**Administrative Requirements**

| Public Entity | Click here to enter text. | Date | Click here to enter text. |
| --- | --- | --- | --- |

| Contact Person | Click here to enter text. | Email | Click here to enter text. | Phone | Click here to enter text. |
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Title II requires that public entities undertake five administrative steps to promote implementation of the ADA.

| **Questions** |  | **Comments** | **Next Steps** |
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| 1. Has a self-evaluation been conducted?   (Required no matter the number of employees.) | Yes  No | Click here to enter text. | Click here to enter text. |
| 1. Is public notice that the public entity does not discriminate on the basis of disability provided in print and audio formats?   (Required no matter the number of employees.)  *Methods may include the website, social media such as Twitter and Facebook, print notices at facilities and in local newspapers, program announcements, public service announcements on local radio and television stations.* | Yes  No | Click here to enter text. | Click here to enter text. |
| 3. Has a grievance procedure been adopted to resolve disability-related  complaints? (Required if 50 or more employees.) | Yes  No | Click here to enter text. | Click here to enter text. |
| 1. Has at least one employee been appointed to coordinate the public entity’s ADA obligations - ADA Coordinator? (Required if 50 or more   employees.) | Yes  No | Click here to enter text. | Click here to enter text. |
| 1. Has a transition plan been developed to address barriers in facilities that affect equal participation of people with disabilities in the public entity’s programs, activities and services?   (Required if 50 or more employees.) | Yes  No | Click here to enter text. | Click here to enter text. |