4.   TRANSITION PLAN

4.1   Introduction

The Transition Plan combines the findings of the facility surveys, sidewalk and right of way surveys, policy assessments, and program evaluations. Policy and program recommendations can be found in sections 2 and 3. The specific architectural modifications required making facilities and sidewalks accessible are listed in the Town of Colma ADA Architectural Barriers Summary List and Street, Sidewalk Summary List and Curb Ramp Summary List (Appendix I, J and K). Each survey contains a complete list of architectural barriers and barrier removal actions. Not all of these barriers must be removed in order to provide program access. The first priority is to remove those barriers limiting access to public facilities and programs.

In compliance with the requirements of the ADA, the Town will maintain equipment and features that are required to provide access to individuals with disabilities.

The ADA Coordinator, or designee, will follow up with each department to coordinate the implementation of the Transition Plan. In those situations where a policy, program or procedure creates a barrier to accessibility that is unique to a department or certain program, the ADA Coordinator, or designee, will coordinate with the department head to address the removal of the barrier in the most reasonable and accommodating manner.

4.2   Architectural Barrier Removal Plan for Facilities

Because of the number of facilities in the Town of Colma it would be very difficult to immediately remove all the barriers to program access. Barriers in facilities will be removed systematically, Town wide, to ensure equality among Town programs. It is the intent of the Town to address barriers to accessibility in public buildings within a time frame of seven years, depending on the immediate necessity, degree of complexity and overall cost. The highest priorities that directly affect the facilities will be corrected during phase one. Phase two will consist of high to low priorities that affect the interior of facilities and parking areas. Phase three will consist of low priority areas that affect programs or site furnishings within the facilities.

4.2.1 Facility Reports – ADA Architectural Barrier Summary List

A Facility Report in table format has been produced for each site that was surveyed, and is summarized in the ADA Architectural Barrier Summary List, Appendix I. The ADA Architectural Barrier Summary List includes:

- Each specific barrier found to be in noncompliance with ADAAG and Title 24 standards

- Recommended solution

- Priority level

- Photo reference

- Estimated costs and completion dates

- References to the ADAAG code provisions

4.2.2 Criteria for Prioritizing the Plan for Facilities

Recognizing that the Town has limited funds and cannot immediately make all buildings and facilities fully accessible, Town staff created urgency criteria as the basis for prioritizing the removal of architectural barriers:

- Program uniqueness – some programs are unique to a building, facility or park and cannot occur at another location.

- Level of use by the public – buildings, facilities, and parks that receive a high level of public use should receive a high priority.

- Geographic distribution – by selecting a range of buildings, facilities, and parks that are distributed throughout the Town, the Town can ensure maximum access for all residents.

4.2.3 Priorities for Facilities

The top priority of the Transition Plan is to make the Town facilities accessible first. These facilities are those which serve local residents, employees, and those of which are utilized by tourists and visitors to the Town of Colma as well. The ADA Architectural Barrier Summary List - Appendix I provides a list of buildings and facilities that receive a high level of use by the public and provide programs and/or services. The list includes those buildings and facilities that are considered by the Town as being its highest priorities for addressing the removal of architectural barriers.

The criteria listed below were used to determine the priorities for addressing specific barriers in each building, facility and park.

4.2.3.1 High Priority

The highest priority is placed on those barrier removal items that provide accessibility at the main entrance of the facility or improve a path of travel to the portion of the facility where program activities take place. Sample of items that received a high priority are:

(1)   Facility entrance walks

(2)   Facility entrance ramps

(3)   Facility entrance handrails

(4)   Town right of ways (sidewalks)

(5)   ADA compliant restrooms

(6)   Parking identification and striping

4.2.3.2   Medium Priority

A second level priority is placed on those barrier removal items that improve or enhance access to program use areas. Sample of items that received a medium priority are:

         (1)   Transaction counters

         (2)   Detectable warnings on staircases

         (3)   Public offices and meeting rooms

4.2.3.3   Low Priority

A third level priority is placed on those barrier removal items that improve access to amenities serving program areas and/or areas or features not required to be modified for accessibility (no public programs located in this area, or duplicate features). Sample of items that received a low priority are:

         (1)   Hi/Lo drinking fountains

         (2)   Adjust door closures

         (3)   Adjust site furnishings

         (4)   Staff training

4.2.3.4   Addressing Priorities

(a)   In general, the Town will address those items listed as High and Medium Priority within a shorter time frame, depending on immediate necessity, degree of complexity, and overall cost. Because Low Priority items do not inhibit a person's ability to access or participate in a Town program or event, the Town will generally those items through routine maintenance, a building/facility remodel or improvement, or upon a request from a department head that a modification is necessary.

(b)   The Town of Colma reserves the right to change the barrier removal priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, and changes in Town programs.

(c)   The recommended Expenditure Plan generally follows the above priority schedule, with two exceptions noted in the Expenditure Plan. (See Appendix L)

4.2.4   Phased Plan for Removal of Barriers

4.2.4.1   Phase One

The goal of the architectural barrier removal plan for the first five years is to make Town of Colma facilities accessible from the parking areas and public ways to the facility entry ways. Due to the nature and high priority assigned to the following architectural barriers staff recommends that the following items be completed by the end of FY 2014-15. Some

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items are included in this table because they can be completed with in-house staff for minimal costs.

