



ADA Accessibility Program FY 2018/2019 Accomplishments and Goals Report

Civil Rights Division

October 1, 2018

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Table of Contents

1. Introduction & Overview	5
2. Assurance for ADA and 504	6
3. Applicable Laws, Regulations, Standards and Guidance.....	6
4. Accessible Services & Programs.....	8
5. Nondiscrimination Policy Notice	10
6. ADA Grievance Procedure	11
7. Accessibility Planning, Design & Construction.....	11
8. Maintenance Review and Accessibility.....	13
9. Oversight of Subrecipients	16
10. Design Standards.....	23
11. Accomplishments and Activities for 2018.....	29
12. Goals for 2019	30
13. ADA Accessibility Program Outreach Plan	30
14. FHWA – Civil Rights Visit.....	33
Districts.....	34
Abilene District	35
Amarillo District	35
Atlanta District.....	37
Austin District	39
Beaumont District	43
Brownwood District	44
Bryan District	45
Childress District	47
Corpus Christi District	48
Dallas District	49
El Paso District	51
Fort Worth District.....	56
Houston District.....	59
Laredo District	63
Lubbock District.....	64
Lufkin District	66
Odessa District	69
Paris District	70
Pharr District.....	72
San Angelo District.....	73
San Antonio District.....	74
Tyler District.....	78
Waco District.....	79
Wichita Falls District.....	80
Yoakum District	81

Divisions	82
Aviation Division	83
Bridge Division	86
Communications Division	87
Construction Division	89
Design Division	90
Environmental Affairs Division	100
Financial Management Division	105
Fleet Operations Division	106
Human Resources Division	107
Information Management Division	108
Maintenance Division	110
Maritime Division	111
Occupational Safety Division	112
PEPS Division	113
Procurement Division	115
Public Transportation Division	116
Rail Division	117
Research and Technology Implementation Division	118
Rights of Way Division	119
Support Services Division	120
Toll Operations Division	121
Traffic Operations Division	122
Transportation Planning and Programming Division	123
Travel Information Division	126

1. Introduction & Overview

Introduction

The Texas Department of Transportation (TxDOT) has a long history of being committed to providing for the safety, reliability and accessibility of the public the agency serves. The people of Texas have come to expect the best highway system in the United States from this agency and should be able to now expect the best transportation system for all of our citizens. TxDOT is proud to be a part of changes and progress that can unite, serve and further the safe and efficient movement of goods, services and people that ensure everyone is included.

We are responsible for the operation and management of more than 195,000 lane miles of roadways on the State Highway System. This responsibility includes more than 53,000 bridges, 3,400 miles of interstate, an estimated 26,000 miles of sidewalks and other pedestrian facilities and more than 2500 Department-owned buildings across the State.

The Department understands its duty to provide accessibility for all users of its services and programs, including persons with disabilities. We are striving to provide accessible public services and facilities for persons using Texas's state roadways and other transportation facilities. TxDOT continues to expand its outreach activities to include local agencies, advocacy groups and coordination with other agency civil rights programs: Title VI, Limited English Proficiency, Environmental Justice, etc.

This report covers Program activities during the FHWA's Fiscal Year, October 1, 2018 through September 30, 2019 (FY2018/2019). The items covered in this report include: TxDOT's accomplishments and goals in six (6) areas: awareness, communication, training, outreach, grievances and monitoring. Reporting our successes to FHWA and revising the 2004 Transition Plan are the cornerstone of the ADA Accessibility Program.

Overview

The Americans with Disabilities Act (ADA) is a civil rights law that mandates an equal opportunity for individuals with disabilities. The ADA prohibits accessibility discrimination to jobs, public accommodations, government services, public transportation, and telecommunications. The Texas Department of Transportation (TxDOT) is required to conduct a comprehensive re-evaluation of its policies, programs, and facilities to determine the extent to which individuals with disabilities may be restricted in their access to services and activities.

Access to civic life by people with disabilities is a fundamental goal of the Americans with Disabilities Act (ADA). To ensure that this goal is met, Title II of the ADA requires state and local governments to make their programs and services accessible to persons with disabilities (28 CFR 35.149-35.151). This requirement extends not only to physical access at government facilities, programs, and events, but also to pedestrian facilities in public rights-of-way.

The Texas Department of Transportation developed an ADA Transition Plan in 2004 as required by law, and is currently in the process of updating that document.

2. Assurance for ADA and 504

TxDOT complies with Section 504 of the Rehabilitation Act of 1973, as amended (504), the Americans with Disabilities Act (ADA) and related Federal and State laws and regulations. The Department provides assurance to the U.S. Department of Transportation, Federal Highway Administration (FHWA) signifying its commitment to disability nondiscrimination. See (*Attachment A*) for the ADA/504 Assurance.

3. Applicable Laws, Regulations, Standards and Guidance

The Agency's ADA/504 Program is governed by a number of nondiscrimination laws, regulations and standards, including but not limited to:

- *Title VI* of the *Civil Rights Act* of 1964 (Title VI), as amended www.justice.gov/crt/about/cor/coord/titlevi.php
- **Architectural Barriers Act** of 1968 (ABA) NOTE: The ABA has been superseded by the 2010 ADA Regulations. Accessibility requirements of the ABA are now included in the 2010 ADA Standards for Accessible Design.
- **Section 504** of the *Rehabilitation Act* of 1973, as amended (504) http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+29USC794
- *Civil Rights Restoration Act* of 1987 (CRRA) (www.fhwa.dot.gov/legsregs/directives/notices/n4720-6.htm)
- *Americans with Disabilities Act* of 1990 (ADA) (www.ada.gov/pubs/ada.htm)
- *ADA Amendments Act* of 2008 (ADAAA) (www.ada.gov/pubs/ada.htm)
- *28 CFR Part 35* (<http://www.ada.gov/regs2010/ADAregs2010.htm>)
- *49 CFR Part 27* (ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr27_main_02.tpl) and (ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=02002b19d6775853841a58ebfec66ff1&rgn=div5&view=text&node=49:1.0.1.1.21&idno=49)
- FHWA 2006 Memorandum, *Clarification of FHWA's Oversight Role in Accessibility* www.fhwa.dot.gov/civilrights/memos/ada_memo_clarificationa.htm
- *ADA Standards for Transportation Facilities* (www.access-board.gov/ada-aba/ada-standards-dot.cfm)
- Draft Guidelines for Accessible Public Rights of Way
- (www.access-board.gov/provac/)

The Texas Department of Transportation is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to TxDOT's programs, services, or facilities; and all requirements specified in the ADA Accessibility Guidelines (ADAAG) that apply to facilities and other physical holdings. Title II has the broadest impact on the State. Included in Title II are administrative requirements for all government entities employing more than fifty people. These administrative requirements are:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;
- Designation of a person who is responsible for overseeing Title II compliance; and
- Development of a transition plan if the self-evaluation identifies any structural modifications necessary for compliance. The transition plan must be retained for three years.

Pursuant to the Rehabilitation Act of 1973, Section 504, no otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

For the purposes of this section, the term "program or activity" means all of the operations of – (1)(A) a department, agency, special purpose district, or other instrumentality of a State or of a local government; or (B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government.

ADA Coordinator

As required by 28 CFR 35.107(1), the Department employs a Statewide ADA/504 Coordinator who facilitates training, complaint investigation, technical support, guidance, customer service and other ADA program services and activities. The TxDOT Statewide Coordinator is:

Michael D. Bryant, Director
Civil Rights Division
125 E. 11th Street
Austin, TX 78701
512-416-4700 (Voice)
512-486-5539 (FAX)
7-1-1 (Relay Texas)
Michael.D.Bryant@txdot.gov

ADA Compliance Program Administrator

Juanita J. Webber
Civil Rights Division
125 E. 11th Street
Austin, TX 78701
512-416-4700 (Voice)
512-486-5539 (FAX)
7-1-1 (Relay Texas)
Juanita.Webber@txdot.gov

The Agency is comprised of twenty-five districts and thirty-four divisions. In addition to the Statewide ADA Coordinator and ADA Compliance Program Administrator, an ADA Liaison has been assigned who is responsible for program implementation at the district and division level. Each ADA Liaison coordinates compliance activities with the Compliance Program Administrator and submits required compliance reports and other goals and accomplishments updates, which are encompassed in this report. See *(Attachment B)* for a list of ADA Liaisons with contact information. The list is updated regularly.

4. Accessible Services & Programs

All TxDOT public involvement is conducted without regard to disability. All public notices make this affirmative assurance and provide contact information and deadlines for requesting reasonable accommodation. Persons requiring alternative forms of communication, including Braille, during public hearings, open house events or any other event where the public may be invited, may contact the event sponsor via telephone or email.

Web-based Accessibility

Section 508 of the Rehabilitation Act of 1973 (Section 508) and the Americans with Disabilities Act (ADA) promise that no person can be discriminated against in a physical location or environment due to a disability. Digital accessibility is no exception to that rule. In recent months, the United States Access Board adopted fixed accessibility standards that will help guarantee digital inclusion for all.

The Communications Division (CMD) is responsible for TxDOT's internal and external communications. CMD comprises the Executive & Employee Communications, Media Relations, Creative Services and Public Information sections. CMD oversees and coordinates TxDOT's internal and external websites; informs and responds to media outlets; manages social media efforts; conducts conversations with employees; produces photography, video and publishing and design services; plans conferences; and carries out customer service operations.

The Agency websites are routinely reviewed to ensure continued compliance with Section 508 of the Rehabilitation Act of 1973, as amended. In an effort to constantly improve the user experience, TxDOT.gov was republished this past summer to comply with software updates from Adobe. The website will mostly look the same, with a few minor changes. Some of the noticeable visual changes include:

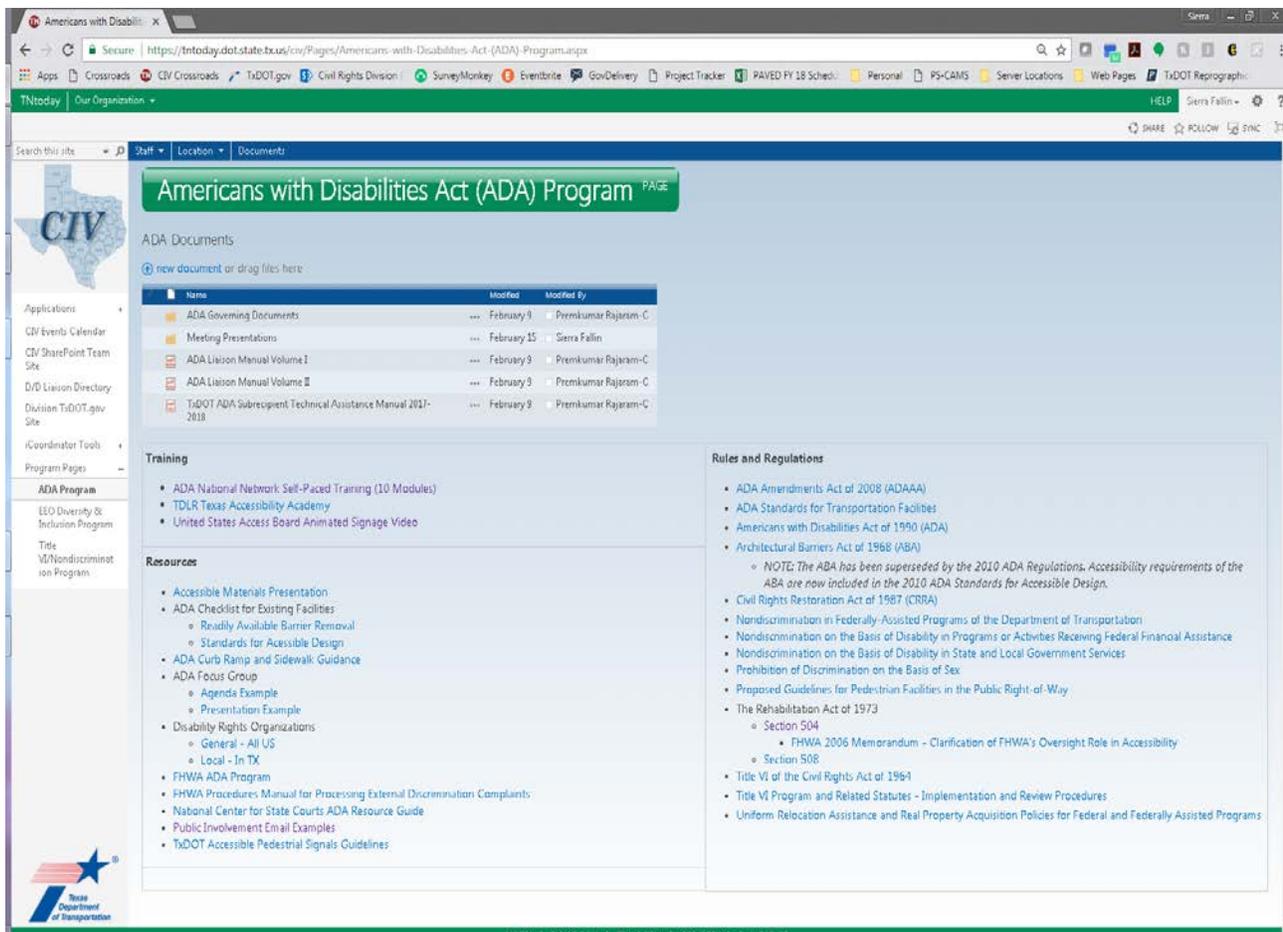
- TxDOT.gov is now mobile-friendly: *users can view and access pages on smartphones and tablets.*
- The left-hand navigation buttons appear slightly larger so mobile users can touch them.
- The footer on our homepage is now organized into four columns so users can navigate the site better when using a mobile device.
- The search function is improved and yields more detailed information.

Phase II of the self-evaluation web accessibility process is now underway. In collaboration with the Information Management Division (IMD), a list identifying “accessible” applications and programs auxiliary to the static content on www.TxDOT.gov is being compiled. IMD or TxDOT’s designee oversees the upgrade of applications and programs that can be updated, and the elimination of those that are obsolete and do not meet the Standards of Section 508. A plan has been developed to help provide accessibility to everyone who visits www.TxDOT.gov. That plan is outlined in the IMD Project Charters for User Experience – RITM0413629 and Implement Multi-browser Compatibility (Browser Agnostic) & Multi-device Portability – RITM0413632. (See **Attachments M.1 and M.2**) To date, approximately 75% of the Phase II self-evaluation is complete. The remaining 25% is projected to be finished during the next biennial.

If you have comments or questions about the content, additional information can be obtained from:

- Michael Sledge, Director of Creative Services, 512-416-2775
- Joshua Hunter, Web Services Branch Manager, 512-416-3421
- Dana Glover, Director of the Information Management Division, 512-467-3837

“The Agency operates DriveTexas™ to provide real-time traffic and travel information on state maintained roadways: roadway conditions, construction, lane closures, accidents, congestion and severe weather information affecting traffic. DriveTexas™ allows persons to obtain travel information via telephone or an interactive website. Persons who are hearing impaired may access DriveTexas™ on the internet at www.drivetexas.org; or by contacting the Relay Texas Service at 7-1-1 via their teletype (TTY) and asking the operator to dial 800-452-9292. Persons who have visual impairments are encouraged to use the Interactive Voice Response System (IVR) by calling 800-452-9292.”



5. Nondiscrimination Policy Notice

The Department is an equal opportunity employer and strives to make all of its services, programs, activities and facilities accessible with regard to disability in compliance with 28 CFR 35.130. Toward this end, the Department has issued policies and procedures reflecting this intent:

The Department's Equal Employment Opportunity Policy may be found at:

<http://crossroads.org/hrd/EEO/home/main.asp>

The Department's ADA Policy Notice (**Attachment C**) is posted on the Department website at:

<http://crossroads.org/civ/ includes/docs/Attachment%20B.pdf>

The Department's ADA Nondiscrimination Statement is posted on the Department website at:

<http://crossroads.org/civ/ includes/docs/Attachment%20C.pdf>

The Department's ADA Assurance is posted on the Department website at:

<http://crossroads.org/civ/ includes/docs/Attachment%20D.pdf>.

All are available by hard copy and in alternative formats upon request.

6. ADA Grievance Procedure

28 CFR 35.107(b) requires a public entity that employs more than 50 people to adopt and publish a grievance procedure providing for the prompt and equitable resolution of complaints alleging discrimination on the basis of disability access to any governmental facility, program, service or activity provided by the entity.

The resolution of any grievance or inquiry will require reviewing the nature of the noncompliance, establishing governing entities and reviewing options for accommodating remedies to the location of interest. In determining possible solutions to the issue, TxDOT will consider the health and safety of others, the feasibility of alterations, the cost of the possible solutions, availability of funding, ease of implementations and how the solution compares in priority to other proposed ADA projects. The resolution of any one grievance or inquiry by TxDOT does not constitute a precedent upon which TxDOT is bound to or which the complainant party shall solely rely.

TxDOT shall take all necessary steps to ensure that communications with any and all members of the public notifying the ADA Compliance Administrator (Civil Rights Division) in Austin, TX or the District(s) ADA Liaison of the ADA grievances are addressed appropriately. Guidelines established within the following Grievance Procedures are intended to safeguard the processing of all TxDOT complaints associated with ADA/504 concerns.

Grievances pertaining to ADA/504 accessibility shall be processed through formal procedures established herein by TxDOT (*Attachment D*) in compliance with 28 CFR. 35.107(b) and 49 CFR 27.13(b) that requires the Department to: respond within fifteen (15) days of a complaint; to conduct affirmative attempts for substantive resolution; and continuing actions where conciliation is not possible. Complaints are maintained indefinitely, including complainant name; bases; issue(s); resolution, if any; and follow-up, if any. Complaints not within the Department's jurisdiction are referred to appropriate parties with original complaint maintained with referral action as appropriate. The *ADA Grievance Procedure* is posted on the Department's Website and on public information bulletin boards at central offices and in each district. The *ADA Grievance Procedure* is available in alternative formats upon request. It is available at: www.txdot.gov/inside-txdot/division/civilrights.html or <http://www.txdot.gov/inside-txdot/contact-us/complaints.htm>.

7. Accessibility Planning, Design & Construction

- A. **Department Building Facilities** - TxDOT currently owns 2,641 facilities throughout the state of Texas. There are three types of classes of buildings: (a) 657 - Class A which are occupied with people; (b) 950 - Class B which houses equipment, shops and some people; and (c) 921 - Class C which are salt sheds, canopies or used for storage. A Facility Condition Assessment (FCA) was performed to evaluate the overall health and condition of each TxDOT facility. The assessment focused on the core structure and the supporting systems (such as electrical, mechanical,

plumbing, ingress, egress, roofing, accessibility, fire safety and protection, exterior envelop, etc.) As a result, the FCA created a baseline for each facility; thereby, creating a rudimentary baseline for accessibility compliance of each occupied facility. Beginning September, 2017 Class A and B facilities underwent an extensive self-evaluation to identify all ADA accessibility deficiencies.

Architectural Consultants will be contracted to complete a comprehensive checklist, similar to the ADA Checklist for Existing Facilities (*Attachment E.1*) and provide an executive summary of the findings and recommended solutions to meet ADA standards (*Attachments E.2 and 3*). These findings and recommendations will be included in the final revised Transition Plan, August 2019. All new and altered buildings include accessible features for disabled staff and visitors that meet the ADA accessibility requirements, as well as Texas Accessibility Standards. These findings will be integrated in the interactive Geographic Information System (GIS) and coded in a similar method as in the attached maps.

- B. Public Rights of Way** – The Department is working to improve accessibility of its public rights of way. All projects that include pedestrian facilities undergo an ADA review to determine the need for accessibility upgrades to existing facilities and/or addition of new accessible elements. Project design documents include accessibility upgrades to pedestrian facilities within each project. Design documents receive multiple reviews for safety and accessible elements. Construction projects include in-house and consultant inspections to ensure accessible features are built correctly. (*Attachment F- Pedestrian Access: Improving Accessibility in Public Rights of Way*). https://www.youtube.com/watch?v=u1LTxlgsEGg&feature=youtu.be&list=PLYLWQADRroOW-Zcx_ZoiNbvtf7hvMRaXx

- C. Public Involvement - (Attachment G)** The Department actively pursues public involvement opportunities. CIV works closely with the Office of Public Involvement. TxDOT's Public Involvement Policy states: "The Texas Department of Transportation (TxDOT) commits to purposefully involve the public in planning and project implementation by providing for early, continuous, transparent and effective access to information and decision-making processes. TxDOT will regularly update public involvement methods to include best practices in public involvement and incorporate a range of strategies to encourage broad participation reflective of the needs of the state's population." The policy can be found at <http://crossroads/org/opi/> .

Each district office has a Public Involvement Officer to assist with various outreach events. Regional public involvement specialists are designated to assist districts with various stages of planning. Additionally, the Office of Public Involvement collaborates with CIV in sharing information about the ADA Accessibility Program through the "Connecting Our Communities" newsletter. (*Attachment G*) Many resources can be found on their website at: <http://crossroads/org/opi/>.

In an effort to improve participation in public involvement meetings and events, procedures were implemented to help provide effective communication and foster inclusion with every potential visitor or staff member requiring special accommodations. (*Attachment G*).

D. Department Key Documents

Beginning in 1992, the Department started adding and revising procedures, handbooks, guidelines and manuals to include direction to provide accessible elements to pedestrian facilities during the planning and development of Department building, road and bridge projects. The following table lists accessibility pertinent information presented in documents published by the Department:

Document	Description
ADA Accessibility Program Liaisons Booklet I	Provides guidance and the Department's intent and procedures for complying with the ADA and Section 504 of the Rehabilitation Act. This procedure was originally published in Fall 2016. Updated annually.
ADA Accessibility Program Liaisons Booklet II	Provides guidance and the Department's intent and procedures for complying with the ADA and Section 504 of the Rehabilitation Act. This procedure was originally published in Fall 2016. Updated annually.
ADA Subrecipients Technical Manual	Provides technical assistance and guidance to Subrecipients regarding TxDOT's ADA Accessibility Program and the ADA Subrecipients Compliance and Monitoring Program.
Bridge Inspection Manual	This manual provides guidance for bridge inspection personnel, provides a reference for consultants, and helps to ensure consistency in bridge inspection, rating, and evaluation. http://onlinemanuals.txdot.gov/txdotmanuals/ins/index.htm
Roadway Design Manual	The <i>Roadway Design Manual</i> was developed by the Texas Department of Transportation to provide guidance in the geometric design of roadway facilities. It should be noted at the outset that this document is a guide containing geometric design recommendations and does not represent an absolute design requirement. The <i>Roadway Design Manual</i> represents a synthesis of current information and operating practices related to the geometric design of roadway facilities. http://onlinemanuals.txdot.gov/txdotmanuals/rdw/index.htm ; http://gsd-ultraseek/txdotmanuals/rdw/index.htm ; http://gsd-ultraseek/txdotmanuals/pdp/roadway_design.htm
Human Resources Policy Manual	The Human Resources Policies are intended to provide a broad overview of the most commonly referenced rules relating to employment with the Department. The policies in this manual are based on federal and state law, and shall defer to those laws if any changes occur. This is not intended to be an exhaustive source of information, and other laws or policies may apply beyond this document. The <i>Human Resources Policy Manual</i> is an electronic publication and any amendments, deletions or additions, are effective on the day posted to the website unless otherwise noted. Updating content renders any physical copy to be out of date. The policies in the <i>Human Resources Policy Manual</i> shall supersede any operating or governing procedures that may be found elsewhere. http://onlinemanuals.txdot.gov/txdotmanuals/rdw/index.htm
Web Publishing Guidelines	These guidelines serve as a resource for TxDOT staff responsible for maintaining District or Division content on our external websites (web coordinators and PIOs), primarily TxDOT.gov. http://gsd-ultraseek/txdotmanuals/wpg/pub_procedures.htm
Project Development Process Manual	This manual release updates references to outdated department structure, policies, technology, and processes. The Project Development Process Manual provides task information for the transportation engineering practitioner to begin with a project concept and move forward to a complete PS&E project approved for work authorization. http://onlinemanuals.txdot.gov/txdotmanuals/pdp/index.htm
ROW Utility Manual	Describes the authority of TxDOT to permit the use of public rights of way by public and private utility entities. It includes acceptable minimum clearances around above-grade utilities when they are placed in or near pedestrian facilities. The ROW Utility Manual is developed by Rule in close coordination with utility companies in Texas. http://onlinemanuals.txdot.gov/txdotmanuals/utl/index.htm
TDLR Construction Accessibility Requirements	Describes how TxDOT projects must be constructed so that they are in compliance with various accessibility requirements. These requirements are contained in: <ol style="list-style-type: none"> 1. Texas Accessibility Standards (TAS) 2. 16 TAC, Part 4, Chapter 68, Elimination of Architectural Barriers (AB) 3. Texas Government Code, Title 4, Subtitle E., Chapter 469, Elimination of Architectural Barriers (TABA) https://tntoday.dot.state.tx.us/cst/Documents/Construction%20Contracting/RAS%20Program.pdf
Traffic Signals Manual	This manual is a guide and reference for the handling of requests for traffic signals on the designated State Highway System, including installations financed by federal funds and installed off the numbered State Highway System. This manual describes the steps necessary for the installation of traffic signals, from project inception through construction and final disposition of records. http://onlinemanuals.txdot.gov/txdotmanuals/tff/index.htm
TxDOT 2014 Standard Specifications Book	Describes TxDOT's standards and specifications for the construction and maintenance of highways, streets and bridges. ftp://ftp.dot.state.tx.us/pub/txdot-info/des/spec-book-1114.pdf

8. Maintenance Review and Accessibility

TxDOT is required by the regulations to conduct a self-evaluation of all of its public pedestrian rights of way, facilities, programs and activities. During this process all asset inventory is evaluated to pinpoint barriers that may limit accessibility. Web accessibility and policies and practices are also included in this evaluation. TxDOT has the inventory listed below and is currently in the data collection phase of the process for revising the 2004 Transition Plan. (See Timeline under the “Accomplishments” subheading of this report).

Inventory			
Pedestrian Public Right-of-Way	Facilities	Activities	Programs
Curb Ramps	Buildings leased or owned by TxDOT	Program Accessibility	Transit
Sidewalks	Bus Stops	Policies & Procedures	Railroad
Crosswalks	Rest Areas	Employment, Contracting and Licensing	Aviation
Roadways	Travel Information Centers	Effective Communication	Maritime
		Public Meetings	
Non-road facilities (shared use paths, connections between neighborhoods, schools and greenway trails)	Scenic Areas	Training	

Various checklists have been identified to facilitate the self-evaluation process for existing facilities, program accessibility and web-based accessibility (*See Attachments E1 through E5*).

The Department is currently customizing an interactive Geographic Information System (GIS) like the one in the picture below to help document potential accessibility barriers and track modifications or improvements. A map of the statewide ADA Feature Inventory would be set up for TxDOT. This map will allow anyone to view details and photos of the condition of ADA features (sidewalk, ramps, pedestrian signals/push buttons, etc.) within TxDOT’s right-of-way.

Once the self-evaluation is completed, recommendations and a schedule for removing barriers will be identified and included in the 2019 Transition Plan. An annual ADA Accessibility Program Report is submitted to FHWA each October. Finally, the draft transition plan will be available for public comment for a period of thirty (30) days. Benchmark dates have been identified to generate input from key stakeholders as follows:

- November 9, 2018
- June 1 - 30, 2019 (Public Comment Period)
- August, 2019 (Final Transition Plan)

TXDOT Layers

Recently Active

- Projects
- State Boundaries

Boundaries

19 layers

Locations

15 layers

Corridors

20 layers

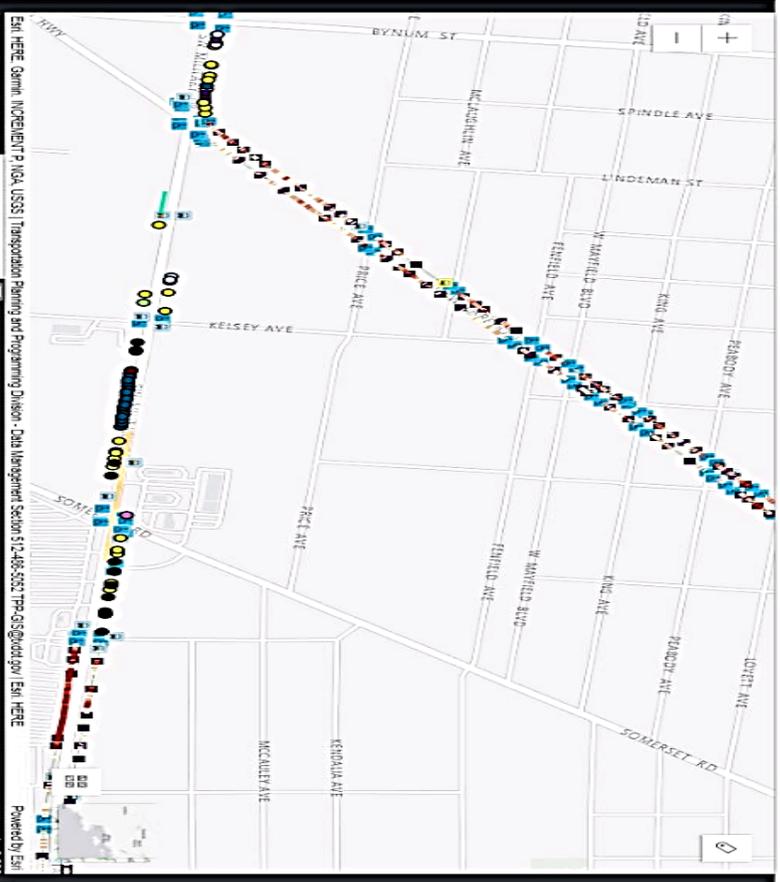
Transportation

10 layers

Cole Accessibility Toolbox



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Eni HERE. Garmin, INDEPENDENT P.NGA, USGS, Transportation Planning and Programming Division - Data Management Section, S12-486-5223 TRPA-GIS@tdot.gov | Eni HERE
29.987076, -98.591196 | Search:

ADA Layers

- Corridor Segments
- Curb Ramps
- Bus Stop Pairs
- Islands & Medians

Navigation

Search Results (0)

Active Set (0)

Summary

Active Items \$0.00

Control Segments (0)

Curb Ramps (8)

Bus Stop Pairs (18)

Islands & Medians (4)

ULP Caps (9)

ULP Hearings (10)

ULP Obstructions (76)

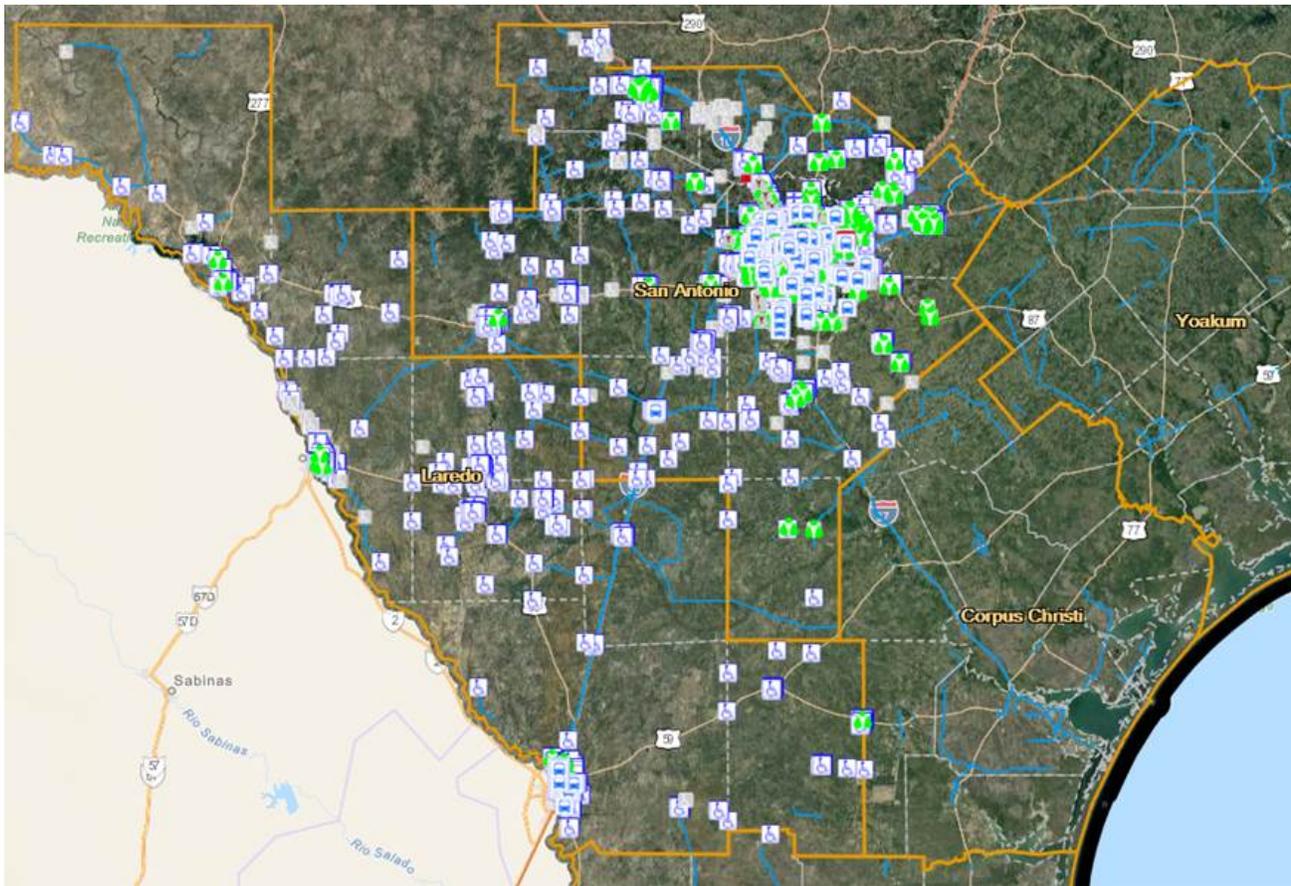
Visual Stairway Items (7)

Search Results

Query: Clear

Add 0 to Active Set

View	ADA ID	Corridor ID	Violation Item	Location	Control Sections	Compliant	Individual Cost	Remediation Status	Compliance Report
<input type="checkbox"/>	675984058F7	SL0013_225	Peep Ramp	Int. SL0013 & BYNUM AVE	052103	No	\$1,650.00	ToBeRemediated	
<input type="checkbox"/>	F792B45D732	SL0013_225	Peep Ramp	Int. SL0013 & BYNUM AVE	052103	No	\$1,650.00	ToBeRemediated	
<input type="checkbox"/>	206F2784C650	SL0013_230	Combination 1 Ramp	Int. SL0013 & SL0353 AVE	052103	No	\$1,800.00	ToBeRemediated	



The curb ramp data was collected in the Laredo District.

9. Oversight of Subrecipients

In accordance with 23 CFR, 200.9(b)(7), TxDOT is responsible for developing and implementing an effective subrecipient monitoring program that conducts reviews of cities, counties, consultant contractors, suppliers, universities and colleges, planning agencies and other recipients of federal-aid highway funds with whom it does business.

TxDOT's Subrecipient Monitoring Program is multi-faceted and includes education, oversight, design review, consultation and monitoring. The elements of the program are outlined in this guide. Other information addressing responsibilities under ADA and Section 504 will also be distributed to TxDOT's subrecipients.

Subrecipients will be asked to acknowledge their understanding of the requirements of the ADA/Section 504 and certify by signature, that they do/will comply with those requirements. TxDOT reserves the right to review any of the required materials/policies/programs of the subrecipient. Notification of training will be provided to subrecipients and consultation will be offered on an as needed basis.

TxDOT's Advanced Funding Agreement (AFA) outlines the basic requirements to ensure nondiscrimination in Subrecipient transportation projects and is used by TXDOT as a starting point in the process of determining funding eligibility. A Subrecipient must be ADA compliant to be eligible to receive federal funds. TXDOT is responsible for monitoring subrecipients to ensure compliance and must ensure entities are actively addressing deficiencies and demonstrating good faith efforts in their compliance with ADA.

TxDOT ADA SUBRECIPIENT MONITORING AND COMPLIANCE PROGRAM SURVEY I

The TxDOT Finance Division identified all subrecipients that are currently operating pursuant to an executed Advanced Funding Agreement. All TxDOT subrecipients will receive an introductory letter about the ADA Subrecipient Monitoring Program via "GOV delivery" which is a TxDOT electronic communication system created by the Communications Division.

Thereafter, subrecipient monitoring begins with the ADA Subrecipients Monitoring and Compliance Survey I (Survey I). Survey I is a questionnaire accessible online via the following link: <https://www.surveymonkey.com/r/ADASubrecipients1>. The purpose of the initial survey is to monitor subrecipient compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended, to provide baseline information about the level of subrecipient compliance efforts across the State.

Beginning October 1, 2017, all TxDOT subrecipients are required to complete the ADA Subrecipients Monitoring and Compliance Survey I. Subrecipients will be notified of scheduled ADA subrecipient training via the Subrecipient Training Letter when appropriate. The schedule will also be posted online at www.txdot.gov.

TxDOT ADA SUBRECIPIENTS MONITORING AND COMPLIANCE PROGRAM SURVEY II & RISK ASSESSMENT

The Subrecipients Monitoring and Compliance Survey II (Survey II) is a questionnaire accessible online via the following link: <https://www.surveymonkey.com/r/ADASubrecipients2>. It will be distributed approximately sixty (60) days after Survey I. Survey II is a comprehensive assessment that will be used to help TxDOT determine specific areas of subrecipient compliance/noncompliance; evaluate risk factors; help subrecipients understand their ADA/504 responsibilities; and determine if a formal review (desk or on-site) is required as part of the monitoring and compliance process. Survey II will be distributed to Subrecipients who:

- 1) Receive federal-aid assistance;
- 2) Receive funds in excess of \$ _____ (TBD Based FY Awards); and
- 3) Executed an Advanced Funding Agreement (AFA) within the most current two-year period (i.e. FY 2015-2016 and FY 2016-2017).

Subrecipients will be notified of their preliminary compliance determination once the responses of the ADA Subrecipients Monitoring and Compliance Survey II & Risk Assessment are evaluated for compliance/noncompliance and risk.

Subrecipients who do not complete the survey may be notified of their noncompliant status for failure to adhere to the requirements of the TxDOT ADA Subrecipient Monitoring Program. Subrecipients that are not required to complete Survey II will not be notified.

Subrecipients that are considered a high risk for noncompliance or noncompliant with ADA will be notified that a TxDOT ADA Subrecipients Monitoring and Compliance Formal Review (Desk Review or On-site Review) will be scheduled.

TxDOT ADA SUBRECIPIENTS MONITORING AND COMPLIANCE PROGRAM DESK REVIEW

Step 1: TxDOT Sends ADA Review Notifications.

Subrecipients that are considered a high risk for noncompliance or noncompliant with ADA will be notified that a TxDOT ADA Subrecipients Monitoring and Compliance Formal Review (Desk Review or On-site Review) will be scheduled via certified mail, return receipt requested.

Step 2: TxDOT Conducts a Desk Review of ADA Subrecipients Monitoring and Compliance Desk Review Assessment Responses.

Subrecipients will be required to complete the ADA Subrecipients Monitoring and Compliance Desk Review Assessment and provide supporting documentation as evidence of compliance with ADA/504.

Step 3: 30-Day Compliance Review Period Commences.

Upon receipt of notification and the Desk Review Assessment, the Subrecipient will have thirty (30) days to provide additional documentation or evidence of compliance that will be considered as part of the ADA Subrecipient Monitoring & Compliance Desk Review. Subrecipients may request an extension to collect the required documentation.

Step 4: Notify Subrecipient of Findings – ADA Review Follow-up Report of the Subrecipient

Once this thirty-day period or extension has expired, TxDOT will issue its findings in the ADA Review Follow-up Report of the Subrecipient. Subrecipients that are deficient or noncompliant are not eligible to receive federal funds via TxDOT until they have resolved their deficiencies or have submitted a commitment letter to TxDOT affirming their commitment toward resolving their deficiencies with a specific plan of action identified for each deficiency.

TxDOT ADA SUBRECIPIENTS MONITORING AND COMPLIANCE PROGRAM FORMAL COMPLIANCE REVIEW

ONSITE COMPLIANCE REVIEWS TARGET CURRENT SUBRECIPIENTS IN NONCOMPLIANCE:

Onsite reviews may not be necessary; however, onsite reviews may be performed at the discretion of the ADA Compliance Program Administrator or upon request of the subrecipient.

ADA subrecipient compliance and monitoring is focused on ensuring compliance with the assurances of nondiscrimination and is risk-based. On-site review procedures apply to those subrecipients already approved and with projects underway. An on-site compliance review may be conducted based upon the following:

- A high-dollar or high-impact project is being undertaken by the Subrecipient. Impacts may or may not be related to disabled or other specifically-protected individuals;
- The Subrecipient has received a complaint of discrimination or TXDOT has received a complaint about the Subrecipient; or
- TXDOT has other reasons to suspect the Subrecipient may not be in compliance with nondiscrimination requirements. This may be based upon the manner of construction of improvements; content present or absent from the subrecipient's website; responses of the surveys or assessment tool or lack thereof; comments made in the official capacity of the subrecipient; actions taken that generate concern regarding the level of the subrecipient's compliance; or other reasonable basis identified by TxDOT, including a history of noncompliance.
- On-site Reviews will be undertaken by a Review Team. The Review Team members will vary between subrecipients depending on the type of project and the level of monitoring needed, to ensure that the members from the relevant departments and in-house experts are engaged appropriately. A Review Team may consist of:

- Grants Manager
- Project Manager
- District/Division ADA Liaison
- ADA Compliance Program Administrator
- Other internal Subject Matter Expert (SME) (as required)

Before On-Site Review

Step 1 - Information Request: The ADA Compliance Program Administrator will request relevant documentation at least 4 weeks in advance of the site visit based on the requirements. The requested documents will be determined by the review areas applicable to each subrecipient. The subrecipient is required to return the documents 2 weeks before the site visit.

Step 2 - Review Documentation: The Review Team will review all submitted documents. The team will record which documents were received and if there were performance or information gaps in meeting the FHWA requirements in each area.

Step 3 – Pre-Visit Information: One week before the site visit the ADA Compliance Program Administrator will send the Subrecipient the following:

- Cover Letter;
- Subrecipient Review Areas. This outlines the documents that were received and areas that will be further investigated on-site, and a list of performance or information gaps in advance of the site visit, allowing the subrecipient to prepare for on-site discussions;
- The program agenda for the on-site review to ensure that all relevant staff members are present; and
- The chosen sample of procurement files, so that the subrecipient will ensure all the documentation is ready (if applicable) for review on-site.

On-Site Review

The ADA Compliance Program Administrator will coordinate the On-site Reviews. A minimum of 2-3 members of the Review Team will attend on-site to conduct the review based on the results of performance or information gaps identified in the pre-site visit documentation review, changes in policies and procedures, risk based assessment of grant management areas and federally funded procurements.

The On-site Reviews will last approximately 1.5 days and will cover the following:

Step 4 – Entrance Conference: The first meeting of the site visit between the Review Team and subrecipient. Introductions and overview of the compliance review objectives and process, and confirm arrangements for the review (documents requested, staff interviews, projects or federally funded assets to be inspected). The subrecipient should raise any issues they would like to discuss during this conference.

Step 5 – Interviews and Review of Outstanding Documentation: Focus on outstanding questions or gaps, changes in policies and procedures, risks and other pertinent information identified prior to the visit.

Step 6 – Visit and Inspection of Documents, Facilities and Other Major Assets: Including, observing the condition of facility and equipment, reviewing preventive maintenance records for a sample of federally funded facilities, verifying that the subrecipient has equipment control procedures, and reviewing

procurement files and other documentation to confirm that the subrecipient has effective and comprehensive oversight procedures.

Step 7 – Preliminary Findings of Deficiency: During the review, the Review Team will check all FHWA requirements and record the findings. This will help to identify the preliminary findings and ensure all areas are covered while on site.

Step 8 – Exit Conference: The site visit will conclude with an exit conference during which the Review Team will debrief the subrecipient team. At the exit conference, the preliminary findings of deficiency will be distributed by the Review Team and discussed with the subrecipients along with proposed corrective actions and milestones for completion. The subrecipient should advise if any comments have been misstated or if there may be obstacles to the implementation of corrective actions.

Findings can take a number of forms:

- **“No Finding”:** Subrecipients documentation meets FHWA and ADA/504 requirements
- **“Finding”:** Subrecipient is missing documentation or the documentation provided is missing key FHWA and/or ADA/504 requirements
- **“Not Applicable”:** An area can be deemed not applicable if, after initial assessment, the subrecipient does not conduct activities for which the requirements of the respective area would be applicable.

Each finding will be accompanied by a corrective action that must be completed by the subrecipient to bring the project into compliance with FHWA requirements. The corrective actions, along with timelines for completion, form a corrective action plan which the subrecipient will be monitored. Corrective actions could include developing new policies and procedures, training staff, developing required documents/plans, and monitoring of staff performance to ensure compliant policies are followed.

Corrective actions must be specific, measurable, and assignable to the subrecipient and ensure the deficiency is removed. The timelines given for corrective action must be realistic, but enable the deficiency to be removed as quickly as possible. All corrective actions must be completed within 90 days of the date of the final report.

Step 9 - Notify Subrecipient of Findings – ADA Review Follow-up Report of the Subrecipient

Based on the findings noted in the Exit Conference, the ADA Compliance Program Administrator will develop a report indicating any performance gaps identified in the relevant compliance areas as a result of the review. The draft report will be sent to the subrecipient for comment ten (10) business days after the date of the site visit.

Between the date of the site visit and date of the draft report the subrecipient can submit to the Review Team documentation that will be considered in the draft report. Documentation can take two forms:

- If the documentation provides clarification that the subrecipient was compliant at the time of the site visit, reference to the finding should be removed.

