

Administrative Requirements

Public Entity _____ Date _____

Contact Person _____ Email _____ Phone _____

Title II requires that public entities undertake five administrative steps to promote implementation of the ADA.

Questions		Comments	Next Steps
1. Has a self-evaluation been conducted? (Required no matter the number of employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2. 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.) <i>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.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Has a grievance procedure been adopted to resolve disability-related complaints? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4. Has at least one employee been appointed to coordinate the public entity's ADA obligations - ADA Coordinator? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Questions		Comments	Next Steps
5. 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 <input type="checkbox"/> No <input type="checkbox"/>		