



ADA TRANSITION PLAN

2018

The Louisiana Department of Transportation and Development (LADOTD) has worked collaboratively with a consultant to gather an inventory of sidewalks, signals, buildings, parking, rest areas, mixed used trails, and linkages to transit on all state routes. This vast inventory has been gathered into a database and serves as the Transition Plan to guide the Department's efforts in eliminating barriers that are not compliant with ADA standards.

The Federal Highway Administration has cooperatively provided their support and guidance throughout this ongoing effort.

LADOTD is taking a progressive approach to prioritize, plan, and invest in the elimination of these barriers. The Transition Plan is a living document and will be updated regularly to track the Department's progress and achievements toward compliance. LADOTD encourages public involvement as ongoing efforts are made to identify and eliminate ADA deficiencies.

Heather Huval
ADA/Title VI Compliance Program Manager
Louisiana Department of Transportation and Development

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About the Louisiana Department of Transportation and Development

The Louisiana Department of Transportation and Development (LADOTD) serves the transportation and water resource needs of Louisiana residents, businesses and government partners. We are committed to teamwork, quality, integrity, professionalism, innovation and excellence in serving our customers.

Louisiana Department of Transportation and Development

1201 Capitol Access Road

Baton Rouge, Louisiana 70802

Telephone: (225)379-1232

Email: dotdcs@la.gov

Website: <http://www.dotd.la.gov>

Secretary: Shawn Wilson, Ph. D.

Vision

To move Louisiana onward by delivering a safe and innovative multimodal transportation and infrastructure system.

Mission

Plan, design, build and sustain a safe and reliable multimodal transportation and infrastructure system that enhances mobility and economic opportunity.

Values

Efficiency

Ability to accomplish goals with the minimal use of resources

Honesty

Moral character connoting integrity, truthfulness, and straightforwardness

Inclusion

Valuing the perspectives and contributions of all people, and striving to incorporate the needs and viewpoints of diverse communities into all aspects of the organization

Quality

The degree of excellence by which an individual, object, or project meets or exceeds requirements

Dedication

A complete and wholehearted devotion to a task or organization

Commitment

Being bound or obligated to a particular cause, action, or attitude

Departmental Goals

- Deliver Quality Customer Service
- Enhance Public Trust
- Produce Tangible Infrastructure Improvements

Introduction and Overview of LADOTD's ADA Program

The Americans with Disabilities Act of 1990, or "ADA", prohibits unjust discrimination against individuals based on disability and ensures that people with disabilities have equal rights and opportunities as able bodied individuals.

The ADA consists of five titles that address different aspects of public life which could potentially be impacted by discrimination:

- Title I- Equal Employment Opportunity for Individuals with Disabilities
- Title II- Nondiscrimination on the Basis of Disability in State and Local Government Services
- Title III- Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities
- Title IV- Telecommunications Relay Services
- Title V- ADA Miscellaneous Provisions

Title II of the ADA focuses on discrimination by all public entities at the local level and specifically addresses accessibility to public services and public transportation by persons with disabilities.

Under Title II, LADOTD is responsible for complying with the following minimum requirements of an ADA program:

Designate an ADA Coordinator:

The role of the ADA Coordinator is to manage all programs and policies related to compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title II, Title VI, and other federal and state laws associated with regulations for persons with disabilities. The ADA Coordinator will serve as the primary contact for all public outreach pertaining to discriminations against persons of disabilities.

The ADA Coordinator will address and investigate complaints and track the progress of the Transition Plan.

LADOTD's ADA Coordinator:

Heather Huval

Title VI/ADA Compliance Program Manager

Louisiana Department of Transportation & Development

Compliance Programs Office

Telephone: 225-379-1923

Fax 225-379-1865

email: Heather.huval@la.gov

Provide Title VI Notice to the Public:

The Title VI Notice to the Public states that services and programs offered by public entities, including LADOTD, should be accessible to all individuals in accordance with Title VI of the Civil Rights Act. The notice includes contact information for the Department's ADA Coordinator, as well as information about filing a formal Title VI/ADA complaint. At a minimum, LADOTD's ADA Notice to the Public is posted on LADOTD's website, in LADOTD Headquarters buildings and in sub-recipient transit vehicles.