- If the documents provide evidence that a finding has been corrected since the site visit, the finding should be listed in the draft report, but noted as closed.

The ADA Review Follow-up Report of the Subrecipient will be submitted to the Designee of the subrecipient.

Step 10 – Corrective Action Monitoring: The Project Manager will be responsible for tracking the status of all corrective actions and determining when all corrective action requirements have been met within the agreed timeframe. If a subrecipient does not deliver the corrective actions in the agreed timeframe, future payments may be withheld or additional funding may not be provided.

FAILURE TO COMPLY

If the subrecipient does not voluntarily comply within 90 days of the original notification, either by resolving the deficiency or by completing and submitting a compliance action plan to TxDOT, TxDOT will issue a notice of noncompliance.

If the subrecipient fails to submit appropriate and complete documentation to support its commitment to comply with ADA/Section 504, TXDOT will issue a noncompliance letter and forward a copy to FHWA and may then pursue other legally available action against the subrecipient for failure to comply. An administrative hearing opportunity would exist for the subrecipient at this point and notice of the same will be provided.

Following the expiration of ninety (90) days, TXDOT will either:

- Certify the current subrecipient eligible to receive funds,
- Identify the current subrecipient as deficient but on an approved corrective action plan, or
- Issue a notice of noncompliance and initiate appropriate proceedings to determine ineligibility to receive funds.

Copies of all deficiency notices will be provided to FHWA.

REQUIREMENTS FOR SUBRECIPIENT'S DEFICIENCY RESOLUTION

A Subrecipient who completed the ADA Subrecipient Monitoring & Compliance Formal Review may become compliant at any time by submitting sufficient documentation to the ADA Compliance Program Administrator for review that demonstrates resolution of their deficiencies.

Compliance documentation is generally reviewed by the ADA Review Team in the order it is received unless TXDOT or FHWA priorities determine otherwise. An ADA Review Follow-up Report of Subrecipient will be provided upon completion of the review. A corrective action plan is included in the report when applicable. Keep in mind that corrective action plans apply to current subrecipients of federal funds for a current and ongoing project only. (See the TxDOT's ADA Technical Assistance Manual for Subrecipients for copies of all Letters and Documents).

10. Design Standards

In 1992, TxDOT began using the ADA Accessibility Guidelines as its accessibility standards. In November 2006, U.S. Department of Transportation (DOT) adopted new ADA Standards for Transportation Facilities (ADASTF, <https://www.access-board.gov/guidelines-and-standards>), and in 2010, the U.S. Department of Justice adopted the ADA Standards for buildings and sites. The Department has been proactive about meeting or exceeding these federal accessibility standards in developing its State specifications and standards. The TxDOT Design Standards have been revised to meet the 2006 ADASTF and also the latest draft Guidelines for Accessible Public Rights of Way (PROWAG), www.access-board.gov/prowag/. As of May 15, 2017, the Texas Department of Licensing and Regulation began allowing the use of the PROWAG for projects in the public right of way. This rule change allows TxDOT to use the PROWAG as its de facto 'standards.' TxDOT Design Division has also published guidance on the installation of curb ramps and sidewalks (ADA Curb Ramp and Sidewalk Guidance (*Attachment I*) <http://crossroads.org/des/ada/docs/ADA%20Curb%20Ramp%20and%20Sidewalk%20Guidance.pdf>).

For the current and prior design standards, see: <http://www.txdot.gov/business/resources/txdot-specifications.html>.
(Attachment I)

11. Accomplishments and Activities for 2018

The Texas Department of Transportation (TxDOT) understands its duty to provide accessibility for all users of its services and programs, including persons with disabilities. We are striving to provide accessible public services and facilities for persons using Texas' state roadways and other transportation facilities. Significant progress in assuring compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 has been made in the following areas: updating the 2004 Transition Plan; meeting FHWA reporting requirements; awareness, internal and external communications; outreach/public involvement; training; processing grievances; and developing and implementing a subrecipient monitoring program.

FY 2018 Accomplishments	Date
Completed and analysed the Program Accessibility self-evaluation for all TxDOT districts/divisions	November 2018 - July 2018
Completed and analysed the self-evaluation of 100% of the facilities owned or leased by TxDOT	September 2018 - July 2018
ADA reporting tool design was improved in the FHWA Reporting Portal	October 2018
ADA Liaisons meetings and trainings offered	Multiple Dates - Quarterly
25 district offices created an ADA Committee and host quarterly committee meetings	Multiple Dates - Quarterly
25 district offices developed outreach plan and host quarterly outreach events	Multiple Dates - Quarterly

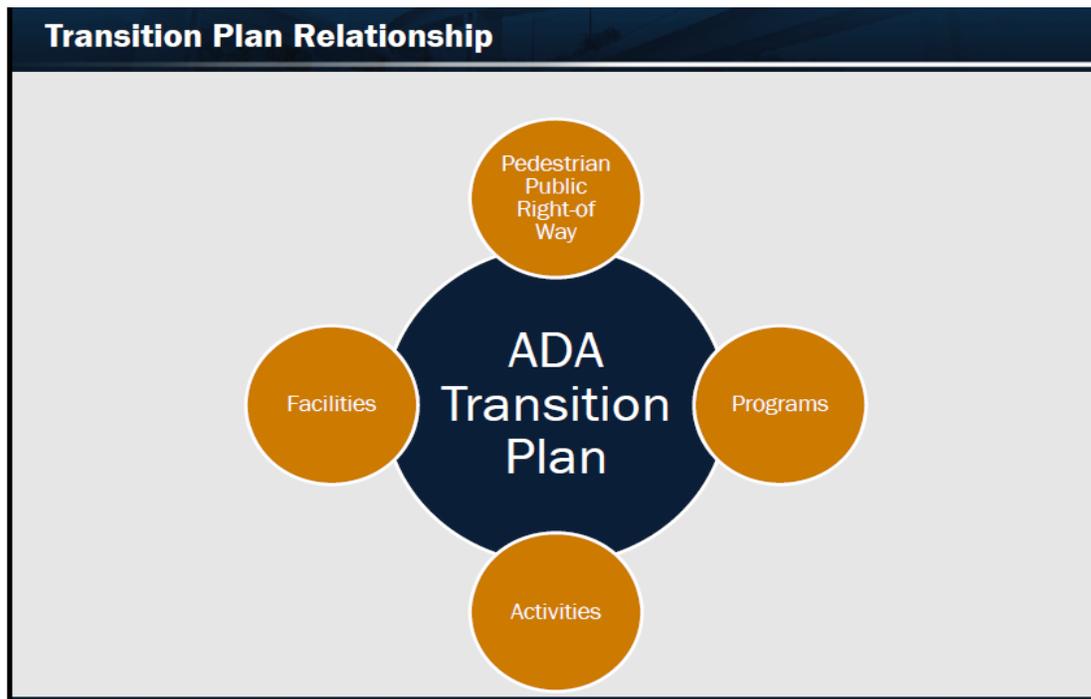
Developed ADA Training Program and multiple trainings delivered/offered	Multiple Dates
ADA representative assigned to the Campus Consolidation Workgroup for new TxDOT campus	February 2018- 2022 Completion Date
Submitted the ADA Transition Plan Progress Report with the STIP	June 2018
Developed an SOP for the Subrecipients Compliance and Monitoring Program	July 2018
Developed the ADA Subrecipients Compliance and Monitoring Training Program	July 2018
Hosted the 28 th ADA Anniversary Celebration – ADA 28 th : Accessibility in Every Direction	July 23, 2018
Developed partnerships and new relationships with disability-related organizations, activists and other advocates	Ongoing
Conducted self-evaluations in all public rights of way, facilities, programs, activities and services	2017-2019
Hosted FHWA Designing Pedestrian Facilities for Accessibility course in Houston and Austin	April 2018
New requirement was implemented regarding all public notices and flyers which must contain special accommodation statement	Ongoing
CIV Newsletter which includes information regarding ADA and other federal programs	Ongoing
Development of an ADA webpage on the TxDOT website	September – October 2019

FY 2018 Activities	Number	Date(s)
Training courses provided to Department or Stakeholders	87	Multiple Dates
ADA complaints or concerns received	5	Multiple Dates
ADA Complaints resolved or closed	5	Multiple Dates
Pedestrian features identified for accessibility repairs	21,371	Ongoing
Pedestrian features for accessibility repairs corrected	3665	Multiple Dates
Pedestrian facilities with accessibility repairs identified during daily operations	119	Ongoing
Pedestrian facilities with accessibility repairs corrected during daily operations	108	Multiple Dates
ADA committee meetings held	50	Multiple Dates

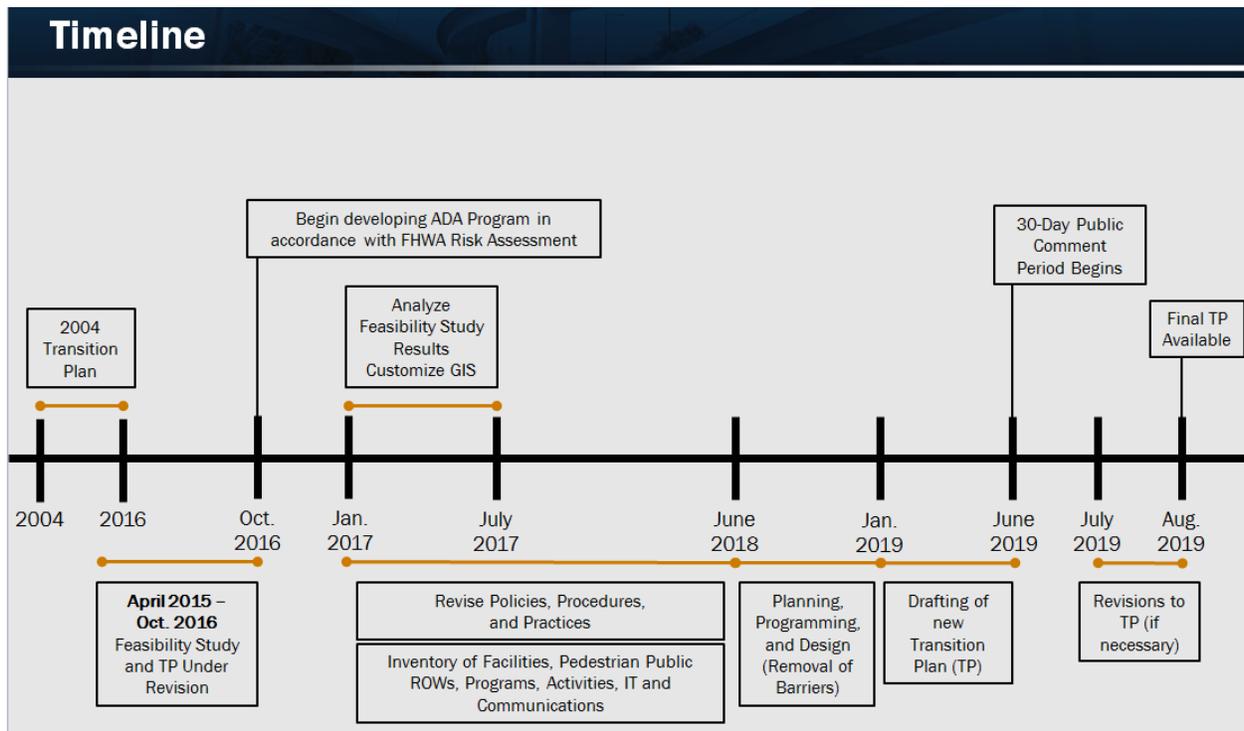
ADA outreach events conducted	35	Multiple Dates
Accommodations provided	55	Multiple Dates
District and Local Agency Reviews	4	Multiple Dates
ADA Subrecipients Survey sent to Local Agencies, Contractors and Consultants	6,000+	November, 2017
ADA Subrecipients Survey responses received from Local Agencies, Contractors and Consultants	588	January, 2018
Review and analyze data from reporting portal		Ongoing
Work with district and divisions to find resolutions to minor ADA concerns		Ongoing

Updating the 2004 Transition Plan

The diagram below represents the components that make up TxDOT's newly revised Transition Plan. The projected date of completion of the Transition Plan is no later than August, 2019. Strides have already been made in each area to support efforts to revise the plan. All of the districts and divisions are collaborating with CIV to ensure that the self-evaluations are conducted timely and accurately. Although consultants will be contracted to perform the official assessments, many districts and divisions have already begun preliminary evaluations of accessibility areas. Committees will be developed to brainstorm, discuss and plan the formal strategy for removing necessary ADA deficiencies or barriers.



The timeline depicts the revision progress that has been made so far in updating the 2004 Transition Plan. All four components mentioned in the previous paragraph are being addressed according to this timeline. TxDOT is currently in the data collection phase known as the self-evaluation period. Examples of checklists used to record data pertaining to facilities, programs and web content are provided in other sections of this report. Specialized technical software is being used to collect the public rights of way inventory which is identified in the (*Attachment F- Pedestrian Access: Improving Accessibility in Public Rights of Way*).



FHWA Reporting Requirements

CIV created the Reporting Portal to store data and other information that highlights TxDOT’s successes. Many of our districts and divisions are working on exciting projects that improve accessibility for all persons. There has been major improvement in reporting success stories. The reporting portal not only helps with FHWA reporting requirements, but it also provides an additional channel for ideas to be shared across districts and divisions, and encourages dialogue regarding ways to improve our ADA Accessibility Program.

The reporting portal includes a designated ADA file for all information pertaining to the ADA Accessibility Program. The ADA file is then broken down into two (2) folders: one for districts, and the other for divisions. The district and division folders are further broken down to include a file folder for each one of the twenty-five (25) districts and thirty-four (34) divisions. Each individual district and division file contains seven (7) folders which include: (1) FHWA Dashboard Report; (2) Accomplishments and Goals; (3) Training; (4) Committee Meetings; (5) Grievances; (6) Subrecipients Monitoring; and (7) Miscellaneous. The folders were specifically created to coincide with the goals and expectations that were outlined for TxDOT by FHWA. The aforementioned methodology helps to ensure that TxDOT maintains compliance in all measurable areas.

Reporting and Reporting Portal

<https://txdot.sharepoint.com/sites/office-ocr/intranet/SitePages/Home.aspx>

Name	Modified	Modified By
ADA	November 10, 2016	Sierra Fallin
DBE	July 25, 2016	Adrian Garza
DDC SOP	February 14	Carlos Rodriguez
HUB	January 2	Sierra Fallin
LG	Yesterday at 2:07 PM	Carlos Rodriguez
Sunset	September 6, 2016	Adrian Garza
Title VI	July 25, 2016	Diana Miranda

CIV ADA Page: http://crossroads.org/civ/ada_program.htm

Reporting Portals for Districts: <https://txdot.sharepoint.com/sites/office-ocr/intranet/Reports/Forms/AllItems.aspx?RootFolder=%2Fsites%2Foffice-ocr%2Fintranet%2FReports%2FADA%2FDistricts&FolderCTID=0x012000A8F15E198C8C2A4F89946FA7F3282F5C&View=%7B1FBBA44D-0A5D-48AC-93E0-AD4CB6878BF0%7D>

Reporting Portals for Divisions: <https://txdot.sharepoint.com/sites/office-ocr/intranet/Reports/Forms/AllItems.aspx?RootFolder=%2Fsites%2Foffice-ocr%2Fintranet%2FReports%2FADA%2FDivisions&FolderCTID=0x012000A8F15E198C8C2A4F89946FA7F3282F5C&View=%7B1FBBA44D-0A5D-48AC-93E0-AD4CB6878BF0%7D>

Awareness

An ADA presence has been created on the CIV website. An evaluation is currently underway to determine ways to improve ADA accessibility on the TxDOT.Gov website. The Disability Movement and ADA, an exhibit was created to inform the public and others about the American Disabilities Act and was displayed during the ADA open house outreach event on July 26, 2017. Some future strategies to meet the “awareness” goal include creating an accessibility marketing campaign, a newsletter to highlight the successes of the program and provide general information, and develop a brochure that introduces the ADA Accessibility Program to external stakeholders.

Internal and External Communications

Steps have been taken to improve internal and external communications about ADA accessibility. The Compliance Program Administrator has met with multiple TxDOT districts and divisions to discuss the “new” ADA Accessibility Program. To keep the lines of communication open, ADA Liaisons were

designated for 100% of the districts and approximately 82% of the divisions. An ADA Committee has been established in each district and an ADA Advisory Committee which is comprised of members from various divisions is being established. See (*Attachment J*) for roles and responsibilities. During FY 2017/2018 the ADA liaisons and committees will meet as follows:

Liaison Meetings

- Via WebEx
- 10:00 a.m. – 12:00p.m.
- Training the first 30 minutes of the meeting
- Once per quarter:
 - Q1 – Thursday, November 8, 2018
 - Q2 – Thursday, February 14, 2019
 - Q3 – Thursday, April 18, 2019
 - Q4 – Thursday, September 26, 2019

Committee Meetings

- Meet once per quarter
- May be conducted via WebEx, telephone conference or in-person
- Agenda and minutes must be kept on file
- Minutes are uploaded to the Reporting Portal and placed in the “Committee Meetings” file
- Administration will designate members of the ADA Advisory Committee (Divisions)

Outreach/Public Involvement

A general input public involvement meeting will be hosted by TxDOT CIV, the Austin District, ADA Committee, and other Divisions on November 9, 2018. Several stakeholders of the disability rights advocacy community are invited to participate in this outreach event. TxDOT seeks feedback that focuses on safety, mobility and the Transition Plan. TxDOT will host future outreach events which may be geared toward awareness, education or general input to encourage continued public participation with the disabled community.

Each district office has submitted an Outreach Action Plan for FY2018/2019.

Please refer to the Accomplishments and Goals Reporting for each district.

Additionally, the Outreach Action Plan for all other TxDOT divisions is included in the overall TxDOT “Accomplishments and Goals Report”.

TxDOT - Headquarters Outreach Action Plan

See Section 13

See District Accomplishments and Goals Reports to review respective outreach action plans.

Public Meetings

Procedures were developed to assist districts and divisions when hosting public meetings. Several resources are provided on Crossroad - CIV ADA webpage to help with planning successful meetings. The Office of Public Involvement partnered with CIV to provide Public Involvement training to introduce TxDOT's Public Involvement Policy and offer meeting strategies. Specific attention was given to the following areas to make meetings more accessible:

- Accessible Location
- Effective Communication
- Special Accommodation Statement
- Auxiliary Aids & Service

ADA Training

Audience	Course Name	Date	Duration	Location	Presenter
ADA Liaisons	Service Animals (P1)	Nov. 8, 2018	2 hours	WebEx	Southwest ADA Center
	Service Animals (P2)	Feb. 14, 2019	2 hours	WebEx	Southwest ADA Center
	Effective Communication (Documentation (P1))	Apr. 18, 2019	2 hours	WebEx	Southwest ADA Center
	Effective Communication (Documentation (P2))	Sept. 26, 2019	30 min.	WebEx	Southwest ADA Center
	Effective Communication (Audio P1)	TBD	4 hours	TBD	Nobacomm (Tentative)
	Effective Communication (Audio P2)	TBD	4 hours	TBD	Nobacomm (Tentative)
TxDOT Technical Employees & External (Subrecipients)	DES 122	TBD	1 day	Austin District Office	Krause
		TBD	1 day	Dallas District Office	Krause
		TBD	1 day	Lubbock/Amarillo District Office	Krause
		TBD	1 day	San Angelo District Office	Krause
TxDOT MPOs & Other Subrecipients	TxDOT's ADA Subrecipient Monitoring Program <i>Informational Meeting</i>	TBD	1 hour	7 Locations TBD	CIV - ADA
TxDOT Employees and Local Governments	Subrecipients Compliance & Monitoring Training Program**	March, 2019	1½ days	TBD	Webber
		September, 2019	1½ days	TBD	Webber
TxDOT Managers and Supervisory Staff* Non-supervisory TxDOT Employees	ADA Title II – Disability Employment Awareness	Complete w/in 60 days of notification	2 ½ hours	ELM	TxDOT

* Complete every two years as part of the EEO requirement.

** Computer-based training also available.

Grievances

An ADA Grievance Policy has been developed and is outlined in other parts of this report. To date, TxDOT has successfully responded to one (1) formal grievance and is in the process of responding to one (1) informal complaint. Training covering the grievance policy, the grievance process and investigative reporting will be provided to all ADA Liaisons and staff members of districts and divisions.

12. Goals for 2019

FY 2018/2019 Goals	Date
Complete first draft of Transition Plan and	June, 2019
Submit first draft of Transition Plan for public comment	July, 2019
Make necessary revisions to the first draft and submit final copy of Transition Plan	August, 2019
Complete data collection for public rights-of-way self-evaluation and submit report of findings	May, 2019
Complete data collection for facilities self-evaluation and submit report of findings	June, 2018
Host ADA training for TxDOT employees and other stakeholders	August, 2018
Hold informational meeting with MPOs regarding the ADA Subrecipients Compliance and Monitoring Program	2 nd Quarter 2019
Re-send first Subrecipients surveys focusing on local governments only; analyse responses; and take the next steps in the process to further determine	3 rd Quarter 2019
Conduct training for Subrecipients Compliance and Monitoring Program in 4 cities	3 rd – 4 th Quarters 2019
Host the annual ADA Anniversary Celebration Outreach Event	November 9, 2018
Strive for 100% reporting compliance from all districts and divisions	Ongoing
Continue to foster inclusion and provide accessibility to all visitors and TxDOT employees	Ongoing

13. ADA Accessibility Program Outreach Plan

Goal 2: Improve internal and external communications about TXDOT's ADA Accessibility Program.

Action Steps	Responsibilities	Timeline	Resources	Potential Barriers	Communications Plan
Step 1: Create an ADA Newsletter	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) CIV Staff Volunteers Partners OPI/CMD	February/March, 2018	CIV Staff Partners Administration (Support) TxDOT Print Shop Other Divisions	Information to include (Topics) Limited writers/contributors Time	Advertisements Announcements Meetings Written correspondence E-blast Brainstorming Sessions Social Media
Step 2: Create an ADA Brochure	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) CIV Staff Volunteers Partners OPI/CMD	February/March, 2018	CIV Staff Volunteers Partners Administration (Support) TxDOT Print Shop Other Divisions	Community Involvement Time	Advertisements Announcements Meetings Written correspondence E-blast Brainstorming Sessions Social Media
Step 3: Public Survey/Questionnaire	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) CIV Staff Volunteers Partners OPI	September, 2018	CIV Staff Partners Administration (Support) Survey Monkey	Community Involvement Advocacy Groups Participants Receiving Responses Analyzing Responses Time	Advertisements Public Announcements Public Meetings Flyers at various locations Written correspondence E-blast Brainstorming Sessions Social Media

Evidence of Success: TxDOT Employees and Community Involvement, support, participation and feedback
Evaluation Process: Surveys, Questionnaires, Suggestions and Recommendations

TxDOT ADA Accessibility Program Outreach Plan

Mission: *The mission of the Texas Department of Transportation's (TxDOT) ADA Accessibility Program is to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.*

Goal 1: Increase awareness of TxDOT's ADA Accessibility Program throughout the Agency and state.

Action Steps	Responsibilities	Timeline	Resources	Potential Barriers	Communications Plan
Step 1: Fully develop ADA webpage	ADA Coordinator ADA Compliance Program Administrator CIV Staff Communications Div. (CMD) Info Mgmt. Div. (IMD)	Consistent with the revised 508 requirements (effective January, 2018) <i>Ongoing</i>	Expertise of CMD and IMD Staff CIV Staff Administration (Support)	Costs – Funds to update software, hardware and compensate NTT Data Consultants	Meetings with other Divisions Written correspondence Emails Brainstorming Sessions Social Media
Step 2: Create an ADA Awareness Campaign	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) CIV Staff OPI CMD	Benchmark Dates – Concept Dev. – 12/2017 Agency-wide Participation 3/2018 Public Participation 6/2018 Final – 7/2018	CIV Staff CMD / IMD / OPI Administration (Support)	Community Involvement Advocacy Groups Costs Participation	Advertisements Public Announcements Flyers Written correspondence E-blast Brainstorming Sessions Social Media
Step 3: Celebrate the anniversary date of the signing of the Americans with Disabilities Act	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) CIV Staff Volunteers Partners OPI/CMD	July 26, 2018 (or another close date in order to meet location requirements)	CIV Budget Staff Volunteers Partners Administration	Community Involvement Advocacy Groups Convenient location Costs Participants Inclement Weather	Advertisements Public Announcements Public Meetings Flyers at various locations Written correspondence E-blast Brainstorming Sessions Social Media

Evidence of Success: Community Involvement, support, participation and feedback
Evaluation Process: Surveys, Questionnaires, Suggestions and Recommendations

TxDOT ADA Accessibility Program Outreach Plan

Mission: *The mission of the Texas Department of Transportation's (TxDOT) ADA Accessibility Program is to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.*

Goal 3: Increase public participation during the Design, Planning and Development phases.

Action Steps	Responsibilities	Timeline	Resources	Potential Barriers	Communications Plan
Step 1: Host an ADA Accessibility Stakeholders Meeting (Record this for the purpose of using later to allow public feedback)	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) DES AUS District Office (ADA Team) All Divisions SSD Consultants	Thursday, November 15, 2017 9:00am – 12:00pm	CIV Budget CIV Staff Volunteers Partners Administration	Community Involvement Advocacy Groups Convenient location Costs – Auxiliary Aids Participants Inclement Weather	Advertisements Public Announcements Public Meetings Flyers at various locations Written correspondence E-blast Referrals Brainstorming Sessions Social Media
Step 2: Provide the disabled community, advocacy groups and the general public an opportunity to comment on information provided during Stakeholders Meeting	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) Staff Volunteers Partners	January, 2018	Recorded Meeting Staff Volunteers Administration (Support)	Community Involvement Advocacy Groups Convenient location Costs Participants Distribution Computer Access (public) Accessibility Concerns	Advertisements Public Announcements Public Meetings Flyers at various locations Written correspondence E-blast Brainstorming Sessions Social Media
Step 3: Issue Public Service Announcement (PSA) about TxDOT's ADA Accessibility Program by Mr. James Bass	ADA Coordinator ADA Compliance Program Administrator ADA Liaisons (Divisions) Staff Volunteers Partners	April, 2018	CIV Staff Administration Media Relations	Unknown at this time	Advertisements Public Announcements Written correspondence E-blast Social Media

Evidence of Success: TxDOT Employees and Community Involvement, support, participation and feedback
Evaluation Process: Surveys, Questionnaires, Suggestions and Recommendations

14. FHWA – Civil Rights Visit

TxDOT's ADA Coordinator and ADA Compliance Program Administrator, Civil Rights Division attended the FHWA Quarterly Briefing with Mark Arrington, FHWA Civil Rights Program Manager for Texas on May 23, 2017. TxDOT was commended for the strides made in the ADA Accessibility Program. Reporting has improved substantially and overall progress is evident.

It was established that the revised Transition Plan is expected to be completed by August 2019; each individual district will submit an Outreach Event Action Plan in the annual October Report; TxDOT will no longer be required to provide a status update bi-annually, but annually, resuming the original reporting schedule; CIV will provide an Outreach Event Action Plan for TxDOT Headquarters; and TxDOT will include a communication plan for the Public Rights of Way Accessibility Guidelines (PROWAG) adoption in the annual report.

The TxDOT Risk Assessment Report summarizes the state of the ADA Accessibility Program at that time:

Accessibility Risk Assessment	
PROGRAM ASSESSMENT	RISK
Self-Evaluation	<i>Low</i>
Transition Plan	<i>Low</i>
Policies & Procedures	Moderate
Reporting	Moderate
Awareness	<i>Low</i>
Communication	<i>Low</i>
Outreach	Moderate
Training	<i>Low</i>
Grievances	Moderate
Monitoring	High

LEGEND
Low – Utilizing Good practices
Moderate – Fair, but could improve
High – Needs immediate improvement

FHWA communicated its satisfaction with the progress of TxDOT's ADA Accessibility Program. CIV was encouraged to continue striving for the goals set initially. (*Attachment K*)

TxDOT is currently working on developing the following:

- Comprehensive ADA Accessibility Policy and manual for the Agency
- Accessibility/marketing/ Awareness Campaign
- TxDOT ADA Accessibility Advisory Committee for the Agency and Divisions

15. Districts

Abilene District

Accomplishments:

This Fiscal Year 2018, the Abilene District continued to support ADA Accessibility efforts holding several public meetings. These meetings discussed future projects and roadway improvement plans and recommendations and other district outreach programs. We again discussed the *ADA Checklist for Readily Achievable Barrier Removal* and the need for the scheduled facilities inventory. Three ADA outreach events were planned, but were cancelled for various conflicts with facility availability and attendance response. We did provide training for our new employees on ADA support and researched 3-D mapping and visual accommodation equipment for future project announcements.

During the 4th quarter of this past year, we had several employees who moved on and needed to be replaced, Wayne Ekdahl, our Construction Engineer Director, departed for Austin, Elaine Singeiser and Mary Belle Turner, left the District for other jobs. We are currently in the process of identifying new participants to replace those that departed.

Overall Goals:

The Abilene District's priority is to continue to communicate TxDOT's commitment to the local ADA communities and to better identify their challenges and issues through our outreach efforts. We want to ensure that our mission to provide accessibility to all of our programs, services, benefits, activities, and facilities to the public is a reality. Through our outreach events we will increase participation in the design, planning and development phases of our programs and services.

ADA Outreach Plan for the Abilene District:

The District's outreach plan includes: hosting community outreach meetings within the each of the three area offices boundaries. We will reach out to the Abilene Disability in Action group for assistance in inviting ADA stakeholders/organizations in each of the areas. The events will include training, education, and awareness issues specific to each particular area. The meetings will be available for public comment. A proposed agenda for the meetings is below. The preliminary outreach schedule is as follows:

November 2018 – Big Spring Area Office

March 2019 – Abilene Area Office

July 2019 – Snyder Area Office

Amarillo District

Accomplishments

This Fiscal Year 2018, the Amarillo District continued to support ADA Accessibility by continuing to research the ADA on all construction projects. The district is waiting on the contract for the ADA inspections on all the buildings within the district. A project was let that specifically addressed adding ADA ramps at IH40/FM2381.

During FY2018, the Amarillo District had a large turnover in employees, which resulted in placing several new committee members. A new ADA administrator was named for the district.

Overall Goals

The Amarillo District's priority is to better communicate our commitment to the local ADA communities by continuing to advance the ADA responsibilities in the Amarillo District.

Atlanta District

Accomplishments:

The District ADA committee has met with the District Advance Planning Department to ensure ADA compliancy within all public meetings and public involvement in the District. The Advance Planning Department now posts the “ADA Non-Discrimination Statement” at all events and insures all events take place in ADA approved facilities. The department also makes special efforts to accommodate anyone with special needs and advertises as such in their public notices.

The fourth quarter brought more public meetings that were held in compliance with ADA regulations. During this quarter, we have not had any construction projects that needed to be submitted for TDLR inspection. Two Consultant Public meetings were held on July 24th and 26th. The first was held in Queen City at a local School District Facility that was compliant with all ADA regulations. The second meeting was held in the Liberty-Eylau Community in Texarkana at a local School District Facility that was compliant with all ADA regulations as well. During this quarter, we have not had any construction projects that needed to be submitted for TDLR inspection. Upcoming projects that have possible ADA aspects are from the City of Texarkana that are currently being designed by staff in Austin Design Division.

An accomplishment/goal the District has been implemented is the Renovation of the District Traffic Operations Building on the District Headquarters campus. SSD is the department that is handling this endeavour. This is scheduled to let September of 2018. It will address some of the ADA requirements that were addressed during its design.

Another goal the District is working on is in the District Office Main building. It is in the implementation stages of providing ADA compliant flooring and signage for the building.

Lastly, the District has also continued ADA compliancy reviews for our in-house and contract maintenance projects.

Future Goals and District Outreach Plans:

The Atlanta District is constantly striving to meet the requirements of the ADA Accessibility Program. Our priority is to align ourselves with the goals, mission, and values of this program by conveying our commitment to our local community through public involvement and outreach as well as internally through providing training to our district employees to further educate about the importance of ADA Accessibility. Through these avenues we will gather knowledge about needs in our community and ideas of how to best meet these needs. The Atlanta district also plans on expanding our committee to include district employees from various backgrounds to help accomplish our goals.

ADA Outreach Plan for the Atlanta District:

The Atlanta District’s Plan for public outreach will include two biannual stake holder meetings. The first will include stake holders in the northern half of the district and the second with include stake holders in the southern half of the district. The event will be a workshop to present our ADA projects, goals, and accomplishments as well as take feedback from participants. A tentative agenda is attached.

The preliminary outreach schedule is as follows:

March 2019

The Northern Portion of the District (**Bowie, Cass, Camp, Morris, and Titus Co.**)

Time and Date to be Determined

July 2019

The Southern Portion of the District (**Marion, Harrison, Panola, and Upshur Co.**)

Time and Date to be determined

Austin District

Accomplishments:

Between October 2017 and September of 2018 we continued on the work and progress made from the previous FY 2017 on ADA Accessibility program and built upon it. Besides holding quarterly District ADA Committee Meetings, we have done four public outreaches, held three external ADA related training sessions in addition to our quarterly WebX training, and started District wide curb ramp projects and these are just some of our major highlights. We have done other accomplishments such as the removal of barriers in our facilities, providing ADA accommodations and performing a self-evaluation of the Austin District's organization's programs and activities to see how accessible they are to those with disabilities.

Early this fiscal year we conducted a Self-Evaluation on the district's organization's programs and activities to see how accessible they are to people with disabilities. We found that we provided reasonable accommodations when it came to training and hiring employees with disabilities. We also provided reasonable accommodations for people with disabilities in the public to communicate with us if they want to contact us through the phone(via Texas Relay Service), Additionally, we provide closed captioning and a American Sign Language interpreter if those with hearing impairments want to attend TxDOT's public hearings.

Moreover, early this fiscal year, we created a sub recipient list of ADA points of contact in Local Government Agencies in Austin District. The sub recipient list helps us identify Liaisons or points of contact in City or County Government agencies to ensure that they make sure the local government projects being reviewed by TxDOT but being run by local governments are ADA complaint. Surveys have been sent to these entities to find out if they have an ADA compliance program and we are waiting for their responses.

A major initiative underway by TxDOT recently to increase ADA compliance has been to expand the scope of work on preventative maintenance projects such as Overlay or road resurfacing projects to include curb ramp work and other pedestrian elements. We examined multiple roadway resurfacing projects all over the Austin District that are going into construction next year to see if in any of the crossings that were within the project limits needed curb ramps to be added or retrofitted in order for them to be ADA complaint. After some discussion, we decided it was more cost effective and time efficient to combine all the additions and retrofitting of curb ramps into a district wide curb ramp project so as to have an engineering consultant only focus on pedestrian element design. Moreover, a district wide ADA curb ramp project allows the construction contractor to focus on pedestrian element construction which would mostly involve the use of concrete material as opposed to roadway project with pedestrian elements that would have material costs both related to concrete and asphalt. We assigned to the project the CJS numbers 0914-00-419 and 0914-00-420 and we allocated up \$3.5 million for the construction costs. Currently, we have found consultants and they have been assigned to this project.

A major accomplishment we did this year that separate us from last fiscal year was the number of ADA related public outreaches our Austin District did. We had two joint ADA related public outreaches, one was the Stakeholder Presentation on November 14th where

we presented Austin District's ADA accomplishments and goals to the leaders of ADA advocate groups and other members of the public. The other joint outreach was a Ted talks on July 23rd titled "ADA 28: Accessibility in Every Direction" that we volunteered for and attended. What made us stand out even more this year was the two TxDOT Austin District individual presentations we did related to Accessible Pedestrian Signals. We had one at The Oaks Gracious Retirement Living Center in Georgetown, TX north of Austin on March 29th, 2018 and we had one at the The Orchard Park of Kyle, TX south of Austin on June 19th, 2018. Both outreaches were successes and they were attended by both the senior residents of the retirement homes as well as by multiple ADA activists who were representing their ADA advocacy organizations. What made this presentation stand out even more was the fact that it involved a demonstration of the use of an actual accessible pedestrian signal with push buttons and a control box.

Other accomplishments this year includes the amount of Committee meetings and training sessions we held. We held four ADA committee meetings this year on the following dates: December 4th, 2017, March 13th, 2018, June 12th, 2018 and September 25th, 2018. There we discussed everything from ADA compliance training to making sure our roadway projects are ADA complaint to preparing for the public outreaches. Besides the quarterly WebEx ADA related training, we also had three classroom training classes on ADA Compliance. At the beginning of the fiscal year we had two employees attend Texas Accessibility Academy which provided us insights into the Texas Department of Licensing and Regulation and exposed us to the Texas Accessibility Standards (TAS) state rules and regulations and how they overlap with Federal Regulations that come from Public Rights of Way Accessibility Guidelines (PROWAG). We then provided information on this training to other employees in a Design Tips Training presentation. We also had many TxDOT employees attend a TxDOT run Design 122 class that provides an update on accessible pedestrian facility design with a focus on compliance with the Americans With Disabilities Act (ADA) and the Texas Accessibility Standards (TAS). Lastly, we had two TxDOT Austin District employees take the FHWA class Designing Pedestrian Facilities for Accessibility. This two day training was designed to ensure that pedestrian facilities and access routes are properly constructed and maintained for all individuals, including those with disabilities. This course also focuses on proper design and maintenance of pedestrian access routes in new construction or when existing facilities are altered. We were engaged through a power point presentation, small group discussion, and an outdoor exercise that made us simulate what it was like to be a visually impaired pedestrian. This training was developed to provide information and best practices for those involved in the design and maintenance of pedestrian facilities, and for those individuals that ensure the proper adherence to all applicable laws and guidelines. This course is taught from the perspective of the Public Right of Way Accessibility Guidelines (PROWAG), a best practice for public rights of way.

Future Goals:

After completing our first full successful year with an ADA liaison and an ADA committee that implemented an ADA Accessibility program in the Austin District, we are confident that we have established a strong foundation that we can continue building upon in the coming year. We will continue to evaluating our facilities and programs and make improvements based off of the self-evaluation we conducted. We are developing a sidewalk plan for TxDOT Austin District's facilities and hope to use the plan improve some damaged sidewalks and add detectable warnings as well as retrofit curb ramps.

As was true with last year, TxDOT's Austin District has set goals that are parallel to the state-wide goals. We continue to make sure our employees have internal and external awareness of the challenges associated with disabilities so that they can better design their roadway projects with accessibility in mind. We have improved communication about TxDOT's ADA Accessibility Program with many of the team leads and look forward to making sure the rest of the employees are aware of it as well. We are also seeking to continue to ensure that both our design projects as well as our facilities are ADA complaint. Lastly, the Austin District continues to address and will address grievances, identify barriers, and find solutions in a timely manner.

As some of our employees are transitioning out of their roles in the ADA committee we are making sure those coming in their place take ADA related training course that employees will be required and encourage to take to develop an awareness of ADA programs that are available through the department and available externally. We will continue to schedule training for our committee members, specifically the TDLR's Texas Accessibility Academy, DES 122 and FHWA class. We have already sent out surveys and received responses from sub-recipients and we hope this to schedule training for sub recipients to assist them in better understanding the ADA Accessibility program and requirements and so that they can develop their own ADA Accessibility program.

In an effort to identify and prioritize ADA projects around the District we have set up meetings with lead designer from Area Offices under the Austin District about the State-wide ADA Initiative and we continue to do so. These meeting helped educate them on project delivery needs as it relates to sidewalks, curb ramps, and accessible pedestrian signals. We also plan on forming a process for documenting ADA components within our construction projects and identify standalone ADA projects and possible funding opportunities. With the help of Design Division Landscape Section, we were given an extensive ADA Curb Ramp Inventory list in the Austin District and we have identified several dozen intersection crossings that are need of improvement. This led us to plan for a district wide curb ramp improvement project that will incorporate the curb ramps that would have been added in preventative maintenance projects that ran from FY 2019 to FY 2022. In this district wide curb ramp improvement project we will also add curb ramps to crossings of public concern and to crossings from FY 2018 that we previously couldn't add curb ramps to due to limited time frame. As mentioned earlier in the accomplishments, we have a \$3.5 million dollar budget from Design Division that we will be using for FY 2019 and have assigned consultants and are completing work authorizations to get the work started. We hope to have the plans, specifications and estimates done by the May 2019 of next year so that construction can begin in FY 2020. Our goal for later years will be to do a similar site-specific project annually as the need arises for the addition or retrofitting of curb ramps.

ADA Outreach Plan for the Austin District:

We will use last year's template for this year district outreach plans since it was so successful. Due to the fact that we share the same location (the city of Austin), we will be holding a joint stakeholder meeting with TxDOT's Division in November 2018 to present TxDOT's Austin District accomplishments and goals to the ADA community and we will hold another joint outreach event with TxDOT's Division to celebrate the signing of the ADA on July 26, 2019. The stakeholder meeting will provide an opportunity for us to demonstrate to the stakeholders and agencies that deal directly with

the disabled community what we have accomplished in the past year and also allow us to answer questions that they may have about TxDOT's ADA Accessibility Program. We have established many relationships with different ADA Advocacy and stakeholder groups over the past year and we will continue to identify partners, stakeholder groups and individuals to increase and improve our outreach. Similarly, like last year we plan on holding two individual outreach events outside Austin City Limits to be able to better reach out ADA community outside the city of Austin but within the Austin District. This time instead of doing an event North of and South of the city of Austin, we may do when East and West of the city either with the similar topic of Accessible Pedestrian Signals and their use or a different ADA topic. The events will include training, education, and awareness issues specific to each particular area. The meetings will be available for public comment. A proposed agenda for the meetings is below.

The preliminary outreach schedule is as follows:

1. November 15th, 2018 – District Stakeholder Meeting
200 E. Riverside Dr. Rm 1A.1
Austin, TX 78704
2. March 2018 – West Location
Lakeway, TX
Location: TBD
3. June 2018 – East Location
Bastrop, TX
Location: TBD
4. July 26, 2018
TxDOT ADA Fair
Location TBD

Beaumont District

Accomplishments:

The Beaumont District's has focused on being in compliance with ADA laws and regulation through trainings and consistently providing information to our district leadership.

During the past quarter our district has focused and educated our leadership group through weekly staff meetings on employees with disabilities and the growing accommodations that are being made in the workplace. After attending FWHA trainings, the district's ADA Liaison has discussed the importance of pedestrian design training. We are discussing the importance of giving attention to employees who are requesting temporary accommodations and reminding our leaders on the processes to follow in reporting those requests. In doing so, we've been able to respond in a timely manner in helping our employees work and provide comfortability despite short lived challenges.

BMT District ADA Committee:

Our district ADA Committee has been provided information on the recent assessment that was conducted and how the information will be utilized into the transition plan to have not only districts but statewide facilities in compliance.

Members of our committee were able to assist with sharing thoughts on their individual facilities and what they anticipate will be parts of the final report once these have been submitted to each district.

2018-2019 Goals:

The Beaumont's District goal will be to review the final accessibility report and use this information to become educated on the improvements needed. This will be used as an opportunity to partner with our DE, and leadership in not only determining our district's state of preparedness but also a continual approach in maintaining that state of preparedness.

We are hoping to plan and host a successful public awareness event that will gain the public's trust in what we do and our attitude towards the disability community.

ADA Planned Projects:

At this time, we do not have any letting projects that are ADA related however our goals will be updated monthly once letting schedules and projects are updated and discussed.

Our district has also set a goal to have ADA related courses completed to ensure our leadership team is aware of ADA internally/externally and to also ensure our employees are educated on ADA as well. These classroom/online trainings will focus on ADA and ADA project related material as well.

Brownwood District

Accomplishments:

The Brownwood District had several accomplishments during FY18. The committee continued to look for outreach opportunities. Committee members discussed ADA issues during routine visits to the maintenance sections in order to increase overall awareness. Quarterly reporting spreadsheets were provided to all supervisors along with guidance on how to identify and address accessibility issues. Quarterly reporting information has been uploaded to the SharePoint site. The committee is working to identify ADA training needs and scheduling these with WFD.

Sidewalks with ADA compliant curb ramps were completed on a portion of the US180 project in Stephens County with work continuing on the next phase. ADA improvements were incorporated into the District HQ renovation project and the renovated building is now occupied. Handrail was added to the back entrance of the District lab. Sidewalk and curb ramp construction are incorporated in urban reconstruction projects in McCulloch and Eastland Counties.

Additional training has been provided through discussion with Department personnel in order to increase the awareness of ADA issues regarding all TxDOT facilities.

Goals:

The Brownwood District's goals for FY19 include providing additional awareness training to all district employees. To proactively address any accessibility issues identified. Specific projects include installation of ADA accessible sidewalks and curb ramps on the US 180 Stephens County project, US 190 in McCulloch County along with US 183 in Breckenridge and Rising Star. Provide public outreach events within the District to better identify needed improvements to Department facilities.

Bryan District

Accomplishments:

The design team in the Bryan District has succeeded in promoting pedestrian enhancements in our major thoroughfare plans and projects. IH 45 Widening project has seen continuous improvement in how active transportation modes are addressed through phases 1A, 1B, 2A and 2B. IH 45 frontage roads throughout the Huntsville urban and suburban area will see extensive changes as the plan sets are completed and construction continues. Proposals and plans call for extensive sidewalks, enhanced crosswalks and bicycle facilities.

This focus on the pedestrian extends throughout the District. As a partner in the Active Transportation Advisory Panel (ATAP), TxDOT has been a driving force behind the BCSMPO FM 60 Corridor Study that proposes massive pedestrian improvements to areas adjacent to and near the TAMU campus. This is in addition the extensive changes promoted by ATAP currently under construction and nearing completion in the area. The FM 60 diverging diamond interchange is also nearing completion and will provide a safe and effective grade separated active transportation link between the East and West sides of FM 2818.

Maintenance has been particularly responsive when accessibility issues come up. Public input has resulted in contractor signage adjustments to clear pedestrian facilities and road maintenance action to clean sidewalks and shoulders where bicyclists ride.