Location	Problem	Solution	Priority	Estimated Cost
Town Hall	Non compliant accessible ramps	Provide accessible ramps per ADAAG	High	$145,000
Town Hall	Non-compliant handrails on accessible ramps	Provide accessible handrails per ADAAG	High	$12,000
Town Hall	Non-compliant handrails on front stairs	Provide accessible handrails per ADAAG	High	$4,500
Town Hall	No Identifiable path of travel from accessible parking stall to bottom of accessible ramp.	Identify a path of travel from accessible parking stall to bottom of accessible ramp	High	$5,000
Town Hall Annex	Non-compliant handrails on accessible ramp.	Provide accessible handrails per ADAAG	High	$5,000
Town Hall Annex	Non-compliant curb ramps.	Provide compliant curb ramps per ADAAG	High	$3,500
Town Hall Annex	Non-compliant warning signs on stairs.	Provide detectable warnings on stairs per ADAAG	Med	$1,000
Creekside Villas	Non-compliant curb ramps.	Provide compliant curb ramps per ADAAG	High	$4,500
Museum & Freight Building at Historical Park	Non-compliant handrails on accessible ramp.	Provide accessible handrails per ADAAG	Low	$1,500

Location	Problem	Solution	Priority	Estimated Cost
Sterling Park	Non-compliant accessible ramp to picnic area	Switch benches on picnic tables making area accessible and provide directional signage	Med	$2,500
Sterling Park	Non-compliant signage on restrooms.	Install compliant signage for restrooms per ADAAG	Low	$500
Sterling Park	Non-compliant paper towel dispensers.	Lower paper towel dispensers to correct height per ADAAG	Low	$500

The estimated cost to complete phase one is $185,500. Funding for phase one will come from ABAG PLAN grant funds, the General Fund and when available the operating budget.

4.2.4.2   Phase Two

Phase two will consist of high to low priorities that affect the interior of facilities and parking areas. Due to the nature and priority level assigned to the following architectural barriers staff recommends that the following items be completed by the end of FY 2015-16.

Location	Problem	Solution	Priority	Cost
Town Hall	Incomplete signage and stripping in parking lot	Provide accessible parking space (accommodations for van), stripping and signage per ADAAG	High	$7,500
Town Hall	Doorway connecting from foyer to office is non-compliant.	Enlarge existing doorway to provide access per AADAG	High	$12,000

Location	Problem	Solution	Priority	Cost
Town Hall	Force required to open doors from hallway to council chamber exceeds 5lbs.	Reconfigure swing of door to require less than 5lbs of opening force or install an automatic door opener	Low	$4,500
Town Hall	Upstairs restrooms are not compliant	Re-model restrooms so they are ADA compliant per ADAAG. One possible solution is to make one unisex restroom	High	$200,000
Town Hall Annex	Incomplete signage and stripping in parking lot	Provide accessible parking space (accommodations for van), stripping and signage per ADAAG	High	$16,500
Town Hall Annex	Non-compliant walkways – greater than 5% slope	Remove concrete, re-grade and install concrete walkway per ADAAG	High	$25,000
Creekside Villas	Incomplete signage and stripping in parking lot	Provide accessible parking space (accommodations for van), stripping and signage per ADAAG	High	$13,500
Colma Historical Museum	Non-compliant curb ramps	Provide compliant curb ramps per ADAAG	High	$2,000

Location	Problem	Solution	Priority	Cost
Colma Historical Museum	Incomplete signage and stripping in parking lot	Provide accessible parking space (accommodations for van), stripping and signage per ADAAG	High	$500
Colma Community Center	Force required to open doors exceeds 5lbs	Reconfigure swing of door to require less than 5lbs of opening force	Med	$5,500
Colma Community Center	Non-compliant curb ramps	Provide compliant curb ramps per ADAAG	High	$4,500
Sterling Park	Non-compliant curb ramps	Provide compliant curb ramps per ADAAG	High	$5,500
Sterling Park	Force required to open doors exceeds 5lbs	Reconfigure swing of door to require less than 5lbs of opening force	Med	$2,500
Sterling Park	Door thresholds are non-compliant	Correct thresholds per ADAAG	Med	$3,500

The estimated cost to complete phase two is $303,000. Funding for phase two will come from ABAG PLAN grant funds, the General Fund and when available the operating budget.

4.2.4.3   Phase Three

Phase three will consist of medium to low priorities that affect the interior of facilities. Due to the nature and priority level assigned to the following architectural barriers staff recommends that the following items be completed by the end of FY 2016-17.

Location	Problem	Solution	Priority	Cost
Town Hall	Non-compliant space allowance and reach ranges at front counter	Reconfigure existing layout per ADAAG. Lower existing counter	Low	$35,000
Town Hall	Vertical access to council dais in the Council Chamber is not provided	Provide ramp or platform upon request	Low	$15,000
Town Hall Annex	Non-compliant space allowance and reach ranges at front counter	Reconfigure existing layout per ADAAG	Low	$5,500
Sterling Park	Water fountain on exterior of building is non-compliant	Provide Hi/Lo water fountain per ADAAG	Med	$6,000

The estimated cost to complete phase three is $61,500. Funding for phase three will come from ABAG PLAN grant funds, the General Fund and when available the operating budget.

The estimated cost to correct the architectural barriers at Town of Colma facilities over the next seven years is $550,000.

A cost breakdown by facility is below.