Establish a Formal Complaint/ Grievance Procedure:

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, national origin or disability by the LADOTD may file a Title VI/ ADA complaint by completing and submitting the agency's Title VI/ ADA Complaint Form.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to believe that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A description of the timeframes and processes to be followed by the complainant and LADOTD is included in the form.

At a minimum, LADOTD's Title VI/ADA Complaint Form and Procedures can be found in the Agency's Title VI Plan, on the LADOTD web site and is distributed to all subrecipients.

Develop Internal Standards, Specifications and Design Details

Perform a Self-Evaluation and Develop an ADA Transition Plan

The ADA and Section 504 require State and local governments with 50 or more employees to perform a self-evaluation of their current services, policies and practices that do not meet current ADA standards. A transition plan addressing these deficiencies must be developed once the deficiencies are identified in the self-evaluation.

LADOTD is committed to making its programs and services accessible to persons with disabilities. The goal is to achieve program accessibility and full compliance in new construction and alterations unless it is technically infeasible or it represents an undue financial and administrative burden. As part of its ongoing commitment to making its programs and services accessible, LADOTD has performed a self-evaluation of its buildings and facilities as well as its public rights-of-way. The agency will utilize the methods it deems necessary to achieve its goal. These methods can include but are not limited to reassignment of services, modification of existing facilities, etc.

ADA Transition Plan Requirements

The Federal Highway Administration (FHWA) looks for the following minimum requirements in a comprehensive self-evaluation and transition plan, as stated in 28 CFR 35.150(d) :

1. Clearly identify the official responsible for implementation of the transition plan
2. Inventory of barriers (identification of physical obstacles): Identify intersection information, including curb ramps and other pedestrian elements
Action plan to develop inventory of sidewalks (slopes, obstructions, protruding objects, changes in levels, etc.), signals (APS), bus stops (bus pads), buildings, parking, rest areas (tourist areas, picnic areas, visitor centers, etc.), mixed use trails, linkages to transit
3. Schedule: Show a strong commitment toward upgrading ADA elements identified in inventory in short term (planned capital improvement projects) and strong commitment over time toward prioritizing curb ramps at walkways serving entities covered by ADA
Include prioritization information, planning and investments directed at eliminating other identified barriers over time
4. Methods: Corrective action to make the facilities accessible should be described in detail

Background of LADOTD's Self-Evaluation and Transition Plan

In 2010, LADOTD hired a consultant to perform a state-wide self-evaluation on approximately 844 miles of pedestrian rights-of-way along State routes, including pedestrian/ bike trails, tunnels and overpasses, as well as buildings and facilities operated by LADOTD and provide a transition plan in accordance with the ADA, Title II/Section 504 for Public Rights-of-Way using the Department of Justice, ADA and Public Rights-of-Way Accessibility Advisory Committee (PROWAAC) guidelines.

For the self-evaluation, the consultant agreed to physically inspect the public pedestrian rights-of-way provided by the nine LADOTD Districts for accessibility evaluation, information and data collection. The barriers identified included, but were not limited to, space allowance and reach ranges, accessible route, protruding objects, ground and floor surfaces, curb ramps, ramps, controls and operating mechanisms and signage. The consultant determined existing conditions and non-compliant barriers to access with exact location by identifying the control section.

Once the self-evaluation was complete, the consultant would develop a comprehensive transition plan using ADA Title II Section 504 guidelines. The transition plan includes the self-evaluation identifying barriers to access in the public rights-of-way, the scope of work with the proposed corrections, the estimated construction time for providing curb ramps, deficiencies to be mitigated and steps to complete the proposed corrections, the estimated construction time for providing curb ramps, deficiencies to be mitigated and steps to complete the proposed corrections, the official responsible for the implementation plan and an ArcGIS file geodatabase containing feature classes depicting the results of the areas in the transition plan.