Bryan District held our Spring Outreach Event in April and had over 40 citizens attend in person plus 14 staff representatives from TxDOT and partner local entities. An informal open house began the event. TxDOT, City of Bryan, City of College Station, Brazos Valley Council on Independent Living and the MPO manned tables with various projects and programs on display. Public comments and questions were accepted on any active transportation or ADA topic. The TxDOT table had a plan of the FM 60 DDI project. City of Bryan included information and sign sheets for four TASA project proposals. City of College Station displayed their Bicycle and Pedestrian Master Plan. BCSMPO displayed presentation boards from the just-released University Drive Corridor Study. TAMU had two OFO dock-less ride share bikes, one on display in the room and one available for test rides. The hearing was conducted beginning with formal presentations. Formal presentations were followed by a public comment period. Additional open house time discussion by each entity group individually. Attendees were free to observe each entity's exhibit and make comments and suggestions for bicycle and pedestrian infrastructure improvements.

The 2018 Bicycle and Pedestrian Outreach Event with its associated MetroQuest surveys added basic travel information and set a baseline for understanding our current functionality. This data will be useful for many years in recognizing our changing needs especially as future surveys are completed and new data compared.

Public outreach was also performed this year related to specific projects. FM 2818 Superstreet and FM 158 had pedestrian specific components to their outreach events. While these were project specific events so not counted on the Dashboard Report as tan ADA Outreach Event, they added to the Bryan District's public communication and improved both our understanding of citizen needs and desires and the citizen's knowledge of what we have done, are doing and are proposing to bring our infrastructure into full ADA compliance.

The District participated in a number of WebEx training sessions for our designers including a US Access Board ADA Q&A. Accessibility Committee Meetings were held each quarter and Bryan District

personnel continue to monitor and maintain ADA accessibility of our buildings and facilities throughout the District.

Goals:

Keep the system as accessible as possible. Hold an ADA Outreach Event with a MetroQuest survey. Publish the date following analysis. Hold one Accessibility Committee Meeting per quarter and report as required. Continue to plan, design and promote improvements in pedestrian infrastructure that meet PROWAG guidelines in the course of roadway improvement projects.

Outreach Plan

The outreach program remains the same as last year as an Active Transportation and ADA Outreach Event being the primary focus. Project specific public involvement for most projects will continue to include pedestrian and bicycle components. There is a strong push to take the annual event on the road to Huntsville or Brenham in Spring of 2019, but that remains to be seen.

Childress District

Accomplishments:

Several accomplishments were achieved by the Childress District during FY 2018. ADA facilities were recently upgraded on two construction projects within the District. The first project, a signal upgrade project in the communities of Clarendon, Memphis, Childress, Quanah, and Chillicothe that included sidewalk, ADA ramps, and pedestrian signal heads with push button detection. And the second, a drainage improvement project on FM 401 in Childress that included pedestrian sidewalk and ramps with detectible warnings. This project was located adjacent to Childress High School and will improve student pedestrian movement throughout this location.

The Childress District also assisted Knox county representatives with a Texas Alternatives Program (TAP) project nomination. This project nomination includes shared use sidewalk with pedestrian and handicap facilities around the Knox county courthouse. This project is currently under plan development and will let for construction in May 2019.

Goals:

The Childress District goals for FY 2019 include providing additional awareness and training to all employees, and to proactively address any accessibility issues that may arise. The Childress District currently has one active construction project that addresses ADA facilities and will be completed in FY 2019. On FM 1037 in Cottle County, a pedestrian sidewalk and ramp facilities improvement project adjacent to the Cottle County courthouse in Paducah.

ADA Outreach Plan for the Childress District:

The Childress District's outreach plan includes four quarterly meetings to address any issues related to District facilities, future construction projects, or special requests. Community outreach for this fiscal year will include a newspaper press release to all communities within the Childress District as well as social media posts. These press releases and posts will include education and awareness issues specific to each particular area.

Corpus Christi District

Accomplishments:

- Partnering with the City of Aransas Pass:
- CSJ: 0916-28-067 - ADA Ramps and Sidewalk (\$610,000)
- Partnering with the City of Taft
- CSJ: 0916-28-068 Taft - ADA Ramps and Sidewalk (\$120,000)
- Partnering with the City of Corpus Christi:
- CSJ: 0916-35-200 - Schanen Ditch Hike and Bike Phase 2 (\$444,000)
- CSJ: 0916-35-201 - Hector P. Garcia Park Hike and Bike (\$305,000)
- CSJ: 0916-35-207 - Hawk System Pedestrian Signal (\$164,000)
- Partnering with local municipalities of Jim Wells and Kleberg Counties:
- CSJ:0383-04-061 – ADA Ramp and Sidewalk improvements (\$3,000,000)
- Jim Wells Co. – BU 281, SH 44, FM 2508
- Kleberg Co. – SH 141, BU 77, FM 1356, FM 2045

Goals:

- Communicate and share ideas with other districts to discuss expectations and program goals.
- Continue to work with local municipalities to understand ADA needs and planning for potential projects.
- Currently developing projects that include Sidewalk and ADA ramps for the City of Rockport, Mathis, and Taft.
- Developing a committee to help determine ADA Accessibility needs for the Corpus Christi District and conduct meetings quarterly throughout the year.

Dallas District

Accomplishments:

- 1) The Dallas District ADA Accessibility Committee added more people from the area offices, the maintenance section, and the construction section to help in reporting any ADA issue.
 - 2) We discussed in the one-on-one meetings ADA compliance, Outreach, Training, Accomplishments and Goals, Transition Plan, ADA's impact on people and the agency, and TxDOT's responsibilities.
 - 3) Started and completed the design of the following ADA Curb Ramps Project:
 - a) 0918-47-115
 - b) The project was bid in September and came within 5.8% of the engineers estimate.
 - 4) Reviewed our Facilities with Our Building ADA coordinator, and made sure we follow the State's EOE.
 - 5) As part of the training the District coordinator attended the ADA reporting offered in Austin, by the Civil Rights Division, on November 2017.
 - 6) Coordination between the PIO and the ADA coordinator to discuss an outreach event.
 - 7) The Dallas District held two outreach meetings with the public:
 - a) One in Mesquite, in April 2018.
 - b) One in Richardson, in September 2018.
 - 8) Civil Rights and District Personnel visited sites in question, and addressed a grievance.
 - 9) One Curb Ramp on Campus was built to comply with ADA requirements.
 - 10) During the quarterly District's design meeting, I presented ADA complaints process to the District.
 - a) Funds that are wasted for doing the same project twice.
 - b) Time wasted for doing the project twice.
- 2-Dallas District
- 11) Attended two ADA classes:
 - a) ADA class in Austin offered by FHWA.
 - b) ADA class in Dallas taught by Pete Krause.
 - 12) Created CSJ 0918-46-279 for Curb Ramps Project in Denton County, to address ADA issues and complaints, in Denton County.

Goals:

- 1) Improve Communications regarding the ADA Accessibility Program. Dallas District has set goals based on the state-wide goals to communicate our commitment to the local ADA communities. We are seeking to schedule internal and external trainings and events to make sure that all are aware of the challenges associated with disabilities.
- 2) Due to complain we received, we are also seeking to continue to ensure that both our design projects as well as our facilities are ADA compliant.
- 3) We are working to address grievances regarding an ADA program in Denton County reported to FHWA, and came to us through the Civil Rights Division.
- 4) Plan on more training classes for the Dallas district regarding ADA issues.
- 5) Due to heavy load of local let projects, the district needs to identify and prioritize ADA projects around the District, where we can set up meetings with consultants to discuss the State-wide ADA Initiative. This meeting will help educate the needs as it relates to trails, sidewalks, bicycles facilities, and accessibility, The District will then form a process for documenting ADA components within our construction projects and identify standalone ADA projects and possible funding opportunities.
- 6) Plan to have more outreach meetings for the communities.
- 7) We plan on joining forces with different ADA Advocacy and stakeholder groups such as NCTCOG to improve communications, and we will continue to identify partners, stakeholder groups and individuals to increase and improve our outreach.
- 8) Plan a meeting for the ADA Dallas Group.
- 9) Plan more ADA projects. Plan an outreach for the community.

Outreach Plan:

- 1) As for our district outreach plans, we are constantly looking for opportunities to improve communications about the ADA Accessibility Program.

We will be holding four (4) stakeholder meetings in four (4) different counties:

- 1) Dallas County - Mesquite area.
- 2) Ellis County - to include Navarro and Ellis Counties.
- 3) Collin County.
- 4) Denton County.

The meetings will be held in October 2017, January 2018, April 2018, and July 2018 to present the Dallas District accomplishments and goals to the ADA community. This meeting will provide an opportunity to introduce TxDOT-ADA Reporting to the stakeholders and agencies that deal directly with the disabled community. This outreach will also allow us to answer questions that they may have about the ADA Accessibility Program.

El Paso District

Accomplishments:

- The El Paso District is responsible for El Paso County, Culberson County (Pine Springs and Van Horn), Hudspeth County (Dell City, Fort Hancock and Sierra Blanca), Brewster County (Alpine, Marathon, and Terlingua), Jeff Davis (Fort Davis), and Presidio County (Marfa and Presidio).
- The El Paso District accomplished the following projects that were reported during this quarter included ADA requirements:
 - Pedestrian Improvements – CSJ: 00002-01-095 on Alameda Avenue (SH 20) south of Delta (FM 76). ADA components consist of driveway modifications and extending box culvert for sidewalk. Project was Let August 2018.
 - Rapid Transit System (RTS) (CSJ: 0374-02-089) – Project is on Montana Avenue (US 62/180) from Hueco Club Park to Airway Boulevard. Improvements at this location include bus stops for pedestrians waiting for RTS buses, sidewalk, curb ramps and handrail. Project was Let August 2018.
 - Operation Improvements – CSJ: 1046-01-030 – Zaragoza Road (FM 659) at the intersection of Montwood Drive. ADA items include sidewalks, curb ramps, driveways, lighting, pedestrian push buttons and pedestrian pavement markings. Project Let August 2018.
 - Ramp and Intersection Improvements on I-10 from Airway Boulevard to Viscount Boulevard – CSJ: 2121-03-160. ADA items include sidewalk, curb ramps, driveways, lighting, pedestrian push buttons and pedestrian pavement markings. Project was Let August 2018.
 - Downtown Pedestrian Wayfinding Program – CSJ: 0924-06-496. ADA components include the installation of sidewalks, curb ramps and Wayfinding Kiosks. Project was Let April 2018.
 - Districtwide Striping – CSJ: 0924-00-098 – ADA components consist of striping intersection and midblock crosswalks on Marking Luther King (FM 3255), Dyer Street (BU 54A), Mesa Street (SH20), Paisano (US 62/85), Zaragoza Road (FM 659), Alameda Street (SH20), North Loop (FM 76) and Socorro Road (FM 258). Project was Let February 2018. Seventy-five percent of this project has been completed.
 - Construction of Pedestrian and Bike Enhancements on Sun Bowl Drive (off- system) – CSJ: 0924-06-545 & 547 – ADA components include sidewalks, bike lanes, crosswalks, and curb ramps. Project was Let February 2018.

- Pedestrian and Bike Improvement – CSJ: 0924-06-546 – (off-system) on University Avenue from Stanton Street to Oregon Street. ADA items include sidewalks, pedestrian ramps, pedestrian railings, pedestrian lighting, pedestrian/bike signage and pavement markings for bike lanes. Project was Let July 2018.
- Pedestrian and Bike Improvements – CSJ: 0924-06-064 – (off-system) on University Avenue from Oregon Street to Los Angeles (City of El Paso streets). Project consist of sidewalks, pedestrian ramps, pedestrian railings, pedestrian lighting, pedestrian/bike signage and pavement markings for bike lanes. Project was Let August 2018.
- North Loop Drive (FM 76) to Zaragoza Port of Entry on Loop 375 – Highway ramps and frontage lanes – CSJ: 2552-03-058. Project consists of sidewalks, ADA ramps, pavement markings and pedestrian railing. Project was Let August 2018.
- Safe Routes to School on Darrington Road and Kenazo (off-system) – CSJ: 0924-06-514. Project consists of bike-walk installation along with curb ramp and landscaping improvements on Eastlake Boulevard from Darrington Road to Kenazo Avenue. ADA components consist of 10 feet bike-walk path, curb ramps, crosswalk pavement markings and lighting. Project was Let December 2017.
- Dyer Street (FM 76) – RTS Pedestrian Enhancement – CSJ: 0167-02-059. Project consists of pedestrian improvements to RTS locations, which include ADA components of curb ramps, sidewalk, crosswalk, crosswalk striping, driveway modification and pedestrian push buttons on pole. Project was Let December 2017.
- Roundabout at Rich Beem at Edgemere (off-system) – CSJ: 0924-06-503. This project consists of the construction of a roundabout at Edgemere Boulevard and Rich Beem Boulevard. ADA components consist of concrete crosswalk, sidewalk, pedestrian Hybrid Beacons, pedestrian push-buttons and poles, illumination and signing. Project was Let December 2017.
- Multimodal Street Improvement on Riverbend Drive – Frontage Road (off-system) – CSJ: 0167-01-095. This is project consists of hike and bike paths, landscaping, irrigation, bus pads and sidewalks. ADA components on this project include curb ramps, signing, crosswalk striping, bus pads and illumination. Project was Let December 2017.

ADA Accessibility Committee:

- The El Paso District's ADA Accessibility Committee was formed on January 17, 2017. Committee consists of the following members: Efrain Garcia (Facilities), Joe Perez (Design/TP&), Jose Madrid (Traffic), Kurt Spier (Construction and ADA Coordinator), and David Luce (Alpine Maintenance Supervisor). David Luce is the primary contact for Alpine,

Brewster, Fort Davis, Marathon, Marfa, Presidio, Sierra Blanca, Terlingua, Valentine and Van Horn.

Committee Meetings:

Quarterly committee meetings were held on March 23 and May 25. Fourth quarter meeting is scheduled on September 14. The following items were discussed during the meetings:

- December 17 – Discussed the ADA Accomplishments and Goals Report – Narrative FY 2017-2018, as well as a reminder about the Federal Highway Administration reporting requirements. Also, discussed the submittal of the first quarter Dashboard Report due December 13, 2017. Members were also informed that an outreach meeting was held with the Town of Horizon City. Mayor Ruben Mendoza and Michelle Padilla (City Planner) were in attendance. Robert Flores, Jr., P.E., Project Manager, for the Darrington Road project (off-(off-system) provided a status on the project, as well as the ADA components included in this project.
- March 14 – Discussed the submittal of the second quarter Dashboard Report due March 26, 2018. Members were also informed about the ADA outreach event scheduled July 26, 2018. In addition, discussed the City of Alpine’s outreach meeting held on Tuesday, March 20, 2018. Jessica Garza, City manager, council members and staff joined the meeting. Provided an overview on the requirements from the Federal Highway Administration. Levi Pavia, P.E., discussed possible ADA projects within the City of Alpine.
- June 14 – Discussed the submittal of the third quarter Dashboard Report due June 26, 2018. Jose Madrid provided a list of projects with ADA components that were Let in April, May and June 2018, which were included in the report. Also, discussed the outreach meeting held at the Town of Clint. Mayor Charlie Gonzalez and City Clerk Susana Rodrigues were in attendance. Federal Highway Administration’s requirements were also discussed. Francisco Marez, P.E., East Area Engineer, provided a status on the ADA ramps and sidewalks installed along Alameda Road (SH 20). Mayor also discussed on funding for the Safe Routes to School for the Clint High School.
- July 14 – Members were informed about the upcoming Outreach Event scheduled July 26, 2018. The event was held at the Multi-Purpose facility. ADA groups, stakeholders and the community will be invited to participate to display information about their services to the ADA community. Also, discussed the submission of the fourth quarter Dashboard Report due September 25, 2018. Jose Madrid will provide information on projects that were Let for this quarter, so they are included on the report.
- July 26, 2018 – TxDOT’s ADA 28th Anniversary of the Americans with Disabilities Act Outreach Event was held at the Multi-Purpose facility located at 9031 Viscount. The event was attended by ADA groups, as well as the community. Vendors displayed their information on the services they provide to the ADA community. The following vendors that participated were: American Red Cross, County of El Paso Veterans Assistance Office, El Paso Del Norte Children’s Development Center, El Paso Desert ADAPT, El Paso Health, Mothers Against Drunk Drivers (MADD), Project Amistad, Project Bravo, Ready One Industries, Special Olympics Texas, Sun Metro, The Mission Continues, United Health Care and Workforce Solutions. TxDOT Design employees, Levi Pavia, P.E., Transportation Engineer and Jose Bocanegra, Jr., Design Technician were also in

attendance and answered questions on current and upcoming projects that contain ADA components.

Goals:

The El Paso District's priority is to continue to communicate with local ADA community, as well as shareholders in order to identify their challenges. Outreach programs will be held to increase awareness and participation in the design, planning and development phases.

The following items were addressed:

- Review Letting Projects that included federal funding.
-The El Paso District included several ADA projects on the Quarterly Dashboard Reports.
- Design and Construction for Pedestrian Access training.
-Employees attended Design and Construction for Pedestrian Access training on January 23, 2018 held at the El Paso District Headquarters.
- ADA awareness to the public.
-Outreach Event was held on July 26, 2018.
- Identify and eliminate barriers for the people with disabilities.
-Several projects as listed on page 2, 3 and page 4 were identified and included in the Quarterly Dashboard Reports. The El Paso District will continue to review state roadways and facilities.
- Public Involvement and Events with stakeholders and community.
-TxDOT's ADA 28th Anniversary of the Americans with Disabilities Act Outreach Event was held on July 26, 2018. ADA groups, as well as community and stakeholders were invited.

ACCOMPLISHMENTS 2017/2018 – October 2017 to September 2018

The El Paso District is responsible for El Paso County, Culberson County (Pine Springs and Van Horn), Hudspeth County (Dell City, Fort Hancock and Sierra Blanca), Brewster County (Alpine, Marathon, and Terlingua), Jeff Davis (Fort Davis), and Presidio County (Marfa and Presidio).

Committee consists of the following members: Efrain Garcia (Facilities), Joe Perez (Design/TP&), Jose Madrid (Traffic), Kurt Spier (Construction and ADA Coordinator), and David Luce (Alpine Maintenance Supervisor). David Luce is the primary contact for Alpine, Brewster, Fort Davis, Marathon, Marfa, Presidio, Sierra Blanca, Terlingua, Valentine and Van Horn. Oscar Pilhoefer, Safety Officer, will also be assisting the committee as requested.

GOALS:

- Revisit completed inspections of the District’s facilities.
- Oscar Pilhoefer will be scheduling facilities inventories for Dell City, East Area, Pine Springs, and West Area.
- David Luce will be conducting facilities inventories for Marathon, Terlingua and Presidio.
- Continue to update developed action plan to address internally issues requiring funding.
- Provide a report to District Administration personnel on funding needed for TxDOT facilities requiring ADA improvements.
- Review federal funding Letting projects.
- Attend ADA training available for committee members, as well as other employees.
- Identify and eliminate barriers for those with disabilities.
- Provide ADA awareness to the public.
- Public involvement and events with stakeholders and community.

DISTRICT OUTREACH PLANS

The El Paso District’s outreach plan includes hosting meetings, and a public outreach event to celebrate the signing of the ADA on July 26, 2019. ADA groups will be contacted, as well as stakeholders and vendors will be invited to participate in this event. The quarterly outreach event will include training, education, and awareness. A proposed agenda for the meetings is enclosed.

Preliminary outreach schedule is as follows:

- November 2018 – Location to be determined.
- March 2019 – Location to be determined.
- June 2018 – Location to be determined.
- July 26, 2019 – 29th Anniversary of the Americans Disabilities Act
Multipurpose Center (Parks & Recreation)
9031 Viscount Blvd., El Paso, Texas
915-598-1155

TxDOT El Paso District
Americans with Disabilities Act (ADA) Forum

AGENDA

Welcome and introduction

Safety Briefing

Introduction of Participants

TxDOT’s Commitment

PowerPoint Presentation

Americans with Disabilities Act
Summary of ADA Project Goals and Accomplishments

Feedback from Participants

Question and Answers

Fort Worth District

Accomplishments:

For the FTW District ADA Committee

- On 3-24-2017 completed ADA Work Shop for inspectors, contractors at the district office. On 05-09-2017 completed another one at Decatur Area Office.
- Attended the first outreach meeting was held in conjunction with the Dallas District on 04-12-2017.
- Attended the first ADA FY 2017/2018 ADA Liaisons Quarterly Meeting 11-9-2017
- Attended the Statewide ADA meeting in Austin on 11-16-2017h.
- Replaced a Committee member Leslie Mabry with Kimberly White, District Landscape Architect.
- Attend the Designing Pedestrian Facilities for Accessibility (DPFA) Course on April 26 & 27 in Austin.
- Attended all CIV Monthly ADA WebEx meetings
- Planned and completed Design & Construction for Ped Access training class for the FTW District employees on November 1st. Gathered all necessary data and needed information for the ADA Self Evaluation Form, met and finalized the form with the District Engineer and uploaded it to the SharePoint.
- Planned and conducted the four ADA Outreach Events that are required by FHWA on the following dates:
 - ❖ Q1_ADA Outreach Event on 12-20-2017
 - ❖ Q2_ADA Outreach Event on 03-07-2018
 - ❖ Q3_ADA Outreach Event on 06-20-2018
 - ❖ Q4_ADA Outreach Event on 09-20-2018

Committee members have been assigned specific tasks to further the program within this District:

1. Setting up a Point of Contact list internally and externally to further our efforts with sub recipients and TxDOT.
2. Setting up the outreach events and coordinating with the stakeholders involved.
3. Working together to ensure reporting requirements are met accurately and in a timely manner.
4. ADA committee developed a plan to hold 4 outreach events within the District.

The following projects have been completed:

0902-00-135 Wheel chair ramps and sidewalk enhancements in Tarrant County. Work began 05-01-17 Estimated completion is 01-2018 \$1,617,402.20

0902-38-124 Sidewalk and ramp improvements on FM 5 in Parker County. Est. completion is Dec. 2017. \$985,856.49

Goals:

As our sub-recipients list progresses and becomes more defined and with the assistance of our local let coordinators work with the sub recipients to determine their compliance and understanding with the ADA Program.

Start the needed trainings that identify within this district to better enhance the understanding of the program and to ensure our own compliance through projects that are constructed on our ROW.

Involve different offices within our district by including inviting them to of our committee monthly meetings. This will lend itself to getting the message out quicker and more efficiently.

Start initial planning for all Outreach Event for the District. The Committee plans to hold the event quarterly on the middle of the week, like Wednesday or Thursday.

Attend all Statewide ADA meetings in Austin and other locations.

Conducted biweekly ADA Committee meetings.

The following projects have been set as goals for the upcoming year:

0902-48-576

Intersection Improvements with ADA facilities at FM 1938 and Mid Cities Blvd. Est. completion is June 2018. \$4,658,453.87

0902-00-155

Curb ramps in various locations in Johnson County. Est. completion is Dec. 2018. \$2,091,441.77.

0902-00-216

Construct curb ramps improvements for ADA upgrades in Tarrant and Erath Counties. Work to start on 04-2019. Estimated Cost \$ 2,500,000

Outreach Plan:

Four areas of our District have been chosen for this year's outreach program.

1. Fort Worth
2. Stephenville
3. Decatur/Keene
4. Weatherford

Events will be scheduled in each of the four areas throughout the year. Approximately one per quarter. The first event is being planned for mid-November in the city of Fort Worth.

Plans are being put together to do internal outreach to our district. This will be accomplished through presentations at the Supervisors meetings and the Area Engineer meetings. These presentations will cover the overall program as well as reporting needs required from the various supervisors. The intent is to bolster the overall commitment to enhance the ADA program at the District level, the Area Office level, as well as to our customers as we do business with and for the public.

**TxDOT Fort Worth District
American with Disabilities Act (ADA) Forum
AGENDA**

- Welcome and Introductions
- Safety Briefing
- Introduction of Participants
- TxDOT's Commitment
- PowerPoint Presentation
- Americans with Disabilities Act – TxDOT's Response
- Summary of ADA Project Goals and Accomplishments
- Feedback from Participants
- Question and Answer Period

Houston District

Accomplishments

The Houston District is comprised of Brazoria, Fort Bend, Galveston, Montgomery, North Harris, South East Harris, West Harris and Traffic Signal area offices. During this reporting period, the following accomplishments were achieved.

Training

The Houston District held training session DES122 - Design & Construction for Pedestrian Access on November 29, 2017. Twenty six employees participated in the training.

The Houston District hosted the "FHWA-TxDOT ADA Accessibility Program Training" on April 24 - 25, 2018. This intensive training was well attended and included an interactive outdoor exercise where attendees operated wheelchairs, white canes while blindfolded and sight loss simulators.

The Houston District Liaison worked with the ADA Compliance Program Administrator to schedule and coordinate the TxDOT ADA Sub-recipients Compliance and Monitoring Program. The TxDOT ADA Subrecipients Compliance and Monitoring Program is mandated by the Federal Highway Administration (FHWA) and applies to all TxDOT Sub-recipients (Local Governments; MPOs; Colleges & Universities; Consultants and Contractors). Additionally, as part of the program, a two-part training: (1) Part A - Technical Skills Requirements and (2) Part B - Transition Plans and More must be completed in order to satisfy the requirements of the compliance and monitoring program. Sub-recipients who fail to meet the requirements may experience the loss of current or future funding. The training was however cancelled because the registration numbers needed to conduct the training in Houston was not reached. Similar trainings will be scheduled during CY19 in other locations throughout the State.

Outreach

The first of four planned district wide outreach events was held on November 14, 2017 in the southeast quadrant of the Houston district. The event was held at the Northshore Community Fellowship of Faith. Topics discussed included: * TxDOT's ADA Program/Efforts * FM 526 Extension Seniors - Transit Connect's overview, eligibility process, and timeline. * FM 526/IH-10 Project Development - overview of issues facing pedestrian and bicyclists and expectations and timelines associated with the project. * Overview of the planned Greens Bayou Greenway, a hike-and-bike trail from Strickland Park to Maxey Park,"

On July 24, 2018 the Houston District in conjunction with Congressman Gene Green's office and the Northeast Partners in Power held the "Stakeholder Outreach Workshop and Commemoration of the Americans with Disabilities Act (ADA). The event was held at the North Shore Community Fellowship of Faith Church and was attended by approximately 75 citizens. Included in the program was an overview of the ADA program highlighted by video of the signing of the Act; the 5310 Grant Program that provides transportation services to seniors and individuals with disabilities in Harris, Galveston and surrounding counties, and the FM 526, I-10 Normandy Street Pedestrian Safety Improvements Project.

Overall Accomplishments

The Galveston Ferry Operation transports approximately 6.5 million passengers per year. Some of these passengers may require additional assistance boarding or departing the vessel. Crewmembers and dispatchers need to be alert for passengers who request assistance or appear to require assistance and make an effort to assist them. In September 2018 the Galveston Ferry updated their “Assisting Passengers who Require Accommodations, An Employee Reference Guide”. The Guide details the processes and procedures the Ferry Operation utilizes to meet the needs of disabled and senior community.

The Houston District ADA Liaison completed the District’s Sub-Recipient List in November 2017 and attended the quarterly ADA Liaison’s meetings. No complaints were filed with the STA ADA Coordinator during this reporting period.

Committee Meetings

The Houston District ADA Committee held quarterly meetings on February 28, 2018, June 29, 2018 and has a meeting scheduled for September 21, 2018. Items discussed during the quarterly meetings included: Onsite ADA evaluation of Houston District facilities, planning of upcoming outreach events and trainings, and reporting of ADA complaints.

GOALS

The Houston District’s priority is to continue to communicate TxDOT’s commitment to the local ADA community and to better identify their challenges and issues through our outreach efforts. We want to ensure that our mission to provide accessibility to all of our programs, services, benefits, activities, and facilities to the public is a reality in the Houston District. Through our outreach events we will increase participation in the design, planning and development phases of our programs and services.

Current goals include continued work on the 2018-2019 District Outreach plan and hosting four quarterly meetings within the Houston District and one public outreach event to celebrate the signing of the ADA on July 26, 2019. We will reach out to the Southwest ADA Center and the Houston Mayor’s Office on People with Disabilities for assistance in inviting ADA stakeholders/organizations in each of the areas as well as ADA related vendors for the July event. The quarterly outreach events will include training, education, and awareness issues specific to each particular area.

Project Specific Goals

The US 290 project cost approximately \$1.6 billion and spans 23 miles in length and is being constructed in 13 segments. The goal of the project is to construct 5 main lanes with auxiliary lanes and two or three lane frontage roads and grade separations and includes ramps, sidewalks and traffic signals. TxDOT is currently working on all Segments while anticipating the completion of various segments in the near future. Appropriate work zone signage required by TMUTCD is installed as work progresses. Permanent signs will be installed at the appropriate time. Listed below are other ongoing and upcoming ADA related projects:

Project CSJ	Location	Description
1685-05-118	Fort Bend County	ADA Curb Ramps and Sidewalks.
1257-01-037	Fort Bend/West Airport Blvd.	Construct dedicated turn lanes, upgrade traffic signals and crosswalks with wheelchair ramps, and connect existing sidewalks.
0912-70-099	Various locations in Harris County	Construct curb ramps on IH 45, SH 249, SS261, FM 525 and Hardy Rd.
0912-70-100	Various locations in Harris County	.Construct curb ramps along IH 45, SH 3, FM 1960A, BF 1960A, and FM 2351.
0912-70-101	Various locations along FM 1960	Construct curb ramps.
1257-01-049	Fort Bend West Airport Blvd.	Construct dedicated turn lanes, upgrade traffic signals and crosswalks with wheelchair ramps and connect existing sidewalks.

ADA Outreach Plan for the Houston District

The Houston District's outreach plan continues to include hosting four quarterly meetings within the four quadrants of the Houston area and one public outreach event to celebrate the signing of the ADA on July 26, 2019. We will reach out to the Southwest ADA Center and the Houston Mayor's Office on People with Disabilities for assistance in inviting ADA stakeholders/organizations in each of the areas as well as ADA related vendors for the July event. The quarterly outreach events will include training, education, and awareness issues specific to each particular area. A proposed agenda for the meetings is attached. The preliminary outreach schedule is as follows:

November 2018 - NORTH QUADRANT

Heritage Hall Senior Citizens Center
1025 Oates Rd.
Houston, TX 77029
713-675-4487

March 2019 - SOUTH QUADRANT

Hardy Senior Center
11901 W. Hardy Rd.,
Houston, TX 77076
281-260-6772

June 2019 - WEST QUADRANT

Jim & JoAnn Fonteno Senior Education Center
6600 Bissonnet St.
Houston, TX 77074
(713) 981-4700

September 2019 - EAST QUADRANT

Tom Bass Senior Center
155108 Cullen Blvd.
Houston, TX 77047
713-733-3717

TxDOT ADA Open House
July 26, 2019
Houston Community College - West Loop Center
5601 West Loop S, Houston, TX 77081
(713) 718-7930

**TxDOT Houston District
American with Disabilities Act (ADA) Forum**

AGENDA

Welcome and Introductions

Safety Briefing

Introduction of Participants

TxDOT's Commitment

PowerPoint Presentation

Americans with Disabilities Act – TxDOT'S Response

Summary of ADA Project Goals and Accomplishments

Feedback from Participants

Question and Answer Period

Laredo District

Accomplishments:

Listed below are construction and local government projects that have let or are schedule to be let in FY 2018-2019. These projects have more than \$50,000.00 dollars of pedestrian elements and required TDLR inspection.

CSJ 0922-33-170 (Local government project)

Let Date: 8/18

County: Webb

Ped Elements: Curb Ramps, Ped Rail

Goals:

Our district ADA Committee will continue to meet on a quarterly basis for the planning for our first outreach even. Our concept for the 2018-2019 public outreach is to have a one on one conversations with the traveling public, but we will also like to use Social Media like "TxDOT Laredo Facebook, Twitter, and YouTube" for the people that can't attend the public event. Bring ADA training to the district as it's available on ERS or when available to be scheduled at the Laredo district. We will suggest for the Laredo district to create another district wide ADA curb ramp project for FY 2018-2019 with the help from division in Austin.

Lubbock District

Accomplishments:

ADA Handrail was shortened to make it compliant for upgrade that will happen next quarter. ADA Handrail was corrected in Plainview's area office in an effort to get it ready for the future upgrade coming this next quarter.

We have constructed new ADA ramps and improved the overall ADA access in our District that covers 17 counties. Contract went into effect for the install of ADA ramps here at the district work should begin in April.

New ADA ramps added at the district complex along with new ADA ramps added in construction projects that have been complete. We added a vestibule and new handrails in Plainview Area Office. Plainview Area office vestibule is complete. The ramp rails were widened and the vestibule was built this year.

New handicap buttons and actuators were installed in our main building and they work great. We added 2 more TV's to the windmill room for the vision impaired. We also added six new TV's in our VTC room. We changed out the projectors in the bluebonnet and mesquite rooms for a clearer screen resolution.

Goals:

Waiting on contract for new ramps to be added here at the district complex once that is executed work will commence. Also adding new handicap buttons to the men's bathroom in the main complex along with that a new handicap button will be replacing the old one on the back door at the complex. We are also waiting on the report from SSD to come through to see where to start upgrade our current ADA we have in place and adding new ramps, rails, buttons, and anything else needed to make sure we are compliant. Adding new projector screens to our meeting rooms to make them easier to see in such a large room.

Continue to monitor ADA accessibility upgrades and inform maintenance manager of upgrades that may need to be performed.

Continue to report everything completed in each quarter.

Continue to educate TXDOT employees on ADA compliance and public outreach to the surrounding communities.

District Outreach Plans 2018/2019

We plan to train new employees on ADA compliance around the district this includes all 17 maintenance office and four area offices. We also have a major landscape contract for our district to include all ADA compliance measures outside with new walkways, railing, ramps, and landing pads that meet ADA compliance. We plan to reach out to SSD to find out what else needs to be upgraded to meet ADA compliance around the district. Plainview vestibule is still on our list. We have plans to complete ADA projects on various parts of the campus FY2017-2018 is when we anticipate work will take place. We already have plans drawn up and getting contractors on board is the next step.

There is a contract in the works to fix Plainview Area office entry way for ADA access so even though we have been working towards this goal since the start it is finally starting to happen. Another goal is to have all the ramps at the district completed by the end of the summer.

Waiting on contract for new ramps to be added here at the district complex once that is executed work will commence. Also adding new handicap buttons to the men's bathroom in the main complex along with that a new handicap button will be replacing the old one on the back door at the complex. We are also waiting on the report from SSD to come through to see where to start upgrade our current ADA we have in place and adding new ramps, rails, buttons, and anything else needed to make sure we are compliant.

Looking forward to new landscape contract at that time new ramps and landing pads will be installed here at the district complex. Also plan on adding better projector screens in the main training facility that is not only used by TXDOT but other state and local agencies. Plan on adding new actuators to the training facility doorways.

Lufkin District

Accomplishments:

Since September 1, 2017, the Lufkin District has continued to complete the various tasks to comply with TxDOT's ADA Accessibility Program, including the following: 1) Completing and uploading FHWA ADA/504 Dashboard for Quarters 1 through 4, 2) Completed and uploaded the Sub-Recipients Monitoring Program, 3) Continued to correct ADA deficiencies within the District grounds and facilities, 4) Have completed design of PS&E for FY 18 sidewalk improvements program within the District, 5) Have started PS&E for FY 19 sidewalk improvements within the District and 6) Have started planning for FY 20 sidewalk improvement projects within the District.

FY 18 Sidewalk Improvement Program:

The Lufkin District has let, and completed Pre-Construction meeting (September 6, 2018) for the FY 18 District wide sidewalk improvement program to replace and/or provide ADA compliant sidewalks in priority locations throughout the District, including:

- Lufkin, TX – Along BUS 59 from FM 325 to SH 94 and along SH 94 from BUS 59 to E. Shepherd Avenue and from BUS59 to Lufkin Highschool along FM 325.
- Grapeland, TX - From Grapeland Elementary School along FM 1272 to FM 227.
- Garrison – From Garrison High School along US 59 to Francis Street
- San Augustine – Along SH 21 From 2213 to FM 3230
- Hemphill, TX - Along SH 87 from Milam St. to SH 83

Awarded contract amount is \$2,105,750.30 to Encino Landscape, Inc. and includes 24,116 L.F. (4.567 miles) of ADA compliant sidewalk.

FY 19 Sidewalk Improvement Program:

The Lufkin District has procured a Consultant and initiated PS&E for the FY 19 District wide sidewalk improvement program to replace and/or provide ADA compliant sidewalks in priority locations throughout the District, including:

- Nacogdoches, TX – Along BUS 59 from FM 2609 north to Loop 224, along University Drive from Park Street to 1,000 L.F. south of Cleaver Street, and along E. Starr Avenue from Garner Street to University Drive.
- Lufkin, TX - Along E. Denman Avenue from Chestnut to Medford Drive and along Timberland Drive from Denman Avenue to Lufkin Avenue.
- Onalaska, TX – Along FM 3459 from Onalaska High School to Ponderosa Drive and along FM 356 from Onalaska Elementary School to US 190.
- Pineland, TX – Along FM 83 from SH 96 to HWY 1 and along HWY 1 from Yaupon Street to Hickory Street.

Total projected construction amount is \$4,620,765 and includes approximately 41,180 L.F. (7.799 miles) of ADA compliant sidewalk. The Lufkin District has worked with the various City's listed above to determine proposed project limits in accordance with applicable City wide ADA sidewalk programs, connections from neighbourhood's to local schools and interconnections from various community

locations utilized by pedestrian traffic to provide alternative transportation methods. All proposed locations are on on-system roadways.

Additionally, the Lufkin District is completing a local government project with the City of Groveton for their FY 19 TASA project which includes the following:

- Groveton, TX - Rehabilitation of sidewalks on Main Street, from Main Street to Divine Street and also from Front Street to US 287.

Total projected construction amount is \$725,000 and includes approximately 1,215 L.F. (0.230 miles) of ADA compliant sidewalk.

FY 20 Sidewalk Improvement Program:

The Lufkin District has started compiling projects for FY 20 in priority locations.

District Grounds ADA Improvements:

The Lufkin District has completed numerous improvements within the District grounds to include connections to pedestrian gates, installation of additional ADA compliant sidewalk within District grounds, and replacement of non-compliant sidewalks. There are various areas throughout the District we are continuing to monitor barriers and remove/repair such barriers as required.

Goals:

For FY 19 the Lufkin District proposes four (4) outreach events and reach out to local entities including Stephen F. Austin State University, Angelina College and municipalities. We are continuing to review facilities within the Lufkin District to ensure compliance and/or provide solutions for outstanding issues in various District, Area, and Maintenance Offices. Also, we are continuing with our FY 19 ADA priority list to complete PS&E, July 2019 Letting Date and working on proposed FY 20 ADA priority list for District wide sidewalk improvements program.

ADA Outreach Plan for the Lufkin District

Four (4) areas of the Lufkin District have been chosen for this year's outreach program.

1. Lufkin
2. Nacogdoches
3. Center
4. Livingston

Events will be scheduled in each of the four areas throughout the year. Approximately one per quarter. The first event is being planned for mid-November in Lufkin.

Plans are being put together to do internal outreach to our District. This will be accomplished through presentations at the Supervisors meetings and the Area Engineer meetings. These presentations will cover the overall program as well as reporting needs required from the various supervisors. The intent is to bolster the overall commitment to enhance the ADA program at the

District level, the Area Office level, as well as to our customers as we do business with and for the public.

Odessa District

Accomplishments:

In January 2018 the District ADA Accessibility Committee replaced a member that retired. The requirements of the program were discussed with the member and plans for reformatting the ADA Stakeholders meeting were discussed. The committee completed two regularly scheduled meetings.

The district had no projects that required modifications and additions to highway facilities for ADA improvements within their limits. During the reporting period a new Safety Rest Area was completed west of Fort Stockton that incorporated all new sidewalks and ramps, with comfort stations designed to current ADA standards.

Goals:

The Odessa District will continue to reach out to the ADA community to solicit participation in our events designed to engage and inform citizens of the work being done to improve access. Working with other TxDOT and local government entities we will attempt to strengthen our base of Stakeholders to get sources for input to our future planning and design efforts. We will also work to include ADA considerations earlier in the design process to facilitate barrier removal where required.

ADA Outreach Plan for the Odessa District

The district will use the most effective means it can to reach the citizens affected by our facilities throughout the region. With the assistance of Communications Division we plan to produce a Rural Outreach Recorded Presentation to place on our website to reach our widely dispersed audience. Other educational events will be planned based on the feedback and needs identified in the outreach activities.

The ADA Stakeholders Meeting will be held in the first quarter of fiscal year 2019. The meeting will be attended by new district design and planning staff and will be recorded for distribution on the district webpage to others interested in providing input for district projects. The history of the ADA program as well as the current initiatives and projects in the Odessa District is working on will be presented.

Paris District

Accomplishments

The Paris District ADA Accessibility Committee met regularly throughout the past fiscal year. The committee discussed various items concerning pedestrian issued throughout the district.

Buildings and Grounds

There have not been any changes or updates to ADA to the facilities in the Paris District this past year. At this time we have had no requests for accommodations, and no projects are planned for the near future.

Field Areas

We continued our oversight on a Safe Routes to School project in Paris that built bike lanes, pedestrian trails, sidewalks and ADA curb ramps adjacent to and in the surrounding local elementary schools. We closed that project this year. The city of Paris and surrounding areas continue to use TAP grants to expand the Trail de Paris hike and bike trail. Our district has oversight on those grants. The most recent portion completed this year was in the city of Paris that spans from the Depot on Bonham Street north and east through Paris to TG Givens Elementary and the Boys and Girls Club.

We have a TAP project that let in August 2017. New sidewalks and ADA ramps will be constructed on Connaly Street from Davis Street, through the back of the high school, on Gladys Alexander Drive, to where it intersects with Main Street (US 67) and Coleman Lake Park.

In August 2017, we let 3 TAP projects that will convert old rail bed into a trail in Lamar and Red River Counties. Work includes pedestrian rail on trestle bridges and signing and pavement markings at roadway intersections.

We will let a project that will in the City of Paris that will include pedestrian ramp and sidewalk upgrades along BU 271B (N. Mains Street). This project will let and begin construction this fiscal year.

http://www.ntxe-news.com/artman/publish/article_110516.shtml

Goals

We were awarded a few projects through our Highway Safety Improvement Program (HSIP) in 2017 that will upgrade the pedestrian elements enhancing pedestrian safety at traffic signals throughout our district. This program has also allowed us to add sidewalks in Mt. Vernon in an area pedestrian safety is a concern.

We have had various pedestrian concerns brought to our attention within school zones throughout the district. We are addressing these as they arise. Some solutions include adjusting the school zone, adding or modifying signing, or adding sidewalks, pedestrian ramps and crosswalks.

ADA Outreach Plan for the Paris District

The Paris District's outreach plan includes hosting four quarterly meetings to cover the District's four area offices, Paris, Sherman, Greenville and Sulphur Springs. The quarterly outreach events will include training, education, and awareness issues specific to each particular area. Key stakeholders from each area will be invited to attend the outreach event to share their concerns. These events will also provide an opportunity to provide a status of upcoming or completed projects specific to each area and gather feedback from the stakeholders for that area. A proposed agenda for the meetings is attached.

The preliminary outreach schedule is as follows:

October 2018 – Paris Area
Date and Location TBD

March 2019 – Sherman Area
Date and Location TBD

June 2019 – Greenville Area
Date and Location TBD

September 2019 – Sulphur Springs Area
Date and Location TBD

TxDOT Paris District American with Disabilities Act (ADA) Forum

AGENDA

- Welcome and Introductions
- Safety Briefing
- Introduction of Participants
- TxDOT's Commitment
- PowerPoint Presentation
- Americans with Disabilities Act – TxDOT's Response
- Summary of ADA Project Goals and Accomplishments
- Feedback from Participants
- Question and Answer Period
-

Pharr District

Accomplishments:

We have completed initial programming of the FY 17 Transportation Alternative Set Aside (TASA) Program project selections: 0921-02-389 Pharr Pedestrian Safety and Wellness Plan; 0921-02-390 McAllen Vision Zero Planning Study; 0921-02-391 PSJA Tri-City Pedestrian Safety Improvement project; 0921-02-392 Edinburg Cano Hike and Bike Trail Lighting project; 0921-02-393 Donna Sidewalk Improvement Project; 0921-06-311 City of Primera Stuart Place Road Sidewalks; 0392-06-312 City of Harlingen Loop 499 Sidewalks. Local Government Risk Assessments/updates and Advanced Funding Agreement (AFA) Special Approval Forms in support of AFA processing and execution have also been completed for these projects. Draft AFA's have also been sent to contract services for approval and partial execution by the local governments. Additionally, the procurement processes are currently being developed for CSJ: 0921-02-390 McAllen Vision Zero Planning Study and CSJ: 0921-02-389 Pharr Pedestrian Safety and Wellness Plan. A fully executed AFA has been completed for CSJ: 0921-06-312 City of Harlingen Loop 499 Sidewalks and the draft AFA's have been sent for partial execution for CSJ: 0921-06-311 City of Primera Stuart Place Rd. Sidewalk Project, CSJ: 0921-02-391 PSJA Tri-City Pedestrian Safety Improvement project, and CSJ: 0921-02-392 Edinburg Cano Hike and Bike Trail Lighting project.

Goals:

Our district ADA accessibility Committee will meet on a quarterly basis to assure the districts implementation of ADA accessibility requirements and for outreach planning meetings. Our accessibility committee will attend monthly ADA Accessibility Program Webex meetings. Our proposed FY 2018 public outreach event is intended to gather comments on upcoming projects in an open house setting. Disability advocacy groups will be invited to review/comment on Schematics, Intersections, signals etc. We will encourage district personal to participate in ADA training as available. We will continue to let construction projects identified in the ADA Transition Plan.