Facility	Cost
Town Hall	$440,500
Town Hall Annex	$56,500
Creekside Villas	$18,000
Sterling Park Recreation Center	$21,000
Historical Museum	$4,000
Colma Community Center	$10,000
Total	**$550,000**

4.3   Architectural Barrier Removal Plan for Sidewalks, Streets, and Curb Ramp

Title II of the ADA requires that public entities having responsibility for or authority over streets, roads, sidewalks, and/or other areas meant for pedestrian use, to develop a Transition Plan. Simply put, a Transition Plan changes inaccessible facilities onto environments that are accessible to and functional for individuals with disabilities.

For existing rights-of-way, local governments must meet the standards for program accessibility. Program accessibility means that a program, activity or service is accessible when viewed in its entirety. Examples of program accessibility include posting sidewalk closure information on the Town website in order to inform people with disabilities of potential route changes, or modifying policies concerning the placement of street furniture to make sure that sidewalks are accessible.

A right-of-way Transition Plan must include (at a minimum) an assessment of existing sidewalks and a schedule for curb ramp installations where an existing pedestrian walkway crosses a curb or other barrier. The DOJ Title II regulations require state and local government entities to prioritize the installation of curb ramps serving:

- State and local government offices and facilities

- Transportation

- Places of public accommodation (private sector facilities covered by Title III)

- Places of employment

To comply with Title II, the Town conducted a physical survey and inventory of sidewalks, streets, and curb ramps in the areas of the Town with the highest levels of pedestrian traffic to determine what recommendations and alterations might be necessary in order to meet current ADAAG technical requirements and State of California standards. Most of the problems within the right-of-way concern physical barriers, which cannot be addressed through other options such as policy changes, alternative methodologies, or adaptive aids. Therefore, the public right-of-way can only be made accessible via a realistic and fundable strategy for curb ramp installation and sidewalk modifications. The compliance survey can be found in the Sidewalk and Curb Ramp Survey - Appendices J & K.

El Camino Real is not included in the Town of Colma Self Evaluation and Transition Plan because it is a state highway and CalTrans has the responsibility for and authority over that street and its sidewalks. Recently a class action lawsuit was settled with the California Department of Transportation. The settlement provides that each city may send requests for accommodation to Cal Trans for removal of ADA sidewalk and curb ramp barriers along state highways. Pursuant to the settlement, the Town of Colma will send requests for accommodations to Cal Trans to remove the physical barriers along El Camino Real.

Hillside Boulevard was not surveyed for sidewalk barrier removal because most of that road lacks sidewalks and there is little pedestrian use along the stretch of the road without a sidewalk. The recommended Capital Improvement Plan for Fiscal Year 2010-2011

includes installation of curb ramps on the existing sidewalks along Hillside Boulevard, and therefore that work is not included in this Plan. An ADA-compliant sidewalk will be installed along the remainder of Hillside Boulevard when it is rehabilitated. A schedule for rehabilitation of Hillside Boulevard will likely be presented to the City Council in the current fiscal year.

Collins Avenue and Mission Road were not surveyed for barrier removal because both streets are currently under study for Economic Development. Staff intends to survey Collins Avenue and Mission Road for architectural barriers in Fiscal Year 2012-13 and will incorporate the findings and recommendations into that year's ADA Transition Plan update.

4.3.1 Criteria for Prioritizing the Plan for Sidewalks, Streets, and Curb Ramps

To promote efficiency and accessibility, some cities construct curb ramps at every point where a sidewalk intersects a curb; however, under Title II of the ADA, the Town is not necessarily required to do so. Traffic safety considerations may make construction of ramp in some locations undesirable. Alternative routes to buildings that make use of existing curb ramps may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the undue financial and administrative burden limitation available in Title II of the ADA may limit the number of curb ramps that the Town may be required to provide.

It is the goal of the Town of Colma to continue its efforts to improve pedestrian accessibility. This effort has been exemplified through past achievements in CIP projects. Following the completion of the Junipero Serra Boulevard Beautification Project in 2007, numerous compliance issues such as truncated domes, outdated push buttons, and crosswalks were all addressed. To continue reaching our goals, the Town of Colma plans to utilize the following criteria to prioritize its sidewalk and curb ramp program:

- Provide access to state or local facilities or offices – Since the ADA requires that funding priority be given to "walkways serving local and state government offices and facilities," these conditions have received the highest priority in the Town's self-evaluation process.

- Provide access to places of accommodation – Locations that provide access to "public, commercial, medical, professional, educational, or recreational services" are high priorities for curb ramp sites.

- Provide access to public transit - A goal of the curb ramp program is to improve access to bus stops along heavily used bus routes.

- Enhance safety at pedestrian crossings – High priority is given to curb ramps that will allow for safe crossings at controlled or marked intersections.

- Create connected systems of accessible pathways – Staff will look for opportunities to complete partially accessible intersection or pathway and to expand an existing pathway system.

4.3.2 Accessibly Improvement Programs

The Town of Colma is devoted to making the Town's streets and sidewalks more accessible through different avenues.

4.3.2.1 New Development and Infill Program

The Public Works Department will develop a program that actively engages property owners in removing right-of-way barriers during new development projects and those projects occurring as infill or redevelopment are required to install sidewalks and curb ramps.

4.3.2.2 Annual Installation, Repair, and Maintenance Program

On an annual basis, the Town's Public Works Department repairs sidewalks and installs new curb ramps as part of routine maintenance.

