

**ADA TRANSITION PLAN
DATA REQUEST**

- GIS shapefiles for all agency-owned/leased/maintained facilities (if available):

Facility Type	Attributes Needed for Scoping	Attributes Needed for Project Completion
Signalized intersections	Owner (e.g. city/town or state/county)	N/A
Unsignalized intersections / driveways within agency public rights-of-way	N/A	N/A
Sidewalk <ul style="list-style-type: none"> • Within agency public rights-of-way • Within agency parks • Serving agency buildings 	Functional classification of adjacent roadway (most cities we have worked with choose to start with the arterial sidewalks)	N/A
Railroads	N/A	Railroad crossing IDs
Transit stops	Shelter or sign only	Route IDs
Buildings and associated parking lots	<ul style="list-style-type: none"> • Square footage • Number of floors 	<ul style="list-style-type: none"> • Physical address • Date of original construction
Parks and associated parking lots	<ul style="list-style-type: none"> • Square footage of any facilities (e.g. restrooms, concessions, etc.) • Park size (in acres) • Amenities offered 	Physical address of park and any facilities within the park, if address is different
Pedestrian bridges within agency parks	N/A	N/A
Unpaved trails within parks agency parks	N/A	N/A
Agency jurisdictional limits (e. g. city limits / town limits / state boundary)	N/A	N/A
Roadways	N/A	<ul style="list-style-type: none"> • Functional classification • Owner (e.g. city/town or state/county) • Roadway names

- Inventory lists (spreadsheet summary) for all agency owned/leased/maintained facilities as noted above, if not available in GIS shapefile format.
- Lease agreements for all facilities the agency does not own but leases from another entity.

- List of all agency boards/committees/commissions
- List of all agency departments
- List of all current agency departmental programs, services, and activities related to the activities and services available to the public
- List of all agency ordinances/codes with pedestrian-related elements or building construction. *The Consultant team can complete a cursory review of all ordinances/codes to determine which ones should be reviewed for ADA compliance. Please provide a link to agency ordinances/codes if available online.*
- List of all agency planning documents with a focus on pedestrian facilities/public rights-of-way, for example:
 - Comprehensive Plan
 - Neighborhood, District, and Corridor Plans
 - Bike/Pedestrian Master Plan
- List of all agency design standards with pedestrian elements. *The Consultant team can complete a cursory review of all design standards to determine which ones should be reviewed for ADA compliance. Please provide a link to agency design standards if available online.*
- List of all agency construction specifications with pedestrian elements. *The Consultant team can complete a cursory review of all construction specifications to determine which ones should be reviewed for ADA compliance. Please provide a link to agency construction specifications if available online.*
- List of all agency building construction standards and specifications. *The Consultant team can complete a cursory review of all building construction standards and specifications to determine which ones should be reviewed for ADA compliance. Please provide a link to agency building construction standards and specifications if available online.*
- List of agency-adopted building codes
- Agency Title I Grievance Procedure and Grievance Form (if available)
- Agency Title II Grievance Procedure and Grievance Form (if available)
- List and/or count of all agency job descriptions. *Copies of the job descriptions to be reviewed will be needed once the project begins. A representative sample of a few job descriptions can be reviewed in lieu of all job descriptions and general findings and possible solutions provided.*
- Agency Employee Manual
- Agency Management Plan/Procedures