San Angelo District

Accomplishments

The San Angelo District has made accomplishments improving on accessibility in the District. The District Accessibility Committee meet 5 times during the fiscal year to discuss ADA issues and plan for the scheduled ADA information session meetings.

Working with the City of San Angelo - Sherwood Way: Roadway improvements to SL 306 to FM 2288 that included upgrades to traffic signals, crosswalks and sidewalks.

Leakey: Rehabilitate and reconstruct existing road US83 in Leakey, TX that included pedestrian elements, upgrades to traffic signals, crosswalks and sidewalks.

Eldorado: Construction of approximately 1.25 miles of 6-foot-wide reinforced concrete sidewalks adjacent to roadways leading to Eldorado Schools, Schleicher County Park, and the Eldorado Golf Club. All sidewalks, ramps, crosswalks, and signage was designed and constructed to meet Americans with Disabilities Act ("ADA"), Texas Accessibility Standards ("TAS"), and the Texas Manual on Uniform Traffic Control Devices ("TMUTCD"). These improvements will provide a safer route for walking and bicycling from residential neighborhoods to schools and recreation facilities.

Goals for 2018/2019

Continue to monitor ADA activity in the district. Continue to expand our outreach to employees on what barriers need to be addressed.

Continue to report quarterly accomplishments and goals.

Continue quarterly ADA committee member meetings.

Plan outreach events for the upcoming year.

ADA Outreach Plan for the San Angelo District

The District's outreach plan includes: hosting community outreach meetings within the San Angelo District. We will reach out to the San Angelo disability groups for assistance in inviting ADA stakeholders/organizations in each of the area. The events will include training, education, and awareness issues specific to each particular area. The meetings will be available for public comment. A proposed agenda for the meetings is below. The preliminary outreach schedule is as follows:

December 2018

March 2019

June 2019

San Antonio District

Accomplishments:

In 2018 the San Antonio District has been focused on project delivery and continued participation in the departments focus on ADA self-evaluation and transition planning. The Committee has been meeting and attending training. We held an outreach meeting on November 17, 2017; and provided an update on the transition planning effort, our district goals and objectives and provided an overview of the project delivery process to assist the disabled community in understanding where their involvement can shape a project.

The District along with our consultant presented at the June meeting of the AAMPO Pedestrian Mobility Coalition to show the inventory program the state has been developing and to highlight the elements that have been collected through the pilot study and the process that will be used to move the project into full implementation.

The first group of "My Link" project has been constructed and because of the success of this program; we have started the construction of a second set of "My Link" Projects.

Funding	Corridor	Length of Sidewalk (LF)	Running Total	Estimated Cost	Running Total
FY 2018	WW White (LP 13)	4,920	4,920	\$ 895,441.60	\$900,000.00
	E. Houston - Phase I	3,180	8,100	\$ 345,029.16	\$1,250,000.00
	Rigsby - Phase I (US 87)	9,890	17,990	\$ 2,013,565.76	\$3,270,000.00
	Hwy 90	5,080	23,070	\$ 617,747.16	\$3,890,000.00
	San Pedro (Transit Center)(I410)	740	23,810	\$ 510,379.38	\$4,410,000.00
	IH 35 Access Road - B	6,250	30,060	\$ 569,256.83	\$4,980,000.00

The San Antonio District also has the following projects under construction that will address accessibility within our ROW.

CSJ	Est. Cost of Ped Elements	Roadway	Letting	Open Public	Project Description
0915-00-181	\$85,710.00	Various	2/1/2018	7/31/2019	Districtwide Non-Site Specific Traffic Signals-FY 2018
0850-04-027	\$163,175.00	FM 775	2/1/2018	TBD	Mill, Overlay, Pavement Markings And Reconstruct FM 3432
0915-00-205	\$101,551.00	Various	4/1/2018	7/31/2019	Districtwide Non-Site Specific Traffic Signals-FY 2018
0024-01-103	\$99,134.00	US 90	3/1/2018	2/28/2019	Overlay & Pavement Markings
0024-07-058	\$577,114.00	US 90	5/1/2015	2/4/2018	Frontage Road, Intersection & Ramp Operational
0017-10-275	\$70,880.00	IH 35	6/1/2018	TBD	Spot Base Repair, Mill, Overlay And Pavement Markings
0915-00-168	\$563,400.00	Various	5/1/2018	11/1/2019	Construct Curb Ramps At Various Locations In Atascosa, Frio And Medina

0025-02-160	\$58,750.00	IH 10	5/1/2018	TBD	Expand From 4 To 6 Lane Expressway
0915-00-179	\$701,725.00	Various	5/1/2018	11/1/2019	Construct Curb Ramps At Various Locations In Bandera And Uvalde Counties
2452-03-118	\$70,800.00	SL 1604	6/1/2018	TBD	Reconfigure Ramps, Construct Turnarounds At Bulverde And Operational
2452-02-119	\$108,835.00	SL 1604	6/1/2018	TBD	Intersection Operational Improvements- Construct 4
0328-04-044	\$211,180.00	SH 97	6/1/2018	TBD	Rehab Existing Roadway
1479-01-024	\$96,080.00	SL 1604	6/1/2018	TBD	Expand From 2 To 4 Lane Divided
0072-07-070	\$759,617.00	IH 10	7/1/2018	TBD	Construct Grade Separation At Balcones Creek Road Reconfigure Ramps & Widen Fr Rd To Convert To One Way
0072-06-075	\$1,077,555.00	IH 10	3/1/2018	TBD	Reconstruct Grade Separation At Us 87 South "Y", Reconfigure Ramps & Widen Frontage Roads To Convert To One Way
2452-03-112	\$685,000.00	SL 1604	6/1/2018	TBD	Expand From 4 Lane Divided To 4 Lane Expressway
0215-06-039	\$566,701.00	SH 46	7/1/2018	TBD	Expand From 2 Lanes To 4 Lanes With Raised Median Or Continuous Left Turn
0253-04-138	\$1,622,915.00	US 281	7/1/2018	TBD	Expand To 6 Lane Expressway With Frontage Rds -4 General Purpose & 2

We continue to implement the curb ramp program from the 2004 Transition Plan. We have two curb ramp projects under construction; they are addressing barriers and connectivity in Atascosa, Medina, Frio, Bandera and Uvalde counties.

In 2018 there were no grievances filed with FHWA. We continue to work with VIA and COSA on Austin Highway (LP 368) near the Walmart to address recent pedestrian crashes involving individuals with disabilities. This project is scheduled in November 2018. We are collaborating on this project with both VIA and City of San Antonio.

We are continuing to collaborating with the City of San Antonio and Leon Valley to address concerns about accessibility on SH 16 (Bandera Road). There is a project that has been completed that addressed some of the challenges associated with connectivity for the disabled community. In the next 5-10 years (funding dependent) this whole corridor between LP410 and LP1604 will be upgraded and sidewalks and ADA accommodations will be included in that construction project. Internally, the District completed the self-evaluation and participated with the Facility Planning and Management group of SSD to provide an inventory of our facilities for the upcoming transition plan. We received this document at the end of June and are working with our Safety and Facilities groups to prioritize items that were identified as deficient. We have been working with our District Maintenance Sections to assist in communicating and addressing barriers and non-compliant sidewalks along state routes; which is helping us to develop a list of locations that will need to be addressed through sidewalk and roadway construction projects.

A significant number of employees have participated in multiple training opportunities provided to the District. DES 122, Designing Pedestrian Facilities for Accessibility (DPFA) Course on April 25-27 in Austin, a Lunch and Learn opportunity in April 2018 was provided by TDLR on ADA inspection process and it included an open discussion of challenges that occur on projects. We also had a number of employee's participate in a regional Vision Zero Summit which focused on pedestrian safety.

ADA Liaisons attended the Texas Governor's Committee for People with Disabilities in January in San Antonio. Then in July, the ADA Liaison also attended the ADA 8: Accessibility in Every Direction provided in Austin by Civil Rights Division of TxDOT.

Goals:

The San Antonio District has set goals that correspond to the state-wide goals.

We are identifying opportunities to improve communications about TxDOT's ADA Accessibility Program. We are scheduling trainings and events with our partners, to improve our internal and external awareness of the challenges associated with disabilities. We plan on collaborating with different stakeholder groups to improve communications. We will also be scheduling outreach opportunities throughout the year, more detail provided in the Outreach Plan. We will continue to identify partners, stakeholder groups and individuals to increase and improve our outreach.

We anticipate training our committee members and facilities staff through the TDLR Academy Class. We are also anticipating training opportunities for our sub recipients to assist them in better understanding the ADA Accessibility program and requirements. We have identified a list of sub recipients and over the next year we will work with them to determine their compliance and understanding of ADA/504 responsibilities.

We continue to develop processes for documenting ADA components throughout project delivery and identify opportunities for ADA projects and possible funding. San Antonio District will continue to collaborate with our partners. Specifically VIA, the region's transit authority, on multiple roadway locations with a project called "MY LINK" that is providing connectivity within State ROW; connecting bus stops to destinations. We will also continue to implement our curb ramp program; in 2019 we are looking at making curb ramp connection in Wilson and Guadalupe counties. There is limited funding so we will be coordinating with our Area Engineers, and local government stakeholders to identify the locations with the most need.

We will continue to provide public outreach meetings and we will incorporate a project delivery component that will give updates on our projects as well as provide additional opportunity for public comment on our programs. We will also present our accomplishments and goals.

As it relates to our facilities, the District has several buildings that have identifiable deficiency under the Architectural Barriers Act Accessibility Guidelines but have tolerances because the buildings have not been substantially modified, renovated or altered since their original construction. All new construction (3 buildings) completed in the last 10 years is in compliance with current ADAAG standards. Currently TxDOT is working on a self-evaluation. This self-evaluation will be conducted through contracted services. This self-evaluation will allow TxDOT and its Districts to start to prioritize facility modifications as funding is identified.

The District is also working on a self-evaluation of its individual programs. The San Antonio District will address grievances, identify barriers, and find solutions in a timely manner.

San Antonio Outreach Action Plan

In an effort to improve communication with the disabled in our community we will hold a stakeholders meeting in November to communicate our accomplishments, and to provide information on our upcoming projects and to solicit input on our efforts to remove barriers. The San Antonio District will also include a project delivery component at an annual outreach meeting in May that will provide updates on our projects as well as provide additional opportunity for public comment on our programs.

Another opportunity for outreach will be our regular open house public meetings that are required through the NEPA process. We will include notice to the organizations that represent the disabled community and disabled individuals concerning upcoming project meetings. These individuals and organizations will be identified during our ongoing outreach and partnering opportunities. These organizations will be kept in a master spreadsheet and will be updated on a regular basis.

We plan to continue our partnership with AACOG as they hold county specific community events around the region. This will involve setting up a table where we will collect information from attendees on where they live and how they get around within the county and outside the county, collect information on perceived barriers and provide information on TxDOT and our ADA program. We would like to develop a brochure that can be provided to the disabled community that explains the plans and programs of the department, and highlights opportunities for their input in the planning process.

Tyler District

Accomplishments:

In Fiscal Year 2018, the Tyler District held two (2) outreach events; the first was held in Tyler and the second was held in Athens. We received positive feedback from the attendees at each location. We have a plan to hold an outreach event in every county in the District before starting the cycle again.

ADA discussions occur on every design project, beginning at the scoping meeting. Our staff is focusing on ADA concerns when the project ride is accomplished, and solutions are discussed as design progresses. On our larger mobility projects, ADA topics are discussed early in development with our stakeholders.

Project Specific Accomplishments

In Smith County, the contractor is approximately 70% complete on the Tyler Legacy Trails project to include ADA curb ramps and sidewalks, and has placed sidewalks and ramps on the Turn Lane Project.

In Gregg County, the district has completed the ADA project to install ADA curb ramps and sidewalks, has completed ADA curb ramps and sidewalks on FM 2275 in Longview, and has placed sidewalks and ramps on SL 281 in Longview.

The Tyler District Office resurfaced and restriped parking lots; this restriping made upgrades to the handicapped parking spaces. The District Building & Grounds Department also placed a new ramp at the District warehouse facility.

Future Goals

The Tyler District's priority is to continue to communicate TxDOT's commitment to the local ADA community and to better identify their challenges and issues through our outreach efforts. We want to ensure that our mission to provide accessibility to all of our programs, services, benefits, activities, and facilities to the public is a reality in the Tyler District. Through our outreach events we will increase participation in the design, planning and development phases of our programs and services. We will provide training as needed to the district employees and continue to look for ways to increase awareness of ADA accessibility to all in the district, as well as the community.

ADA Outreach Plan for the Tyler District

The Tyler District's outreach plan includes hosting four quarterly meetings within the Tyler District. The quarterly outreach events will include training, education, and awareness issues specific to each particular area. Key stakeholders from each quadrant will be invited to attend the outreach event to share their concerns. The event will also provide an opportunity to provide a status of upcoming or completed projects specific to each area and gather feedback from the stakeholders for area.

The preliminary outreach schedule is as follows:

October 2018 – Mineola, Exact Date and Location To Be Determined

Waco District

Accomplishments:

In accordance with the applicable rules and design standards the district continues to evaluate all roadway projects for ADA compliance. Modifications and additions to highway facilities are incorporated into the plans within the limits of the projects. During this reporting period, Waco District will be constructing or planning the construction of 7 projects within the district with bicycle and pedestrian facilities.

The Accessibility Committee will continue to raise the awareness of district employees and improve documentation of compliance efforts.

Training has been discussed and will hopefully be implemented during this fiscal year.

Wichita Falls District

Accomplishments:

The Wichita Falls District continues to address ADA issues as encountered on construction projects. The accessibility committee regularly meets to monitor current direction from CIV and reviews any accessibility requests or complaints received. ADA is regularly discussed in the maintenance sections and area offices.

Goals:

WFS goals for FY 19 include providing additional awareness training to all district employees. To proactively address any accessibility issues identified. Provide public outreach events within the District to better identify needed improvements to Department facilities.

Yoakum District

Accomplishments:

The Yoakum District held quarterly ADA Accessibility Committee meetings. The meetings included discussion of program requirements, operational needs, member responsibilities and schedule for future meetings and district outreach programs. One outreach event was planned, quarterly accessibility committee meetings were planned, and additional outreach events were discussed.

The Quarter 3 reporting period included the quarterly ADA Accessibility Committee meeting and additional meetings to finalize the ADA Outreach Event scheduled on May 21, 2018. The event was held in Victoria, and the main topic of discussion was a sidewalk project that will be let in Spring 2019. There was discussion on how to reach more local community stakeholders in regards to ADA planning.

ADA elements are now discussed in the early stages of project design for roadway projects. This has been a cultural shift for the Yoakum District. Sidewalks are being designed and installed on two rehabilitation projects. In the past, this type of work would not have been done on rehabilitation projects.

Overall Goals:

The Yoakum District's priority is to continue to communicate TxDOT's commitment to the local ADA communities and to better identify their challenges and issues through our outreach efforts. We want to ensure that our mission to provide accessibility to all of our programs, services, benefits, activities, and facilities to the public is a reality. Through our outreach events, we will increase participation in the design, planning and development phases of our programs and services.

ADA Outreach Plan for the Yoakum District

The District's outreach plan includes: hosting an outreach event quarterly in each county until we have hosted an event in each of our 11 counties. The events will include training, education, and awareness issues specific to each particular area. The meetings will be available for public comment. A proposed agenda for the meetings is below. The preliminary outreach schedule is as follows:

Quarter 2 – DeWitt County

Quarter 3 – To be Determined

Quarter 4 – To be Determined

16. Divisions

Aviation Division

Aviation Facilities Development Program

The objective of the Aviation Facilities Development Program (AFDP) is to develop a statewide system of airports that will provide adequate air transportation to the population and economic activity centers of the state. The AFDP is administered by the Aviation Division (AVN) through grants to public entities for the purpose of establishing, constructing, reconstructing, enlarging or repairing airports. AVN is a participant in the State Block Grant Program which is a federally mandated program giving AVN the lead in carrying out the Airport Improvement Program (AIP) for general aviation and reliever airports in the state. AVN acts as the agent of each eligible political subdivision for the purpose of receiving and disbursing state and federal airport development grant funds, and contracting and managing the services necessary to carry out the scope of services defined in the grant award. As a granting entity, AVN provides project and grant management oversight services.

TxDOT's Aviation Program supports compliance with all federal and state Civil Rights regulations including ADA compliance. Most commercial and General Aviation airports in the state are locally or privately owned and are subject to federal and state-aid requirements if they receive grants under those programs. Grant agreements for projects funded under the Airport Improvement Program requires grant recipients to comply with 28 CFR §35.

Accomplishments

Aviation Division has been in contact with Juanita Webber, TxDOT ADA Coordinator, for mentoring and training. AVN has had open dialogue with Ms. Webber to further understand roles and responsibilities of the division. I personally have taken a few instructional courses through ELM on Crossroads. Juanita Webber has shown me the resources that are listed on the CIV website which I plan on taking advantage of.

AVN has uploaded suggested training topics and outreach event dates for consideration to the reporting portal. Additionally, AVN has uploaded an initial sub-recipient list.

Goals

The Aviation Division will work with FIN and CIV to determine sub-recipients and refine list. Once the sub-recipients have been identified, Juanita Webber will send the initial survey and monitor responses from our sub-recipients, keeping Aviation informed of the process. AVN expects to receive inquiries from our sub-recipients for clarification and guidance on their roles and responsibilities regarding ADA accessibility compliance. AVN will provide necessary clarification, guidance, and scheduled outreach opportunities. Further, any outreach opportunities derived from sub-recipient inquiries will be communicated to the Office of Civil Rights for inclusion in upcoming outreach opportunities. AVN staff will also continue to receive ongoing ADA Accessibility training related to the division's AFDP.

Aviation Flight Services

As a support service of Texas state government, the Flight Services Section is tasked to provide safe, cost-effective and efficient aerial transportation of state employees in the conduct of executing official state business. In doing so, it provides services in two major functional areas:

- Aircraft Flight Operations - Flight Services provides air transportation to state officials and employees traveling on official state business.

- Ground Services - Flight Services supplies maintenance and repair services to all state-owned aircraft (excluding the instructional aircraft operated by Texas State Technical College in Waco and Sweetwater and the Texas Forest Service) and provides fuel and hangar storage services for all Austin-based state aircraft.

Aviation Flight Services operates in hangar facilities located at 10335 Golf Course Road, Austin, Texas, 78719. The facilities are owned by TxDOT, on Austin Bergstrom International Airport land leased from the City of Austin. The facilities are in compliance with federal accessibility requirements. Because AVN Flight Services has no sub-recipient programs; therefore, monitoring and reporting for Flight Services is not necessary.

Accomplishments

AVN Flight Services facilities were reported to TxDOT's Office of Civil Rights for inclusion in the department facilities accessibility compliance inventory.

Bridge Division

The Bridge Division is committed to the ADA Accessibility Program's mission to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.

Bridge Division Accomplishments FY18:

- Appointed a primary and secondary ADA Coordinator for the BRG Division
- Reviewed our local area for obstructions to accessibility.

Bridge Division Goals FY19:

- Provide guidance to the districts in regard to ADA accessibility in regard to Bridge Railings and bridge related pedestrian facilities
- Collaborate with other Division ADA Coordinators on ADA Program initiatives
- Continue to attend ADA Liaison meetings
- Work with respective Divisions to ensure that division headquarters office practices, procedures, and environment is ADA compliant (Human Resources, Support Services Division, etc.)

Communications Division

Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) promise that no person can be discriminated against in a physical location or environment due to a disability. Digital accessibility is no exception to that rule. In recent weeks, the United States adopted fixed accessibility standards that will help guarantee digital inclusion for all.

The Communications Division (CMD) is responsible for TxDOT's internal and external communications. CMD comprises the Executive & Employee Communications, Media Relations, Creative Services and Public Information sections.

CMD oversees and coordinates TxDOT's internal and external websites; informs and responds to media outlets; manages social media efforts; conducts conversations with employees; produces photography, video and publishing and design services; plans conferences; and carries out customer service operations.

Accomplishments

Website Update— Phase I

- Conducted an inventory of TxDOT-owned websites so that we can develop a plan to ensure all websites owned or managed on behalf of our department are ADA compliant.
- Currently moving into Phase II of this effort, which involves refreshing priority areas of TxDOT.gov through a content rewrite, continued information gathering from external and internal stakeholders, and a website redesign slated for 2020. Accessibility will be a priority consideration as part of the redesign.

Training

- Trained district public information officers (PIOs) on the new features of our CMS during the last quarter of 2017. The purpose of these meetings was to explain new features and any questions that might have and also serve as a reminder of our need for TxDOT.gov to be accessible by all users.
- Provided training to PIOs on the updated web publishing guidelines (now titled Web Publishing Processes and Procedures) and the web editing guidelines. Additional changes are required concerning accessibility and thus another update is now in progress.
- Met with districts to explain new process for stand-alone project websites to comply with DIR and accessibility requirements.
- Surveyed all districts and divisions and developed a website inventory.
- Continued to conduct listening sessions with business and government entities to gather feedback on how we can improve user experience.

Governance

- Updated our Web Publishing Guidelines (now title Web Publishing Processes and Procedures) to reflect changes in the upgraded CMS software. We have also added more information on the topic of accessibility so that districts and divisions are aware of laws concerning TxDOT's role in ensuring our website can be accessed by all users.

- Drafted a TxDOT.gov content rewrite document and shared it with the web coordinators for their input. Its purpose is to schedule dates to begin rewriting the districts' and divisions' web content with a focus on customer needs.
- Developed a DRAFT internal webpage on Crossroads that will serve as a single source of information for staff to be able to follow the progress on the rewrite.

Accessibility

- **Mobile Devices:** The updated TxDOT.gov is now accessible via mobile devices. We have tested extensively to confirm that various devices work properly when accessing it.
- **Website Project Template:** Finalized development of a project website template that complies with accessibility standards. The purpose of this template is to allow vendors to develop sites within TxDOT.gov and thus ensure that branding, functionality and accessibility meet our standards. The template has been tested for accessibility. When districts request new project sites, they must first determine whether the project template will accomplish their goals and meet their needs. If the project template doesn't meet their needs, they can submit an Exception Request form, detailing their specific reasons for requesting a website outside TxDOT.gov.

Goals for 2019

Web Site Redesign Information Gathering:

We will continue to gather information about our website as we begin formulating ideas for a possible redesign during 2020-2021. We will spend significant time during 2019 talking with our internal and external users on how we can improve our web site.

Update of Civil Rights Information:

We will work with the Civil Rights Division to update division owned content information including Doing Business with TxDOT. This significant update may also address some accessibility issues that may arise during our information gathering phase.

Update of Human Resource Information:

We will work with the Human Resource Division to update information on hiring. We expect some of this content to have a focus around accessibility. Our end goal is to make sure all users can access hiring information via our website.

Training:

Continuing training the remainder of the web coordinators who were not trained during the current reporting period. We will also offer 'refresher' training to any PIO who request it.

Phase II

Continue compiling a list identifying "accessible" applications and programs auxiliary to the static content on TxDOT.gov. This will require the cooperation of the Information Management Division (IMD). IMD or TxDOT's designee will oversee the upgrade of applications and programs that can be

updated, and the elimination of those that are obsolete and do not meet the standards of Section 508. We will devise a plan to help provide accessibility to everyone who visits TxDOT.gov.

Outreach

- We will continue to gather input from our Business and Government users about TxDOT.gov. Some questions address accessibility specifically, in addition to questions they are asked to complete as part of a survey after our presentation. The information gathered will be used in the redesign of TxDOT.gov, currently scheduled for 2019.
- During 2018, the Communications Division has focused on gathering information from Business and Government users on how to improve TxDOT.gov to accommodate their needs. During this reporting period, feedback sessions were held in Houston and Laredo. As part of this process, participants are asked to complete a survey that includes focused questions about accessibility. The information gathered during these sessions will be used in the rewrite and redesign of these areas of our website.
- During 2019, the Communications Division will focus on drivers and tourists to gather information from these audiences on how we can improve TxDOT.gov.

Construction Division

Design Division

Accomplishments and Goals FY 2018-2019 – Pedestrian Access Inventory and Self-Evaluation

Pape-Dawson Engineers, Inc. was contracted by the Texas Department of Transportation (the State) to develop procedures, program goals, and policy definitions to support the re-development of the Pedestrian Access Inventory (PAI) of infrastructure in the state right of way (ROW) and the collection effort associated with this inventory. Collected information and policy recommendations will be used as the basis for the State's Americans with Disabilities Act (ADA) Transition Plan and Curb Ramp Program Planning Document updates.

Under the ADA, the State is required to develop a transition plan identifying the steps necessary to achieve full accessibility of its facilities and programming [Section 35.150.d.1 ADA]. Additionally, the State must produce a schedule for elimination of architectural barriers where required, giving priority where defined by the law [Section 35.150.d.2 ADA]. Federal expectation of fulfillment of these requirements includes periodic self-evaluation and planned access remediation utilizing the State's core programming, a dedicated remediation program, and maintenance activities with detailed documentation of progress toward achieving full access.

The State completed a comprehensive self-evaluation (including its buildings and rest areas, programming policies, and employment) and published a transition plan in 1993 addressing those aspects of the ADA. An effort to update the original transition plan took place in 2001- 2003 extending to full inventory of curb ramps at all intersections on the state highway system. Existing curb ramps were assessed for compliance and assigned a static severity ranking by field collection staff with respect to the standards in effect at the time of collection and the proximity of each asset to nearby pedestrian activity generators. The inventory was used as the basis for the State's 2004 ADA Transition Plan. Over time, the 2003 inventory has become outdated due to uncaptured improvements made within the ROW and changes in the makeup and location of pedestrian attractors since the initial inventory was completed. The technology used to maintain the 2003 inventory was limiting as was universal knowledge of the system's existence amongst the various State stakeholders. Legal precedent has shown that an uncoordinated approach to documenting the construction of accessible pedestrian elements through the course of routine roadway projects, maintenance activities, and dedicated remediation programs could leave the State vulnerable to civil rights litigation. The advent of updated federal accessibility standards in 2010 has also contributed to the decline in usefulness of the 2003 inventory in selecting and prioritizing project components, thereby prompting the need for a new inventory.

The Pape-Dawson team conducting the current self-evaluation and PAI of assets in the ROW aims to improve upon its predecessors through implementation of a dynamic severity- and activity-based ranking system of pedestrian facility components; efficient and integrated use of data collection and reporting technologies; and recommended policy changes for more effective coordination and integration within pertinent State agencies. The PAI encompasses a comprehensive geometric assessment of on-system curb ramps, sidewalks, and transit stops that can be evaluated for compliance based on current or future standards. Importantly, the PAI integrates well with existing State planning tools and field collection systems using geographic information systems (GIS). The goal in producing the PAI is to equip the State with mechanisms to proactively select project components where accessibility needs are greatest (by accounting for both the ADA requirements and proximity to nearby pedestrian activity generators) while improving the documentation process of completed work for better compliance reporting and protection against potential litigation.

The development of the PAI began with a pilot study in Austin, San Marcos, New Braunfels, and San Antonio to trial data collection methods; prioritization models, cost estimating, and reporting mechanisms; program planning tools; and documentation procedures prior to statewide implementation of the team's recommended policies. A representative selection of urban and rural

areas was selected for the pilot study, including varied topography, population, density, and areas of historical significance. The pilot study tested the team’s recommended methods for consistent and objective collection prior to statewide collection. Post-processing the data within the pilot study area using team-developed GIS tools demonstrated the effectiveness of project component ranking. Input from related State agencies, engaged citizens, key advocacy groups, and team experts was taken into account through a workshop series and focus group prior to forming the final recommended methodology, policies, and ranking criteria.

The PAI dataset will overlay accessibility data with other mapped project selection factors found in the State’s Statewide Planning Map to enable data-driven decision making for project planning in all aspects of transportation system. The State will perform ongoing updates to the PAI dataset through routine construction inspection activities for improved compliance documentation using the mobile application developed specifically for the PAI collection effort. Past State experience has demonstrated that the complexity of the ADA and its requirements have not been widely understood or consistently applied through the construction phase, nor has documentation of completed work been properly accounted for in FHWA compliance reporting. The Application aims to simplify much of the nuance of the accessibility requirements by guiding the user through a comprehensive compliance determination procedure for a more correct and consistent inspection process. The results of such inspections will be used to capture completion of accessibility improvements, advancing the State’s federal compliance reporting and future project planning capabilities.

Stakeholders and Team Organization

The State assembled a project team in 2015 to develop the PAI. Overall responsibility resided with the TxDOT Design Division. Pape-Dawson Engineers, Inc. was selected to lead the project development and organize key subject matter experts to inform and guide policy decisions with several key State and public stakeholders. *Figure 1* details the team and stakeholder structure.

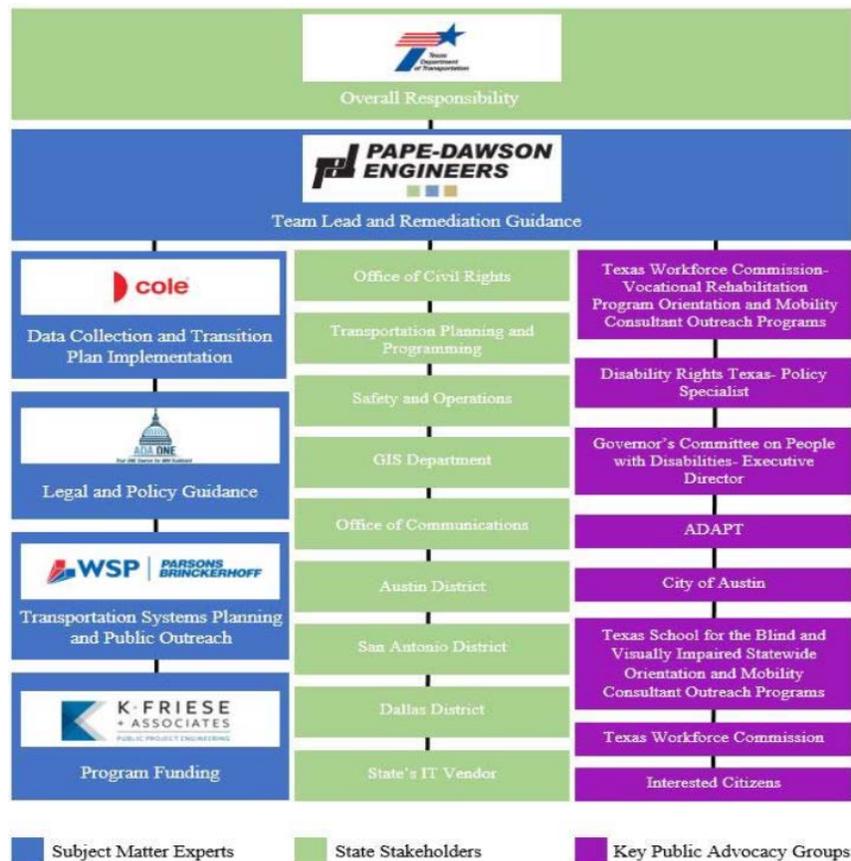


Figure 1 Team and Stakeholder Structure

Project Development: Workshop Series

The project development followed a workshop series from legal requirements through implementation. Each workshop aimed to educate discussion participants on the requirements of the law, the division of compliance responsibilities within the State, current best practices, and existing programs as they relate to the State's obligation to meet accessibility requirements. The outcome of each workshop was an equitable participation in the development of new long-range policies that guide the data collection, prioritization, and implementation of access remediation for pedestrian facilities in the ROW. The ultimate product of the workshop series was a Web Application (delivered in Workshop 11) as a graphical interface for state planners to use in implementation of the policies discussed herein. Each workshop, including important outcomes, is summarized below.

Workshop 1: Legal and Policy Overview

The team conducted a November 2015 examination of ADA policy, regulations, best practices, and federal expectations as to achieving accessibility in the ROW. The discussion identified existing laws to which the State is subject, including their respective requirements to establish the need for an update to the 2004 Transition Plan. The team explained a key facet of transition plans relates to providing program accessibility – a legal term defined as an agency's operation of each program, service or activity in such a way that, when viewed in its entirety, is accessible [Section 35.150.d.3.i-ii ADA]. Program accessibility was discussed further in Workshop 2. Decisions from Workshop 1 reflected the State's intention to improve upon past transition plans and their respective implementations with focus on better integration within existing State systems and processes.

Workshop 2: Office of Civil Rights Transition Plan Integration

The team led a November 2015 overview of current systems for access remediation and documentation, including requirements and best practices in implementing transition plans. The talk established the team's role in assisting the State with its compliance obligation under the ADA, the legal requirements of which extend into areas such as employment, communication with the public, and site/facility compliance in addition to the provision of access to the State's transportation facilities in the ROW. The team's scope is to support the State's overall transition plan development with policy recommendations and supporting data only for the ROW portion of its compliance obligation. The PAI was explained as a necessary component for fulfilling the team's purpose in the overall transition plan update. The team described the task of creating a pedestrian access inventory as similar to other State asset management tasks (e.g. pavement maintenance, traffic signal equipment inventory) and reviewed software options for tracking accessibility compliance information. GIS was the recommended format to pursue over other software platforms as it is well supported and compliments existing State systems. The discussion gave an overview of required public involvement activities and suggested methodology for conducting a public meeting with the recommendation to hold the meeting at or near the completion of the Pilot Study. The team gave an overview of data collection philosophies that would be further developed in Workshops 3 and 4, including decision matrices, mitigation schedules, and implementation policies.

Workshop 3: Pedestrian Access Inventory

The PAI workshop, held in November 2015, offered ideas for improvement upon past inventory efforts using current technologies for collection, data management and identifying the most appropriate level of detail to conduct the collection effort. The team gave a comparison of limited vs. detailed collection methodologies, including their associated pros and cons as they relate to transition plan development. Limited collections were defined as observation-based visual-determinations of compliance, often relying on a subjective grading scale (e.g. A-B-C-D-F or high-medium-low) and collection personnel's knowledge and experience recognizing compliance issues. In contrast, detailed collections were defined as objective recorded measurements, such as those taken with a tape measure or digital level that could be assessed for compliance in the field or via post-processing. Detailed collections are less reliant on collection personnel knowledge or experience in accessibility compliance. The team recommended detailed collections for both curb ramps and transit stops due to the complexity of requirements for those elements. Sidewalks offered an opportunity for a limited-detailed hybrid methodology which could be determined by a desktop study conducted prior to collection. Detailed collections using the team's Ultra Light Inertial Profiler (ULIP) technology (in which the ULIP device traverses a pedestrian element and records measured deficiencies and their respective locations) were cited to be the most efficient and accurate collection method for sidewalks in densely developed areas with continuous block-to-block sidewalk connectivity. Areas with less density of development, or where sidewalks lacked connectivity, were recommended for limited collection methodology. Consensus was reached to limit field collection personnel's required knowledge of accessibility requirements to the absolute minimum, favoring a guided, step-by-step process for field measurements that can achieve repeatable results with statewide collection staff from varied backgrounds. Potential reporting structures, practicalities of administering a statewide collection effort, and data integration with the transition plan focused the discussion on how to implement the least subjective and most consistent collection methodology. The State concurred with the detailed collection approach for curb ramps, transit stops and sidewalks in urban areas. Limited collection methodology was also approved where ULIP operations become less efficient, particularly in suburban and rural areas. The State opted to use back-end processes or algorithms for compliance determination (as opposed to operator, field-



Figure 2 ULIP Device and Operator

assessed) in order to improve upon past inventory subjectivity and dataset consistency, a strategy that will enable the State to adapt to future standards without having to re-inventory its assets.

Workshop 4: Survey Approach & Data Collection Criteria Workshop

The team conducted a December 2015 discussion regarding elements subject to collection and how those elements would be collected and assessed in the field. Various mobile devices were debated, but the State confirmed the team's recommendation for tablet-based devices as they are already used for other State field collection efforts. The team navigated detailed logic maps, decision points, and the recommended/discouraged collection application software platforms by giving a detailed explanation of required collection application functionality, documented further in the 2015 Curb Ramp & Planning ADA Collection Application Guideline (separate cover). Specifically, the top ESRI products (an industry leader in GIS technology) were reviewed for applicability with the PAI Application requirements as shown in Figure 3.



Figure 3 Collection Application Platforms Evaluated

The team recommended the AppStudio platform as it provided the only widely supported, customizable and flexible solution that could implement all the necessary components of the PAI while maintaining a high degree of accuracy and efficiency. Furthermore, AppStudio was the only option that supported effective offline use – a key required feature of the collection Application considering that many areas in Texas are remote or subject to poor cellular service coverage. Collector and Survey123 were cited as too limiting in functionality and too reliant on ESRI support to implement required software functionality not currently available. Discussion focused on consistency of statewide implementation and ease of collection. The team stressed that the user be guided by the Application through a series of technical questionnaires to eliminate extensive training prior to the collection effort. A subsequent meeting in March 2016 with the State's IT Vendor delivered similar content to that of Workshop 4 where the team reviewed the Collection Application Specification Guideline to the IT Vendor's application developers. The State and the IT vendor selected the Survey123 platform for its compatibility with a broader transportation system asset management plan in effect at the time, which proved limiting in required functionality during field trials. The asset management plan was later discontinued. The team provided a critique of the Survey123 Application developed by the State's IT Vendor detailing several fatal flaws and areas where the interface would present operational challenges to an efficient statewide collection effort.

Workshop 5: Legal Policy Update

The team provided an August 2016 review of Workshop 1 to new staff within the Office of Civil Rights that were not present for the initial legal and policy overview. The content covered federal expectations, keys to successful transition plans, best practices for public involvement, an update regarding ongoing litigation, and a summary of notable civil rights settlements amongst similar agencies around the United States. The message of the discussion recommended the State improve its compliance documentation and reporting efforts to the Federal Highway Administration (FHWA) regarding capture of completed accessibility improvements made through its various programs, dedicated remediation programs, and maintenance activities in order to protect itself against potential civil rights litigation and demonstrate its good faith effort toward achieving compliance. Examples of notable settlements discussed include the City of Sacramento's agreement to spend 20% of transportation funding on curb ramps, sidewalks and crosswalks over a 30-year period in order to settle a discrimination suit [Barden v. Sacramento]. The City of Los Angeles's agreement to spend \$1.4 billion on access remediation over 30 years was due to similar circumstances [Willits v. City of Los Angeles]. A notable ongoing discrimination case against the City of Seattle involves allegations of failure to provide curb ramps serving public accommodations, omission of curb ramp improvements in street overlay projects, and failure to maintain existing infrastructure to the point that it is unusable by those with disabilities. However, a case involving the City of San Francisco provides evidence supporting the team's recommendation to improve the State's compliance documentation in that the court found in the favor of the City on the basis of demonstrated progress toward achieving the remediation goals set forth in its transition plan. Having a detailed and regularly updated remediation plan with transparent operation and consistent implementation were cited as key factors in preventing settlements or plaintiff awards in discrimination litigation.

Workshop 6: Technical Prioritization

The Team gave an August 2016 discussion of improvements to the 2003 inventory's ranking scheme using a new dynamic weighted average ranking scheme to determine the relative severity of an element's deficiencies against other collected elements. Curb ramp and transit elements, recorded as point entities in the PAI, would be evaluated individually based on the various criteria pertaining to their technical compliance (severity score) and proximity to nearby pedestrian activity generators (activity score). An overall element ranking system combining an element's severity and activity scores, as shown in Figure 4, was identified to be a critical component in drawing distinction between collected features in order to guide meaningful decisions during the project planning process.

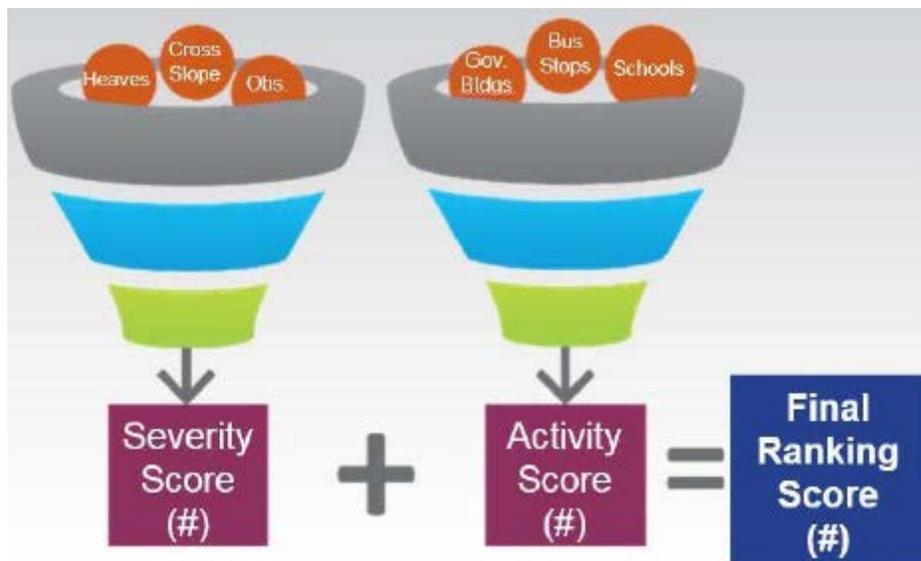


Figure 4 Dynamic Ranking System

A similar approach to ranking sidewalks (logged as linear elements in the PAI) was explained using the severity of the individual deficiencies found along a given sidewalk segment to determine the overall segment severity. An alternative static severity ranking system (Figure 5), where severity is judged at the time of collection by field personnel similar to the 2003 inventory methodology was compared against the dynamic model.

	Functionally Acceptable		Functionally Deficient		
Sidewalk Condition	A	B	C	D	F
Width	> 48 in.	36 – 48 in.			< 36 in.
Cross Slope	0-2%	3-5%	6-8%	9-12%	> 12%
Faults	< 0.25 in.	0.25 – 0.5 in.	0.5 – 2 in.	2 – 4 in.	> 4 in.
Faults (count)	None	<20 / 100 ft.	>20 / 100 ft.		
Cracks	None/Minor	Moderate	Severe		
Vertical Clearance	> 80 in.			< 80 in.	
Obstruction	None				Obstruction

Figure 5 Static Ranking System

The State’s past experience has shown that static element rankings tend to lose value over time due to the inability to adapt to changing regulations or the ever-changing landscape where activity generators are constantly being built, relocated or replaced through the course of regular development. The State selected the team’s dynamic scoring system due to the benefits of fine-tuning that become available during post-processing and the flexibility to adapt to new regulations in the future. The team recommended basing compliance determinations in post-processing off of Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) requirements where applicable, deferring to the ADA Standards for Accessible Design (ADASAD) elsewhere, as the PROWAG is widely considered best guidance for public right-of-way assets.

Workshop 7: Planning and Project Development (Implementation)

The team led a discussion in August 2016 regarding funding allocation approaches that utilize the PAI dataset components. The talk explained the funding allocation decisions are legally required to be planned for maximum benefit and thereby must only use the element severity ranking data when defining future projects, dedicated remediation programs, and maintenance activities. Consequently, factors such as population, density or other measures of urban vs. rural conditions cannot be the basis of funding allocation. The dynamic ranking model was designed to accommodate funding analysis separate from project planning analysis to facilitate the needs of both tasks with a common dataset.

The team introduced the concept of a corridor segment, or a micro-linear grouping, of collected elements from block-to-block as the smallest practical measure of potential project limits. Similarly, a corridor was defined as a macro-linear grouping of corridor segments (typically bound by intersections with other State routes). An example of corridor segment delineation along Wurzbach Parkway (FM 1502) in San Antonio, TX is shown in Figure 6. Collected data along the FM 1502 corridor from FM 1535 to FM 2696 is broken into 7 corridor segments shown in blue.

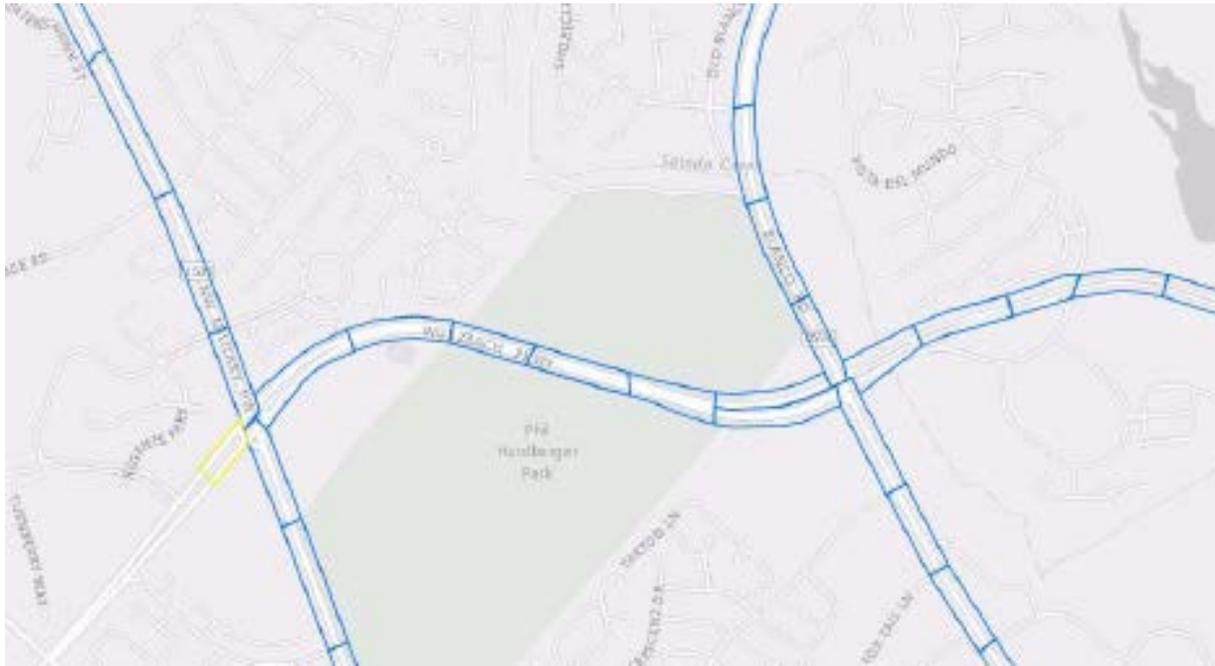


Figure 6 Example of Corridor Segment Delineation

The intent moving forward was to establish a grouping mechanism for project planners to use in identifying where routine projects (full reconstruction) are best suited to address compliance issues versus dedicated remediation projects (remediation) versus maintenance (minor repairs). Corridor ranking was explained as the weighted average of the constituent elements within the corridor limits, which allows for corridor-to-corridor comparison on a single scale founded on the severity and activity scores of its parts. The corridors with greatest aggregate severity scores will be selected for funding. Among those corridors, those with highest combined severity and activity would set the priority order of remediation. The team recommended for discretionary smoothing of allocations to fit reasonably sized projects for contracting efficiency and cost effectiveness.