4.3.2.3 Street-Related Capital Improvement Projects

Sidewalks and/or curb ramps are installed, repaired and/or brought into compliance in all street-related capital improvement projects (e.g., street widening or other street upgrades).

4.3.2.4 Federally Aided Street Overlay Construction Projects

The Town is required and has begun to include the installation of curb ramps as part of federally aided street overlay projects. (Serramonte Boulevard)

4.3.3 Time Period for Right-of-Way Improvements

4.3.3.1 Findings

The ADA Title II regulations states that if a Transition Plan will take more than a year to fully implement, it must contain interim steps that will be done to provide program accessibility.

4.3.3.2 Recommendation

The Town may consider publishing accessibility maps on the Town website that show the most accessible routes to follow.

4.3.4 Phased Plan for Removal of Barriers

For a number of reasons, it will be very difficult to immediately remove all the barriers to program access. The reasons include the number of streets and barriers involved compared to the Town's resources as well as the need to acquire land in some instances from adjacent property owners to make room for sidewalk widening. Therefore, barriers in the rights-of-way and curb ramps will be removed systematically in phases to ensure equality among Town programs. It is the intent of the Town to address barriers to accessibility in the rights-of-way and curb ramps within a time frame of five years, depending on the immediate necessity, degree of complexity and overall cost. The highest priorities that directly affect

public facilities and public transportation will be corrected in phase one. Phase two will consist of medium to low priorities that affect commercial areas and residential neighborhoods.

4.3.4.1   Phase One

The goal of the rights-of-way and curb ramp barrier removal plan for the first four years is to make Town of Colma facilities accessible from the sidewalk areas to the facility entry ways. Due to the nature and high priority assigned to the following rights-of-way and curb ramp barriers staff recommends that the following areas be completed by the end of FY 2013-14.

- Serramonte Boulevard

- Colma Boulevard

4.3.4.2   Phase Two

Phase two will consist of medium to low priorities that affect rights-of-way and curb ramps in commercial areas and residential neighborhoods. Due to the nature and priority level assigned to the following rights-of-way and curb ramps barriers staff recommends that the following items be completed by the end of FY 2014-15.

- Sterling Park Neighborhood

- Mission Road

- Hillside Boulevard

- Junipero Serra Boulevard

- Collins

4.3.5 Funding Right-of-Way Improvements

The Town should take full advantage of the various funding opportunities available for right-of-way accessibility improvements. Some examples of funding opportunities are:

- ABAG PLAN Risk Management grants

- Federally aided improvement projects

- Developers and property owners

- Partnerships with technology companies who may want to fund Accessible Pedestrian Signals showcasing their technology

- Operating budget

- General Fund

The estimated cost to correct the architectural barriers on Town of Colma sidewalks is below.

Street	Cost
Serramonte between ECR & JSB	$6,000
Serramonte between ECR & Hillside	$7,250
Colma Boulevard	$6,000
Total	**$19,250**

The estimated cost to correct Town of Colma Curb ramps and bring them to the current standard is below.

Area/Street	Cost
Sterling Park Neighborhood	$40,500
Mission Road	$21,500
Hillside Boulevard	$6,500
Serramonte Boulevard	$22,000
Junipero Serra Boulevard	$19,500
Colma Boulevard	$22,500
Total	**$132,500**

In some cases the costs to bring the sidewalks into compliance does not include the cost for land acquisition.

4.3.6 Ongoing Accessibility Improvements

Opportunities for further improvement of Town services and facilities will continue to arise as advances are made in technology. Additionally, as the Town acquires new facilities and develops new programs, it will be necessary to review each of them for access compliance.

It is the intent of the Town to keep its programs up-to-date through increased community involvement and partnerships with organizations of and those offering services to persons with disabilities.

4.3.7 Measuring the success of the ADA Self-Evaluation and Transition Plan Update

It is the intent of the Town to periodically evaluate the success of improving access to its programs by compiling statistical measures of success. Examples of some potential

measures of success include:

- Measuring the level of public participation in programs.

- Revising evaluation forms to include questions about how adequately special needs were met.

- Tracking the number of people with disabilities who participate in selected programs, the number of requests for programs that are accessible to people with disabilities, repeat registrants.

- Asking staff to evaluate the success of a program.

- Surveying program participants about desired improvements.

- Conducting an initial assessment/suggestion box program for accessibility.

- Soliciting feedback from personal contact (such as word-of-mouth reports).

- Comparing programs to goals and objectives published by the federal government.

4.4 Expenditure Plan

4.4.1 Finding

The Town of Colma has appropriated $20,000 for ADA-related work to be done in Fiscal Year 2010-2011. A plan for funding all necessary work and improvements needs to be adopted.

4.4.2 Recommendations

(a) Staff recommends that the City Council adopt the Expenditure Plan attached hereto as Appendix L, which is based on the findings from the physical barriers survey and the priorities identified in the ADA Transition Plan. Subject to the provisions of the next paragraph, the Expenditure Plan may be amended by the City Council based on a change in circumstances, such as a further decline in Town revenues.

(b) Each year except Fiscal Year 2010-2011, the Town will appropriate a minimum of $25,000, which shall be adjusted annually in proportion to increases in the Consumers Price Index of Urban Consumers (Revised Series), San Francisco-Oakland-San Jose Metropolitan area, All Items, 1982-84=100. The minimum amount shall be used exclusively to install compliant curb ramps or remove architectural barriers.

