolution agreement shall provide clarification on responsibility, whether it is by resolving the issue at the time of the project or planned projects within the municipality's transition plan.
  - Once inspections have been performed and the project has been deemed ADA compliant, upon moving forward, the municipality shall be responsible to maintain ADA compliance to the maximum extent feasible in accordance with all applicable requirements.
- All future ODOT alteration projects shall comply with all applicable ADA requirements, including the Joint Technical Assistance Memo issued by the Department of Justice. Once the project has been deemed ADA compliant, the project shall be turned back to the municipality after construction is completed in accordance with Oklahoma Statutes (Titles 69 & 74) and the Oklahoma Administrative Code (OAC Title 730).
  - Exceptions may include partnering with local municipalities by resolution agreement to ensure ADA compliance to the maximum extent feasible. This resolution agreement shall provide clarification on responsibility, whether it is by resolving the issue at the time of the project or planned projects within the municipality's transition plan.
  - Upon moving forward, the municipality shall be responsible to maintain ADA compliance to the maximum extent feasible in accordance with all applicable requirements.
  - Please see ODOT chart showing Maintenance vs Alterations Guidance for ADA Compliance.

Once the project scope and schedules are agreed upon, the LGD Project Manager and the ODOT ADA/504/508 Coordinator will work with the municipality's ADA Coordinator to ensure that the municipality

is abiding by their obligations under the ADA prior to confirmation of project agreement approval. The obligations include:

- Designation of an ADA/504 Coordinator
- Completion of a Self-Evaluation / Transition Plan
- (For recipients and public entities with responsibilities over roads, highways and pedestrian facilities, the Transition Plan must include a curb ramp installation schedule)
- Notice of Non-Discrimination
- Complaint Procedures / Complaint Forms
- Sign Assurances (This will be within the project agreement contract)
- Sub-Recipient Guidance

Once the above obligations are considered to be acceptable, the agreement process with the municipality and ODOT can begin.

The LGD Project Manager, municipality ADA Coordinator, municipality project designer and the ODOT Project Inspector shall perform a final scoping on the project. Once the scoping process is complete, the municipality project designer will complete a construction cost projection estimate and the plans will go through the normal 30/60/90 plan in hand process for approval.

Upon approval of ADA compliant construction plans, the project is then advertised and sent out for bid. During construction, the ODOT Project Inspector should monitor each phase of construction using the ADA regulations, ODOT standards, ADA checklists and other provided useful information from the ADA/504/508 Coordinator.

The LGD Project Manager and the ODOT Project Inspector will verify ADA compliance prior to closing out the project. Once approved, the ODOT Project Inspector will send the ODOT ADA/504/508 Coordinator and the LDG Project Manager a copy of the Final Inspection Notice and Certificate of Project Compliance. Upon receipt of these documents, the ODOT ADA/504/508 Coordinator will update the Transition Plan.

## **CORRECTING ELEMENTS FROM THE ODOT TRANSITION PLAN**

### **Projects through the Project Management Division (PMD)**

Once all of the evaluations are completed, the ADA/504/508 Coordinator will sit down with the Executive Staff to decide the funding source for each division. From this point on, ODOT will establish an annual budget for the ADA Transition Plan.

The ADA/504/508 Coordinator will then sit down with the Division Engineers and the PMD to establish the scope of the project. Once a plan is in place for each division, the project will be scheduled for the Project Initiation with the PMD.

The Project Initiation should include input for each phase of the project from the following departments: PMD, ADA/504/508 Coordinator for ODOT, ADA Coordinator for the Municipality (if applicable), Planning, Design, Traffic, Environmental and Right-of-Way. The Project Initiation team will work together to ensure all ADA requirements are incorporated into the design of the project.

Once the initiation process is completed, PMD will compile project cost projections and the plans will go through the Project Development process for plan reviews. Once the construction plans are completed, the project is then advertised and sent out for bid.

Once construction starts, the ODOT Project Inspector should monitor each phase of construction using the ADA regulations, ODOT standards, ADA checklists and other provided useful information from the ADA/504/508 Coordinator.

The ODOT Project Inspector will verify ADA compliance prior to closing out the project. Once approved, the ODOT Project Inspector will send the ODOT ADA/504/508 Coordinator a copy of the Final Inspection Notice and/or Certificate of Completion. Upon receipt of these documents, the ODOT ADA/504/508 Coordinator will update the Transition Plan.

## **CORRECTING ELEMENTS FROM THE ODOT TRANSITION PLAN**

### **Projects through the Field Districts (FD)**

Once all of the evaluations are completed, the ADA/504/508 Coordinator will sit down with the Executive Staff to decide the funding source for each district. From this point on, ODOT will establish an annual budget for the ADA Transition Plan.

The Coordinator will then sit down with the District Engineers to establish the scope of the project.

Once the project scope and schedules are agreed upon, the District will choose a firm for design of the facility. The District Engineer, project designer and the ODOT Project Inspector shall perform a final scoping on the project. Once the scoping process is completed, the project designer will complete a construction cost projection estimate and the plans will go through the normal 30/60/90 plan in hand process for approval.

Upon approval of ADA compliant construction plans, the project is then advertised and sent out for bid. During construction, the ODOT Project Inspector should monitor each phase of construction using the ADA regulations, ODOT standards, ADA checklists and other provided useful information from the ADA/504/508 Coordinator.

The FMD and the ODOT Project Inspector will verify ADA compliance prior to closing out the project. Once approved, the ODOT Project Inspector will send the ODOT ADA/504/508 Coordinator and the FMD a copy of the Final Inspection Notice and Certificate of Project Compliance. Upon receipt of these documents, the ODOT ADA/504/508 Coordinator will update the Transition Plan.

\* In the event of an alteration that just includes minor changes, such as: Changing out door knobs, moving objects to provide adequate spacing, etc..., the field districts will contact the FMD for coordination.