Workshop 8: Weighting, Costs, and Corridor Definition

In October 2016 the team worked through an assignment of numeric factors to severity and activity score components based on State feedback given during Workshop 8 to define the mathematical formula to be used in determining severity and activity for an individual element.

A key recommendation was to develop an element ranking mechanism that:

1. Does not rely on subjectivity,
2. Is scalable, and
3. Can be dynamically updated (post-collection) if compliance criteria changes

The State requested the ability for planners to adjust the breakdown of severity point allocations assigned to an element where local topography dictates. For example, in areas of flat terrain, the measured values for sidewalk cross slope are expected to be within a very tight range (e.g., 1- 3%) just above or below the 2% compliance threshold whereas areas of steep terrain are likely to record more varied cross slopes (e.g., 1-8%) for the same types of elements. Similarly, activity scores were requested to be calculated based only on available comparison datasets within the area of interest – rural areas may not have access to the same level of mapped comparison features (i.e., GIS layers for transit, government buildings, employment, recreation, etc.) as urban areas. An element's activity score should not be penalized or overcompensated where comparison data is not available.

The results of the discussion were put into an electronic anonymous survey that was re-circulated amongst the State stakeholder departments to solicit additional feedback. Responses received formed the basis of the default prioritization formula utilized by the team's planning tool deliverable in Workshop 11. Exportable prioritization tools were also developed to allow user-modifications to severity and activity score breakdowns with side-by-side comparison to the default ranking formula.

Workshop 9: Public Outreach – Focus Group

The team and the State conducted a November 2016 focus group with stakeholders to gain input from related State agencies, engaged citizens, and key advocacy groups used to shape PAI policy decisions.

Workshop 10: State Administration Recap

A revisit of topics covered through Workshop 9 aimed at summarizing the project's development, collection methodology, and key policy recommendations with the ultimate goal of gaining State administration approval for statewide collection. Pilot Study data was reviewed to guide resource allocation and required collection time determinations. The State approved the detailed collection approach at curb ramps, dense urban sidewalks, and urban transit (see Workshops 3-4), limited collection methodology for sidewalks in light-density suburban settings, and to use District staff for collection in rural areas. Additionally, State administration requested to see a working prototype of the Web Application to be used by planners to view and analyze the collected data prior to proceeding with statewide collection. More detail was requested on how the end-user would view the dataset, select project limits, interpret corridor segment rankings and remediation costs, assign elements to planned projects, and track remediation for FHWA reporting.

Workshop 11: Web Application Demonstration

The team demonstrated a prototype of the GIS-based Web Application as the culmination of the decisions made in Workshops 1-10, soliciting feedback from State stakeholders with the Design Division, Office of Civil Rights, Public Transportation Division, San Antonio, Austin, and Dallas Districts. Separate demonstrations were held for the aforementioned stakeholders in June-July 2017. Additional 2-3 minute self-guided training videos were provided with a brief (~2 week) trial period after the workshop to allow the State personnel time to learn and experience the Web Application. As seen in Figure 7, the Web Application featured data overlays from the Statewide Planning Map in context with the accessibility dataset collected in the Pilot Study area; map and table views of the data; user-selection/search/filter tools; cost estimating and prioritization summaries with detailed templates for external analysis; and remediation status tracking features.

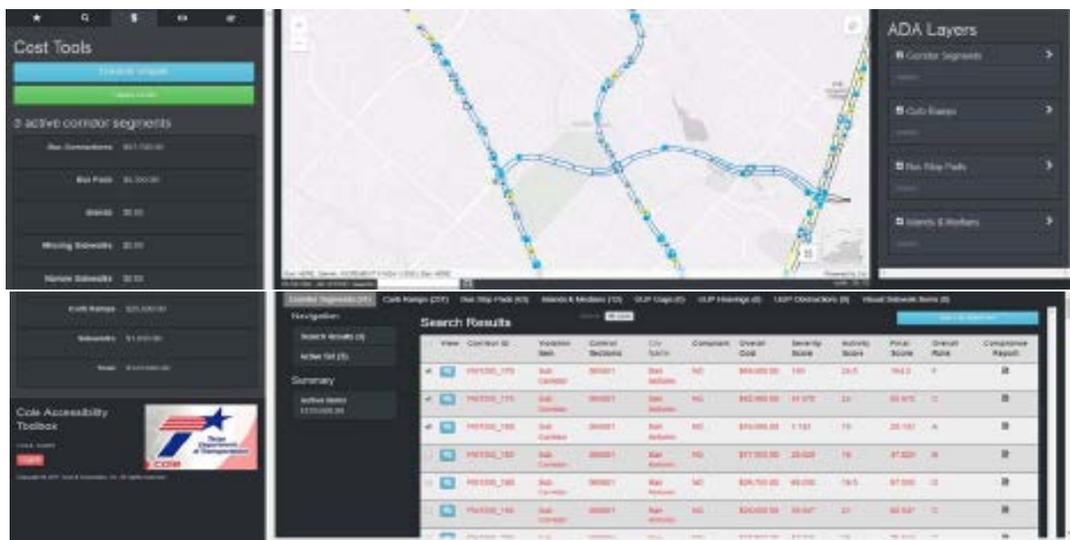


Figure 7 Web Application

The team received feedback on how to improve the prototype to compliment or enhance existing State processes for project planning and compliance tracking. A revised Web Application is scheduled for delivery to the State in June 2018 incorporating feedback from Workshop 11 and from discussions regarding traffic operations and construction management.

Statewide PAI Data Collection

The State has procured three consultant contracts to implement the Statewide PAI collection effort. The State has been geographically divided into three regions and the collection will be divided into urban and rural areas where each consultant team will collect data for curb ramps, sidewalks and transit stops within the state's major metropolitan areas. First priority will be collection of curb ramp and transit stop data across the State. The teams will then begin the mapping and evaluation of the sidewalk system and finish with a more detailed survey of the system as required. The combined collection effort will form the complete PAI in support of the upcoming ADA Transition Plan, Curb Ramp Program Planning Document updates, and core project planning activities.

Work is currently underway to finalize the data collection application and database to accommodate multiple firm and multiple team deployment. The application is also being modified to collect data relating to pedestrian signal equipment. Data collection will begin once the system is deployed.

Environmental Affairs Division

Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination and ensures equal opportunity for person with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Environmental Affairs Division (ENV)

The Environmental Affairs Division (ENV) oversees TxDOT's environmental program and is the environmental liaison with state and federal resource agencies, environmental and special-interest groups, and the public. ENV provides high-level professional and technical support to project sponsors, including the districts and divisions, to address environmental issues associated with construction and maintenance projects and facility operations.

Cultural Resources Management (CRM)

This section is responsible for assisting district, divisions, and other project sponsors regarding potential project effects on archeological sites, cemeteries, buildings, structures, and historic districts. The section undertakes the following actions:

- Conducts consultation and coordination with appropriate parties regarding project effects on cultural resources
- Oversees and undertakes cultural resource investigations
- Develops and implements mitigation of effects on cultural resources
- Develops and implements program-level studies and agreements to streamline compliance regarding cultural resources
- Manages contracts for cultural resource studies
- Develops and implements guidance, training, and policy regarding cultural resource compliance
- Reviews proposed legislation and rules related to cultural resources

Natural Resources Management (NRM)

This section is responsible for assisting the project sponsor, district, divisions, and FHWA through the following actions:

- Conducts consultation and coordination with appropriate parties regarding project effects on biological and water resources
- Develops standards for, and conducts, environmental surveys, studies and investigations
- Develops and implements mitigation of effects on biological and water resources
- Develops and implements program-level studies and agreements to streamline compliance regarding biological and water resources

- Manages contracts for biological and water resource studies
- Develops and implements guidance, training, and policy regarding biological and water resource compliance
- Reviews proposed legislation and rules related to biological and water resources

Strategic Projects (StrP)

This Section supports the project sponsor, DDOs, and FHWA through the following actions.

- Provides support to DDOs for highly complex environmental projects
- Assists project sponsors in the development of environmental projects
- Oversees and manages corridor programs
- Conducts reviews of reports in support of environmental decisions and actions
- Provides contract management services for corridor studies
- Liaises with FHWA, DDOs, and local project sponsors

Project Delivery (PD)

This section is responsible for assisting the project sponsor, DDOs, and FHWA through the following actions.

- Collaborates with project sponsors in the development of project scope
- Prepares legislative, commission and FHWA project reports
- Liaises with FHWA and districts
- Liaises with TPP to ensure project consistency with statewide transportation plans
- Prepares Letters of Authority for environmental clearance Conducts field-level compliance reviews
- Conducts reviews of reports in support of environmental decisions and actions

Special Projects (SpCp)

This section is responsible for managing and completing NEPA Assignment program tasks; internal and external audit preparation, coordination, and follow-through on corrective actions; preparing and analyzing division performance metrics as pertaining to NEPA Assignment; quality assurance and quality control review of environmental documents; environmental project management of rail projects; assignments with specially assigned department-wide and division initiatives and work groups; special studies and data collection efforts in response to national and state inquiries; and the development, organization and management of the statewide environmental training program for department staff, local - state - federal agency staff, consultant staff, and the public.

Program Review (PR)

This section is responsible for reviewing procedural components of subject area programs, assisting program area managers with identifying types of program responses required, and assisting division management with identifying systemic issues related to functioning of ENV as a whole.

Business Operations (BusOps)

This section is responsible for providing administrative support for the business functions of the division through the following actions:

- Prepares, monitors and adjusts the division's operating and consultant budget
- Oversees the procurement and monitoring of engineering and scientific services contracts
- Provides administrative and clerical support
- Manages the division's purchasing needs
- Coordinates open records requests for the division
- Coordinates website updates for the division

Environmental Resources Management (ERM)

The ERM Section guides, directs and monitors the Department's pollution prevention and pollution abatement activities related to the following:

- Human environment (air quality, traffic noise, climate change, energy, community impacts, indirect and cumulative impacts) associated with transportation projects
- Hazardous materials and contaminated materials located within TxDOT Right-of-Way
- Stormwater discharges into and from TxDOT's ROW
- Environmental compliance at TxDOT facilities

The ERM section is comprised of three teams:

Human Environment, Hazardous Material's Management and Operations Compliance

Each team is described below:

The ERM-Human Environment Team guides, directs and monitors human environment issues (air quality, noise, climate, community impacts and indirect and cumulative impacts) related to project development. Team responsibilities include the following:

- Reviewing assigned projects for compliance with state and federal requirements, policy and guidelines associated with air quality, noise, climate, community impacts and indirect and cumulative impacts

- Providing technical assistance on air quality, noise, climate, community impacts and indirect and cumulative impacts
- Directing, monitoring, updating and/or providing training, guidance, policy and compliance assistance
- Coordinating TxDOT actions with regulatory agencies
- Providing guidance and recommendations to TxDOT staff and resource agencies
- Managing changes to project level analytical tools
- Analyzing proposed federal and state regulations for impacts to TxDOT operations

The ERM-Hazardous Materials Management Team guides, directs and monitors hazardous materials management activities related to TxDOT projects. Team responsibilities include the following:

- Conducting hazardous material site assessments.
- Conducting asbestos and lead inspections for bridges and ROW structures
- Developing hazardous material management plans for construction projects
- Coordinating the development of special specifications and provisions for hazardous materials management
- Managing and overseeing remediation and abatement of hazardous materials within the ROW before, during and after construction
- Overseeing the procurement and monitoring of engineering, scientific and purchases of services contracts for hazardous materials management
- Training TxDOT staff in the early identification of hazardous material issues
- Reviewing and approving non-hazardous recyclable materials for use in roadway construction
- Developing department guidance for management of hazardous material issues
- Coordinating with regulatory agencies

The ERM-Operations Compliance Team guides and monitors TxDOT practices and regulatory compliance actions associated with the following areas: stormwater management, waste management; oil and petroleum storage tank management; wastewater management; spill prevention, control and countermeasure planning; and general housekeeping. Team responsibilities include:

- Directing, monitoring and coordinating training, guidance and policy
- Monitoring operations for compliance with environmental regulations and best management practices
- Coordinating actions with regulatory agencies and preparing related correspondence

- Managing, monitoring and evaluating TxDOT's Environmental Management System (EMS) program
- Managing stormwater permit compliance and reporting.
- Providing petroleum storage tank (PST) compliance guidance and training
- Providing Spill Prevention Control and Counter Measure (SPCC) guidance and training
- Providing facility waste management guidance and training.
- Tracking and managing compliance data required for reporting purposes

Financial Management Division

The Financial Management (FIN) Division is committed to the ADA Accessibility Program's mission, values and goals. FIN will continue to provide reasonable accommodations to ensure employees and customers are protected under the Americans with Disabilities Act (ADA).

Accomplishments:

- Reported data to FHWA Annual Dashboard
- Provided assistance to employees under ADA for reasonable accommodations

Goals:

- Provide guidance and clarification of ADA policies and procedures to employees
- Continue to actively attend and participate in all ADA trainings, meetings and outreach events
- Collaborate with other division ADA liaisons on ADA Program initiatives

Fleet Operations Division

The Fleet Operations Division (FOD) is committed to the ADA Accessibility Program's mission, values and goals. FOD will continue to provide reasonable accommodations to ensure employees and customers are protected under the Americans with Disabilities Act (ADA).

Accomplishments:

- Appointed primary and secondary ADA liaisons
- Reported data to FHWA Annual Dashboard
- Provided assistance to employees under ADA for reasonable accommodations
- Evaluated work areas for potential ADA requirements

Goals:

- Provide guidance and clarification of ADA policies and procedures to employees
- Continue to actively attend and participate in all ADA trainings, meetings and outreach events
- Collaborate with other division ADA liaisons on ADA Program initiatives

Human Resources Division

Information Management Division

The Information Management Division (IMD) is committed to the Americans with Disabilities Act (ADA) Accessibility Program's mission, values, and goals. IMD will continue to provide reasonable accommodations to ensure employees and customers are protected ADA.

Information Management Division (IMD) will continue to coordinate ADA activities with internal stakeholder to ensure that technology used by the agency is accessible to all persons either within or outside the agency. This includes office productivity tools on the computer and communications hardware.

Accomplishments

- Added door actuators to our interior lobby doors and push buttons for easier access into main hallways connected to the main lobby.
- Added ramp with hand rails to the Data Center.
- Appointed a secondary ADA liaison
- IMD has added an additional liaison to coordinate activities between other TxDOT organizations to ensure that efforts are aligned. This additional resource will work with our Civil Rights, Human Resources, Procurement and Communications Division.
- Report quarterly updates of data to the FHWA Annual Dashboard
- IMD provides assistance to other internal organization on providing reports to the Federal Highway Administration on the ongoing efforts of TxDOT in meeting requirements of ADA. These activities include creating a customized, interactive Geographic Information System (GIS) to assist in documentation of potential accessibility barriers and track modifications or improvements.
- Ensure that employee ADA needs are addressed through cooperative work with our Human Resources and Civil Rights Division
- IMD is working with our organizations that provide review and approval for accommodations to standardize IT software and hardware used to provide needed assistance. This catalog will ensure that software or hardware needs are met in the most effective, efficient and timely manner possible.
- Ensure that equipment and software needs associated with approved ADA requests are coordinated with our Human Resources, Civil Rights and our Procurement Divisions to ensure that needs are met in the most effective, efficient and timely manner possible.
- As part of the process for providing accommodations, IMD will utilize our Customer Service Desk software to make requests and track our progress on fulfillment. This in combination with a standardized catalog will ensure that requests are fulfilled in a timely manner while ensuring standardization of solutions provided.
- Provide technical support to our Communication Division to ensure that our web presence remains compliant with all current and future Section 508 web accessibility requirements
- IMD continues to work with our Communication Division to ensure that our web presence remains compliant with Section 508 web accessibility requirements. IMD established a

content management system. As part of this stand up, IMD worked with Communication Division and the software vendor to ensure that the web site framework aligned to accessibility standards. Earlier this year, IMD coordinated the upgrade of this content management system to ensure that we remained aligned with our vendor's roadmap for this product.

- Establish a project to review accessibility across all of our applications
- IMD has begun work to review accessibility across all of our applications. Both internal and external applications. This effort will document and provide remediation for any accessibility issues identified while ensuring a standardized look and feel across our applications. IMD will continue to ensure working with our Procurement Division that Commercial Off The Shelf products have Voluntary Product Accessibility Template that identify how the product conforms to Section 508 accessibility standards.
- Evaluated work areas for potential ADA requirements
- IMD continues evaluate our facilities to look for areas that need to have ADA items addressed. This effort is coordinated with our Civil Rights, Human Resources and Support Services Divisions. This effort has led to changes in the current environment and furthermore has led to ensuring that future build projects are implemented with ADA requirements being addressed.

Goals

- Continue to actively attend all ADA trainings, meetings, and outreach events
- IMD will continue to remain involved, upon request, in ADA trainings, meetings, and outreach events to remain current and provide support on technology related ADA initiatives. IMD will continue to look at automated tools that will aid our developers in performing assessments related to ADA requirement.
- Upon request, provide assistance to our customers related to ADA questions and requests
- IMD will continue to provide assistance associated with ADA questions and requests. These requests will be tracked through our Customer Service Desk software to ensure traceability for requests.
- Work with and collaborate with other division ADA liaisons on ADA program initiatives This collaboration effort will include developing and documenting efforts with a goal to deliver standardized, supportable IT solutions while ensuring repeatability on will include addressing requests with a standardized approach. The goal of this work is to establish a "living" decision tree to provide consistent responses on ADA requests.
- Work with our Human Resources and Civil Rights Divisions to identify standardized IT solutions for ADA needs
- Standardized solutions will be catalogued and shared with both our Human Resources and Civil Rights Divisions. This will allow our partner to more quickly and efficiently determine solution(s) needed to meet ADA requests. This will be coupled with the aforementioned decision tree to allow standardized decisions associated with IT solution needs.

Maintenance Division

Accomplishments:

1. Wise County Safety Rest Area - installed ADA compliant handrails at stairs leading to arbor.
2. Completed ADA inspection at Pecos County Safety Rest Area and addressed ADA issues noted in inspection report which included changing access aisle to passenger side of van accessible parking space and making ADA toilet stall doors self-closing.
3. Submitted Concho County Safety Rest Area drawings to a registered accessibility specialist for review.
4. Submitted Knox County Safety Rest Area drawings to a registered accessibility specialist for review.

Goals:

1. Widen walkway in courtyard to make accessible at Brooks County Safety Rest Area.
2. Install barrier at tree to get required ADA clearance at walkway at Kenedy County SRA.
3. Complete ADA inspection of Hopkins County Safety Rest Area and address issues reported.
4. Submit Wichita County Safety Rest Area to a registered accessibility specialist.
5. Complete drawings for new Galveston Ferry building which includes new ADA compliant restrooms. Submit drawings to registered accessibility specialist for review.

Maritime Division

FY18/19 ADA Goals & Accomplishments

TxDOT Maritime Division's (MRD) number one accomplishment related to the Americans with Disabilities Act (ADA) over FY18 was that there were no grievances filed against the Division. In addition, we achieved our goal identified for FY18 of formally advertising all Port Authority Advisory Committee (PAAC) meetings with notification that accommodations will be made for individuals with disabilities interested in attending, upon request. MRD did not receive any such requests during this fiscal year. Finally, MRD's ADA Coordinator attended all ADA meetings and trainings hosted by TxDOT Civil Rights Division.

For FY19, MRD intends to continue advertising all PAAC meetings with notification that special accommodations will be made by request for disabled individuals interested in attending. Our Division will identify solutions to these requests as they are received. In addition, MRD will address any grievances received in a timely manner to the best of our ability.

Occupational Safety Division

FY18/19 ADA Goals & Accomplishments

Occupational Safety Division (OCC) accomplishments for FY18 related to Americans with Disabilities Act (ADA) was there were no grievances filed against the Division. We continue to protect the safety of employees with temporary or permanent disabilities by offering alternate layout of workstations, work areas/zones or modifying equipment.

FY19 Goals, OCC intends to continue to protect the safety of employees with temporary or permanent disabilities by offering alternate layout of workstations, work areas/zones or modifying equipment. We will continue conducting safety training, assist with outreach events and conduct ergonomic evaluations for compliance & prevention of workplace hazards.

PEPS Division

FY2018/2019 ADA Accomplishments and Goals

Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination and ensures equal opportunity for person with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

The Professional Engineering Procurement Services (PEPS) Division is responsible for procuring engineering, architectural and surveying services for transportation projects through professional services contracts. The division also manages the agency's consultant budget, identifying transportation projects that require additional resources.

- Provides liaison and communication among divisions, districts, administration, consultant community and other agencies
- Ensures compliance with state and federal rules and requirements, including provision of internal audits
- The division serves as TxDOT's liaison to the American Council of Engineering Companies (ACEC).

PEPS Administration

Provides management and oversight of all division functions.

Business Operations Center

This section is responsible for the administrative processes of the Division.

- Administrative qualifications and pre-certifications
- Budget administration and analysis
- Communications and facilities

Center of Excellence

This section is responsible for implementing procedures and guidance for the procurement processes of the Division.

- Best practices
- Performance measurements
- Training
- Template development
- Continuous improvement initiatives

Invoice Center

This section is responsible for receiving and processing consultant contract invoices

- Ensuring on-time payment
- Minimizing interest due
- Ensuring costs follow contract terms

Service Centers

The 8-service centers are dedicated to serve the districts and divisions.

- Procure and negotiate contracts for professional engineering services
- Provide contract administration for active contracts
- Support the development of work authorizations

Accomplishments

- Continued attending quarterly ADA meetings throughout FY18/19
- Increased awareness of ADA events and activities throughout PEPS
- Continued making accommodations for staff with any ADA needs

Goals

- Increase division employee knowledge
- Increase liaison knowledge
- Meet required reporting due dates
- Attend ADA events more frequently and consistently
- Train others as coordinator backup

Procurement Division

Accomplishments:

For FY19, MRD intends to continue advertising all PAAC meetings with notification that special accommodations will be made by request for disabled individuals interested in attending. Our Division will identify solutions to these requests as they are received. In addition, MRD will address any grievances received in a timely manner to the best of our ability.

Goals

Procurement Division Committee Members FY 2018

Ken Wood

Jo Woten

Greg Mclemore

Herbert Miller

Leigh Bailey

PRO Division will continue to conduct several outreach events in conjunction with other headquarters and division events.

Identify training needs within the Division.

Continue to inform the ADA community with procurement opportunities and encourage participation.

Outreach Events - One staff member participated with the ADA 28 Outreach event held at 200 E. Riverside Drive in Austin, TX on July 23, 2018.

Public Transportation Division

Accomplishments

TxDOT-PTN's Bicycle and Pedestrian (B/P) Program administers federal Transportation Alternatives (TA) program funding for population areas of 200,000 or less across the state. TxDOT's TA funds have been limited, by rule, to construction of bicycle and pedestrian infrastructure only. All TA projects must be designed and constructed to be ADA compliant.

PTN-B/P conducted a state-wide call for projects in January 2017. In October 2017, the Texas Transportation Commission awarded \$44 million in TA funding to 46 projects in communities of 200,000 or less. PTN-B/P is working with District staff to initiate project development. Once a funding agreement is in place, TxDOT District staff will oversee development of detailed design plans and construction in compliance with ADA. Visit <https://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html> for details about TxDOT's past TA program calls.

Due to the limited amount of TA funds available and the great need for safe, ADA-compliant sidewalks on state-maintained roadways, PTN-B/P transferred 26 additional TA project nominations from small urban communities to TxDOT's Design Division to consider for implementation under TxDOT's ADA/Pedestrian Mobility program. As of August 2018, 14 of these projects, totalling \$10 million, were under development.

Goals

PTN-B/P goals for 2019 are to 1) continue to work with TxDOT's Design Division to advance ADA-compliant pedestrian improvements on state-maintained right-of-way, 2) work with TxDOT District staff to advance funded 2017 TASA projects toward construction, and 3) prepare for TxDOT-PTN B/P's next call for projects, which may include remaining Safe Routes to School funds.

Rail Division

TxDOT Rail Division's (RRD) accomplishment related to the Americans with Disabilities Act (ADA) over FY18 was that there were no grievances filed against the Division. For FY19, RRD intends to continue that record.

RRD is a small division and has very limited direct contact with the public. We endeavor to include ADA reference and commentary as appropriate in the studies we prepare or commission.

RRD has uploaded previously provided design guidelines provided to the Districts on incorporating sidewalks and multiuse paths at railroad crossings as districts include them in construction and safety projects. This material was originally proposed to be uploaded by Traffic Operations Division (TRF) in 2016 but did not occur.

Research and Technology Implementation Division

Rights of Way Division

The Right of Way Division is committed to the ADA Accessibility Program mission to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.

Accomplishments:

- Reported data to FHWA Annual Dashboard
- Recommended training to educate and support awareness about The Americans with Disabilities Act
- Included an ADA Program topic on agenda for ROW Division Leadership meetings
- Achieved 100% attendance at ADA Liaison meetings

Goals:

- Increase participation by ROW Division district personnel at district ADA Program outreach events and/or training by sharing upcoming events with ROW Project Delivery areas
- Collaborate with other Division ADA Coordinators on ADA Program initiatives
- Include an ADA Program topic on agenda once a month at recurring ROW Division Leadership meetings
- 100% attendance to monthly ADA Liaison meeting by both primary and secondary ROW ADA Coordinator
- Work with respective Division to ensure that ROW Division headquarters office practices, procedures, and environment is ADA compliant (Human Resources, Support Services Division, etc.)
- Include ADA compliance within the development stage of reworking our Division Floorplan
- Continue to inform Division personnel on ADA compliance measures.

Outreach:

Actively participated in outreach events for Americans with Disabilities Act in the 18/19 year.

Support Services Division

2018 Accomplishments:

- See Attachments E1-E3; full report available upon request.

2019 and 2020 Goals:

- \$360,000 renovation of the Dickens Maintenance Facility – under design and construction completion expected in 2019.
- \$270,000 building renovation at the El Paso District Headquarters - under design and construction completion expected in 2019.
- \$240,000 parking lot resurface at the Fort Worth District Headquarters - under design and construction completion expected in 2019.
- \$600,000 renovation at the La Pryor Maintenance Facility - under design and construction completion expected in 2019.
- \$420,000 renovation at the Comstock Maintenance Facility - under design and construction completion expected in 2019.
- \$300,000 renovation at the Brackettville Maintenance Facility - under design and construction completion expected in 2019.
- \$120,000 parking lot expansion at the Laredo District Headquarters - under design and construction completion expected in 2019.
- \$6.5 million total renovation of the administration building at the Dallas District Headquarters – under construction and will be completed in 2019.
- \$6.2 million new construction of Kaufman Area Engineer and Maintenance Facility – under
- \$6.2 million new construction of Angleton Area Engineer and Maintenance Facility – under construction and will be completed in 2019.
- \$4 million raze and construct new office and supporting facilities at the Henrietta Maintenance Facility – under construction and will be completed in 2019.
- \$3.6 million building renovation at the Fort Worth District Headquarters - under design and construction completion expected in 2020.
- \$3.0 million renovation at the Houston Northwest Area Engineer and Maintenance Facility - under design and construction completion expected in 2020.
- \$1.1 million renovation at the Plains Area Engineer and Maintenance Facility - under design and construction completion expected in 2020.
- \$3.4 million renovation at the Pharr District Headquarters - under design and construction completion expected in 2020.
- \$1.7 million renovation at the San Antonio Transguide Facility - under design and construction completion expected in 2020.
- \$1.9 million and \$1.8 million renovations at the Yoakum District Headquarters - under design and construction completion expected in 2020.

Toll Operations Division

Toll Operation Divisions (TOD) is committed to the ADA Accessibility Program mission to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.

Accomplishments

- Attend all training and meetings
- Install secondary TTY phone for the hearing impaired
- Add ADA topics for division meetings
- Realign parking lot striping to improve parking space size and visual appearance
- Provide smoother aisles for proper walking and wheelchair clearance
- Install voice number system for those who are hearing impaired
- Install lobby counter with wheel chair access

Goals

- Increase TOD ADA awareness
- Increase TOD involvement
- Increase involvement from secondary and committee member
- Attend all meetings, trainings and submit documents on time
- Improve facility stairwells to help make area more ADA accessible
- Identify and repair all facility barriers
- Zero grievances reported on our division

Traffic Operations Division

The Traffic Safety Division (TRF) (previously Traffic Operations Division) is committed to the Americans with Disabilities Act Accessibility Program mission to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.

Traffic Safety Division Accomplishments

- TRF has assigned ADA Coordinator and secondary coordinator
- Reported division ADA information to FHWA Quarterly and Annual Dashboards
- TRF ADA Coordinator or secondary coordinator attended all trainings
- Monitored statewide district installation of Audio Pedestrian Signals in Districts:

Audio Pedestrian Signals (APS): Audio Pedestrian Signals (APS) communicates information about pedestrian signal timing in non-visual format such as audible tones, verbal messages, and/or vibrating surfaces for the safety of disabled transportation system users.

TRF developed statewide guidance for the installation and maintenance of APS. Former TxDOT TRF Division Director Carol Rawson in January 2011 instructed all districts that all new construction and reconstruction projects that include pedestrian signals need to incorporate APS.

Below is a statewide inventory of APS since the guidance was issued showing a marked increase in APS statewide. During FY 2018, TxDOT increased the number of APS 32 percent over FY 2017.

2011 - 248

2012 - 309

2013 - 799

2014 - 1,504

2016 - 1,734

2017 - 2,295 cumulative total APS statewide

- Rail Safety Pedestrian Crossings: As of FY 2018, Rail Safety responsibilities were transferred from the Traffic Safety Division (TRF) to the Rail Division. All activity regarding oversight of Rail Safety Pedestrian Crossings now will be handled by the Rail Division

Traffic Safety Division Goals

- Continue to monitor installation of Audio Pedestrian Crossings in the Districts
- Collaborate with other Division ADA Coordinators on ADA Program initiatives
- Include an ADA Program topic on agenda at recurring TRF Division Leadership meetings
- 100 percent attendance to monthly ADA Liaison meeting by either the primary or secondary TRF Coordinator
- Educate and support awareness about the Americans with Disabilities Act

Transportation Planning and Programming Division

Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination and ensures equal opportunity for person with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

The Transportation Planning and Programming Division (TPP) is responsible for a wide range of duties, divided between 9 sections.

Business Operations Section is responsible for the following:

- Manages and oversees the division's financial staff for program and operating budgets, accounting, purchases, procurement, and contract management.
- Develops and submits to FHWA the division's annual grant application for State Planning and Research (SPR).
- Manages and oversees legislative analysis and inquiries, acts as media liaison, handles open records requests, and special projects.
- Sales and distribution of highway maps to internal and external customers.
- Manages inventory of current and historical highway maps.

Data Management Section

- Maintains information and supports resources to support project and portfolio performance management.
- Manages the Highway Performance Monitoring System and performs annual certification of public road mileage for the state.
- Performs annual county mileage certification, highway designation, minute orders, and maintains Texas Reference Marker system and oversight of Roadway Field Inventory Program.
- Publishes the Statewide Planning Map, Departmental Map, County Map book, State Railroad Map and Control Section Map series.
- Maintain GIS data for all public roads, city limits, railroad lines, and various base map layers.
- Provides GIS coordination between TxDOT Districts and Division.

Freight and International Trade Section

- Develops Statewide Freight Plan.
- Manage Freight Planning Activities and Advisory Committee.
- Coordinate Border Trade Advisory Committee.
- Oversees International Bridge Applications.
- Participates in International Transportation Planning studies.
- Assists as Department Liaison for international relations.

Local Government Projects Section

- Develop policy and standardization processes.
- Primary point of contact with FHWA on local government projects.
- Provide enhanced training to TxDOT and local governments.
- Provide “one-call center” for TxDOT districts.
- Mediate TxDOT/local government disagreements.
- Monitor district performance of overseeing local government.

Modernize Portfolio and Project Management

- Develop and maintain core system supporting the delivery of transportation programs.
- Align business processes and system work flows for portfolio management, project management, contract management, resource management, and asset management.
- Manage organizational health initiatives for Engineering Operations.

Project and Portfolio Management Section

- Provides project and portfolio manager training programs.
- Project manager mentoring and support.
- Project management services.
- Risk workshop facilitation.
- Help desk support.
- Project management tools.
- Project management solutions development.
- PMP certification support and training program.

Public Involvement Section

- Assists districts and divisions with public involvement efforts throughout planning project development and construction.
- Serves as an on-site resource that creates and reviews public involvement plans, identifies appropriate out-reach techniques, and provides additional staff at public meetings.
- Focuses agency efforts on ensuring outreach techniques are reflective of the needs of the public.
- Fosters greater internal awareness of the department’s civic engagement responsibilities.
- Implements the Transportation Commission’s public involvement policy.

Systems Planning Section

- Manages multistate Transportation Corridor Engineering studies.

- Transportation Planning Program and Economically Disadvantaged County program.
- Maintains Statewide Transportation Improvement Program.
- Develops Texas Transportation Plan.
- Manages the Trunk System and Systems Planning.
- Participate in Regional US Transportation/Economic Studies.
- Rural Planning Organization Coordination.
- Develops Unified Transportation Program.
- Coordinates with Metropolitan Planning Organizations and Regional Mobility Authorities.
- Conducts and manages corridor studies throughout the state.

Traffic Analysis Section

- Oversees traffic estimation and forecasting, roadway inventory traffic log data for existing and forecasted traffic, traffic data for commission and public hearings, traffic analysis for program calls, traffic monitoring systems and corridor traffic analysis.
- Oversees traffic data collection and reporting, vehicle classification analysis, automated traffic records analysis from permanent recorders, volume traffic counts, weight-in-motion programs, and speed monitoring.
- Assist Metropolitan Planning Organization with Urban Travel Demand Model Forecasting.
- Train personnel in travel demand modeling, traffic analysis, and mobile source air quality analysis.
- Manage the Statewide Analysis Model project and Statewide Traffic Analysis and reporting System. Oversees the Travel Survey program.
- Maintain district and urban traffic map files and publish statewide truck and traffic maps.

Accomplishments

- In order to foster full participation of persons with disabilities, more WebEx and virtual options are available for meetings and trainings.

Goals

- Increase division employee knowledge.
- Increase liaison knowledge.
- Meet required reporting due dates.

Travel Information Division

Accomplishments:

During the first quarter TRV followed thru with the ADA inspections of the Travel Information Centers. Our person inspecting, Andy Rice, found minor signage issues that may have potentially caused a minor barrier to passenger vans equipped with wheelchair unloading lifts at 2 Travel Centers and we immediately (within 24 hours) made those corrections.

The second quarter of the year, TRV was on track to being ahead of our planned initial assessment inspection completion date by 30 days. We originally projected May 1st and we will be complete before April 15th. The TIC Supervisors and staff are eagerly attacking the ADA issues we identify and we have no major barriers at any of the inspected travel centers that have not been addressed or accommodations made to support the traveling public. In regards to repairs/corrections progress, identified minor barriers for the already conducted inspections, status is as follows: The Gainesville TIC has all ADA repairs 90% complete and will be fully completed by April 01st. We had to grant an extension for the bathroom door handles due to the Purchaser ordering the wrong product color and substituting stainless for brass handles. Our Amarillo TIC has all ADA repairs in progress or complete and will be completed no later than 01 April. The Texarkana TIC has all ADA repairs in progress or complete. The Texarkana TIC will need until 01 May to complete all repairs due to ensure we have enough dry days before re-painting lots and spaces. The Langtry TIC has all ADA repairs in progress or complete and will be completed no later than 01 April.

Our third quarter accomplished all Travel Information Centers being inspected. At the Valley, there was only one minor barrier noted which is directional signage for the lobby, restrooms & video room. It was easily corrected. At the Waskom TIC, there was one major and one minor barrier (the front entrance doors need the door closers adjusted or replaced, which is relatively inexpensive and easily accomplished. The Wichita Falls TIC will have the front main entry doors completely replaced due to being deemed non-conducive to the traveling public that is disabled and poses a barrier for entry to the TIC.

Proudly, our fourth quarter has shown all Travel Information Centers inspected and repairs made.

Future Goals and Outreach Plans:

After a successful year, TRV will continue their pursuit of being educated and keeping up with all trending ADA requirements. We will continue to inspect our TIC facilities for compliance, communicate with our employees and share information with TRV administration after ADA meetings and always focus on providing the best service possible to our public.

Outreach Events:

Currently TRV does not have any outreach events planned. However, TRV will participate in events that are available.



ADA Accessibility Program - Attachments

Civil Rights Division

October 1, 2018

FY 2018/2019 Accomplishments and Goals Report



Attachment A – ADA/504 Assurance



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AMERICANS WITH DISABILITIES ACT and SECTION 504 OF THE REHABILITATION ACT OF 1973

ASSURANCE

28 Code of Federal Regulations Part 35.130, Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability by public entities. Subtitle A protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. It extends the prohibition of discrimination in federally assisted programs established by section 504 of the Rehabilitation Act of 1973 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability from Titles I, III, and V of the Americans with Disabilities Act. This rule, therefore, adopts the general prohibitions of discrimination established under section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.

The Texas Department of Transportation (TxDOT), HEREBY AGREES THAT, as a condition to receiving any federal financial assistance from the U.S. Department of Transportation through the Federal Highway Administration, is subject to and will comply with all laws and regulations, and hereby gives assurance that no qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discriminations, including discrimination of employment, under any program or activity that received or benefits from this federal financial assistance. TxDOT further assures that its programs will be conducted, and its facilities operated, in compliance with all the requirements imposed by or pursuant to 49 CFR Part 27, 28 CFR Part 35, and 42 USC §§ 12101 - 12213.


James M. Bass
Executive Director
Texas Department of Transportation


Date

OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

An Equal Opportunity Employer

Attachment B - ADA Liasons

TxDOT ADA Liasons

District or Division	Name	Title	Phone	E-mail
Abilene	Joe LeBlanc	Business Services Supervisor	(325) 676-6827	Joe.LeBlanc@txdot.gov
Amarillo	Dennis Trujillo	Facilities Coordinator		Dennis.Trujillo@txdot.gov
Amarillo	Saundra Collins	Business Services Supervisor		Saundra.Collins@txdot.gov
Amarillo	Sendy Bolin	DE/DD Executive Assisstant		Sendy.Bolin@txdot.gov
Amarillo	Terry Nix	Planner		Terry.Nix@txdot.gov
Atlanta	Jason Overmyer	Landscape Architect	(903) 799-1205	Jason.Overmyer@txdot.gov
Atlanta	Tommy Bruce	Transportation Engr Supvr.	(903) 799-1339	Tommy.Bruce@txdot.gov
Audit	Richard Wright	Internal Audit Section Mgr	(512) 463-8050	Richard.Wright1@txdot.gov
Austin	Amro Gaber	Transportation Engineer	(512) 832-7288	Amro.Gaber@txdot.gov
Austin	Mahendran Thivakaran	Transportation Engineer	(512) 832-7286	Mahendran.Thivakaran@txdot.gov
Aviation	Kari Campbell	Aviation Grants Section Dir	(512) 416-4543	Kari.Campbell@txdot.gov
Aviation	ROSE PANKHURST	AVN Grant ADM	512-416-4561	ROSE.PANKHURST@txdot.gov
Beaumont	Deidre Williams	HR Specialist	(409) 898-5716	Deidre.Williams@txdot.gov
Bridge	Christy Bird	Information Specialist	512-416-2278	Christy.Bird@txdot.gov
Bridge	Debra Lyon	Business Operations Admin	(512) 416-2115	Debra.Lyon@txdot.gov
Brownwood	Eric Lykins	Director of Construction	(325) 643-0417	Eric.Lykins@txdot.gov
Bryan	Maury Jacob	Landscape Architect	(979) 778-9798	Maury.Jacob@txdot.gov
Childress	Chris Reed	Director of Construction	940-937-7251	Chris.Reed@txdot.gov
Communications	Tim Harriman	Business Operations Manager	(512) 463-8795	Tim.Harriman@txdot.gov
Compliance	Christpher Whitton	Compliance Specialist	(512) 463-3586	Christopher.Whitton@txdot.gov
Compliance	Nicole Lawson	DE/DD Executive Assistant	(512) 463-5671	Nicole.Lawson@txdot.gov
Compliance	Parsons Townsend	Compliance Section Director	(512) 463-6325	Parsons.Townsend@txdot.gov
Construction	Bunny Neible	Division Administration Manager	(512) 416-2588	Bunny.Neible@txdot.gov
Contract Services	KAREN FITZPATRICK	CONTRACT ADMIN. MGR	512-416-4668	KAREN.FITZPATRICK@TXDOT.GOV
Contract Services	Louis Ojeda	Contract Specialist	(512) 416-4670	Louis.Ojeda@txdot.gov
Contract Services	RON STUCKEY	CONTRACT ADMIN. MGR	512-416-4679	RON.STUCKEY@TXDOT.GOV
Corpus Christi	Aurora Guajardo	Engineering Assistant	(361) 808-2474	Aurora.Guajardo@txdot.gov
Corpus Christi	Michael Alvarez	Transportation Engineer	(361) 808-2587	Michael.Alvarez@txdot.gov
Dallas	Maher Ghanayem	Transportation Engineer	(214) 320-6691	Maher.Ghanayem@txdot.gov
Dallas	Tommy Johns	Architect	(214) 320-6635	Tommy.Johns@txdot.gov
Design	Harry Dawson	Landscape Architect	(512) 416-2320	Harry.Dawson@txdot.gov
Design	Pete Krause	Landscape Arch Section Dir.	(512) 416-2714	Pete.Krause@txdot.gov
El Paso	Sandra Sierra	Special Projects Coord.	(915) 790-4209	Sandra.Sierra@txdot.gov
Environmental Affairs	Linda Pendergras	Office Technician	512-416-3002	Linda.Pendergras@txdot.gov
Financial Management	Cynthia Ochoa	DE/DD Executive Assistant	(512) 486-5505	Cynthia.Ochoa@txdot.gov

Financial Management	Kurt Ahlhorn	Special Projects Coord	(512) 486-5653	Kurt.Ahlhorn@txdot.gov
Fleet Operations	Darah Walrip	Info. Spec.	325-676-6950	Darah.Waldrrip@txdot.gov
Fleet Operations	Edwin Baez	Spec. Proj. Coord.	512-465-7372	Edwin.Baez@txdot.gov
Fort Worth	Chris Houghton	Transportation Specialist	(817) 370-6730	Chris.Houghton@txdot.gov
Fort Worth	Faisal Abdel-Qader	Transportation Engr Supvr	(817) 370-6673	Faisal.AbelQader@txdot.gov
Houston	Jannie Blackmon	Construction Records Auditor	(713) 802-5008	Jannie.Blackmon@txdot.gov
Houston	Pablo Pinales	Human Resources Officer	(713) 802-5469	Pablo.Pinales@txdot.gov
Human Resources	Billie Long	HR Specialist	(512) 486-5363	Billie.Long@txdot.gov
Human Resources	Denise Landry	HR Specialist	(512) 486-5366	Denise.Landry@txdot.gov
Information Management	Angie Burford	Executive Assistant	(512) 465-3058	angie.burford@txdot.gov
Information Management	James Pennington	IMD Operations Section Director	(512) 467-3769	James.Pennington@txdot.gov
Laredo	Omar Costilla	Transportation Specialist	(956) 712-7726	Omar.Costilla@txdot.gov
Lubbock	Kylan Francis	Dir of Trans Plan & Devlpmt	(806) 748-4490	Kylan.Francis@txdot.gov
Lubbock	Rusty Smith	Special Projets Coord.	806-748-4476	Rusty.Smith@txdot.gov
Lufkin	Ana Mijares	Transportation Engr Supvr	(936) 633-4351	Ana.Mijares@txdot.gov
Lufkin	Jimmy Thompson	Transportation Engr Supvr	(936) 633-4397	Jimmy.Thompson@txdot.gov
Lufkin	Kelly Morris	Director of Transportation Planning and Development	(936) 633-4349	Kelly.Morris@txdot.gov
Maintenance	Stephen Binder	Architect Assistant	(512) 416-3341	Stephen.Binder@txdot.gov
Maritime	Travis Milner	Bus. Ops. Proj. Mgr.	713-802-5972	Travis.Milner@txdot.gov
Occupational Safety	Monica Spiller	Office Technician	(512) 416-3385	Monica.Spiller@txdot.gov
Odessa	Lennerd Byrd	Business Services Supervisor	(432) 498-4737	Lennerd.Byrd@txdot.gov
Paris	Darius Samuels	Transportation Engr Supvr.	(903) 737-9498	Darius.Samuels@txdot.gov
Pharr	Abel Marroquin	Engineering Asst.	956-702-6306	Abel.Marroquin@txdot.gov
Pharr	Evan Roberts	Transportation Engr Supvr.	(956) 702-6265	Evan.Roberts@txdot.gov
Pharr	Joseph Leal, Jr.	Transportation Engineer	(956) 702-6247	Joseph.Leal@txdot.gov
Procurement	Cynthia Goodson	PRO Contract Specialist	512-416-4702	Cynthia.Goodson@txdot.gov
Procurement	Jo Woten	Purchasing Branch Manager	(512) 486-5480	Jo.Woten@txdot.gov
Professional Engineering Procurement Services	Roy Gonzales	PEPS Operations Manager	(512) 416-2034	Roy.Gonzales@txdot.gov
Public Transportation	Mark Sprick	Prog Adm & Tech Suppt Sec Dir	(512) 374-5241	mark.sprick@txdot.gov
Rail	Robert Travis	Rail / Hwy Safety Branch Manager	512-416-2635	Robert.Travis@txdot.gov
Research and Technology Implementation	Barbara Davenport	Contract Specialist	(512) 416-4741	Barbara.Davenport@txdot.gov
Right of Way	Elizabeth Osgood	Division Admin Manager	(512) 416-2014	Elizabeth.Osgood@txdot.gov
Right of Way	Matthew Jimenez	Right of Way Agent	(512) 416-2877	Matthew.Jimenez@txdot.gov
San Angelo	Mario Ybarra	Business Services Coord	(325) 947-9273	Mario.Ybarra@txdot.gov
San Antonio	Darcie Schipull	Planner	(210) 615-5902	Darcie.Schipull@txdot.gov
San Antonio	Elizabeth Hogeda-Romo	Business Services Supervisor	(210) 615-6163	Elizabeth.HogedaRomo@txdot.gov
San Antonio	Gregg Granato	Transportation Engr Supvr	(210) 615-6049	Gregg.Granato@txdot.gov

Support Services	Byron Hicks	Architect	512-416-3250	Byron.Hicks@txdot.gov
Toll Operations	Ralph O'Neal	Field Oprs Facilities Coord	(512) 874-9712	Ralph.ONeal@txdot.gov
Traffic Operations	Ann Hatchitt	Management Analyst	(512) 416-3104	Ann.Hatchitt@txdot.gov
Traffic Operations	Shelli Belser	Business Operations Administrator	(512) 416-3205	Shelli.Belser@txdot.gov
Transportation Planning and Programming	Jessica Smith	Safety Officer	(512)486-5015	Jessica.Smith@txdot.gov
Travel Information	Erin Lashlee	Transportation Funding Spec	(512) 832-7276	Erin.Lashlee@txdot.gov
Travel Information	Kristi Urkuski	DE/DD Executive Assistant	(512)486-5914	Kristi.Urkuski@txdot.gov
Tyler	Eric Fisher	Transportation Engr Supvr.	903-510-9175	Eric.Fisher@txdot.gov
Tyler	Janice Allen	HR Specialist	(903) 510-9293	Janice.Allen@txdot.gov
Tyler	Jeff Kuechle	Facilities Coordinator	(903) 510-9182	Jeff.Kuechle@txdot.gov
Tyler	Jeffrey Harmon	Director of Construction	(903) 510-9207	Jeffrey.Harmon@txdot.gov
Tyler	Juanita Daniels-West	Transportation Engineer	903-510-9106	Juanita.DanielsWest@txdot.gov
Waco	Katelyn Kasberg	Spec. Proj. Coordinator	254-867-2733	Katelyn.Kasberg@txdot.gov
Wichita Falls	Allan Moore	Director of Construction	940-720-7716	Allan.Moore@txdot.gov
Wichita Falls	Cymantha Cato	Construction Records Auditor	(940) 720-7720	Cymantha.Cato@txdot.gov
Yoakum	Camille Marek, P.E.	Transportation Engineer	(361) 293-4388	Camille.Marek@txdot.gov

Attachment C – ADA Notice



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

AMERICANS WITH DISABILITIES ACT and SECTION 504 OF THE REHABILITATION ACT OF 1973

NOTICE

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Texas Department of Transportation (TxDOT) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

TxDOT does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

TxDOT will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in TxDOT's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

TxDOT will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in TxDOT offices, even where pets are generally prohibited.