5.   PROGRAM ACCESSIBILITY GUIDELINES, STANDARDS AND RESOURCES

5.1   Introduction

In order to facilitate access to Town programs by all residents, the Town will maintain these program accessibility guidelines, standards and resources. This information is available to all Town employees. Each department will add to these guidelines when necessary to address its special needs and include information and technological devices that help staff members communicate with individuals with a variety of disabilities. The Town will periodically review the components of this section as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

The Town will establish a "Resources Toolkit" of adaptive aids and human resources that will be available for use by programs without the means to assemble their own. Staff will explore local sources of assistive technology. Local and National community groups are listed below.

5.2   Federal and State Accessibility Standards and Regulations

5.2.1   Federal Regulations

5.2.1.1   U.S. Department of Justice

(a)   The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [1.800.514.0301 (Voice) or 1.800.514.0383 (TDD)] Publications are available in standard print as well as large print, audiotape, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website (http://www.ada.gov/).

(b)   ADA Regulations for Title II: This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.

(c)   Title II Technical Assistance Manual (1993) and Yearly Supplements. This 56-page manual explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.

(d)   Accessibility of State and Local Government Websites to People with Disabilities. A 5-page publication providing guidance on making state and local government website accessible.

5.2.1.2   U.S. Access Board

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of the publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website (http://www.access-board.gov/). In addition to regular print, publications are available in: large print, disk, audiocassette, and Braille. Multiple copies of the publications can be ordered by sending a request to pubs@access-board.gov. In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

(a)   *The ADA Accessibility Guidelines (ADAAG):* This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA0 of 1990. These scoping and technical requirements are to be applied during the design, construction and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA. This document must be used in conjunction with Title 24 of the California Building Code (see State of California Accessibility Standards and Regulations).

(b)   *State and Local Government Facilities: ADAAG Amendments:* The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing accessibility standards for new construction and alterations of State and local government facilities covered by Title II of the American with Disabilities Act (ADA) of 1990. The guidelines will ensure that newly constructed and altered State and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design and communication.

(c)   *Building Elements for Children: ADAAG Amendments:* The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing alternate specifications for building elements designed for use by children. These specifications are based on children's dimensions and anthropometrics and apply to building elements designed specifically for use by children ages 12 and younger.

(d)   *Play Areas: ADAAG Amendments:* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of play areas covered by the Americans with Disability Act (ADA). The guidelines includes scoping and technical provisions for ground level and elevated play components, accessible routes, ramps and transfer systems, ground surfaces and soft contained play structures.

(e) *Recreation Facilities: ADAAG Amendments:* The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of recreation facilities covered by the Americans with Disability Act (ADA).). The guidelines includes scoping and technical provisions for amusement rides, boating facilities, fishing piers, and platforms, golf courses, miniature golf, sports facilities, swimming pools and spas.

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The Town will regularly review research material posted to the US Access Board's website and upgrading local guidelines and practices as new standards are adopted or existing standards are revised.

5.2.2 State of California Accessibility Standards and Regulations

5.2.2.1 Title 24, California Building Code

(a) The State of California has also adopted a set of design guidelines for accessible facilities, which can be found in the California Code of Regulations, Title 24, Part II, California Building Code (CBC). CBC contains general building design and construction requirements relating to fire and life safety, structural safety and access compliance. CBC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. Although California has adopted most of the ADAAG requirements, there are some differences. In general the more restrictive requirement (whether federal or state) should be applied when designing accessible facilities. The complete Title 24 or any of it parts is available for purchase from the International Code Council (ICC), 5360 South Workman Mill Road, Whittier, CA 90601, 1-800-423-6587, (website: www.iccsafe.org) or at various bookstores that carry technical books.

Since the CBC is updated every three years, the Town will implement an ongoing program of regularly reviewing these changes and updating Town policies and procedure related to accessibility to remain current.

(b) The Division of State Architecture (DSA) also provides information and resources for accessible or universal design. Publications are available for downloading at DSA's website (www.dsa.ca.gov) include:

(1) DSA's 2003 California Access Compliance Referral Manual

(2) Guidance Material and Advisory Reports for Facilities

(3) ADAAG Technical Bulletin

(4) Visual Alarms Technical Bulletin

(5) Text Telephones technical Bulletin

(6) Ground and Floor Surfaces technical Bulletin

(7)   Parking Technical Bulletin

(8)   Detectable Warnings Update

(9)   Assistive Listening Systems Technical Bulletin

(10)   Guide to the ADA Accessibility Guidelines for Play Areas

(11)   Summaries of Accessibility Guidelines for Recreation Facilities

(12)   Accessibility Guidelines for Outdoor Developed Areas

5.2.2.2   Guidelines and Standards for Communication

(a)   Standards for Electronic and Information Technology: The Access Board is issuing final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendment of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with Section 508.

(b)   Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

5.2.2.3   Guidance Material for Communication

(a)   Bulletin on the Telecommunications Act Accessibility Guidelines: As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered included: wired and wireless telecommunication devices, such as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as a phone company's switching equipment.

(b)   Summary of Standards for Electronic and Information Technology: An overview: This bulletin presents an overview of the new standards for electronic and information technology and Section 508.

5.2.2.4   Guidelines for Transportation

(a)   ADA Accessibility Guidelines for Transportation Vehicles: This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans with Disability Act (ADA) of 1990, including over-the road bus and tram systems.

