

APPENDIX H

IMPLEMENTATION PLAN AND SCHEDULE

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Implementation Category	Action Items and Projected Date of Completion			
	Immediate (2012-2013)	Short-Term (2014-2016)	Mid-Term (2017-2019)	Long-Term (2020 and Beyond)
Address Deficiencies in MDT ADA Policies and Procedures	1. Transition Plan			
	1a. Finalize Transition Plan	1b. Transition Plan Update	1c. Transition Plan Update	1d. Continue transition plan updates every five years
	2. Administrative/Public Outreach			
	2a. Finalize exact language on notices and forms: 2ai. ADA/504 Notice of Non-Discrimination 2aii. ADA Grievance Procedure, Form, and Tracking System 2aiii. Written Assurance to FHWA	2b. Further develop the ADA website to include: 2bii. ADA Coordinator Duties 2biii. Public Notice Documentation 2biv. Grievance Procedure 2bv. Transition Plan/Self Evaluation Updates and Progress 2bv. Information about Auxiliary Aids, etc.	2c. Continue to use the ADA website as a means to involve the public in MDT's ADA program, self-evaluation, and barrier removal process	
	3. Design Standards and Construction Procedures			
	3a. Update construction and design guidance to reference PROWAG	3b. Further incorporate ADA into maintenance manuals 3c. Review maintenance agreements with sub-recipients 3d. Develop a documented procedure for ADA compliance reviews during the design process and during and after construction	3e. Update design standards, maintenance, and construction procedures as necessary per regulatory standards	
	4. Advisory Committee / Network			
	4a. Develop internal roles and responsibilities for the ADA advisory committee and ADA network	4d. Continue advisory committee and network coordination with respect to ADA compliance and public involvement on ADA related decisions		
	4b. Establish regular advisory committee meeting dates and establish ADA network coordination protocols			
	4c. Select individuals from the disabled community to participate in the advisory committee and/or develop a separate external/internal committee			
	5. Other Policies			
	5a. Develop a sub-recipient assurance to MDT to ensure ADA compliance	5b. Develop a web accessibility policy 5c. Create policy/design standards for consistent signage	5d. Develop/update policies as needed if deficiencies are found	
	6. ADA Training			
	6a. Develop a plan and schedule to provide Department wide regular ADA training to MDT employees based on their corresponding level of expertise	6b. Implement Department wide ADA training schedule		
7. Database Development and Tracking System				
7a. Identify areas that are not required to be accessible and note in database	7f. Develop tracking system/field verification for ADA improvements at the time of construction to be fed back into the GIS database		7g. Continue to use database for data collection entry, data collection priorities, and compliance efforts	
7b. Create an overall data maintenance strategy and specific data management work group				
7c. Develop QA/QC processes for data once it has been input into the database				
7d. Link ADA database with STIP showing current and future projects. 7e. Refine database and reporting mechanisms. Pilot test system for future collection				
8. Data Collection				
8a. Assign personnel for public rights-of-way data collection. 8b. Provide public rights-of-way training and data collection training to assigned individuals. 8c. Start public rights-of-way inventories for all cities and towns giving priority to sites near upcoming projects so ADA improvements can be incorporated if necessary.	8d. Complete public rights-of-way inventories for all cities and towns giving priority to sites near upcoming projects so ADA improvements can be incorporated if necessary.	8f. At the discretion of the Department, consider completing inventories for all public-rights of way sidewalks in addition to rural areas		
8c. Start public rights-of-way inventories for all cities and towns giving priority to sites near upcoming projects so ADA improvements can be incorporated if necessary.	8e. Complete inventories on rest areas and office buildings	8g. Complete inventories at all airports	8h. Consider additional inventory data at all MCS facilities. 8i. Consider conducting inventories on all maintenance facilities	
9. Barrier Removal				
9a. Identify sources of funding for ADA projects				
9b. Develop a plan to consider ADA elements when programming projects into the STIP based on barrier prioritization	9c. As field data becomes available, continue to prioritize barriers and establish goals for barrier removal based on available funding			
9d. Construct/upgrade ADA elements through new projects, maintenance projects and alteration projects				
Remediate barriers identified in Existing Inventories				