Anyone who requires auxiliary aids or services for effective communication, or a modification of policies and procedures to participate in a program, service or activity of TxDOT, should contact TxDOT's ADA/504 Coordinator as soon as possible, but no later than 48 hours before the scheduled event.

The Americans with Disabilities Act does not require TxDOT to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of TxDOT is not accessible to persons with disabilities should be directed to the ADA/504 Coordinator.

TxDOT will not charge a fee on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids and services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons who use wheelchairs.

Contact Information

Texas Department of Transportation
Civil Rights Division
ADA/504 Coordinator
125 E. 11th Street, Austin, Texas 78704
CIV_ADA@txdot.gov | (512) 416-4700

OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

An Equal Opportunity Employer

Attachment D - Grievance Procedure

Texas Department of Transportation Grievance Procedure under The Americans with Disabilities Act

This **Grievance Procedure** is established in accordance with the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services by or access to activities, programs or facilities of the Texas Department of Transportation.

Any person who believes that he or she, individually, as a member of the disabled community, has been subject to discrimination prohibited by the Americans with Disabilities Act, Sections 504 or 508 of the Rehabilitation Act of 1973, as amended, may file a complaint with TxDOT. A complaint may also be filed by a representative on behalf of such a person or group.

Complaints submitted shall be in writing and must be signed by the complainant and/or the representative. Complainants can complete TxDOT's External Discrimination Complaint Form available on TxDOT's website in English and Spanish. **See attachment D.**

The complaint should be submitted by the grievant and/or his or her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Michael D. Bryant, Director
Civil Rights Division
125 E. 11th Street
Austin, TX 78701
512-416-4700 (Voice)
512-486-5539 (FAX)
7-1-1 (Texas Relay)
Michael.D.Bryant@txdot.gov

Roles and Responsibilities

The Civil Rights Division (CIV) is charged with the primary responsibility of processing ADA external discrimination complaints received by TxDOT. All discrimination complaints received by DDs must be referred to CIV for review and action. CIV processes complaints consistent with FHWA's External Discrimination Complaint Handling Procedures, which includes maintaining a complaint log, using form letters, and its investigative process.

Time frame for Filing Complaints

In order to have the complaint considered under ADA, the complaint must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person(s) became aware of the alleged act(s) of discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discovered.

In either case, TxDOT may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Processing Complaints

Complaints shall set forth, as fully as possible, the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint to a TxDOT employee, that person shall be interviewed by CIV. If necessary, CIV will assist the person in documenting the complaint in writing and submitting the written version to the person for signature.

Within ten (10) days of receipt of the complaint, CIV will acknowledge receipt, inform the complainant of action proposed or taken, and advise the complainant of other avenues of redress available, such as filing with the investigation and Adjudications Unit at FHWA Headquarters Office of Civil Rights and the U.S. DOT.

ADA complaints filed directly with TxDOT against its subrecipients will be processed in accordance with the FHWA approved complaint procedures as required under 23 CFR 200.9(b)(3). However, FHWA has the authority for making all final decisions, including dismissing complaints and issuing letters of findings. All complaints are investigated unless:

- The complaint is withdrawn by the complainant;
- The complainant fails to provide required information after numerous attempts;
- The complaint is not filed timely; or
- The complaint is involving an issue other than discrimination or if the complaint is not based on the disabled protected class.

Complaints filed under ADA with TxDOT in which TxDOT is named as the respondent will be forwarded to FHWA within ten (10) days of receipt of the allegation for processing.

The following information will be provided to FHWA:

- Name, address, and phone number of complainant;
- Name(s) and address(es) of alleged discriminating official(s);

- Basis of complaint (i.e., disability, race, color, national origin, sex, age);
- Date of alleged discriminatory act(s);
- Date of complaint received by TxDOT;
- A statement of the complaint;
- Other agencies (state, local or federal) where the complaint has been filed; and
- An explanation of the actions TxDOT has taken or proposed to resolve the issue raised in the complaint.

Investigative Process

Within sixty (60) days of receipt of the complaint, CIV will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to FHWA. FHWA will issue final decisions in all cases, including those complaints investigated by CIV. The complaint will be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings. No information is disclosed with TxDOT personnel or any other party not involved in the investigative process.

Developing an Investigative Plan

An investigative Plan (IP) will be prepared to define the issues and lay out the blueprint to complete the investigation. The IP is used to keep the investigation on track and focused on the issues and sources of evidence or corroboration. The IP outline is as follows:

- Complainant name and contact information, and that of their attorney, if applicable;
- Respondent name and contact information, and that of their attorney, if applicable;
- Applicable laws and regulations;
- Basis of complaint (i.e., disability, race, color, national origin, sex, age);
- Allegation(s)/Issue(s);
- Background
- Interviewee(s) name and contact information;
- Questions for the complainant; respondent, and interviewee(s);
- Evidence to be obtained;
- Estimated investigation timeline; and
- Remedy sought by the complainant(s).

Documentation

CIV maintains a complaint log, intake form and activity log to document all activity related to the complaint. **See attachment (s) D.** The information captured on these documents includes:

- Grievance Tracking Number
- Complainant's name and if provided, disability, race, color, age, gender and national origin;
- Respondent's name;
- Basis(es) of the ADA complaint;
- Allegation(s)/Issue(s) surrounding the discrimination complaint;
- Agency/Division/District
- Investigation Activity
- Date the discrimination complaint was filed;
- Date the investigation was completed;
- Disposition/Status
- Disposition date; and
- Other pertinent information.

Preparing the Report of Investigation

A Report of Investigation (ROI) will be prepared setting forth all the relevant facts obtained during the investigation. The ROI will include a finding for each issue and recommendations, where necessary. Documentation regarding any attempts and outcomes that were made to resolve the complaint prior to the initial receipt of the written complaint will be summarized in the ROI. The ROI and recommended decision will be forwarded to the FHWA for a final decision.



External Discrimination Complaint Form

Form 2193
(Rev. 4/17)
Page 1 of 2

Mail the signed form to Texas Department of Transportation, Civil Rights Division,
125 East 11th Street, Austin, Texas 78701 or fax to 512/486-5539.

Last Name		First Name	
Mailing Address		City	State <input type="text"/> Zip
Telephone	Alternate Telephone	E-mail Address	

Please indicate the basis of your complaint:

Race Age National Origin Color Gender Disability

Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).

If applicable, please provide a description and the exact location of the non-accessible feature.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Street Name) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Street Name) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please provide comments, suggestions, or other information that may assist us in providing a better service to you.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of individuals responsible for the discriminatory action(s):

[Redacted]

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional pages, if necessary).

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1.	[Redacted]	[Redacted]	[Redacted]
2.	[Redacted]	[Redacted]	[Redacted]
3.	[Redacted]	[Redacted]	[Redacted]
4.	[Redacted]	[Redacted]	[Redacted]

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- U.S. Department of Transportation [Redacted]
- Federal Highway Administration [Redacted]
- Federal Transit Administration [Redacted]
- Office of Federal Contract Compliance Programs [Redacted]
- U.S. Equal Employment Opportunity Commission [Redacted]
- U.S. Department of Justice [Redacted]
- Other [Redacted]

Have you discussed the complaint with any TxDOT representative? If yes, provide the name, position, and date of discussion.

[Redacted]

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

[Redacted]

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

[Redacted]

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature Date

FOR OFFICE USE ONLY

Date Complaint Received: [Redacted] Case #: [Redacted]
Processed by: [Redacted] Date Referred: [Redacted]
Referred to: USDOT FHWA FTA OFCCP Other [Redacted]

TxDOT ADA Accessibility Program

Grievance Tracking Number Methodology

Grievance Tracking Number Methodology

28 CFR 35.107(b) requires a public entity that employs more than 50 people to adopt and publish a grievance procedure providing for the prompt and equitable resolution of complaints alleging discrimination on the basis of disability access to any governmental facility, program, service or activity provided by the entity. Grievance Procedures are intended to safeguard the processing of all TxDOT complaints associated with ADA/504 concerns. These procedures provide a system for resolving complaints of disability discrimination in a prompt and fair manner.

By adopting these administrative requirements, the Texas Department of Transportation (TxDOT) will be able to address the complaints of people with disabilities more efficiently who have encountered issues when using our facilities, or participating in our programs, activities, and services. Having these requirements in place will assist TxDOT employees and representatives to access a specific grievance easily; exercise good recordkeeping habits; and provide accurate information when communicating with a complainant about his/her specific grievance.

When assigning a tracking number to a grievance, the TxDOT employee or representative should follow these guidelines in this specific order:

1. Abbreviate "Grievance" as "GRV";
2. Use the next ordinal number (e.g. 1, 2, 3,) to indicate the quantity of grievances received to-date;
3. Write the date the Civil Rights Office (CRO) received notice or became aware of the grievance; and
4. Include the fiscal year(s) the Complainant alleged the discrimination occurred.

EXAMPLE: GRV001-10262016-2014

TxDOT ADA Accessibility Program

ADA Grievance Tracking Number Log

Tracking Number	Complainant	District/Division	Initials
GRV#-Date CIV Rec-Yr Alleged			
GRV001-10262016-2014	[REDACTED] - Fredericksburg Road	SAT	jw
GRV002-11022016-2016	[REDACTED] - City of Dallas	DAL	jw
GRV003-12152016-2016	[REDACTED] - SH 99 & I-10	HOU	jw
N/A	[REDACTED] - City of Richardson	DAL	FHWA
GRV004-02232017-?_?	[REDACTED] *(waiting for information from FHWA)	SAT	jw
N/A	[REDACTED] - TxTag - DV	TOD	Informal - jw/TOD
GRV005- - -			
GRV006- - -			
GRV007- - -			
GRV008- - -			
GRV009- - -			
GRV010- - -			
GRV011- - -			
GRV012- - -			
GRV013- - -			
GRV014- - -			
GRV015- - -			
GRV016- - -			
GRV017- - -			
GRV018- - -			
GRV019- - -			
GRV020- - -			
GRV021- - -			
GRV022- - -			
GRV023- - -			
GRV024- - -			
GRV025- - -			
GRV026- - -			
GRV027- - -			
GRV028- - -			
GRV029- - -			
GRV030- - -			
GRV031- - -			

GRV032-	-			
GRV033-	-			
GRV034-	-			
GRV035-	-			
GRV036-	-			
GRV037-	-			
GRV038-	-			
GRV039-	-			
GRV040-	-			
GRV041-	-			
GRV042-	-			
GRV043-	-			
GRV044-	-			
GRV045-	-			
GRV046-	-			
GRV047-	-			
GRV048-	-			
GRV049-	-			
GRV050-	-			
GRV051-	-			
GRV052-	-			
GRV053-	-			
GRV054-	-			
GRV055-	-			
GRV056-	-			
GRV057-	-			
GRV058-	-			
GRV059-	-			
GRV060-	-			
GRV061-	-			
GRV062-	-			

ADA Discrimination Intake Form

Date Complaint Filed with CIV Complaint Number

Respondent First Name Respondent Last Name

Complainant Information

First Name Last Name

Address City State Zip

Complaint Information

Basis of Discrimination Race Disability Color National Origin
 Age Sex Other

Date of Discrimination Complaint Statement

Has the complaint been filed with other agencies?

If so, which one(s)?

Explanation of TxDOT's Actions

Record: 1 of 1 | No Filter | Search

Form View | Num Lock

Attachment E - 1. Inventory Checklist

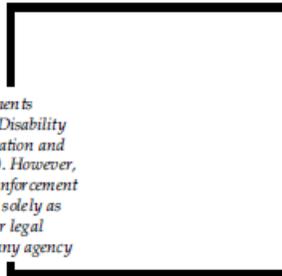
Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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Barrier Free Environments, Inc.

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The Americans with Disabilities Act
Checklist for Readily Achievable Barrier Removal
August 1995

Checklist for Existing Facilities version 2.1

Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.

How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that are readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

QUESTIONS

POSSIBLE SOLUTIONS

Priority

1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)
Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?


width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?


distance from wall/height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

 **Ramps (ADAAG 4.8)**
Are the slopes of ramps no greater than 1:12?


slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

QUESTIONS

POSSIBLE SOLUTIONS

Ramps, continued

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

TTTTT Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.
 Secure handrails in fixtures.

TTTTT Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

TTTTT Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

TTTTT Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

Parking and Drop-Off Areas (ADAAG 4.6)

TTTTT Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

TTTTT Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

QUESTIONS

POSSIBLE SOLUTIONS

		Yes	No	
Parking and Drop-Off Areas, continued				
	Are the access aisles part of the accessible route to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add curb ramps. <input type="checkbox"/> Reconstruct sidewalk.
	Are the accessible spaces closest to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reconfigure spaces.
	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add signs, placed so that they are not obstructed by cars.
	Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities.
<hr/>				
Entrance (ADAAG 4.13, 4.14, 4.5)				
	If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
	Do not use a service entrance as the accessible entrance unless there is no other option.			
	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install signs before inaccessible entrances so that people do not have to retrace the approach.
	Can the alternate accessible entrance be used independently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.
	 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Widen the door to 32 inches clear. <input type="checkbox"/> If technically infeasible, widen to 31-3/8 inches minimum. <input type="checkbox"/> Install offset (swing-clear) hinges.
	 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Remove or relocate furnishings, partitions, or other obstructions. <input type="checkbox"/> Move door. <input type="checkbox"/> Add power-assisted or automatic door opener.
	A person using a wheelchair or crutches needs this space to get close enough to open the door.			

QUESTIONS

POSSIBLE SOLUTIONS

Entrance, continued
 11111 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

11111 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

11111 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

11111 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

11111 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

QUESTIONS

POSSIBLE SOLUTIONS

Priority

2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Are all public spaces on an accessible route of travel?

W Is the accessible route to all public spaces at least 36 inches wide?

width

W Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

Doors (ADAAG 4.13)

W Do doors into public spaces have at least a 32-inch clear opening?

clear opening

W On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

W Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

W Are door handles 48 inches high or less and operable with a closed fist?

height

W Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- Add ramps or lifts.
- Make another entrance accessible.

- Provide access to all public spaces along an accessible route of travel.

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

- Rearrange furnishings, displays, and equipment.

- Install offset (swing-clear) hinges.
- Widen doors.

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

QUESTIONS

POSSIBLE SOLUTIONS

QUESTIONS	Yes No	POSSIBLE SOLUTIONS
<p>Rooms and Spaces (ADAAG 4.2, 4.4, 4.5) Are all aisles and pathways to materials and services at least 36 inches wide?</p>	<p><input type="checkbox"/> <input type="checkbox"/> width</p>	<p><input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles.</p>
<p>Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?</p>	<p><input type="checkbox"/> <input type="checkbox"/> width</p>	<p><input type="checkbox"/> Rearrange furnishings to clear more room.</p>
<p>Is carpeting low-pile, tightly woven, and securely attached along edges?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Secure edges on all sides. <input type="checkbox"/> Replace carpeting.</p>
<p>In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?</p>	<p><input type="checkbox"/> <input type="checkbox"/> height/ protrusion</p>	<p><input type="checkbox"/> Remove obstacles. <input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath.</p>
<p>Emergency Egress (ADAAG 4.28) If emergency systems are provided, do they have both flashing lights and audible signals?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install visible and audible alarms. <input type="checkbox"/> Provide portable devices.</p>
<p>Signage for Goods and Services (ADAAG 4.30) Different requirements apply to different types of signs.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)</p>
<p>If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?</p>	<p>Y N <input type="checkbox"/> <input type="checkbox"/> height</p>	
<p>• Signs mounted with centerline 60 inches from floor.</p>	<p><input type="checkbox"/> <input type="checkbox"/> height</p>	
<p>• Mounted on wall adjacent to latch side of door, or as close as possible.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).</p>	<p><input type="checkbox"/> <input type="checkbox"/> character height</p>	
<p>• Brailled text of the same information.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>• If pictogram is used, it must be accompanied by raised characters and braille.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	

QUESTIONS

POSSIBLE SOLUTIONS

Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

PRIORITY If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish? Yes No

 letter height

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.) Yes No

- Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.
- Review requirements and replace signs as needed.

Controls (ADAAG 4.27)

PRIORITY Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height? Yes No

 height

Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist? Yes No

- Relocate controls.

PRIORITY **Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)** Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide? Yes No

 width

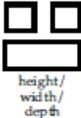
Are the spaces for wheelchair seating distributed throughout? Yes No

- Replace controls.

PRIORITY Are the tops of tables or counters between 28 and 34 inches high? Yes No

 height

- Rearrange chairs or tables to provide 36-inch aisles.

PRIORITY Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? Yes No

 height/
 width/
 depth

- Rearrange tables to allow room for wheelchairs in seating areas throughout the area.
- Remove some fixed seating.
- Lower part or all of high surface.
- Provide auxiliary table or counter.

- Replace or raise tables.

QUESTIONS

POSSIBLE SOLUTIONS

FF0101

Seats, Tables, and Counters, continued
At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

FF0102

Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

Yes No

 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

Vertical Circulation (ADAAG 4.1.3(5), 4.3)
Are there ramps, lifts, or elevators to all public levels?

Yes No

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

Yes No

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

Stairs (ADAAG 4.9)
The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

Yes No

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

Yes No

- Add or replace handrails if possible within existing floor plan.

Elevators (ADAAG 4.10)
Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

Yes No

- Install visible and verbal or audible signals.

FF0103

Are the call buttons in the hallway no higher than 42 inches?

Yes No

 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

Yes No

- Install raised lettering and braille next to buttons.

QUESTIONS

POSSIBLE SOLUTIONS

Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.
 Provide a call button.

Priority Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

clear space

Rearrange furnishings and equipment to clear more space.

Priority Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

height

Move controls.

Priority

3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

QUESTIONS

POSSIBLE SOLUTIONS

Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

QUESTIONS

POSSIBLE SOLUTIONS

Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

Lavatories (ADAAG 4.19, 4.24)

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

Priority

4 Additional Access

Note that this priority is for items not required for basic access in the first three priorities. When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

 **Drinking Fountains (ADAAG 4.15)**
 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

QUESTIONS

POSSIBLE SOLUTIONS

	Yes	No	
Drinking Fountains, continued			
 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high. <input type="checkbox"/> Provide accessible cooler. <input type="checkbox"/> Replace the controls. <input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	
 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?	<input type="checkbox"/>	<input type="checkbox"/>	
Telephones (ADAAG 4.31)			
 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move furnishings. <input type="checkbox"/> Replace booth with open station. <input type="checkbox"/> Lower telephone.
 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input type="checkbox"/>	
 Does the phone protrude no more than 4 inches into the circulation space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a cane-detectable barrier on each side at floor level. <input type="checkbox"/> Contact phone company to install push-buttons. <input type="checkbox"/> Have phone replaced with a hearing-aid compatible one. <input type="checkbox"/> Have volume control added. <input type="checkbox"/> Add signage. <input type="checkbox"/> Install a text telephone. <input type="checkbox"/> Have a portable TT available. <input type="checkbox"/> Provide a shelf and outlet next to phone. <input type="checkbox"/> Add signage.
Does the phone have push-button controls?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone hearing-aid compatible?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone adapted with volume control?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone with volume control identified with appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	
If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?	<input type="checkbox"/>	<input type="checkbox"/>	

**Attachment E -
2. Statewide ADA Accessibility Assessment Areas**

Executive Summary and Reports

TxDOT | Statewide ADA Accessibility Assessment

TABLE OF CONTENTS

1.	EXECUTIVE SUMMARY	1	
1.1	STATEWIDE EXECUTIVE SUMMARY		1
1.2	STATEWIDE COSTS BY PRIORITY		2
1.3	STATEWIDE COSTS BY DISTRICT		3
2.	METHODOLOGY	4	
2.1	STANDARDS, TEAM, PROCESS & TOOLS		4
3.	DISTRICT SUMMARIES	5	
3.1	ABILENE DISTRICT	5	
3.1.1	ABILENE SITE SUMMARIES	6	
3.1.1.1	ABILENE DISTRICT HEADQUARTERS – 89632		6
3.1.1.2	ABILENE AREA ENGINEER AND MAINTENANCE FACILITY – 89038		9
3.1.1.3	ALBANY MAINTENANCE FACILITY – 89913		11
3.1.1.4	ANSON MAINTENANCE FACILITY – 89914		13
3.1.1.5	ASPERMONT MAINTENANCE FACILITY – 89915		15
3.1.1.6	BAIRD MAINTENANCE FACILITY – 89824		17
3.1.1.7	BIG SPRING AREA ENGINEER AND MAINTENANCE FACILITY – 89634		19
3.1.1.8	COLORADO CITY MAINTENANCE FACILITY – 89633		21
3.1.1.9	GAIL MAINTENANCE FACILITY – 89624		23
3.1.1.10	HAMLIN AREA ENGINEER FACILITY – 89025		25
3.1.1.11	HASKELL MAINTENANCE FACILITY – 89907		27
3.1.1.12	JAYTON MAINTENANCE FACILITY – 89627		29
3.1.1.13	JAYTON MAINTENANCE FACILITY (SECONDARY LOCATION) – 89585		31
3.1.1.14	ROBY MAINTENANCE FACILITY – 89912		32
3.1.1.15	SNYDER AREA ENGINEER AND MAINTENANCE FACILITY – 89910		34
3.1.1.16	SWEETWATER CENTRAL TEXAS RURAL TRANSIT– 89001		36
3.1.1.17	SWEETWATER MAINTENANCE FACILITY – 89909		38
3.2	AMARILLO DISTRICT	40	
3.2.1	AMARILLO SITE SUMMARIES	41	
3.2.1.1	AMARILLO DISTRICT HEADQUARTERS – 49562		41
3.2.1.2	AMARILLO EAST AREA ENGINEER AND MAINTENANCE FACILITY – 49039		44
3.2.1.3	AMARILLO MAINTENANCE FACILITY – 49013		46
3.2.1.4	AMARILLO TRAVEL INFORMATION CENTER – 49866		48
3.2.1.5	BORGER MAINTENANCE FACILITY – 49560		50
3.2.1.6	CANADIAN MAINTENANCE FACILITY – 49551		52
3.2.1.7	CANYON AREA ENGINEER AND MAINTENANCE FACILITY – 49561		54
3.2.1.8	CHANNING MAINTENANCE FACILITY – 49555		56
3.2.1.9	CLAUDE MAINTENANCE FACILITY – 49559		58
3.2.1.10	DALHART MAINTENANCE FACILITY – 49019		60
3.2.1.11	DARROUZETT MAINTENANCE FACILITY – 49547		62
3.2.1.12	DUMAS AREA ENGINEER AND MAINTENANCE FACILITY – 49024		64
3.2.1.13	GROOM MAINTENANCE FACILITY – 49679		66
3.2.1.14	GRUVER MAINTENANCE FACILITY – 49549		68
3.2.1.15	HEREFORD MAINTENANCE FACILITY – 49894		70
3.2.1.16	PAMPA AREA ENGINEER AND MAINTENANCE FACILITY – 49563		72

Executive Summary and Reports

3.2.1.17	PANHANDLE MAINTENANCE FACILITY – 49550	74
3.2.1.18	PERRYTON MAINTENANCE FACILITY – 49557	76
3.2.1.19	STRATFORD MAINTENANCE FACILITY – 49558	78
3.2.1.20	VEGA MAINTENANCE FACILITY – 49544	80
3.3	ATLANTA DISTRICT	82
3.3.1	ATLANTA SITE SUMMARIES	84
3.3.1.1	ATLANTA DISTRICT HEADQUARTERS AND MAINTENANCE – 199784	84
3.3.1.2	CARTHAGE MAINTENANCE FACILITY – 199908	86
3.3.1.3	DAINGERFIELD MAINTENANCE FACILITY – 199698	88
3.3.1.4	GILMER AREA ENGINEER AND MAINTENANCE FACILITY – 199617	90
3.3.1.5	JEFFERSON MAINTENANCE FACILITY – 199923	92
3.3.1.6	LINDEN MAINTENANCE FACILITY – 199004	94
3.3.1.7	MARSHALL AREA ENGINEER AND MAINTENANCE FACILITY – 199040	96
3.3.1.8	MOUNT PLEASANT AREA ENGINEER AND MAINTENANCE FACILITY – 199794	98
3.3.1.9	NEW BOSTON MAINTENANCE FACILITY – 199791	100
3.3.1.10	TEXARKANA AREA ENGINEER AND MAINTENANCE FACILITY – 199790	102
3.3.1.11	TEXARKANA TRAVEL INFORMATION CENTER – 199885	104
3.3.1.12	WASKOM TRAVEL INFORMATION CENTER – 199793	106
3.4	AUSTIN DISTRICT	108
3.4.1	AUSTIN SITE SUMMARIES	110
3.4.1.1	AUSTIN DISTRICT HEADQUARTERS AND MAINTENANCE – 149720	110
3.4.1.2	AUSTIN EAST MAINTENANCE FACILITY – 149927	114
3.4.1.3	AUSTIN NORTH AREA ENGINEER AND MAINTENANCE – 149041	116
3.4.1.4	AUSTIN NORTHWEST MAINTENANCE FACILITY – 149014	118
3.4.1.5	AUSTIN SOUTH AREA ENGINEER & MAINTENANCE SPECIAL CREWS – 149014	120
3.4.1.6	AUSTIN WEST/SOUTHWEST MAINTENANCE FACILITY – 149015	122
3.4.1.7	BASTROP AREA ENGINEER AND MAINTENANCE FACILITY – 149719	124
3.4.1.8	BURNET AREA ENGINEER AND MAINTENANCE FACILITY – 149716	126
3.4.1.9	FREDERICKSBURG MAINTENANCE FACILITY – 149884	128
3.4.1.10	GEORGETOWN AREA ENGINEER AND MAINTENANCE FACILITY – 149721	131
3.4.1.11	JOHNSON CITY MAINTENANCE FACILITY – 149724	133
3.4.1.12	LLANO MAINTENANCE FACILITY – 149926	135
3.4.1.13	LOCKHART MAINTENANCE FACILITY – 149712	137
3.4.1.14	MASON MAINTENANCE FACILITY – 149925	139
3.4.1.15	SAN MARCOS MAINTENANCE FACILITY – 149722	141
3.4.1.16	TAYLOR MAINTENANCE FACILITY – 149718	143
3.5	BEAUMONT DISTRICT	145
3.5.1	BEAUMONT SITE SUMMARIES	147
3.5.1.1	BEAUMONT DISTRICT HEADQUARTERS AND MAINTENANCE – 209804	147
3.5.1.2	ANAHUAC MAINTENANCE FACILITY – 209801	149
3.5.1.3	BEAUMONT AREA ENGINEER AND MAINTENANCE FACILITY – 209032	151
3.5.1.4	JASPER AREA ENGINEER AND MAINTENANCE FACILITY – 209616	153
3.5.1.5	KOUNTZE MAINTENANCE FACILITY – 209916	155
3.5.1.6	LIBERTY AREA ENGINEER AND MAINTENANCE FACILITY – 209797	157
3.5.1.7	NEWTON MAINTENANCE FACILITY – 209802	159
3.5.1.8	ORANGE AREA ENGINEER AND MAINTENANCE FACILITY – 209664	161
3.5.1.9	ORANGE TRAVEL INFORMATION CENTER – 209806	163

Executive Summary and Reports

3.5.1.10	PORT ARTHUR AREA ENGINEER AND MAINTENANCE FACILITY – 209805	165
3.5.1.11	STOWELL MAINTENANCE FACILITY – 209889	167
3.5.1.12	WOODVILLE MAINTENANCE FACILITY – 209796	168
3.6	BROWNWOOD DISTRICT 170	
3.6.1	BROWNWOOD SITE SUMMARIES 171	
3.6.1.1	BROWNWOOD DISTRICT HEADQUARTERS AND MAINTENANCE – 239847	171
3.6.1.2	BRADY MAINTENANCE FACILITY – 239843	175
3.6.1.3	BRECKENRIDGE MAINTENANCE FACILITY – 239836	177
3.6.1.4	COLEMAN MAINTENANCE FACILITY – 239838	179
3.6.1.5	COMANCHE MAINTENANCE FACILITY – 239841	181
3.6.1.6	EASTLAND AREA ENGINEER AND MAINTENANCE FACILITY – 239842	183
3.6.1.7	GOLDTHWAITE MAINTENANCE FACILITY – 239846	185
3.6.1.8	LAMPASAS MAINTENANCE FACILITY – 239837	187
3.6.1.9	SAN SABA MAINTENANCE FACILITY – 239839	189
3.7	BRYAN DISTRICT 191	
3.7.1	BRYAN SITE SUMMARIES 192	
3.7.1.1	BRYAN DISTRICT HEADQUARTERS AND MAINTENANCE – 179043	192
3.7.1.2	BREHAM AREA ENGINEER AND MAINTENANCE FACILITY – 179763	194
3.7.1.3	BRYAN AREA ENGINEER AND MAINTENANCE FACILITY – 179765	196
3.7.1.4	BUFFALO MAINTENANCE FACILITY – 179769	198
3.7.1.5	CALDWELL MAINTENANCE FACILITY – 179770	200
3.7.1.6	CAMERON MAINTENANCE FACILITY – 179768	202
3.7.1.7	FAIRFIELD MAINTENANCE FACILITY – 179766	204
3.7.1.8	HEARNE AREA ENGINEER AND MAINTENANCE FACILITY – 179762	206
3.7.1.9	HUNTSVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 179901	208
3.7.1.10	MADISONVILLE MAINTENANCE FACILITY – 179767	210
3.7.1.11	NAVASOTA MAINTENANCE FACILITY – 179761	212
3.7.1.12	OLD BRYAN DISTRICT HEADQUARTERS – 179760	214
3.8	CHILDRESS DISTRICT 216	
3.8.1	CHILDRESS SITE SUMMARIES 217	
3.8.1.1	CHILDRESS DISTRICT HEADQUARTERS AND AREA ENGINEER AND MAINTENANCE – 259036	217
3.8.1.2	CLARENDON MAINTENANCE FACILITY – 259035	219
3.8.1.3	CROWELL MAINTENANCE FACILITY – 259873	221
3.8.1.4	DICKENS MAINTENANCE FACILITY – 259867	223
3.8.1.5	GUTHRIE MAINTENANCE SUB-SECTION – 259880	225
3.8.1.6	MATADOR MAINTENANCE FACILITY – 259874	227
3.8.1.7	MEMPHIS MAINTENANCE FACILITY – 259879	229
3.8.1.8	MUNDAY AREA ENGINEER AND MAINTENANCE FACILITY – 259872	231
3.8.1.9	PADUCAH MAINTENANCE FACILITY – 259877	233
3.8.1.10	QUANAH MAINTENANCE FACILITY – 259886	235
3.8.1.11	SHAMROCK MAINTENANCE FACILITY – 259030	237
3.8.1.12	SILVERTON MAINTENANCE FACILITY – 259875	239
3.8.1.13	WELLINGTON AREA ENGINEER AND MAINTENANCE FACILITY – 259871	241
3.8.1.14	WHEELER MAINTENANCE SUB-SECTION – 259870	243
3.9	CORPUS CHRISTI DISTRICT 245	
3.9.1	CORPUS CHRISTI SITE SUMMARIES 246	
3.9.1.1	CORPUS CHRISTI DISTRICT HEADQUARTERS AND MAINTENANCE – 169759	246

Executive Summary and Reports

3.9.1.2	ALICE AREA ENGINEER AND MAINTENANCE FACILITY – 169057	248
3.9.1.3	BEEVILLE MAINTENANCE FACILITY – 169044	250
3.9.1.4	CORPUS CHRISTI MAINTENANCE FACILITY – 169904	252
3.9.1.5	GEORGE WEST MAINTENANCE FACILITY – 169058	254
3.9.1.6	GOLIAD MAINTENANCE FACILITY – 169750	256
3.9.1.7	KARNES CITY AREA ENGINEER AND MAINTENANCE FACILITY – 169757	258
3.9.1.8	KINGSVILLE MAINTENANCE FACILITY – 169752	260
3.9.1.9	PORT ARANSAS FERRY MAINTENANCE OPERATIONS – 169917	262
3.9.1.10	REFUGIO MAINTENANCE FACILITY – 169749	264
3.9.1.11	ROBSTOWN MAINTENANCE FACILITY – 169756	266
3.9.1.12	ROCKPORT MAINTENANCE FACILITY – 169609	268
3.9.1.13	SINTON AREA ENGINEER AND MAINTENANCE FACILITY – 169725	270
3.10	DALLAS DISTRICT	272
3.10.1	DALLAS SITE SUMMARIES	274
3.10.1.1	DALLAS DISTRICT HEADQUARTERS AND MAINTENANCE – 189777	274
3.10.1.2	CORSICANA AREA ENGINEER AND MAINTENANCE FACILITY – 189516	277
3.10.1.3	DALLAS SOUTH AREA ENGINEER – 189775	279
3.10.1.4	DALLAS SOUTHWEST AREA ENGINEER & MAINTENANCE FACILITY – 189001	281
3.10.1.5	DENTON AREA ENGINEER AND MAINTENANCE FACILITY – 189552	283
3.10.1.6	ENNIS MAINTENANCE SUB-SECTION – 189773	285
3.10.1.7	HUTCHINS AREA ENGINEER AND MAINTENANCE FACILITY – 189920	287
3.10.1.8	KAUFMAN AREA ENGINEER AND MAINTENANCE FACILITY – 189781	289
3.10.1.9	McKINNEY AREA ENGINEER AND MAINTENANCE FACILITY – 189779	291
3.10.1.10	ROCKWALL MAINTENANCE FACILITY – 189783	293
3.10.1.11	WAXAHACHIE AREA ENGINEER AND MAINTENANCE FACILITY – 189782	295
3.10.1.12	WAXAHACHIE MAINTENANCE FACILITY – 189772	297
3.11	EL PASO DISTRICT	298
3.11.1	EL PASO SITE SUMMARIES	299
3.11.1.1	EL PASO DISTRICT HEADQUARTERS – 249674	299
3.11.1.2	ALPINE AREA ENGINEER AND MAINTENANCE FACILITY – 249568	301
3.11.1.3	ANTHONY TRAVEL INFORMATION CENTER – 249001	303
3.11.1.4	CANUTILLO MAINTENANCE SUB-SECTION – 249835	305
3.11.1.5	DELL CITY MAINTENANCE FACILITY – 249857	307
3.11.1.6	EL PASO EAST AREA ENGINEER AND MAINTENANCE FACILITY – 249887	309
3.11.1.7	EL PASO WEST AREA ENGINEER AND MAINTENANCE FACILITY – 249016	311
3.11.1.8	EL PASO OLD DISTRICT HEADQUARTERS – 249848	313
3.11.1.9	FORT DAVIS MAINTENANCE FACILITY – 249855	315
3.11.1.10	FORT HANCOCK MAINTENANCE SUB-SECTION – 249853	317
3.11.1.11	MARATHON MAINTENANCE SUB-SECTION – 249849	319
3.11.1.12	MARFA MAINTENANCE SUB-SECTION – 249854	321
3.11.1.13	PINE SPRINGS MAINTENANCE SUB-SECTION FACILITY – 249811	323
3.11.1.14	PRESIDIO MAINTENANCE FACILITY – 249856	325
3.11.1.15	SIERRA BLANCA MAINTENANCE FACILITY – 249011	327
3.11.1.16	TERLINGUA MAINTENANCE SUB-SECTION – 249891	329
3.11.1.17	VAN HORN MAINTENANCE FACILITY – 249859	331
3.12	FORT WORTH DISTRICT	333
3.12.1	FORT WORTH SITE SUMMARIES	334

Executive Summary and Reports

3.12.1.1	FORT WORTH DISTRICT HEADQUARTERS AND AREA ENGINEER AND MAINTENANCE – 29523	334
3.12.1.2	DECATUR AREA ENGINEER AND MAINTENANCE FACILITY – 29037	338
3.12.1.3	DECATUR AREA ENGINEER AND MAINTENANCE FACILITY – 29517	340
3.12.1.4	EULESS AREA ENGINEER AND MAINTENANCE FACILITY – 29046	341
3.12.1.5	FORT WORTH SOUTHEAST MAINTENANCE SPECIAL CREWS – 29520	343
3.12.1.6	GLEN ROSE MAINTENANCE FACILITY – 29524	345
3.12.1.7	GORDON MAINTENANCE FACILITY – 29528	347
3.12.1.8	JACKSBORO MAINTENANCE FACILITY – 29029	349
3.12.1.9	KEENE AREA ENGINEER AND MAINTENANCE FACILITY – 29626	351
3.12.1.10	MINERAL WELLS MAINTENANCE FACILITY – 29525	353
3.12.1.11	NEW GLEN ROSE MAINTENANCE FACILITY – 29034	355
3.12.1.12	SAGINAW MAINTENANCE FACILITY – 29526	357
3.12.1.13	STEPHENVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 29697)	359
3.12.1.14	WEATHERFORD AREA ENGINEER AND MAINTENANCE FACILITY – 29521	361
3.13	HOUSTON DISTRICT 363	
3.13.1	HOUSTON SITE SUMMARIES 365	
3.13.1.1	HOUSTON DISTRICT HEADQUARTERS AND MAINTENANCE – 129001	365
3.13.1.2	ANGLETON AREA ENGINEER AND MAINTENANCE FACILITY – 129680	367
3.13.1.3	CONROE AREA ENGINEER AND MAINTENANCE FACILITY – 129699	369
3.13.1.4	GALVESTON-PORT BOLIVAR FERRY MAINTENANCE OPERATIONS – 129692	371
3.13.1.5	HEMPSTEAD MAINTENANCE FACILITY – 129678	373
3.13.1.6	HEMPSTEAD MAINTENANCE FACILITY – 129924	375
3.13.1.7	HOUSTON CENTRAL MAINTENANCE FACILITY – 129675	377
3.13.1.8	HOUSTON NE AREA ENGINEER AND MAINTENANCE FACILITY – 129786	378
3.13.1.9	HOUSTON NW AREA ENGINEER AND MAINTENANCE FACILITY – 129693	380
3.13.1.10	HOUSTON SOUTH AREA ENGINEER AND MAINTENANCE FACILITY – 129689	382
3.13.1.11	HOUSTON DISTRICT ANNEX AREA ENGINEER FACILITY – 129683	385
3.13.1.12	HOUSTON TRANSTAR – 129004	387
3.13.1.13	HUMBLE NORTH AREA ENGINEER AND MAINTENANCE FACILITY – 129691	389
3.13.1.14	LA MARQUE AREA ENGINEER AND MAINTENANCE FACILITY – 129690	391
3.13.1.15	ROSENBERG AREA ENGINEER AND MAINTENANCE FACILITY – 129686	393
3.13.1.16	SUGAR LAND MAINTENANCE SPECIAL JOBS – 129062	395
3.14	LAREDO DISTRICT 397	
3.14.1	LAREDO SITE SUMMARIES 399	
3.14.1.1	LAREDO DISTRICT HEADQUARTERS AND MAINTENANCE – 229666	399
3.14.1.2	BRACKETTVILLE MAINTENANCE FACILITY – 229830	401
3.14.1.3	CARRIZO SPRINGS AREA ENGINEER & MAINTENANCE FACILITY – 229833	403
3.14.1.4	COMSTOCK MAINTENANCE SUB-SECTION – 229827	405
3.14.1.5	COTULLA MAINTENANCE FACILITY – 229900	407
3.14.1.6	DEL RIO AREA ENGINEER AND MAINTENANCE FACILITY – 229823	409
3.14.1.7	DEL RIO MAINTENANCE FACILITY – 229622	411
3.14.1.8	EAGLE PASS MAINTENANCE FACILITY – 229832	413
3.14.1.9	FREER MAINTENANCE FACILITY – 229048	415
3.14.1.10	LA PRYOR MAINTENANCE FACILITY – 229825	417
3.14.1.11	LANGTRY TRAVEL INFORMATION CENTER – 229888	419
3.14.1.12	LAREDO TRAVEL INFORMATION CENTER – 229002	421
3.15	LUBBOCK DISTRICT 423	
3.15.1	LUBBOCK SITE SUMMARIES 424	

Executive Summary and Reports

3.15.1.1	LUBBOCK DISTRICT HEADQUARTERS AND AREA ENGINEER – 59576	424
3.15.1.2	BOVINA MAINTENANCE FACILITY – 59577	426
3.15.1.3	BROWNFIELD AREA ENGINEER AND MAINTENANCE FACILITY – 59579	428
3.15.1.4	DIMMITT MAINTENANCE FACILITY – 59023	430
3.15.1.5	FLOYDADA MAINTENANCE FACILITY – 59564	432
3.15.1.6	LAMESA MAINTENANCE FACILITY – 59583	434
3.15.1.7	LEVELLAND MAINTENANCE FACILITY – 59584	436
3.15.1.8	LITTLEFIELD AREA ENGINEER AND MAINTENANCE FACILITY – 59574	438
3.15.1.9	LUBBOCK NORTHEAST MAINTENANCE FACILITY – 59581	440
3.15.1.10	LUBBOCK SOUTHEAST MAINTENANCE FACILITY – 59582	442
3.15.1.11	MORTON MAINTENANCE FACILITY – 59001	444
3.15.1.12	MULESHOE MAINTENANCE FACILITY – 59902	446
3.15.1.13	PLAINS MAINTENANCE FACILITY – 59578	448
3.15.1.14	PLAINVIEW AREA ENGINEER AND MAINTENANCE FACILITY – 59883	450
3.15.1.15	POST REGIONAL WAREHOUSE AND MAINTENANCE – 59570	452
3.15.1.16	RALLS MAINTENANCE FACILITY – 59567	454
3.15.1.17	SEMINOLE MAINTENANCE FACILITY – 59580	456
3.15.1.18	TAHOKA MAINTENANCE FACILITY – 59893	458
3.15.1.19	TULIA MAINTENANCE FACILITY – 59010	460
3.16	LUFKIN DISTRICT 462	
3.16.1	LUFKIN SITE SUMMARIES 464	
3.16.1.1	LUFKIN DISTRICT HEADQUARTERS AND MAINTENANCE – 119661	464
3.16.1.2	BRONSON MAINTENANCE YARD – 119662	467
3.16.1.3	CENTER MAINTENANCE FACILITY – 119673	468
3.16.1.4	CORRIGAN MAINTENANCE SUB-SECTION – 119670	470
3.16.1.5	CROCKETT MAINTENANCE FACILITY – 119671	471
3.16.1.6	GROVETON MAINTENANCE FACILITY – 119660	473
3.16.1.7	HEMPHILL MAINTENANCE FACILITY – 119049	475
3.16.1.8	LIVINGSTON AREA ENGINEER AND MAINTENANCE FACILITY – 119590	477
3.16.1.9	LUFKIN MAINTENANCE FACILITY – 119672	479
3.16.1.10	NACOGDOCHES AREA ENGINEER AND MAINTENANCE FACILITY – 119674	481
3.16.1.11	SAN AUGUSTINE AREA ENGINEER AND MAINTENANCE FACILITY – 119675	483
3.16.1.12	SHEPHERD MAINTENANCE FACILITY – 119050	485
3.16.1.13	TIMPSON MAINTENANCE FACILITY – 119667	487
3.16.1.14	ZAVALLA MAINTENANCE FACILITY – 119663	488
3.17	ODESSA DISTRICT 489	
3.17.1	ODESSA SITE SUMMARIES 490	
3.17.1.1	ODESSA DISTRICT HEADQUARTERS AND AREA ENGINEER AND MAINTENANCE – 69597	490
3.17.1.2	ANDREWS MAINTENANCE FACILITY – 69599	494
3.17.1.3	BALMORHEA MAINTENANCE FACILITY – 69921	496
3.17.1.4	CRANE MAINTENANCE FACILITY – 69600	498
3.17.1.5	FORT STOCKTON AREA ENGINEER AND MAINTENANCE FACILITY – 69587	500
3.17.1.6	IRAAN MAINTENANCE FACILITY – 69892	502
3.17.1.7	KERMIT MAINTENANCE FACILITY – 69592	504
3.17.1.8	McCAMEY MAINTENANCE FACILITY – 69593	506
3.17.1.9	MIDLAND AREA ENGINEER AND MAINTENANCE FACILITY – 69601	508
3.17.1.10	MONAHANS MAINTENANCE FACILITY – 69598	510
3.17.1.11	OLD PECOS AREA ENGINEER AND MAINTENANCE FACILITY – 69586	512