(b)   ADA Accessibility Guidelines for Transportation Vehicles; Over-the Road Buses: This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the Department of Transportation to include scoping and technical provisions for lifts, ramps, wheelchair securement devises, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids.

(c)   American Association of State Highway and Transportation Officials: AASHTO is the organization that maintains the "Greek Book" for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website (http://www.transportation.org/), address accessible circulation systems, including: AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition and Guide for the Development of Bicycle Facilities, 3rd Edition.

(d)   Federal Transit Administration: FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions at (888.446.4511) and on their website (http://www.fta.dot.gov/).

(e)   Manuals on ADA Accessibility Guidelines for Transportation Vehicles: This technical assistance document is one of a series provided to help in understanding the background and underlining rationale of the Americans with Disabilities Act Accessibilities Guidelines for Transportation Vehicles (Vehicle Guidelines) and how the guidelines may apply in a particular case. The documents in this series include:

(1)   Buses, vans, and systems

(2)   Over-the-road buses and systems

(3)   Trams, similar vehicles, and systems

(f)   Securement of Wheelchairs and Other Mobility Aids: As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devises, but the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit accessibility leaders who have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems.

5.3   Resources for Providing Accessible Programs and Facilities

5.3.1 Program Resources

(a)   ADA Document Portal: This website (http://www.adaportal.org/) provides links to an ADA Collection consisting of more than 7,400 documents on a wide range of topics.

The ADA Document Portal is supported by the ten ADA & IT Technical Assistance Centers.

(b) DisabilityInfo.Gov: A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.

(c) California State Parks Accessibility Guidelines: These guidelines present principles for providing accessibility in park settings. They are intended for practical use in the field and as a reference manual that can accommodate many situations and settings. The guidelines cover all of the "building blocks of an accessible park" including accessible programs such as a guided and self-guided programs and tours, audiovisual programs, campfire centers and assembly areas, exhibits, historical sites, trails, visitors information, and special events. This publication is available for downloading from the California State Accessibility Section by phone (916.445.8949) or by email at access@park.ca.gov.

(d) American Association of Museums: Accessible exhibit design publications are available for purchase from AAM's website (http://www.aam-us.org) including Everyone's Welcome (available in a variety of formats), which addresses museum programs and the ADA, The Accessible Museum, which offers model programs of accessibility for older people and people with disabilities, and What Museum Guides Need to Know to provide access to blind and visual impaired visitors.

(e) Beneficial Design: Beneficial Designs works toward universal access through research, design, and education. Beneficial Designs develops assistive and adaptive technology, performs rehabilitation research, contract design, legal consultation, standards development, and serves as a rehabilitation information resource. Contact Beneficial Designs, Inc. at 2240 Meridian Boulevard, Suit C, Minden, NV 89423-8628, (775.783.8822), by email at mail@beneficaildesigns.com or website (http://www.benefitialdesigns.com/).

(f) Smithsonian Institution: The Accessibility Program has developed the Smithsonian Guidelines for Accessible Exhibition Design (1996), which are available for download from their website (http://www.si.edu/opa/accessibility/exdesign/start.htm). Further information is available from the Smithsonian Accessibility Program at the Arts and industries Building, Room 1239 MRC 426, Washington, D.C. 20560 (202.786.2942).

(g) National Center on Accessibility: The Center (http://www.ncaonline.org/) is a cooperative project between the National Park Services and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the activities of the NCA is the National Trails Surface Study. This study is primarily the result of questions that NCA has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blend and is friendly to the environment; and provides a quality trail experience for people with and without disabilities. NCA also publishes "What is an Accessible Trail?" which summarizes the federal guidelines for outdoor developed areas and is available for downloading from its website. The NCA website also has information on campground accessibility, accessible picnic tables, access to beach, and inclusion of people with disabilities aquatic venues.

(h) National Center on Physical Activity and Disability: The Center (http://www.ncpad.org/) provides information and resources on physical activity to help people

with disabilities find ways to become more active and healthier. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.

(i)   National Park Services: NPS has many programs that address the issue of providing accessible recreation services to people with Disabilities (available for downloading at htt://planning.nps.gov/wilderness/toolbox3.cfm) and Director's Order #42, Accessibility, which establishes the purpose and role of the NPS Accessibility Program, lists applicable laws, standards and authorities, implementation strategies, roles and responsibilities. It also addresses National Park Service policies and provides links to additional information sources (available for download at http://www.nps.gov/access/resources online.htm).

(j)   National Center on Accessibility: NCA publishes "What are Alternative Formats?" How Do They Apply to Program and Services? , which is available for downloading from their website (http://www.ncaonline.org/).

5.3.2 Technical Resources

(a)   The Town should utilize the many disability-related resources available through the Internet. A good place to start is ABLEDATA the National Institution on Disability and Rehabilitation Research of the U.S Department of Education maintains a national web-based service (http://www.abledata.com), which provides up-to-date links to assistive technologies and disability-related resources. ABLEDATA's mission is to provide objective information on such assistive products as:

(1)   Architectural elements: Products that make the built environment more accessible, including indoor and outdoor architectural elements, vertical lifts, lighting, and signs.

(2)   Blind and low vision: Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).

(3)   Communication: Products to help people with disabilities related to speech, writing and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.

(4)   Computers: Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware and computer accessories.

(5)   Controls: Products that provide people with disabilities with the ability to start, stop or adjust electric or electronic devices including environmental controls and control switches.