Public Meetings

During the initial stages of the Self-Evaluation/ Transition Plan project, nine (9) Public Meetings were held to give the general public an opportunity to provide feedback, request information or provide comments.

The meetings were held at each of the LADOTD District Offices throughout the State on the following dates:

- District 02 (New Orleans) May 17, 2011
- District 03 (Lafayette) December 16, 2010
- District 04 (Bossier City) February 15, 2011
- District 05 (Monroe) January 25, 2011
- District 07 (Lake Charles) May 18, 2011
- District 08 (Alexandria) February 16, 2011
- District 58 (Chase) January 26, 2011
- District 61 (Baton Rouge) December 15, 2010
- District 61 (Hammond) May 17, 2011

The meetings were held at accessible facilities. Special accommodations such as translators, closed captioning and maps were made available if requested in advance.

Public Meeting notices were distributed to Metropolitan Planning Organizations, City and Parish Local Governments and advocacy groups in each District.

Advocacy groups who were notified of the meetings included Veterans Affairs, Louisiana Commission for the Deaf, Louisiana Governor's Office of Disability Affairs, Louisiana Rehabilitation Services and Louisiana Developmental Disabilities Council.

Meeting notices were also advertised in local newspapers.

Additionally, information regarding the meetings was contained in newsletters, press releases, public service announcements and could also be accessed on LADOTD's website and social media.

Presenters at the meeting included LADOTD Compliance Programs staff along with the consultants who physically performed the self-evaluation. Information presented at the meetings included overviews of ADA, transition plans (including requirements) and steps to compliance. The scope of work was also detailed. Maps, priority areas, schedule, cost and funding were also discussed. Following the presentations, a Question and Answer session was held and any public comment(s) were addressed.

The Data

Facilities/ Buildings

The criteria contained in the final report for the buildings and facilities operated by LADOTD are as follows:

- District
- Facility Name
- State ID Number
- Access: Public or restricted
- Non-Compliance Item: Includes drinking fountains, wheelchair ramps, signage, door hardware, parking, kitchenettes, restrooms and counters
- Description of Deficiency
- Comments: Proposed correction of deficiency
- Estimated Cost

The consultant identified 203 deficiencies total. The estimated cost to correct all deficiencies is \$1,551,109.00.

All rest stops, mixed use trails and linkages to transit statewide are compliant.

The Compliance Programs office is coordinating efforts with the Public Transportation office to identify and evaluate bus pads and their compliance with ADA guidelines. Information will be updated as it is obtained and analyzed.

Pedestrian Rights-of-Way Along State Routes

The consultant physically inspected approximately 844 miles of pedestrian rights-of-way along State routes for ADA deficiencies categorized by the following elements:

- Curb Ramps
- On-Street parking
- Protruding Objects
- Ramps
- Sidewalks
- Signage
- Accessible Pedestrian Signals (APS)
- Sidewalk- Extended Bad Cross Slope (SWK_EBCS)

Public Access

ADA Database

The data collected in the inventory of barriers has been converted into a database containing specific information about each deficiency including the following:

- Location (District, Parish, control section, log mile, street name)
- Proposed correction
- Schedule/ projected construction date
- Priority (high, medium, low)
- Estimated cost

Conditions Impact (Categories of Impact)

The conditions impact inventory process should be a tiered, scheduled process that mirrors the requirements of ADA. Areas within each tier should be mapped in a GIS compatible database, and should at the least include identification of priority.