Executive Summary and Reports

3.17.1.12	PECOS AREA ENGINEER AND MAINTENANCE FACILITY – 69051	514
3.17.1.13	PECOS MAINTENANCE SUB-SECTION – 69588	516
3.17.1.14	REEVES COUNTY MAINTENANCE YARD – 69001	518
3.17.1.15	SANDERSON MAINTENANCE FACILITY – 69594	520
3.17.1.16	STANTON MAINTENANCE FACILITY – 69595	522
3.18	PARIS DISTRICT	524
3.18.1	PARIS SITE SUMMARIES	526
3.18.1.1	PARIS DISTRICT HEADQUARTERS AND MAINTENANCE – 19503	526
3.18.1.2	BONHAM MAINTENANCE FACILITY – 19505	529
3.18.1.3	CLARKSVILLE MAINTENANCE FACILITY – 19500	531
3.18.1.4	COOPER MAINTENANCE FACILITY – 19502	533
3.18.1.5	DENISON TRAVEL INFORMATION CENTER – 19747	535
3.18.1.6	EMORY MAINTENANCE FACILITY – 19031	537
3.18.1.7	GREENVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 19064	539
3.18.1.8	MOUNT VERNON MAINTENANCE FACILITY – 19021	541
3.18.1.9	PARIS AREA ENGINEER AND MAINTENANCE FACILITY – 19020	543
3.18.1.10	SHERMAN AREA ENGINEER AND MAINTENANCE FACILITY – 19002	545
3.18.1.11	SULPHUR SPRINGS AREA ENGINEER AND MAINTENANCE FACILITY – 19676	547
3.18.1.12	WHITESBORO MAINTENANCE SUB-SECTION – 19513	549
3.19	PHARR DISTRICT	551
3.19.1	PHARR SITE SUMMARIES	553
3.19.1.1	PHARR DISTRICT HEADQUARTERS AND MAINTENANCE – 219820	553
3.19.1.2	BROWNSVILLE MAINTENANCE FACILITY – 219817	557
3.19.1.3	EDCOUCH MAINTENANCE FACILITY – 219813	559
3.19.1.4	FALFURRIAS MAINTENANCE SUB-SECTION – 219821	561
3.19.1.5	HEBBRONVILLE MAINTENANCE FACILITY – 219819	563
3.19.1.6	LAGUNA VISTA MAINTENANCE SUB-SECTION – 219623	565
3.19.1.7	MISSION MAINTENANCE FACILITY – 219890	566
3.19.1.8	PHARR AREA ENGINEER AND MAINTENANCE FACILITY – 219807	568
3.19.1.9	RAYMONDVILLE MAINTENANCE FACILITY – 219809	569
3.19.1.10	RIO GRANDE CITY MAINTENANCE FACILITY – 219816	571
3.19.1.11	ROMA AREA ENGINEER AND MAINTENANCE FACILITY – 219001	572
3.19.1.12	SAN BENITO AREA ENGINEER AND MAINTENANCE FACILITY – 219815	574
3.19.1.13	SAN ISIDRO MAINTENANCE SUB-SECTION – 219814	576
3.19.1.14	VALLEY TRAVEL INFORMATION CENTER – 219764	578
3.19.1.15	ZAPATA MAINTENANCE SUB-SECTION – 219818	580
3.20	SAN ANGELO DISTRICT	582
3.20.1	SAN ANGELO SITE SUMMARIES	583
3.20.1.1	SAN ANGELO DISTRICT HEADQUARTERS – 79614	583
3.20.1.2	BALLINGER MAINTENANCE FACILITY – 79606	585
3.20.1.3	BIG LAKE MAINTENANCE FACILITY – 79732	587
3.20.1.4	BRONTE MAINTENANCE SUB-SECTION – 79607	589
3.20.1.5	EDEN MAINTENANCE FACILITY – 79608	590
3.20.1.6	ELDORADO MAINTENANCE SUB-SECTION – 79613	592
3.20.1.7	GARDEN CITY MAINTENANCE SUB-SECTION – 79610	594
3.20.1.8	JUNCTION AREA ENGINEER AND MAINTENANCE FACILITY – 79604	596
3.20.1.9	JUNCTION MAINTENANCE SUB-SECTION – 79065	598

Executive Summary and Reports

3.20.1.10	LEAKEY MAINTENANCE FACILITY – 79826	600
3.20.1.11	MENARD MAINTENANCE SUB-SECTION – 79922	602
3.20.1.12	MERTZON MAINTENANCE YARD – 79734	604
3.20.1.13	OZONA MAINTENANCE FACILITY – 79615	605
3.20.1.14	ROBERT LEE MAINTENANCE FACILITY – 79022	607
3.20.1.15	ROCKSPRINGS MAINTENANCE FACILITY – 79831	609
3.20.1.16	SAN ANGELO AREA ENGINEER AND MAINTENANCE FACILITY – 79612	611
3.20.1.17	SONORA AREA ENGINEER AND MAINTENANCE FACILITY – 79605	613
3.20.1.18	STERLING CITY MAINTENANCE FACILITY – 79611	615
3.21	SAN ANTONIO DISTRICT	617
3.21.1	SAN ANTONIO SITE SUMMARIES	618
3.21.1.1	SAN ANTONIO DISTRICT HEADQUARTERS AND MAINTENANCE – 159740	618
3.21.1.2	BANDERA MAINTENANCE FACILITY – 159792	622
3.21.1.3	BOERNE MAINTENANCE FACILITY – 159033	624
3.21.1.4	DEVINE MAINTENANCE FACILITY – 159745	626
3.21.1.5	FLORESVILLE MAINTENANCE FACILITY – 159066	628
3.21.1.6	HONDO AREA ENGINEER AND MAINTENANCE FACILITY – 159729	630
3.21.1.7	KERRVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 159739	632
3.21.1.8	NEW BRAUNFELS AREA ENGINEER AND MAINTENANCE FACILITY – 159067	634
3.21.1.9	PEARSALL MAINTENANCE FACILITY – 159737	636
3.21.1.10	PLEASANTON AREA ENGINEER AND MAINTENANCE FACILITY – 159911	638
3.21.1.11	SAN ANTONIO BEXAR METRO AREA ENGINEER AND MAINTENANCE FACILITY – 159659	640
3.21.1.12	SAN ANTONIO NORTHEAST MAINTENANCE FACILITY – 159906	642
3.21.1.13	SAN ANTONIO SOUTHWEST MAINTENANCE FACILITY – 159844	644
3.21.1.14	SAN ANTONIO TRANSPORTATION GUIDANCE SYSTEM – 159003	646
3.21.1.15	SEGUIN REGIONAL WAREHOUSE AND AREA ENGINEER AND MAINTENANCE FACILITY – 159741	648
3.21.1.16	TILDEN MAINTENANCE FACILITY – 159742	650
3.21.1.17	UVALDE MAINTENANCE FACILITY – 159621	652
3.22	TYLER DISTRICT	654
3.22.1	TYLER SITE SUMMARIES	656
3.22.1.1	TYLER DISTRICT HEADQUARTERS AND MAINTENANCE – 109656	656
3.22.1.2	ATHENS REGIONAL WAREHOUSE AND AREA ENGINEER AND MAINTENANCE FACILITY – 109027	658
3.22.1.3	CANTON MAINTENANCE FACILITY – 109068	660
3.22.1.4	HENDERSON MAINTENANCE FACILITY – 109652	662
3.22.1.5	JACKSONVILLE MAINTENANCE FACILITY – 109002	664
3.22.1.6	LONGVIEW AREA ENGINEER MAINTENANCE AND VTR – 109596	666
3.22.1.7	MINEOLA AREA ENGINEER AND MAINTENANCE FACILITY – 109012	668
3.22.1.8	PALESTINE AREA ENGINEER AND MAINTENANCE FACILITY – 109001	670
3.22.1.9	RUSK MAINTENANCE FACILITY – 109657	672
3.22.1.10	TYLER NORTH MAINTENANCE FACILITY – 109654	674
3.22.1.11	TYLER SOUTH AREA ENGINEER AND MAINTENANCE FACILITY – 109648	676
3.23	WACO DISTRICT	678
3.23.1	WACO SITE SUMMARIES	679
3.23.1.1	WACO DISTRICT HEADQUARTERS AND MAINTENANCE – 99636	679
3.23.1.2	BELTON AREA ENGINEER AND MAINTENANCE FACILITY – 99069	683
3.23.1.3	GATESVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 99637	685
3.23.1.4	HAMILTON MAINTENANCE FACILITY – 99638	687

Executive Summary and Reports

3.23.1.5	HILLSBORO AREA ENGINEER AND MAINTENANCE FACILITY – 99641	689
3.23.1.6	MARLIN AREA ENGINEER AND MAINTENANCE FACILITY – 99642	691
3.23.1.7	MERIDIAN MAINTENANCE FACILITY – 99646	693
3.23.1.8	MEXIA MAINTENANCE FACILITY – 99639	695
3.23.1.9	TEMPLE MAINTENANCE SUB-SECTION – 99645	697
3.23.1.10	WACO WEST AREA ENGINEER AND MAINTENANCE FACILITY – 99640	698
3.23.1.11	WACO AREA ENGINEER AND MAINTENANCE FACILITY – 99071	700
3.23.1.12	WACO MAINTENANCE SPECIAL CREWS – 99644	702
3.24	WICHITA FALLS DISTRICT 704	
3.24.1	WICHITA FALLS SITE SUMMARIES 705	
3.24.1.1	WICHITA FALLS DISTRICT HEADQUARTERS – 39540	705
3.24.1.2	ARCHER CITY MAINTENANCE FACILITY – 39052	708
3.24.1.3	BOWIE MAINTENANCE FACILITY – 39529	710
3.24.1.4	ELECTRA MAINTENANCE FACILITY – 39538	712
3.24.1.5	GAINESVILLE AREA ENGINEER AND MAINTENANCE FACILITY – 39619	714
3.24.1.6	GAINESVILLE TRAVEL INFORMATION CENTER – 39000	716
3.24.1.7	GRAHAM AREA ENGINEER AND MAINTENANCE FACILITY – 39569	718
3.24.1.8	HENRIETTA MAINTENANCE FACILITY – 39053	720
3.24.1.9	NOCONA MAINTENANCE FACILITY – 39541	722
3.24.1.10	OLNEY MAINTENANCE FACILITY – 39539	724
3.24.1.11	SEYMOUR MAINTENANCE FACILITY – 39534	726
3.24.1.12	THROCKMORTON MAINTENANCE FACILITY – 39536	728
3.24.1.13	VERNON AREA ENGINEER AND MAINTENANCE FACILITY – 39533	730
3.24.1.14	WICHITA FALLS AREA ENGINEER AND MAINTENANCE FACILITY – 39028	732
3.24.1.15	WICHITA FALLS TRAVEL INFORMATION CENTER – 39542	734
3.25	YOAKUM DISTRICT 736	
3.25.1	YOAKUM SITE SUMMARIES 738	
3.25.1.1	YOAKUM DISTRICT HEADQUARTERS AND MAINTENANCE – 139702	738
3.25.1.2	BAY CITY MAINTENANCE FACILITY – 139688	740
3.25.1.3	BELLVILLE MAINTENANCE FACILITY – 139685	742
3.25.1.4	COLUMBUS MAINTENANCE FACILITY – 139709	744
3.25.1.5	CUERO MAINTENANCE FACILITY – 139074	746
3.25.1.6	CUERO MAINTENANCE YARD – 139707	748
3.25.1.7	EDNA MAINTENANCE FACILITY – 139706	749
3.25.1.8	GONZALES MAINTENANCE FACILITY – 139546	751
3.25.1.9	HALLETTSVILLE MAINTENANCE FACILITY – 139694	753
3.25.1.10	LA GRANGE MAINTENANCE FACILITY – 139003	755
3.25.1.11	PORT LAVACA MAINTENANCE FACILITY – 139710	757
3.25.1.12	SARGENT SWING BRIDGE MAINTENANCE FACILITY – 139000	759
3.25.1.13	SCHULENBURG MAINTENANCE FACILITY – 139695	761
3.25.1.14	SEALY MAINTENANCE FACILITY – 139002	762
3.25.1.15	VICTORIA AREA ENGINEER AND MAINTENANCE FACILITY – 139851	763
3.25.1.16	WHARTON AREA ENGINEER AND MAINTENANCE FACILITY – 139903	765
3.25.1.17	YOAKUM MAINTENANCE YARD – 139705	767
3.26	STATE HEADQUARTERS 768	
3.26.1	STATE HEADQUARTERS SITE SUMMARIES 769	
3.26.1.1	CAMP HUBBARD STATE HEADQUARTERS – 299881	769

3.26.1.2	DEWITT C. GREER BUILDING – 299882	771
4.	VFA FIELD REPORTS	773
4.1	ABILENE DISTRICT	773
4.2	AMARILLO DISTRICT	773
4.3	ATLANTA DISTRICT	773
4.4	AUSTIN DISTRICT	773
4.5	BEAUMONT DISTRICT	773
4.6	BROWNWOOD DISTRICT	773
4.7	BRYAN DISTRICT	773
4.8	CHILDRESS DISTRICT	773
4.9	CORPUS CHRISTI DISTRICT	773
4.10	DALLAS DISTRICT	773
4.11	EL PASO DISTRICT	773
4.12	FORT WORTH DISTRICT	773
4.13	HOUSTON DISTRICT	773
4.14	LAREDO DISTRICT	773
4.15	LUBBOCK DISTRICT	773
4.16	LUFKIN DISTRICT	773
4.17	ODESSA DISTRICT	773
4.18	PARIS DISTRICT	773
4.19	PHARR DISTRICT	773
4.20	SAN ANGELO DISTRICT	773
4.21	SAN ANTONIO DISTRICT	773
4.22	TYLER DISTRICT	773
4.23	WACO DISTRICT	773
4.24	WICHITA FALLS DISTRICT	773
4.25	YOAKUM DISTRICT	773
4.26	STATE HEADQUARTERS	773
5.	APPENDIX A – DISTRICT ADA TRANSITION EXECUTION MAPS	774
5.1	ABILENE DISTRICT	774
5.2	AMARILLO DISTRICT	774
5.3	ATLANTA DISTRICT	774
5.4	AUSTIN DISTRICT	774
5.5	BEAUMONT DISTRICT	774
5.6	BROWNWOOD DISTRICT	774
5.7	BRYAN DISTRICT	774
5.8	CHILDRESS DISTRICT	774
5.9	CORPUS CHRISTI DISTRICT	774
5.10	DALLAS DISTRICT	774
5.11	EL PASO DISTRICT	774
5.12	FORT WORTH DISTRICT	774
5.13	HOUSTON DISTRICT	774
5.14	LAREDO DISTRICT	774
5.15	LUBBOCK DISTRICT	774
5.16	LUFKIN DISTRICT	774
5.17	ODESSA DISTRICT	774
5.18	PARIS DISTRICT	774
5.19	PHARR DISTRICT	774
5.20	SAN ANGELO DISTRICT	774

Executive Summary and Reports

5.21	SAN ANTONIO DISTRICT	774
5.22	TYLER DISTRICT	774
5.23	WACO DISTRICT	774
5.24	WICHITA FALLS DISTRICT	774
5.25	YOAKUM DISTRICT	774
5.26	STATE HEADQUARTERS	774

**Attachment E -
3. Executive Summary and Reports**



Executive Summary and Reports

TxDOT | Statewide ADA Accessibility Assessment



100% FINAL REPORT – July 2018

1. EXECUTIVE SUMMARY

1.1 Statewide Executive Summary



STATE MAP WITH 25 DISTRICTS

The Texas Department of Transportation (TxDOT) engaged Lockwood, Andrews & Newnam, Inc. in July of 2017 to perform an Americans with Disabilities Act (ADA) assessment of their facilities comprehensively across the state of Texas. TxDOT initiated this pilot program for the Austin District to develop and refine the process. The architectural barriers and subsequent deficiencies documented as part of this assessment were not limited to those encountered by persons in wheelchairs but also those who are blind, have limited vision, limited hearing, or mobility disabilities.

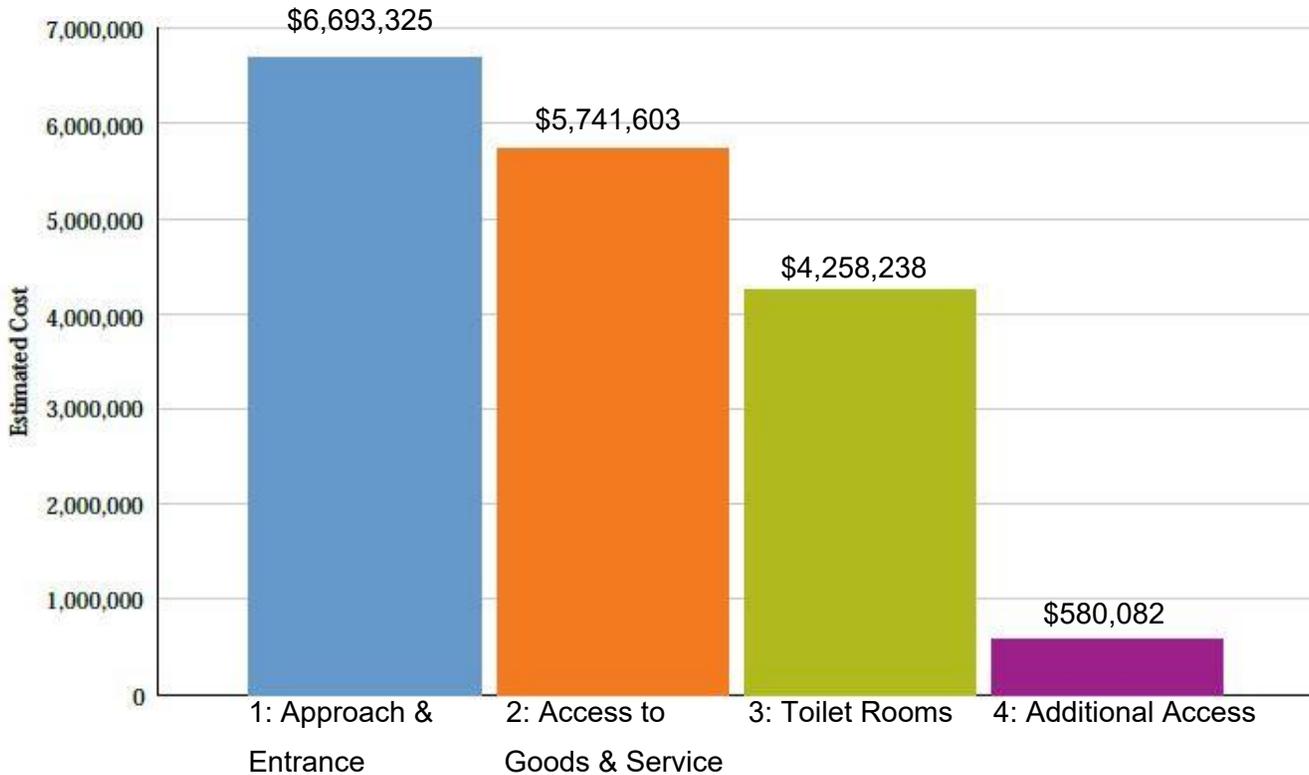
Detailed documentation of ADA noncompliance issues for buildings assessed in all Districts and State HQ can be found in the VFA facility software or in the attached appendices to this report. In addition, an opinion of probable costs is included with the documented issues of noncompliance.

Many of the issues identified can be remedied independently and unit costs are provided for each instance. Some of the issues found are advisory in nature or cannot be resolved individually without impacting the facility as a whole and costs associated for these items are on a lump sum basis. Others will require clarification due to potential exceptions or overarching parameters that could not be ascertained at the time of the assessment visit.

At the time of this final report submittal, 2,050 facilities have been evaluated for compliance with the 2010 Americans with Disabilities Act at three hundred and twenty-seven (327) sites and eleven (11) Travel Information Centers in twenty-five (25) Districts and State Headquarters. 19,419 non-compliant issues were documented within these Districts with a total estimated cost of \$17,337,420 (+or- 10%). Following are summaries of each District and sites within their geographic jurisdiction.

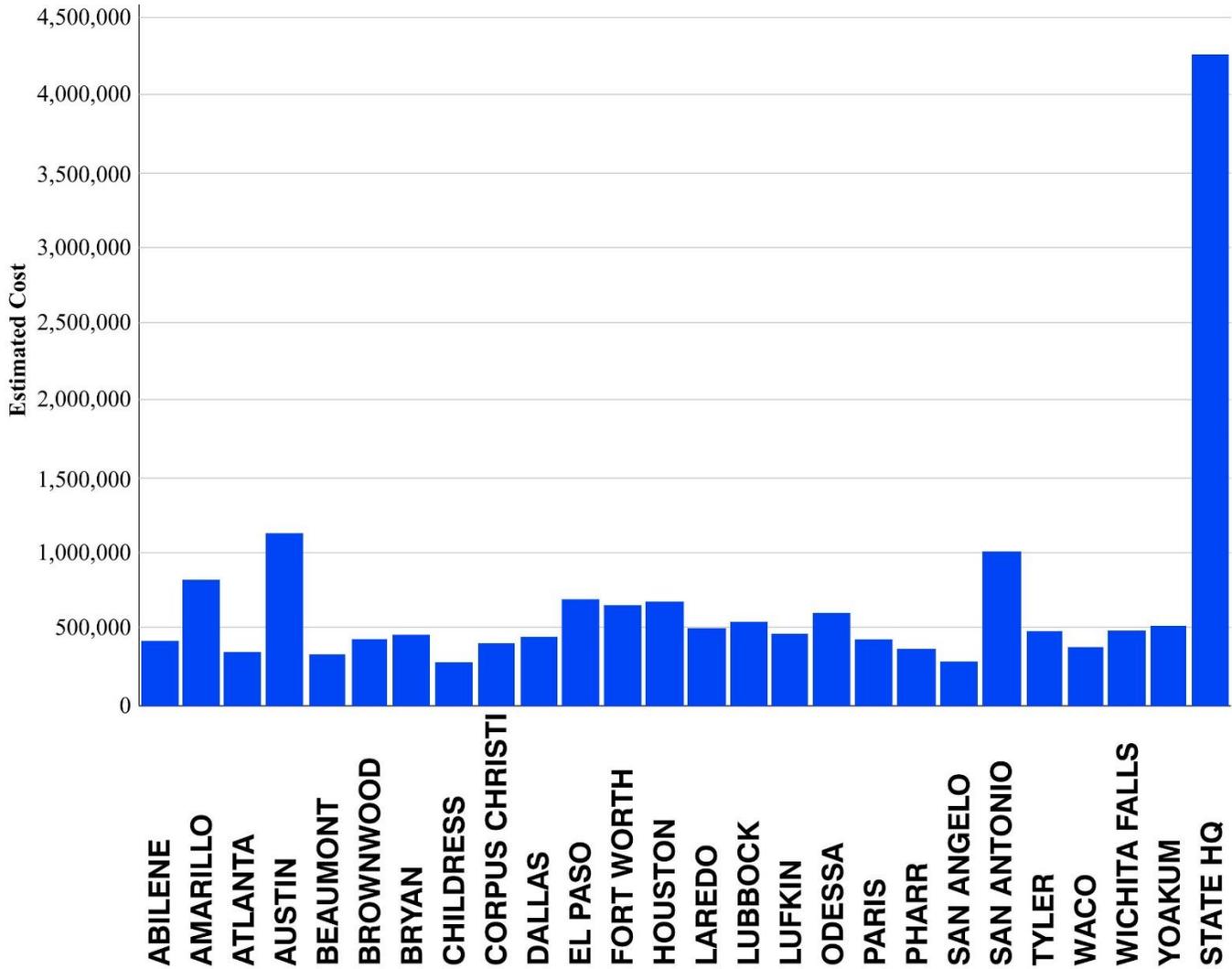
1.2 Statewide Costs by Priority

- Combined with previous efforts, the diagram below illustrates the statewide breakdown of cost associated within the VFA software that coincide with the four priorities identified in the ADA checklist. This diagram includes total estimated costs of \$17,273,248 from the following districts: Abilene, Amarillo, Austin, Atlanta, Beaumont, Brownwood, Bryan, Childress, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Laredo, Lubbock, Lufkin, Odessa, Paris, Pharr, San Angelo, San Antonio, Tyler, Waco, Wichita Falls, Yoakum, and State Headquarters.



1.3 Statewide Costs by District

- Combined with previous efforts, the diagram below illustrates the statewide breakdown of estimated costs by district.



2. METHODOLOGY

2.1 Standards, Team, Process & Tools

Utilizing the 2010 ADA Standards for Accessible Design and the ADA Checklist for Existing Facilities published by the New England ADA Center, barriers to compliance were identified, measured, and documented.

Four teams of assessors were employed for this project. Each assessment team was comprised of either two or three individuals with a registered professional architect or engineer leading each. Teams were assembled with a balance of skills to address identification and documentation of barriers to compliance with the 2010 ADA.

In order to gather necessary facilities data the assessment team first reviewed available site plans and building drawings. Assessment teams then conducted site visits to the sites in the Austin District. The work performed at each site included:

- Walking the site to determine any Priority 1 barriers to approach and entrance.
- Visit each assigned asset to verify that all required interior spaces were accessible and connected to the accessible route to verify Priority 2 access to goods and services.
- Verify and document conditions in toilet and shower rooms to check against Priority 3 toilet rooms accessible standards.

VFA.facility® is the software component utilized for this effort. It has been identified by TxDOT as the most appropriate digital tool for this work and application. As a web based product the program requires no additional computer hardware or software other than a high speed internet connection and a web browser. TxDOT will retain access to the web based database as long as the license (annual agreement) is maintained. The collection devices employed by the teams are i-Pad minis which allow the assessors to electronically collect data, record and document pictures and include notes deemed significant by the assessors.

Note: During the performance of these inspections there were conditions noted that the assessment teams felt may be a threat to the life safety of visitors or employees. These were mainly concerned with egress from the facilities. Exit signage, guards and handrails were observed that may not be in compliance with applicable life safety code. When observed these were noted in the report however the focus on this report is to identify non-compliance with the 2010 ADA and it should not be inferred that this report represents a comprehensive evaluation relative to any life safety issues that may be present at these facilities.

Attachment E -

4. Program Accessibility Self Evaluation & Analysis



Introduction

The Texas Department of Transportation (TxDOT) has a long history of being committed to providing for the safety, reliability and accessibility of the public the agency serves. The people of Texas have come to expect the best highway system in the United States from the agency and should be able to now expect the best transportation system for all of our citizens. TxDOT is proud to be a part of changes and progress that can unite, serve and further the safe and efficient movement of goods, services and people that ensure everyone is included. The Department is responsible for the operation and management of more than 195,000 lane miles of roadways on the State Highway System. This responsibility includes more than 53,000 bridges, 3,400 miles of interstate, an estimated 26,000 miles of sidewalks and other pedestrian facilities and more than 2500 Department-owned buildings across the State.

The American with Disabilities Act (ADA) is a civil rights law that mandates an equal opportunity for individuals with disabilities. The ADA prohibits accessibility discrimination to jobs, public accommodations, government services, public transportation, and telecommunications. The Texas Department of Transportation (TxDOT) is required to conduct a comprehensive re-evaluation of its policies, programs, and facilities to determine the extent to which individuals with disabilities may be restricted in their access to services and activities. Access to civic life by people with disabilities is a fundamental goal of the Americans with Americans with Disabilities Act (ADA). To ensure that this goal is met, Title II of the ADA requires state and local governments to make their programs and services accessible to persons with disabilities (28 CFR 35.149-35.151). This requirement extends not only to physical access at government facilities, programs, and events, but also to pedestrian facilities in public rights-of-way.

The Texas Department of Transportation developed an ADA Transition Plan in 2004 as required by law, and is currently in the process of updating that document. The Texas Department of Transportation is obligated to observe all requirements of Title I employment practices; Title II in its policies, programs, and services; parts of Title IV that apply to TxDOT's programs, services, or facilities; and all requirements specified in the Accessibility Guidelines (ADAAG) that apply to facilities and other physical holdings. Title II has the broadest impact on the State. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements include completion of a self-evaluation; development of an ADA complaint procedure; designation of a person who is responsible for overseeing Title II compliance; and development of a transition plan if the self-evaluation identifies any structural modifications necessary for compliance.

The transition plan must be updated every three to four years and maintained as an official record until superseded by a revised plan. Pursuant to the Rehabilitation Act of 1973, Section 504, no otherwise individual in the United States, as defined in section 705 (20) of this title, shall, solely be of his or her disability, be excluded from the participation in, be denied the benefits of, or be



subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by an Executive agency or by the United States Postal Service. For the purposes of this section, the term "program or activity" means all of the operations (1)(a) a department, agency, special purpose district, or other instrumentality of a State or local government; or (2) the entity of such State or local government that distributes such assistance and such department or agency (and each other State or local government entity) to which assistance is extended, in the case of assistance to a State or local government.

Standards

Policies & Practices

Title II prohibits all public entities, regardless of size of workforce, from discriminating in their employment practices against qualified individuals with disabilities. All public entities must ensure that their employment practices and policies do not discriminate on the basis of disability against qualified individuals in every aspect of employment, including recruitment, hiring, promotion, demotion, layoff, return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, and employer-sponsored activities, including recreational or social programs.

No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. TxDOT Standards will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. Persons with disabilities, in accordance with federal and state law may request reasonable accommodation throughout the hiring and selection process. Directors, managers, supervisors and employees are prohibited from taking retaliatory action against any person making allegations of violations.

Information & Staff Training

TxDOT established an ADA Training Program describing the requirements for ADA and its responsibility under it. The training program covers in detail, courses and topics that address the ADA Regulations and Standards; how they impact Department operations; the scoping of technical requirements of the ADA Standards for Accessible Design (ADAS); the Standards for Transportation Facilities (ADASTF); and the proposed Public Rights of Ways Accessibility Guidelines (PROWAG), including examples of compliant and non-compliant facilities.

Specifically, DES 122 - a six hour course, was developed to provide an update on accessible facility design with a focus on compliance with the Americans with Disabilities Act (ADA) and the Texas Accessibility Standards (TAS). The training was created to provide information and best practices for



those involved in the design, construction, and maintenance of pedestrian facilities and for those individuals who ensure compliance with applicable Federal and State laws.

Multiple divisions currently provide ADA training to Subrecipients regarding assurances and obligations required in their contractual agreements with TxDOT. Additional training is being developed to provide training that covers the ADA Subrecipients Compliance and Monitoring Program which includes training to assist with transition plans and more.

Use of Contractors

A public entity may not discriminate on the basis of disability in contracting for the purchase of goods and services. The Department prohibits discrimination against any person because of race, color, religion, sex, national origin, genetic information, citizenship or immigration status, disability, military status, or age. This applies to contractors' employment decisions as well as conduct.

Transportation

Under the ADA, the Department of Transportation (DOT) issues and enforces accessibility standards for transportation. These requirements apply to new or remanufactured vehicles covered by the ADA, including: buses and vans, rail cars, automated guideway vehicles, trams and similar vehicles. All vehicles shall provide a level-change mechanism or boarding device. The Americans with Disabilities Act (ADA) applies to both public and private ground transportation. The ADA rules that apply to transportation are regulated by the U.S. Department of Transportation. Both public and private organizations must meet ADA requirements. A public transportation system must provide adequate information on services in accessible formats for persons with different types of disabilities.

Equipment and facilities such as lifts, ramps, securement devices signage, and communication devices must be in good operating condition. If a feature is out of order, it must be repaired promptly. In the interim, an alternative accessible vehicle or option must be available. Public transit operators must allow adequate time for people with disabilities to board and exit from vehicles.

Service animals may accompany people with disabilities in vehicles and facilities. The DOT ADA regulations define a service animal as any guide dog, signal dog; and other animal individually trained to provide assistance to an individual with a disability, regardless of whether the animal has been licensed or certified by a state or local government.

Fixed-route systems must have signs designating seating for passengers with disabilities. At least one set of forward-facing seats must be marked as priority (for people with disabilities). Each public and private transportation operator must ensure that personnel are trained to operate vehicles and equipment safely; properly assist individuals with disabilities in a respectful, courteous way; and recognize that individuals with disabilities have different abilities and needs requiring different types of assistance.



Telephone Communication

Public entities that communicate by telephone must provide equally effective communication to individuals with disabilities, including hearing and speech impairments. If telephone relay services are available, these services generally may be used to meet this requirement. Auxiliary aids and services include a wide range of services and devices that promote effective communication.

Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, and telecommunications devices for deaf persons (TDDs). TxDOT will generally apply appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in TxDOT's programs, services, & activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Documentation & Publications

A public entity must ensure that its communications with individuals with disabilities are as effective as communications with others. This obligation, however, does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens. In order to provide equal access, a public accommodation is required to make available appropriate auxiliary aids and services where necessary to ensure effective communication. Web pages and electronic documents should be designed to be accessible to people with disabilities. Pages should conform to Section 508 and Web Content Accessibility Guidelines. The Communications and Information Management Divisions can provide information regarding accessibility design, and accessibility reviews of TxDOT's websites.

Meetings

A public entity may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility", applies to all existing facilities of a public entity. Public entities may achieve program accessibility by a number of methods. In many situations, the entity may provide access to facilities through structural methods, such as alteration of existing facilities through structural methods. The public entity may also pursue alternatives to structural changes in order to achieve program accessibility.

TxDOT ensures its programs will be conducted, and its facilities operated, in compliance with all non-discriminatory practices and requirements imposed. TxDOT will make all reasonable modifications to policies & programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, & activities. Anyone who requires auxiliary aids or services for effective



communication should request it as soon as possible but no later than 48 hours before the scheduled event. TxDOT will not place a fee on a particular individual's disability to cover the cost of providing auxiliary aids and services.

Three components are key to presenting meetings that are accessible to people with disabilities: where the meeting is held, how the meeting room furniture is arranged, and how the meeting information is communicated. Divisions, Districts and other offices within the Texas Department of

Transportation (TxDOT) should take steps in order to assure fair and equal access to TxDOT's facilities, services, programs and activities when hosting public meetings or events.

Audio –Visual Presentations

An accessible meeting presentation ensures that all participants have equal access to the meeting's content. Guidelines for "Accessible Materials" during presentations should be followed. Auxiliary aids and services bridge communication between people who are deaf or have hearing loss and people who are hearing so that each can understand the other. Auxiliary aids for individuals with vision impairments included qualified readers, taped texts, audio recordings, Brailled materials, large print materials, and assistance in locating items. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved.

Automated Electronic Equipment

ADAAG requires that areas used only by employees as work areas be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. For a parallel approach, the proper reach is up to 54 inches above the floor.

Emergency Evacuation

Areas of rescue assistance (safe areas in which to await help in an emergency are generally required on each floor, other than the ground floor, of a multistory building. An accessible egress route or an area of rescue assistance is required for each exit required by the local fire code. Specific requirements are provided for such features as location, size, stairway, width, and two-way communication. If emergency systems are provided, they should have both flashing lights and audible signals. Evacuation procedures, including procedures for persons with disabilities, should be posted and individuals should be on hand to provide appropriate assistance when needed.

Notification

A public entity must provide information on the requirements of Title II of the Americans with Disabilities Act to applicants, participants, beneficiaries, and other interested persons. The notice shall explain the requirements to applicants, participants, beneficiaries, and other interested persons. The notice shall explain the applicability to the public entity's services, programs, or



activities. A public entity shall provide such information as the head of the public entity determines to be necessary, to apprise individuals of the prohibition against discrimination. If an individual files an administrative complaint, the appropriate federal agency can and will investigate the allegations of discrimination.

A public entity that employs more than 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the Americans with Disabilities Act, including the investigation of complaints. In addition, the public entity must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II. An accommodation statement must be included in publications (flyers, newsletters, emails, websites, etc.) inviting participation in TxDOT-sponsored events. Publicity for events should notify potential attendees how to request information or request accommodations.

Service Animals

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals must be permitted in all areas except in unusual circumstances. There must be a designated area identified for service animals to relieve themselves. Individuals with service animals are welcomed in TxDOT offices, even where pets are generally prohibited.



ADA Self-Evaluation Update Program Accessibility

The purpose of this questionnaire is to gather data on how your district/division's programs are, or are not, accessible to people with disabilities. Questions are in the areas of:

[Contact/Help](#)

1. General Description of the District/Division
2. Policies and Practices
3. Information and Training for Staff
4. Use of Contractors
5. Transportation
6. Telephone Communication
7. Documents and Publications
8. Meetings
9. Audio-Visual Presentations
10. Automated Electronic Equipment
11. Emergency Evacuation
12. Notification
13. Service Animals

Your participation in completing this questionnaire will assist your district/division in improving its ability to serve the needs of people with disabilities and their families.

Each division will need to provide the following information with respect to all of its programs. You may, of course, use one form if the answers to these questions are the same for all of your programs and facilities. You may also use multiple forms and refer in one form to answers from another form. Please reply to each question. If the question is not applicable (N/A) to your program or programs, please indicate. If you have questions or need assistance, please contact the Civil Rights Division at (512) 416-4700.

1. General Description of the District/Division

District/Division: Paris District

DE/DD: Noel Paramanatham, P.E.

ADA Contact Name: Darius Samuels, P.E.

Address: 1365 N. Main St., Paris Texas 75460

Phone: (903)737-9498

Date of Review: 10/30/2017

Location of Program/Service: Paris District

Brief Description of Program: Roadway construction, maintenance and operations.

2. Policies and Practices that may limit the Participation of Individuals with Disabilities in the Organization's Programs and Activities.

2.1 Consider your formal and informal program eligibility and admission criteria or licensing standards. Particular attention should be paid to policies incorporating or establishing the following requirements. Please provide supporting documentation of those policies.

- Physical or mental fitness or performance requirements
- Safety standards
- Testing requirements; educational requirements
- Work experience requirements
- Income level requirement
- Credit rating requirements
- Requirements based on disability
- Requirements that prohibit participation because of disability
- Insurability requirements

2.2 If you have any such policies, do they or could they have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities? Yes No

2.3 If so, which of your exclusionary/limiting policies will be altered or eliminated to allow participation by individuals with disabilities? How will you communicate changes to department staff and public?

There are no current plans to alter policies as they are directly tied to safety aspects of the jobs they are linked to. If an accommodation is requested the District will make every effort to satisfy the request without compromising the safety of the employee or others.

2.4 Which of the exclusionary/ limiting policies will be retained by your district/division? What is your justification for their retention?

Exclusionary/limiting policies pertaining to physical or mental fitness or performance requirements (i.e. must be able to lift 50 pounds, etc.) will be retained. However, reasonable accommodations will be provided as to not exclude people with disabilities from employment opportunities, so long as it is not tied safety aspects and does not prevent the employee from performing essential job duties.

3. Information and Training for Staff

3.1 Which staff members need to be aware of your district/division's obligations and policies that enable persons with disabilities to participate in TxDOT's programs or activities?

Any district employees responsible for implementing policies.

3.2 How have you informed/ trained these staff members?

All district employees complete mandatory on-line EEO training every 2 years that contain aspects of ADA compliance.

4. Use of Contractors

4.1 Do you use contractors (including employment and referral agencies, labor unions, and companies providing fringe benefits, training, and apprenticeship programs) to conduct programs or activities on behalf of your district/division? Yes No

(If not, go on to section 5)

4.2 How do you ensure that both contractors and your procurement staff are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your district/division?

Contractors used for training are either employees of other state agencies who understand Texas' EEO/ADA obligations as a function of their relationship with their parent organization, or, are private contractors who work under a contract or purchase order that includes language specific to EEO/ADA issues and accommodations.

4.3 How do you monitor your contractors to ensure they fulfill their obligation?

Contracting and purchasing deliverables for training services include sign-in rosters, end-of-course surveys, feedback provided directly to HRD/WFD, and "desk checks" all managed by HRD/WFD. HRD expects any of these mechanisms would reveal an ADA risk or issue.

5. Transportation

5.1 Do you provide transportation to volunteers, beneficiaries, visitors, etc? (If not, go on to Section 6)

Yes No

5.2 What procedures does your district/division follow to make transportation accessible to persons who have:

- Visual disabilities
- Hearing disabilities
- Mobility disabilities

N/A

6. Telephone Communication

6.1 How do you communicate telephonically with individuals with hearing disabilities?

We have not dealt with that in this district yet.

6.1.1 If you use telecommunication devices for the deaf (TDDs), list option, telephone number, and organization or TDD directories in which the TDD number is listed.

N/A

6.1.2 If you use a TDD relay service, list the name of the company and type of service.

N/A

6.1.3 If you utilize Relay Texas Service, have you performed outreach to people with hearing and speech disabilities? Yes No
If so, how?

6.2 How do you train your staff in operating TDDs and in other means of communicating over the telephone with a person with a hearing disability?

Currently we don't have anyone in our district trained to communicate over the telephone with a person with a hearing disability.

7. Documents and Publications (Please provide examples for questions 7.1 - 7.3)

7.1 How do you make documents and publications available to individuals with visual disabilities? Do you use audio tape, large print, Braille, computer disk, or some other media?

Documents can be made available upon request. Unless requested we have not produced alternative documents for people with visual disabilities.

7.2 Do you make the content of document and publications available in simple, easy-to- understand language for individuals with learning disabilities? Yes No

7.3 Do you portray individuals with disabilities in your documents and in publications? Yes No

8. Meetings

8.1 Do you require that public meetings, hearings, and conferences be held in accessible locations? If yes, name places where meetings, hearings and conferences have been held. Yes No

The District Office, Paris Junior College, Love Civic Center

8.2 Are interpreters, readers and/or adaptive equipment provided in an expeditious manner, when requested, for meetings, interview, conferences, and for public appearances by and with department officials, and public hearings? Yes No

We have not had requests for interpreters or adaptive equipment yet.

8.3 Do you ensure that individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means? Yes No
If yes, describe how.

We have not had any requests.

9. Audio-Visual Presentations

9.1 How do you make audio-visual presentations prepared or presented by your department to the public accessible to individuals with disabilities?

List the audio-visual presentation (film, videotape, or television), whether or not they are captioned, and if not captioned, indicate what steps have been taken to ensure that persons with hearing disabilities can benefit from these or similar presentations:

Name of Presentation:	Captioned:	(Yes/No)
N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

9.2 Do you portray individuals with disabilities in audio-visual presentations? If yes, please provide an example. Yes No

10. Automated Electronic Equipment

10.1 Do you use electronic equipment, including copying machines, PCs, microfilm readers, etc. in your programs and activities? (If no, skip to the next element) Yes No

10.2 How do you ensure that electronic equipment is accessible to and usable by individuals with disabilities?

N/A

11. Emergency Evacuation

11.1 What equipment and/or procedures do you use to notify individuals with disabilities of emergencies and evacuation procedures?

- Visual Disabilities
- Hearing Disabilities
- Learning Disabilities

We have not dealt with this issue yet in this district.

12. Notification

12.1 How do you notify all persons (employees, applicants, participants, beneficiaries, volunteers, visitors, and other interested parties including those with visual and/or hearing disabilities) of their right to participate in your programs or activities regardless of their disability?

Through public printed media i.e. news papers, or invitations where applicable.

12.2 How do you notify all persons about any special procedures used for individuals with disabilities?

Through public printed media i.e. news papers, or invitations where applicable.

12.3 How do you notify all persons that your meetings, hearings, and conferences will be held in accessible locations and that auxiliary aids will be provided, upon request, to participants with disabilities?

Through public printed media i.e. news papers, or invitations where applicable.

12.4 How do you notify all persons about how and with whom to file a disability discrimination complaint and what procedure are they told to follow? (This includes disability discrimination complaints because of employment and volunteer services practices.)

Through public printed media i.e. news papers, or invitations where applicable.