(6)   Deaf and hard of hearing: products for people with hearing disabilities, including amplification, recreational electronics, signal switches and telephones.

(7)　Deaf Blind: Products for people who are both deaf and blind.

(8)　Education: Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments including classroom and instructional materials.

(9)　Recreation: Products to assist people with disabilities with their leisure and athletic activities including crafts, electronics, gardening, music, photography and sports.

(10)　Seating: Products that assist people to sit comfortably and safely including seating systems and therapeutic seats.

(11)　Transportation: Products to enable people with disabilities to drive or ride in cars, vans, trucks and buses including mass transit vehicles and facilities and vehicle accessories.

(12)　Wheeled Mobility: Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors including wheelchairs (manual, sport and powered), wheelchair alternatives (scooters), wheelchair accessories and carts.

(13)　Workplace: Products to aid people with disabilities at work including agricultural equipment, office equipment, tools and works stations.

5.3.2.2　California Assistive Technology Systems (CATS)

CATS is a statewide project of the California Department of Rehabilitation that promotes access to assistive technologies, related services and information to enable people with disabilities to be successful, independent and productive.   CATS maintains several directories on their website (http://www.atnet.org) including:

(1)　On-site and remote real-time captioning services

(2)　American Sign Language (ASL) interpreters

(3)　Ergonomic office equipment vendors

(4)　Augmentative and assistive communications manufacturers and vendors

(5)　Organizations that provide low-cost and donated computers for organizations that provide services to people with disabilities

(6)　Assistive technology vendors and service providers for:

(i)　Hard of Hearing/Deaf

(ii)　Learning Disability

(iii)　Mobility/Physical/Orthopedic

(iv)   Speech Language

(v)   Visually impaired/Blind

5.3.2.3   International Commission on Technology Accessibility

ICTA initiates, facilitates and provides information regarding technology and accessibility through the World Wide Web. This information is available to people with disabilities, advocates and professionals in the field of disability, researchers, legislative bodies and the general community. Information and resources are available at ICTA website (http://www.ictaglobal.org).

5.3.2.4   National Center for Accessible Media

NCAM is a research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces and communities. Developers of Web- and CD-ROM based multimedia need an authoring tool for making their materials accessible to persons with disabilities. NCAM has developed two such tools, version 1.0 and 2.01 of the Media Access Generator (MAGpie), for creating captions and audio descriptions for rich material. Media Access Generator (MAGpie) is available

5.3.2.5   American Sign Language Interpreters

(a)   A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a twenty-four-hour basis to handle emergency procedures.

(b)   The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, certain circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality.

(c)   An on-line directory of ASL interpreters available at the California Assistive Technology System website (http://www.atnet.org).

(d)   DCARA, Deaf Counseling Advocacy and Referral Agency, is located in San Leandro. They provide Interpreter Referral and Information, provide counseling, and job training: (http://www.dcara.org/).

5.3.2.6   Assistive Listening Systems and Devices

Systems and devices to amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Various technologies exist for these devices. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.

(1) An on-line directory of augmentative and assistive communications Manufacturers and vendors available at the California Assistive Technology System website (http://www.atnet.org).

(2) Assistive Listening Systems Technical Bulletin is available on the U.S. Access Board's website (http://www.access-board.gov/).

5.3.2.7 Closed Caption Machine

To the extent practical, Town Departments should have access to device for encoding closed captioning on films and videotapes used for training and other programs.

(1) See the on-line directory of on-site and remote real-time captioning services available at the California Assistive Technology System website (http://www.atnet.org).

(2) TDI: (formerly known as Telecommunication for the Deaf, inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's on-line resources (http://www.tdi-online.org/) include information about media access such as captioning, Internet, videos, and more.

5.3.2.8 Enlarging Printed Materials

A copy machine capable of enlarging printed materials should be available for each site where programs or transaction counter services are provided to the public.

5.3.2.9 Optical Readers

Equipment that can translate printed information into an audio format should be available within the Town.

5.3.2.10 Text Telephone (TDD)

To the extent necessary, Town Hall should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.

(1) TDI: TDI's (formerly known as Telecommunications for the Deaf, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's on-line Resources (http://www.tdi-on-line.org/) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

(2) See Text Telephones Technical Bulletin available on U.S Access Board's website (http://www.access-board.gov/)

5.3.2.11   Transportation

Departments who provide transportation for their programs should provide accessible transportation as needed/requested by program participants. In the future the Town may want to purchase or contract lift-equipped vans or buses to transport individuals who use wheelchairs for programs conducted by the Town. Also see Federal Accessible Transportation Guidelines Above.

5.4   Guide to Disabilities and Disability Etiquette

A guide to disabilities and disability etiquette should be assembled and distributed to staff. The guide will ensure that the staff members are familiar with a variety of types of disabilities and that they are sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. They should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

Disability Etiquette: Interacting with people with Disabilities is available on-Line at the City of Long Beach's website:

(www.ci.longbeach.ca.us/hr/employees/ada/etiquette.htm).

5.5   Community Groups

(a)   Accessibility Connections Community Map: A Directory Bay Area Assistive Technology Services is an on-line service available at (http://www.cforat.org).

(b)   American Council of the Blind: ACB (http://www.acb.org/) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800.424.8666 or email at info@acb.org

(c)   American Association of People with Disabilities: The American Association of people with Disabilities (http://www.aapd-dc.org/) is the largest nonprofit, nonpartisan, cross-disability organizations in the United States.