Category	Description
High (H)	<ul style="list-style-type: none">• Intersections and roadway segments serving state and local government buildings, such as government owned buildings, public schools, hospitals, public housing, parks, etc.• Roadways and intersections serving major commercial centers• Intersections and roadway segments serving public transportation access• High residential density
Medium (M)	<ul style="list-style-type: none">• Intersection and roadway segments serving other employment or retail sites not in Tier I, and housing/apartment complexes
Low (L)	<ul style="list-style-type: none">• Residential areas• Industrial areas• Other areas and roadways not within Tier I or Tier II

The registration and log in site for the ADA Transition Plan Database is located at:

<http://wwwapps.dotd.la.gov/administration/compliance/ADA/Home.aspx>

A request for access to the database will be sent to the Project Manager/ Admin each time a new user registers for an account. Access to the database is typically reserved for LADOTD Administration and select staff, as well as project managers, Civil Rights specialists, FHWA employees and District Liaisons. In order to maintain the integrity of the original records contained in the database, users are generally granted "read only" access. The Project Manager/ Admin has the authority to add project notes and comments, such as completion of a project, to the records in the database. While the ADA Transition Plan Database is not the source of record, it can be accessed as a resource and will be used to generate reports to FHWA.

Compliance SharePoint Site

The records contained in the database have also been exported and converted into Excel spreadsheets that can be accessed on LADOTD's SharePoint site. The spreadsheets have been sorted by Districts. While the format is different from the database records, all pertinent ADA Transition Plan information is contained on the spreadsheets. Users can save the spreadsheet to their personal computer devices and can use Excel's "Sort and Filter" function to manipulate the data in the format that best suits their needs.

Access to the SharePoint site may be obtained by contacting LADOTD's ADA Coordinator.

Program Access Request Form

Requests for information regarding a specific location may be submitted to the ADA Coordinator on the form provided on the Compliance Programs website.

District ADA Liaisons

Each District throughout the State has a designated ADA Liaison who may be contacted to help assist with ADA concerns or inquiries about a specific location in their District.

Addressing the Deficiencies

Construction Program

LADOTD has established a construction program to address ADA deficiencies through stand-alone projects in addition to addressing deficiencies as part of other construction projects. The program is funded at \$3 million annually. A Program Manager has been designated by LADOTD's Administration.

ADA Project Selection Team

The ADA Project Selection Team has been formed to assist in the selection of ADA alteration projects and the distribution of Federal funds on those projects throughout the Districts. The Team consists of the following DOTD Staff who are allowed to propose selections in meetings:

- Title VI/ADA Programs Manager and Compliance Attorney
- Senior Project Manager
- Deputy Assistant Secretary of Operations
- Urban Systems Program Manager
- Transportation Alternatives Program Manager

Because the ADA Project Selection Team is a relatively new entity, processes and procedures are still being established. At the present time, the following procedures are being followed:

Step 1: ADA Program Manager will reorganize ADA database by separating out districts and parishes (sorted by control section and log miles.) COMPLETED

Step 2: ADA Program Manager will send out district spreadsheets to DA's and district ADA liaisons requesting updated list of deficiencies. (Responses from district due August 5th)

Step 3: ADA Program Manager will compile the updated deficiencies from all the districts and create an updated spreadsheet for districts with costs associated for each. (by September 16th)

Step 4: ADA Program Manager will determine breakdown of Program funds per district and send updated spreadsheet to DA's and district ADA liaisons with available Program funds and make a call for projects. (by September 30th)

Step 5: ADA Program Manager will collect projects from districts and meet with committee to create priority list. (by October 31st)

Step 6: ADA Program Manager will send priority projects to Consultant for design.

Being done concurrently with steps 1-3:

Step A: Request approval for retainer consultant procurement: request sent August 2, 2016.

Step B: Advertise for consultant procurement.

Step C: Select a retainer consultant for North Louisiana and one for South Louisiana

ADA Advisory Group

In an effort to discuss and clarify current ADA issues, offer recommendations on ADA concerns, as well as to continually improve LADOTD's ADA compliance processes, the ADA Advisory Group has been established. The Group consists of various LADOTD Staff, including the ADA Program Manager, Compliance Programs Director, Compliance Attorney, Transportation Enhancement Program Manager, Architects, Engineers, various Project Managers, as well as representative(s) from FHWA. At the present time, the Group has schedule monthly meetings.