(d)   Adaptive Environments: This educational non-profit organization is committed to advancing the role design in expanding opportunity and Enhancing experience for people of all ages and abilities. Adaptive Environments provides education and consultation to public and private entities about strategies, precedents and best practices that go beyond legal requirements to design places, things, communications and policy that integrate solutions to the reality of human diversity (http://www.adaptenv.org/).

(e)   The ARC: The ARC (formerly Association for Retarded Citizens of the United States) is the country's largest voluntary organization committed to the welfare of all children and adults with mental retardation and their families (http://www.thearc.org). Local information is available from Arc California, 1225 Eight Street, Suite 590, Sacramento, CA 95814 (916.552.6619) or by email at arcca@quicknet.com.

(f)   Bay Area Outreach and Recreation Program: BORP was founded in 1976 by people with disabilities to create access to the outdoors, to fitness, to sports, and to recreation for a population who'd been left out. BORP offers a number of competitive sports programs, outdoor adventures, family outings, and integrated cycling. BORP staff has extensive experience in providing recreation services to people with disabilities, including involving disabled immigrants and minorities in recreation programs. BORP (http://www.borp.org/) is located at 830 Bancroft Way, Suite 205, Berkeley CA 94710 (510.849.4663) or by email at info@borp.org

(g)   American Foundation for the Blind: The American foundation for the blind is committed to improving accessibility in all aspects of life – from cell phones to ATM's, on web sites and in workplaces. Services include assistance in making products and services accessible to people with visual impairments. AFB offers expert consulting services and accessible media production. AFB provides objective product evaluations of adaptive technologies through its assistive technology product database (http://www.afb.org/). Local assistance is available through the American Foundation for blind – West 44 Montgomery Street. Suite 1305, San Francisco, CA 94040 (415.392.4845) or by email sanfran@afb.net.

(h)   California AT Network: California's AT Network is dedicated to expanding the accessibility of tools, resources and technology that will help increase independence, improve personal productivity and enhance the quality of life for all Californians. For information and assistance, contact the AT Network at 660J Street, Suite 270, Sacramento, CA 95814-2495 (800.390.2699), by email at info@atnet.org, or at their website (http://www.catsca.org/).

(i)   Disability Resources, Inc.: Disability Resources, Inc. is a national nonprofit organization that provides information about resources and independent living. DRI maintains an on-line directory of assistive technology resources (http://www.disabilityresources.org/).

(j)   Environmental Health Network: EHN's focus is on issues access and development relating to health and welfare of the environmentally sensitive and to promote public awareness of environmental sensitivities and causative factors. EHN provides information environmental and chemical sensitivities at EHN, PO BOX 1155, Larkspur California, 94977-1155 (415.541.5075) and on its website (http://users.lmi.net/wilworks/).

(k)   National Association of the Deaf: NAD is a national consumer organization representing people who are def and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website (http://www.nad.org/).

(l)   National Federation of the Blind: NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided on-line resources (http://www.nfb.org/) for technology for the blind, including a technology resources list, a computer resource list, screen access technology, source of large print software for computers , and sources of close circuit TV (CCTV's)

(m)   National Organization on Disability: The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources (http://www.nod.org/)

(n)   Paralyzed Veterans of America: PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website (http://pva.org/sports/sportsindex.htm) provides information on useful sports publications and list of contacts.

(o)   State and Council on Developmental Disabilities, 1507 21st street, Ste.210, Sacramento,   CA   95814-5299   (916.322.8481),   email: scdd@dss.ca.gov   or   website (http://www.scd.ca.gov/).

(p)   State Office for Deaf access, Department of Social Services, 744 P Street, MS 6-91, Sacramento, Ca 95814-5299 (916.322.8481), email : deaf.access@dss.ca.gov or website (http:www.dss.cahwnet.gov/cdssweb/officeofDE_189.htm)

(q)   State Office of Services to the Blind, California Department of Social Services, 744 P Street, MS 6-94, Sacramento, CA 95814 (9163657.3327 email : Blind access@dss.ca.gov or website (http://www.dss.cahwnet.gov/cdssweb/blindservi_187.htm)

(r)   United Cerebral Palsy Association: UCP's mission is to advance the independence, productivity and full citizenship of people with cerebral palsy and other disabilities, through our commitment to the principles of independence, inclusion and self-determination. UCP's Sports and Leisure channel is designed for people with disabilities who are interested in sports and other leisure activities and proposes creative ideas for inclusive community recreation programs, including outdoor adventure activities for people with disabilities. Information about the Sports and Leisure Channel is available at UCP's website (http://wwucp.org /ucp_channel.cfm/1/15).

(s)   United Spinal Association: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal chord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people   with   spinal   cord   injuries   or   disease   is   available   on   their   website (http://www.unitedspinal.org/)

(t)   World Institute on Disability: WID is an international public policy center dedicated to carrying out research in disability issues and overcoming obstacles to independent living. WID maintains an on-line information and resource directory on technology, research, universal design and the ADA (http://ww.wid.org/reources/)

5.6   Funding for Projects

Caltrans has published a transportation funding guidebook in August 2008 titled "State and Federal Funds Available for Local Agency Projects. This document provides concise, high level-level overviews of several Federal and State transportation funding programs available to local agencies. Each program description contains key facts about eligibility, project selection, significant dates, references, sources for assistance and other essential information.