13. Service Animals

13.1 Do you have any restrictions on service animals? If so, please describe the policy on service animals. Yes No

13.2 When a participant has a service animal, have areas been designated for the animal to relieve itself? Describe. Yes No

ADA Program Accessibility Self Evaluation



Paris

Section	Compliant or Non-Compliant	Corrective Action	Notes	Section	Compliant or Non-Compliant	Corrective Action	Notes												
Policies/Practices	2.1			Emergency Evacuation	11.1	C	See rec	Know of plan regardless											
	2.2	C		Notification	12.1	C	No												
	2.3	C			12.2	C													
	2.4	C			12.3	C													
					12.4	C													
Information/Staff Training	3.1	C	No but see rec	Service Animals	13.1	C	Yes	Provide training on designated area for the service animal to relieve itself											
	3.2	C			13.2	NC													
Use of Contractors	4.1	C	No	Comments/Concerns:															
	4.2	C																	
	4.3	C																	
Transportation	5.1	NA	No																
	5.2	NA																	
Phone Communication	6.1	NA	Yes					Comments/Concerns:											
	6.1.1	NA																	
	6.1.2	NA																	
	6.1.3	NA																	
	6.2	NC																	
Documentations and Publications	7.1	NA	No	Comments/Concerns:															
	7.2	NC																	
	7.3	NC																	
Meetings	8.1	C	No but see rec									Comments/Concerns:							
	8.2	C																	
	8.3	C																	
Audio-Visual Presentations	9.1	NA	Yes					Comments/Concerns:											
	9.2	NC																	
Automated Electronic Equipment	10.1	NA	Yes													Comments/Concerns:			
	10.2	NA																	

Legend:
Compliant = C; Non-Compliant = NC; Non-Applicable= N/A



ADA Self-Evaluation Update Program Accessibility

The purpose of this questionnaire is to gather data on how your district/division's programs are, or are not, accessible to people with disabilities. Questions are in the areas of:

[Contact/Help](#)

1. General Description of the District/Division
2. Policies and Practices
3. Information and Training for Staff
4. Use of Contractors
5. Transportation
6. Telephone Communication
7. Documents and Publications
8. Meetings
9. Audio-Visual Presentations
10. Automated Electronic Equipment
11. Emergency Evacuation
12. Notification
13. Service Animals

Your participation in completing this questionnaire will assist your district/division in improving its ability to serve the needs of people with disabilities and their families.

Each division will need to provide the following information with respect to all of its programs. You may, of course, use one form if the answers to these questions are the same for all of your programs and facilities. You may also use multiple forms and refer in one form to answers from another form. Please reply to each question. If the question is not applicable (N/A) to your program or programs, please indicate. If you have questions or need assistance, please contact the Civil Rights Division at (512) 416-4700.

1. General Description of the District/Division

District/Division: 45

DE/DD: AUD

ADA Contact Name: Nicole Lawson

Address: 125 E. 11th St., Austin, Tx 78701-2483

Phone: 512-463-5671

Date of Review: 12/20/2017

Location of Program/Service: Greer Building

Brief Description of Program: Internal Audit Division for Texas Department of Transportation

2. Policies and Practices that may limit the Participation of Individuals with Disabilities in the Organization's Programs and Activities.

2.1 Consider your formal and informal program eligibility and admission criteria or licensing standards. Particular attention should be paid to policies incorporating or establishing the following requirements. Please provide supporting documentation of those policies.

- Physical or mental fitness or performance requirements
- Safety standards
- Testing requirements; educational requirements
- Work experience requirements
- Income level requirement
- Credit rating requirements
- Requirements based on disability
- Requirements that prohibit participation because of disability
- Insurability requirements

2.2 If you have any such policies, do they or could they have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities? Yes No

2.3 If so, which of your exclusionary/limiting policies will be altered or eliminated to allow participation by individuals with disabilities? How will you communicate changes to department staff and public?

All Internal Auditors must hold a Bachelor's Degree. Auditor VI, Internal Audit Section Managers and the Internal Audit Division Director must hold certification in the auditing profession.

2.4 Which of the exclusionary/ limiting policies will be retained by your district/division? What is your justification for their retention?

We will continue to require education minimums for our Auditors.

3. Information and Training for Staff

3.1 Which staff members need to be aware of your district/division's obligations and policies that enable persons with disabilities to participate in TxDOT's programs or activities?

Internal Audit Division Director, Internal Audit Section Managers, Admin staff.

3.2 How have you informed/ trained these staff members?

Admin staff currently attends all ADA trainings.

4. Use of Contractors

4.1 Do you use contractors (including employment and referral agencies, labor unions, and companies providing fringe benefits, training, and apprenticeship programs) to conduct programs or activities on behalf of your district/division? Yes No
(If not, go on to section 5)

4.2 How do you ensure that both contractors and your procurement staff are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your district/division?

The Internal Audit Division is housed in the Greer building, and does not provide any ADA support to the building. In our division, the Admin staff is also charged with procuring necessary items.

4.3 How do you monitor your contractors to ensure they fulfill their obligation?

N/A

5. Transportation

5.1 Do you provide transportation to volunteers, beneficiaries, visitors, etc? (If not, go on to Section 6) Yes No

5.2 What procedures does your district/division follow to make transportation accessible to persons who have:

- Visual disabilities
- Hearing disabilities
- Mobility disabilities

N/A

6. Telephone Communication

6.1 How do you communicate telephonically with individuals with hearing disabilities?

We offer Webex with built in chat function .

6.1.1 If you use telecommunication devices for the deaf (TDDs), list option, telephone number, and organization or TDD directories in which the TDD number is listed.

6.1.2 If you use a TDD relay service, list the name of the company and type of service.

6.1.3 If you utilize Relay Texas Service, have you performed outreach to people with hearing and speech disabilities? Yes No

If so, how?

6.2 How do you train your staff in operating TDDs and in other means of communicating over the telephone with a person with a hearing disability?

N/A

7. Documents and Publications (Please provide examples for questions 7.1 - 7.3)

7.1 How do you make documents and publications available to individuals with visual disabilities? Do you use audio tape, large print, Braille, computer disk, or some other media?

N/A

7.2 Do you make the content of document and publications available in simple, easy-to- understand language for individuals with learning disabilities? Yes No

7.3 Do you portray individuals with disabilities in your documents and in publications? Yes No

8. Meetings

8.1 Do you require that public meetings, hearings, and conferences be held in accessible locations? If yes, name places where meetings, hearings and conferences have been held. Yes No

All public meetings are held at the Greer Building in the Delegation Room. Notice of all public meetings is posted with the SOS 7 days prior to meetings with a number and contact if assistance is needed.

8.2 Are interpreters, readers and/or adaptive equipment provided in an expeditious manner, when requested, for meetings, interview, conferences, and for public appearances by and with department officials, and public hearings? Yes No

If yes, on average, how long does it take to fulfil the request?

8.3 Do you ensure that individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means? Yes No
If yes, describe how.

9. Audio-Visual Presentations

9.1 How do you make audio-visual presentations prepared or presented by your department to the public accessible to individuals with disabilities?

List the audio-visual presentation (film, videotape, or television), whether or not they are captioned, and if not captioned, indicate what steps have been taken to ensure that persons with hearing disabilities can benefit from these or similar presentations:

Name of Presentation:	Captioned:	(Yes/No)
Audit Subcommittee Audio	No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Audit Subcommittee Minutes	No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

9.2 Do you portray individuals with disabilities in audio-visual presentations? If yes, please provide an example. Yes No

10. Automated Electronic Equipment

10.1 Do you use electronic equipment, including copying machines, PCs, microfilm readers, etc. in your programs and activities? (If no, skip to the next element) Yes No

10.2 How do you ensure that electronic equipment is accessible to and usable by individuals with disabilities?

Our copy machine is in a common room for our division.

11. Emergency Evacuation

11.1 What equipment and/or procedures do you use to notify individuals with disabilities of emergencies and evacuation procedures?

- Visual Disabilities
- Hearing Disabilities
- Learning Disabilities

We post maps around the floor of our evacuation route, and assign a three member team to ensure all team members are out of the building safely.

12. Notification

12.1 How do you notify all persons (employees, applicants, participants, beneficiaries, volunteers, visitors, and other interested parties including those with visual and/or hearing disabilities) of their right to participate in your programs or activities regardless of their disability?

N/A

12.2 How do you notify all persons about any special procedures used for individuals with disabilities?

On an individual, as needed basis.

12.3 How do you notify all persons that your meetings, hearings, and conferences will be held in accessible locations and that auxiliary aids will be provided, upon request, to participants with disabilities?

Public meeting are listed with the Secretary of the State.

12.4 How do you notify all persons about how and with whom to file a disability discrimination complaint and what procedure are they told to follow? (This includes disability discrimination complaints because of employment and volunteer services practices.)

N/A

13. Service Animals

13.1 Do you have any restrictions on service animals? If so, please describe the policy on service animals. Yes No

13.2 When a participant has a service animal, have areas been designated for the animal to relieve itself? Describe. Yes No

ADA Program Accessibility Self Evaluation



Audit Division

Section	Compliant or Non-Compliant		Corrective Action	Notes	Section	Compliant or Non-Compliant		Corrective Action	Notes
Policies/Practices	2.1		No	Educational Requirements are not discriminatory.	Emergency Evacuation	11.1	C	No	12.2 - Remind division of accomodation statement; 12.4 - TxDot policy & procedures
	2.2	C			Notification	12.1	NA	No but see rec.	
	2.3	C				12.2	C		
	2.4	C				12.3	C		
						12.4	NA		
Information/Staff Training	3.1	C	No but see rec.	All division employees should receive training	Service Animals	13.1	C	Yes	13.2 - There needs to be a designated area
	3.2	C				13.2	NC		
Use of Contractors	4.1	NA	No		Comments/Concerns:				
	4.2	NA							
	4.3	NA							
Transportation	5.1	NA	No						
	5.2	NA							
Phone Communication	6.1	C	No but see rec.	6.1.3. - Provide training to all employees for RTD.					
	6.1.1	NA							
	6.1.2	NA							
	6.1.3	NA							
	6.2	NA							
Documentations and Publications	7.1	NA	No						
	7.2	C							
	7.3	C							
Meetings	8.1	C	Yes	8.2 - TxDot has system for auxillary aid and recommend division to become aware of.					
	8.2	NC							
	8.3	NC							
Audio-Visual Presentations	9.1	NA	No						
	9.2	NA							
Automated Electronic Equipment	10.1	C	No	10.2 - Make sure within reach as well					
	10.2	C							

ADA Self Evaluation Program District Data (At A Glance)

Section	District Titles																									
	PAR	FTW	WFS	AMA	LBB	ODA	SJT	ABL	WAC	TYL	LFK	HOU	YKM	AUS	SAT	CRP	BRY	DAL	ATL	BMT	PHR	LRD	BWD	ELP	CHS	
Policies & Procedures	2.1																									
	2.2	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	2.3	C	NA	NA	C	C	NA	NA	NA	C	C	NA	NA	C	C	C	NA	C	NA	C	NA	C	C	NA	C	NA
	2.4	C	NA	NA	NA	C	NA	NA	NA	C	NA	NA	NA	C	C	C	NA	C	NA	NA	C	C	C	NA	C	NA
Staff Training	3.1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	3.2	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Use of Contractors	4.1	C	C	NA	C	C	NA	NA	NA	C	NA	NA	C	C	C	C	C	C	C	C	C	C	NA	C	NA	
	4.2	C	C	NA	C	C	NA	NA	NA	C	NA	NA	NA	C	C	C	C	C	C	C	C	C	NA	C	NA	
	4.3	C	C	NA	C	C	NA	NA	NA	C	NA	NA	NA	C	C	C	C	C	C	C	C	C	NA	C	NA	
Transportation	5.1	NA	NA	NA	NA	C	NA																			
	5.2	NA	NA	NA	NA	C	NA	NA	NA	NA	NA	C	NA													
Phone Communication	6.1	NA	C	C	C	C	C	C	C	C	C	C	NC	C	C	NC	C	C	C	C	C	C	C	C	C	
	6.1.1	NA	C	C	NA	C	C	C	C	C	NA	NA	NA	NA	C	C	NA	NA	C	NA	NA	C	C	NA	NA	
	6.1.2	NA	C	NA	NA	C	NA	C	C	NA	NA	NA	NA	NA	NA	C	NA	NA								
	6.1.3	NA	C	NA	C	NA	NA	NA	NA	NA	NA	C	NA	NA												
	6.2	NC	C	C	NA	C	NC	NC	NC	C	NA	C	NA	NA	C	C	NC	C	NC	NA	NC	NC	NC	NC	NA	
Documentation & Publications	7.1	NA	C	C	C	C	C	C	C	C	C	C	C	NA	C	C	C	C	C	C	C	C	C	C	C	
	7.2	NC	C	C	C	C	C	C	C	C	C	C	C	NC	C	C	NC	C	C	NC	C	C	C	C	C	
	7.3	NC	C	NC	NC	C	NC	NC	NC	NC	NC	C	NC	NC	NC											
Meetings	8.1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
	8.2	C	C	C	C	C	C	C	C	C	C	C	C	NA	C	C	C	C	C	NA	C	C	C	C	NA	
	8.3	C	C	C	C	C	NA	C	C	C	C	C	C	NA	C	C	C	C	C	NA	C	C	C	C	NA	
Audio-Visual Presentations	9.1	NA	C	NA	C	NA	NA	NA	NA	NA	C	C	NA	NA	NA	NA										
	9.2	NC	C	NC	C	NC	NC	C	NC	NA	NC	C	NC	NC	NC	NC										
Electronic Equipment	10.1	NA	C	NA	C	NA	NA	NA	NA	C	NA	NA	C	C	NA	C	C	C	NA	NA	C	NA	C	NA	NA	
	10.2	NA	C	C	C	C	C	C	C	C	NA	NA	C	C	C	NA	NA									
Evacuation	11.1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	NC	C	C	NA	C	C	C	C	C	C	
Notification	12.1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
	12.2	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
	12.3	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	NC	C	C	C	C	C	C	C	C	
	12.4	C	C	C	C	C	C	C	C	C	C	C	NC	C	C	C	NC	C	C	C	C	C	C	C	C	
Service Animals	13.1	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
	13.2	NC	C	C	C	C	NC	C	NC	C	C	C	NC	C	C	C	NC	NC	NC	NC	C	C	NC	C	NC	

Legend:
 Compliant = C; Non-Compliant = NC; Non-Applicable= N/A; The highlighted rows are in need of the most attention.

ADA Program Accessibility Self Evaluation



Childress

Section	Compliant or Non-Compliant		Corrective Action	Notes	Section	Compliant or Non-Compliant		Corrective Action	Notes
Policies/Practices	2.1		No		Emergency Evacuation	11.1	C	No	
	2.2	C			Notification	12.1	C	No	
	2.3	NA				12.2	C		
	2.4	NA				12.3	C		
				12.4	C				
Information/Staff Training	3.1	C	No but see rec	All district employees should be trained.	Service Animals	13.1	C	Yes	13.2 - Provide training
	3.2	C				13.2	NC		
Use of Contractors	4.1	NA	No		Comments/Concerns:				
	4.2	NA							
	4.3	NA							
Transportation	5.1	NA	No						
	5.2	NA							
Phone Communication	6.1	C	Yes	6.2 - Provide training					
	6.1.1	NA							
	6.1.2	NA							
	6.1.3	NA							
	6.2	NC							
Documentations and Publications	7.1	C	Yes	7.3 - Provide training					
	7.2	C							
	7.3	NC							
Meetings	8.1	C	No						
	8.2	NA							
	8.3	NA							
Audio-Visual Presentations	9.1	NA	No	9.2 - Portray training					
	9.2	NC							
Automated Electronic Equipment	10.1	NA	No						
	10.2	NA							

Legend:
Compliant = C; Non-Compliant = NC; Non-Applicable= N/A

ADA Self Evaluation Program Division Data (At A Glance)

Section	Division Titles																											
	AUD	AVN	BRG	CIV	CMD	CMP	CST	CSD	DES	ENV	FIN	FOD	HR	IMD	MNT	MRD	OCC	PRO	PEPS	PTN	Rail	ROW	RTI	SSD	Toll	TRF	TPP	TRV
Policies & Procedures	2.1																											
	2.2	C	C	C	C	C	C		C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C		
	2.3	C	NA	C	NA	NA	C		C	C	NA	NA	NA	C	NA	NA	NA	NA	NA		NA	NA	NA	NA	C	NA	NA	NA
	2.4	C	NA	NA	NA	NA	NA	C		C	C	NA	NA	NA	C	NA	NA	NA	NA		NA	NA	NA	NA	C	NA	NA	NA
Staff Training	3.1	C	C	C	C	C	C		C	C	C	C	C		NC	C	C	C		NA	C	C	C	C	C	NA		C
	3.2	C	C	C	C	C	C		NC	C	C	C	C		NC	C	C	C		NA	C	C	C	C	C	NA		C
Use of Contractors	4.1	NA	C	C	C	C	NA		C	C	C	C	C	C	NA	C	C	C	NA		C	NA	C	C	C	C		C
	4.2	NA	C	C	C	C	NA	C		C	C	C	C	C	NA	NA	NA	C	NA		C	NA	C	C	C	C	C	C
Transportation	4.3	NA	C	NA	C	NA	NA		NA	C	C	C	C	C	NA	NA	NA	C	NA		C	NA	C	C	C	C	NA	C
	5.1	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	C	NA	NA	NA
Phone Communication	5.2	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	C	NA	NA	NA
	6.1	C	C	C	C	C	C		NA	C	C	C	C	NA	C	NA	C	C	C		C	C	C	C	C	C		NA
	6.1.1	NA	NA	NA	C	NA	NA		NA	C	NA	NA	NA	C	NA	NA	NA	NA	NA		NA	NA	C	C	C	NA	NA	NA
	6.1.2	NA	NA	NA	C	NA	NA		NA	C	NA	NA	NA	C	NA	NA	NA	NA	NA		NA	NA	NC	C	C	NA	NA	NA
	6.1.3	NA	NA	NA	C	NA	NA		NA	C	NA	A	NA	C	NA	NA	NA	NA	NA		NA	NA	C	NA	C	NA	NA	NA
Documentation & Publications	6.2	NA	NA	NC	NC	NA	NC		NA	C	NC	NA	NC	NA	C	NC	NC	NC	NC		NA	NA	C	C	C	NC	NA	NA
	7.1	NA	C	C	C	C	NA		C	C	C	C	C	C	C	NA	C	C	NA		C	C	C	C	C	C	C	C
	7.2	C	C	C	C	C	NC		C	C	NC	C	NA	C	C	C	C	C	C		C	NC	NA	C	C	C	NA	NC
Meetings	7.3	C	NC	NA	C	NC	NC		NC	C	NC	NC	NA	NC	NC	NC	NC	NC	NC		NC	NC	NC	NC	C	NC	NC	NC
	8.1	C	C	C	C	NA	C		C	C	C	NA	NA	C	C	C	C	C	C		C	C	C	C	C	C		C
	8.2	NC	C	C	C	NA	NC		C	C	C	NA	NA	C	C	C	C	C	NA	C		NA	C	C	C	C	C	C
Audio-Visual Presentations	8.3	NC	C	C	C	NA	NC		C	C	C	NA	NA	C	C	C	C	NA	C		NA	C	C	C	C	NA	C	C
	9.1	NA	NA	NA	C	NA	C		C	C	C	NA	NA	NA	NA	C	NA	NA	C		NA	NA	NA	NA	C	NA	NA	NA
Electronic Equipment	9.2	NA	NC	NC	C	NC	C		C	C	NC	NC	NA	C	NA	NC	NC	NC	NC		NA	NC	NC	NC	C	NA	NA	NC
	10.1	C	C	C	C	C	C		C	C	C	C	C	NA	NA	C	NA	C	C		NA	C	C	C	C	NA	NA	C
Evacuation	10.2	C	C	C	C	C	C		C	C	C	C	C	NA	NA	C	NA	C	C		NA	C	C	C	C	NA	NA	C
	11.1	C	C	C	C	C	C		C	C	C	C	C	C	C	C	C	C	C		NA	C	C	C	C	C	NA	C
Notification	12.1	NA	C	C	C	C	NA		C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C		C
	12.2	C	C	C	C	NA	C		C	C	C	C	NC	C	C	C	C	C	C		C	C	C	C	C	C	NA	C
	12.3	C	C	C	C	NA	C		C	C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	NA	NA
	12.4	NA	C	C	C	NC	NC		C	C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	NC	C
Service Animals	13.1	C	C	C	C	C	C		C	C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	NA	C
	13.2	NC	C	C	C	NC	NC		C	C	C	C	C	NC	C	C	C	NC	NC		C	C	NC	C	C	C	NA	C

Legend:
 Compliant = C; Non-Compliant = NC; Non-Applicable= N/A; The highlighted rows are in need of the most attention.

ADA Program Accessibility Self Evaluation



Texas Department of Transportation

Travel Operations Division

Section	Compliant or Non-Compliant		Corrective Action	Notes	Section	Compliant or Non-Compliant		Corrective Action	Notes															
Policies/Practices	2.1		No	Inquire further if need be about if they are in fact non-compliant	Emergency Evacuation	11.1	C	No	12.3 - See accomodation statement															
	2.2	NC				Notification	12.1			C	No but see rec													
	2.3	NA			12.2		C																	
	2.4	C			12.3		NA																	
		12.4	C																					
Information/Staff Training	3.1	C	No		Service Animals	13.1	C	No																
	3.2	C				13.2	C																	
Use of Contractors	4.1	C	No		Comments/Concerns:																			
	4.2	C																						
	4.3	C																						
Transportation	5.1	NA	No																					
	5.2	NA																						
Phone Communication	6.1	NA	Yes	6.2 - Provide training																				
	6.1.1	NA																						
	6.1.2	NA																						
	6.1.3	NA																						
	6.2	NA																						
Documentations and Publications	7.1	C	Yes	Provide training on making documents easily to understand & how to portray individuals with disabilities in documents																				
	7.2	NC																						
	7.3	NC																						
Meetings	8.1	C	No																					
	8.2	C																						
	8.3	C																						
Audio-Visual Presentations	9.1	NA	Yes	9.2 - Provide training																				
	9.2	NC																						
Automated Electronic Equipment	10.1	C	No																					
	10.2	C																						

Legend:

Compliant = C; Non-Compliant = NC; Non-Applicable= N/A

Observations

Districts

Policies and Practices - Compliant in the applicable areas and non-applicable in other areas.

Information/Staff Training – A few districts only have the ADA liason or upper management informed about obligations and policies that enable persons with disabilities to participate in TxDOT's programs or activities.

Use of Contractors – Compliant in the applicable areas and non-applicable in other areas.

Transportation - Compliant in the applicable areas and non-applicable in other areas.

Phone Communication - Across section 6, there seems to be a lack of knowledge or resources with regards to phone communication. Some districts have stressed that they need training in particular with 6.2. Thorough training should be given for effective communication because there is a high amount of non-compliance in this area.

Documentation and Publications – (7.2) Stress documents should be simple to understand for people with disabilities or provide training. (7.3) Provide training on how and when to portray individuals in documents. The majority of districts are non-compliant in displaying individuals with disabilities in their documents and publications.

Meetings - Compliant in the applicable areas and non-applicable in other areas.

Audio-Visual Presentations – (9.2) Provide training on how and when to portray individuals in audio-visual presentations. The majority of districts are non-compliant in this area.

Automated Electronic Equipment - Compliant in the applicable areas and non-applicable in other areas.

Emergency Evacuation - Compliant in the applicable areas and non-applicable in others areas.

Notification – (12.4) – Provide training on how to file a disability discrimination complaints. All other areas associated with this section can be improved through districts providing the accommodation statement throughout the building and on websites.

Service Animals – (13.2) – Provide training on designated areas to relieve themselves.

Divisions

Policies and Practices – Compliant in the applicable areas and non-applicable in other areas.



Information/Staff Training - A few districts only have the ADA liason or upper management trained or obligations and policies that enable persons with disabilities to participate in TxDOT's programs or activities.

Use of Contractors - Compliant in the applicable areas and non-applicable in other areas.

Transportation - Compliant in the applicable areas and non-applicable in other areas.

Phone Communication - Across section 6, there seems to be a lack of knowledge or resources with regards to phone communication. Some districts have stressed that they need training in particular with 6.2. Thorough training should be given for effective communication because there is a high amount of non-compliance in this area.

Documentation and Publications - (7.2) Stress documents should be simple to understand for people with disabilities or provide training. (7.3) Provide training on how and when to portray individuals in documents. The majority of districts are non-compliant in displaying individuals with disabilities in their documents and publications.

Meetings - Compliant in the applicable areas and non-applicable in other areas.

Audio-Visual Presentations - (9.2) Provide training on how and when to portray individuals in audio-visual presentations. The majority of districts are non-compliant in this area.

Automated Electronic Equipment - Compliant in the applicable areas and non-applicable in other areas.

Emergency Evacuation - Compliant in the applicable areas and non-applicable in other areas.

Notification - (12.4) – Provide training on how to file a disability discrimination complaints. All other areas associated with this section can be improved through districts providing the accommodation statement throughout the building and on websites.

Service Animals - (13.2) – Provide training on designated areas to relieve themselves.

Recommendations

- **Policies & Practices** - No recommendations
- **Information/Staff Training** – All Division and District staff should be trained on the obligations and policies under the Americans with Disabilities act that enable persons with disabilities to participate in TxDOT's programs or activities.
- **Use of Contractors** – No recommendations
- **Transportation** – No recommendations
- **Phone Communications** – Divisions and Districts need training on effective communication using TDDs.



- **Documentations & Publications** – Divisions and Districts need training on how and when to portray individuals with disabilities in their materials.
- **Meetings** – No recommendations
- **Audio-Visual Presentations** – Divisions and Districts need training on how and when to portray individuals with disabilities in their presentations.
- **Automated Electronic Equipment** – No recommendations
- **Emergency Evacuation** – No recommendations
- **Notification** – Divisions and Districts need training on the utility of the accommodation statement throughout their facilities and materials.
- **Service Animals** – Divisions and Districts need training on the designated areas for service animals to relieve themselves.

Attachment E -

5. Inventory Checklist - Web Accessibility Guidelines

TxDOT ADA Accessibility Program Section 508 of the Rehabilitation Act of 1973	
Web Content Accessibility Guidelines Checklist	
I. WCAG 2.0 checklist Level A (Beginner)	
Guideline	Summary
1.1.1 - Non-text Content	Provide text alternatives for non-text content
1.2.1 - Audio-only and Video-only (Pre-recorded)	Provide an alternative to video-only and audio-only content
1.2.2 - Captions (Pre-recorded)	Provide captions for videos with audio
1.2.3 - Audio Description or Media Alternative (Pre-recorded)	Video with audio has a second alternative
1.3.1 - Info and Relationships	Logical structure
1.3.2 - Meaningful Sequence	Present content in a meaningful order
1.3.3 - Sensory Characteristics	Use more than one sense for instructions
1.4.1 - Use of Colour	Don't use presentation that relies solely on colour
1.4.2 - Audio Control	Don't play audio automatically
2.1.1 - Keyboard	Accessible by keyboard only
2.1.2 - No Keyboard Trap	Don't trap keyboard users
2.2.1 - Timing Adjustable	Time limits have user controls
2.2.2 - Pause, Stop, Hide	Provide user controls for moving content
2.3.1 - Three Flashes or Below	No content flashes more than three times per second
2.4.1 - Bypass Blocks	Provide a 'Skip to Content' link
2.4.2 - Page Titled	Use helpful and clear page titles

2.4.3 – Focus Order	Logical order
2.4.4 – Link Purpose (In Context)	Every link's purpose is clear from its context
3.1.1 – Language of Page	Page has a language assigned
3.2.1 – On Focus	Elements do not change when they receive focus
3.2.2 – On Input	Elements do not change when they receive input
3.3.1 – Error Identification	Clearly identify input errors
3.3.2 – Labels or Instructions	Label elements and give instructions
4.1.1 – Parsing	No major code errors
4.1.2 – Name, Role, Value	Build all elements for accessibility

II. WCAG 2.0 checklist Level AA (Intermediate)

Guideline	Summary
1.2.4 – Captions (Live)	Live videos have captions
1.2.5 – Audio Description (Pre-recorded)	Users have access to audio description for video content
1.4.3 – Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1
1.4.4 – Resize Text	Text can be resized to 200% without loss of content or function
1.4.5 – Images of Text	Don't use images of text
2.4.5 – Multiple Ways	Offer several ways to find pages
2.4.6 – Headings and Labels	Use clear headings and labels
2.4.7 – Focus Visible	Ensure keyboard focus is visible and clear

3.1.2 - Language of Parts	Tell users when the language on a page changes
3.2.3 - Consistent Navigation	Use menus consistently
3.2.4 - Consistent Identification	Use icons and buttons consistently
3.3.3 - Error Suggestion	Suggest fixes when users make errors
3.3.4- Error Prevention (Legal, Financial, Data)	Reduce the risk of input errors for sensitive data

III. WCAG 2.0 checklist Level AAA (Advanced)

Guideline	Summary
1.2.6 - Sign Language (Pre-recorded)	Provide sign language translations for videos
1.2.7 - Extended Audio description (Pre-recorded)	Provide extended audio description for videos
1.2.8 - Media Alternative (Pre-recorded)	Provide a text alternative to videos
1.2.9 - Audio Only (Live)	Provide alternatives for live audio
1.4.6 - Contrast (Enhanced)	Contrast ratio between text and background is at least 7:1
1.4.7 - Low or No Background Audio	Audio is clear for listeners to hear
1.4.8 - Visual Presentation	Offer users a range of presentation options
1.4.9 - Images of Text (No Exception)	Don't use images of text
2.1.3 - Keyboard (No Exception)	Accessible by keyboard only, without exception
2.2.3 - No Timing	No time limits
2.2.4 - Interruptions	Don't interrupt users
2.2.5 - Re-authenticating	Save user data when re-authenticating
2.3.2 - Three Flashes	No content flashes more than three times per second

2.4.8 - Location	Let users know where they are
2.4.9 - Link Purpose (Link Only)	Every link's purpose is clear from its text
2.4.10 - Section Headings	Break up content with headings
3.1.3 - Unusual words	Explain any strange words
3.1.4 - Abbreviations	Explain any abbreviations
3.1.5 - Reading Level	Users with nine years of school can read your content
3.1.6 - Pronunciation	Explain any words that are hard to pronounce
3.2.5 - Change on Request	Don't change elements on your website until users ask
3.3.5 - Help	Provide detailed help and instructions
3.3.6 - Error Prevention (All)	Reduce the risk of all input errors

Attachment F –

1. Pedestrian Access

 TEXAS DEPARTMENT OF TRANSPORTATION





PEDESTRIAN ACCESS

Improving Accessibility in Public Rights of Way

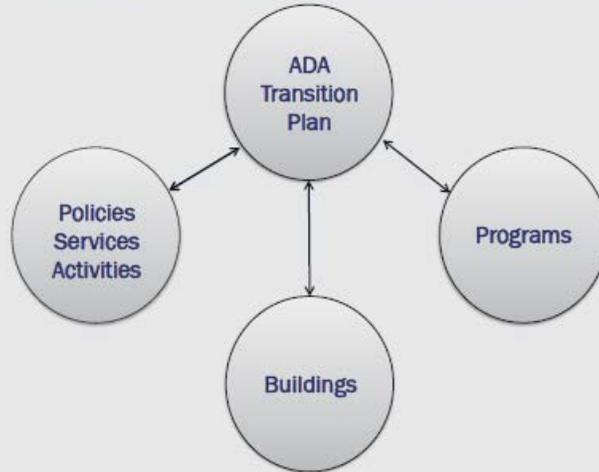
February 1, 2017
January 18, 2017

Today's Agenda

- Introduction & Group Goals
- ADA Self Evaluation & Transition Plan
- The State's Commitment to Accessibility
- Public ROW Pilot Study – New Methodology using Technology
- Pilot Study – Approach & Summary of Findings
- Prioritization for Barrier Removal

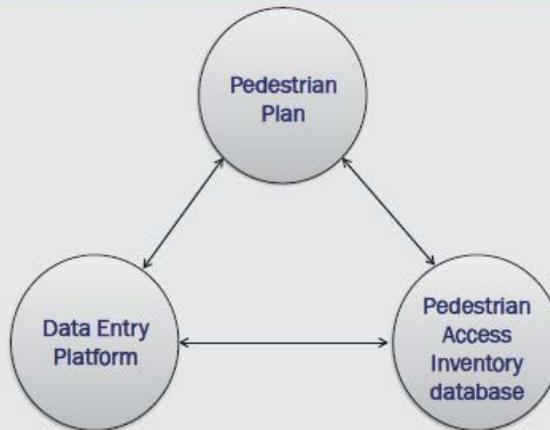
January 18, 2017 

Vision



January 16, 2017

Vision



January 16, 2017

The State's Commitment to Accessibility

- Transition Plan (1993)
 - \$37 Million program
 - Emphasis on :
 - Buildings
 - Rest Areas/Picnic Areas
 - Travel Information Centers
 - Curb Ramps in the right of way
- Transition Plan (2004)
 - Cited as FHWA Best Practice
 - Renewed emphasis on:
 - Title I – Employment
 - Title II – Public Services
 - Grievance procedures
- Pedestrian Access Inventory (2001)
 - Emphasis on:
 - Curb ramps in the right of way

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The State's Commitment to Accessibility

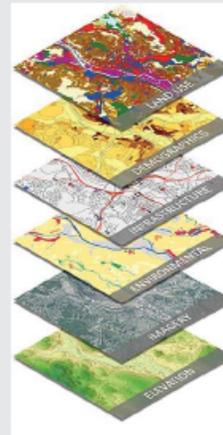
- Statewide Curb Ramp Program
 - 2004 to present
 - \$15 million per year current funding
 - 86 projects
 - \$135 million
 - ~36,000 corners (to date)
 - 139,746 corners currently in the database

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Design & Planning for Accessibility Improvement

- Updated Self-Evaluation Process
 - Geographic Information System (GIS) based mapping application
 - Enables mapping of data and field collections
 - Allows layering data
 - Acts as an aide in being able to calculate data comparisons

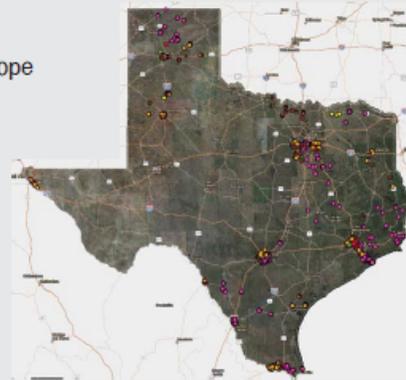


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7

Design & Planning for Accessibility Improvement

- Design and Remediation
 - Design Focus
 - Corners and access to existing signal facilities
 - Access to transit
 - Address gaps within program scope
 - Innovative Plan Development
 - Remediation Statistics
 - \$135M
 - 36,000 corners
 - 86 Projects



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8



A PILOT STUDY

New Methodology using Technology

January 16, 2017

Data Collection: ULIP-ADA for Sidewalks



The ULIP-ADA is pictured highlighting the ULIP box and the laptop, which syncs the device to GIS.

- Highly Technical Equipment
- Proven Technology
- Funded originally by FHWA
- Sited as a Best Practice
- 100% sampling of data – measures:
 - Running slope
 - Cross Slope
 - Heaves
- Logs: obstructions & types, width, etc.
- Provides all non- & compliant data
- GPS locator
- Video Log
- Integrates to GIS seamlessly
- Fastest & Most Cost Efficient Approach

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Collection Tablets: Curb Ramp Example

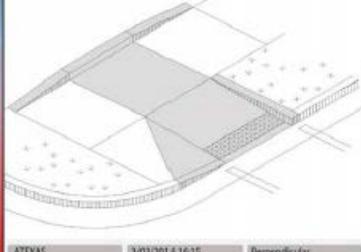
Texas DOT - ADA Data Collection

Perpendicular Curb Ramp

Cancel Submit

Intersection ID 1025	Location in Intersection SE	Ramp Length (inches) 48	Ramp Width (inches) 60
Main Street Route 183	Overall Notes	Ramp Run Slope (%) 6.4	Ramp Cross Slope (%) 3.5
Cross Street W Whitestone Blvd		Overall Surface Condition Good	

Ramp Failed, Take Photos and Submit



Take Pictures

Picture 1 Picture 2 Picture 3

ATEXAS 3/03/2018 16:15 Perpendicular

January 16, 2017

Collection Tablets: Curb Ramp Example

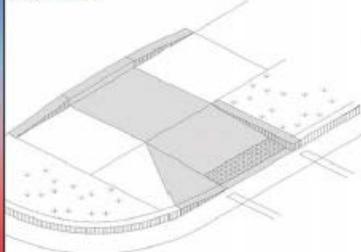
Texas DOT - ADA Data Collection

Perpendicular Curb Ramp

Cancel Submit

Intersection ID 1025	Location in Intersection SE	Crosswalk 1 Width 48
Main Street Route 183	Overall Notes None	Gutter Pending? <input type="radio"/> Yes <input checked="" type="radio"/> No
Cross Street W Whitestone Blvd		Gutter Lip Height 0.5

Take Picture



Take Pictures

Picture 1 Picture 2 Picture 3

ATEXAS 3/03/2018 16:15 Perpendicular

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A PILOT STUDY

Approach to Assessment & Findings

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Pilot Study Methodology

Field Inventory for Public Rights of Way

- Features evaluated:
 - Curb Ramps
 - Sidewalks
 - Bus Stops

- ADA compliance review:
 - Missing improvements
 - Type & severity of deficiencies
 - Heaving (trip hazards)
 - Obstructions
 - Surface Condition



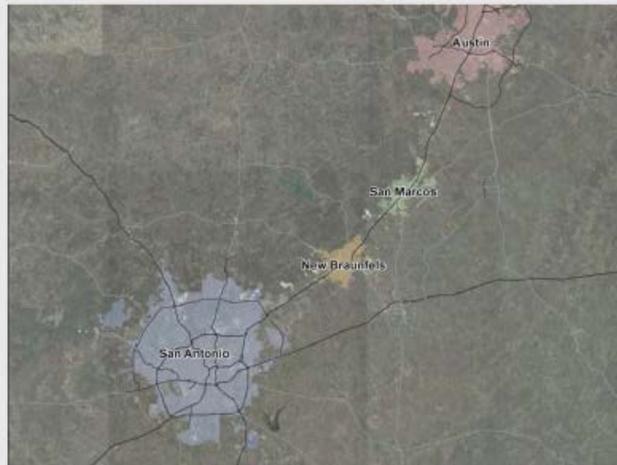
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Sampling of Inventory Collected



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Pilot Study Areas Collected – Sampling of Data per City



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Approach of Assessment – Sidewalks

Two Approaches

ULIP-ADA Evaluation:

- Running Slope
- Cross Slope
- Heaves
- Crosswalks
- Driveways
- Obstructions

Visual Sidewalk

Van & Tablet Evaluation:

- Visual Heaves 1"+
- Visual Obstructions
- Visible slope issues



ULIP-ADA



Van with GoPro Camera & Visual Sidewalk Data Collector

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21

Common Findings - Sidewalks

ULIP-ADA
145.4 miles

34.6% non-compliant sidewalks

Visual Sidewalk
31.2 miles

Common Issues:

- Heaves
- Steep Driveways
- Obstructions



ULIP-ADA measures heaves automatically



Obstruction



Driveway



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22

Common Findings – Curb Ramps

Curb Ramps 1536 ramps

66.6% non-compliant

'Limiting Factor Review'

Evaluated to a point of Ramp Failure:

- Presence of a ramp
- Orientation of ramp
- Location and type of ramp
- Running and cross slopes
- Side flare slopes
- Gutter slopes and transitions
- Landings
- Detectable warnings



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33

Common Findings – Bus Stops

Bus Stops:

330 stops evaluated

Good 22% compliant

Fair 60% non-compliant, technically
(19% less severe issues)

Poor 18% non-compliant, and not accessible

Statistics:

Shelters 96 - 29%

Sign 324 - 98%

Bench 238 - 71%

Common Issues:

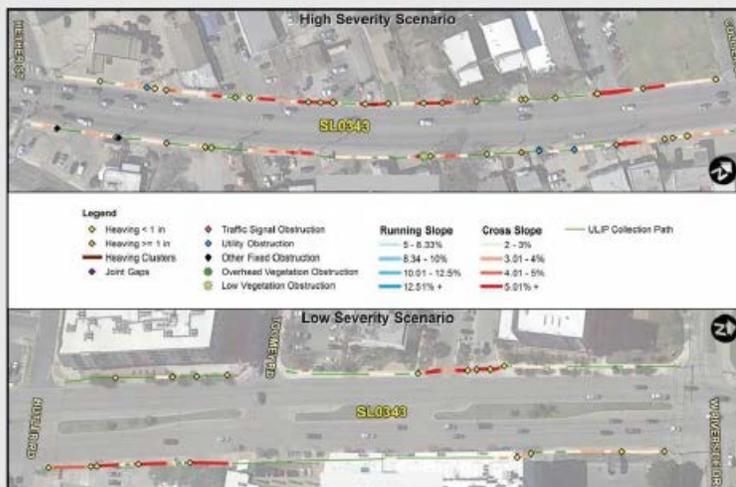
- Lack of bus pad
- Lack of sidewalk leading to bus pad



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34

Detail Compliance Issues Documented on Routes - Example



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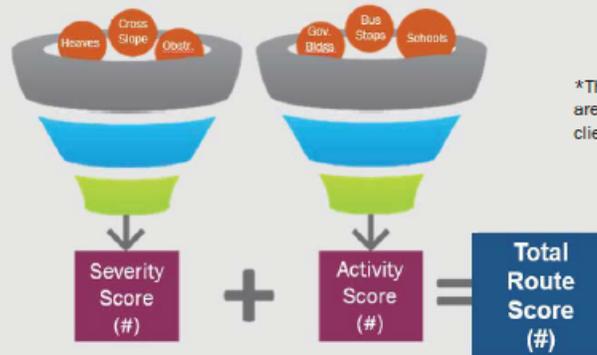
TEXAS DEPARTMENT OF TRANSPORTATION

METHODOLOGY TO PRIORITIZATION

For barrier removal

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Point System for Prioritization



*The ranges of points are customized after client sees results.

Sample Point / Grade System*

Good 0 - 30 pts	Fair 31 - 70 pts	Poor 70 + pts
---------------------------	----------------------------	-------------------------

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'Point System' Route Scoring - Example

Quantitative Process - Distinct Difference

Route Features Combined

Severity Type	Value
Running Slope	3.4
Cross Slope	6.8
Heaves	3.8
Width	0.20
Obstructions	11.0
Vertical Clearance	0.0
Gaps	2.5
Cracks	3.5
Curb Ramps	20

Proximity of Route to Key Sites/Activity

Activity Type	Value
Public Accommodations	9.0
Bus Stops	7.2
Population Density	1.3
Schools	8.0
Retail	10.0

↓
(Continue for all pertinent Activity Categories)

Total Route Severity Score	51.2	+	Total Route Activity Score	35.5	=	Total Final Ranking Score	86.7
-----------------------------------	------	---	-----------------------------------	------	---	----------------------------------	------

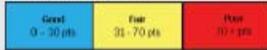
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Severity Score of Routes - Example

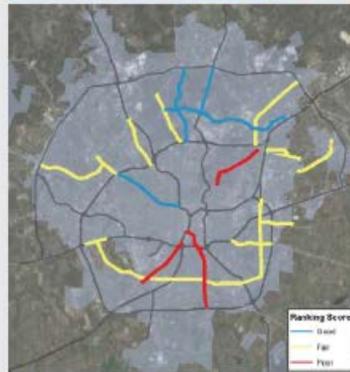


Map showing each city which was part of pilot study to include San Antonio, New Braunfels, San Marcos and Austin

Sample Point / Grade System*



San Antonio - Sample Severity Score



Map of San Antonio with routes color coded as 'good', 'fair', or 'poor' based on severity ranking

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Severity Score of Routes - Example



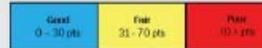
Map of New Braunfels and San Marcos with routes colored to show severity of good, fair and poor status.

Sample Severity Scoring



Map of Austin with routes colored to show severity ranking of good, fair and poor status.

Sample Point / Grade System*



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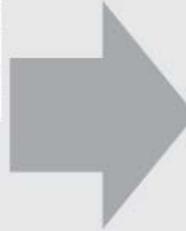
Route Activity Score Example – weighting not yet assigned

Activities Weight Factors

Activity Generators	Weight Factor
Government Buildings	15
Schools	20
Hospitals	15
Parks	10
Transit Stops	20
Retail	20

Location

Proximity	Value
0 - 500'	100%
500 - 1000'	70%
1000 - 1750'	40%
1750 - 2840'	10%
> 2840'	0%



Corridor Value

Route	Value
Government Buildings	15.0
Transit Stops	7.2
Schools	1.3
Hospitals	8.0
Retail	10.0
Parks	5.4

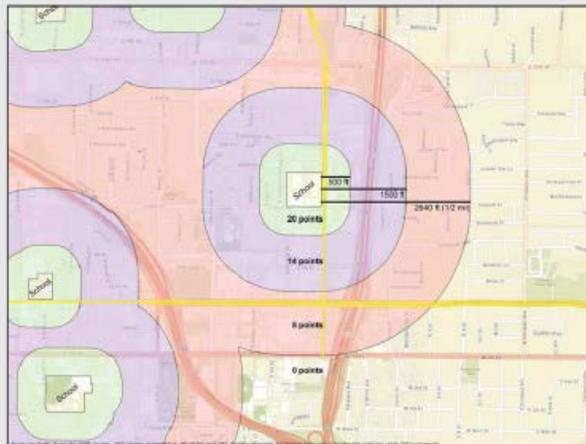


(Continue for all Activity Categories)

Total Activity Score 46.9

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Route Activity Scoring – Proximity Map Example



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Prioritized Route Report - Example

Routes (named)	Severity Score	Activity Score	Combined Score	Status
FM 2696	19.9	3.2	23.1	Good
PA 1502	13.8	8.4	22.2	Good
SH 16	22.0	15.9	37.9	Fair
SL 13	39.3	17.1	56.4	Fair
SL 345	35.0	28.5	63.5	Fair
SL353	91.4	6.8	98.2	Poor
SL 368	68.0	12.6	80.6	Poor

(Continue for all Routes)



Good 0 - 30 pts	Fair 31 - 70 pts	Poor 70 + pts
--------------------	---------------------	------------------

Activity Scores allow for better prioritization.

- The activity attractors for each region can be unique
- The weighting of each type of activity attractor can be customized by region
- The proximity of a compliance issue to that attractor can be customized

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Prioritization – Activity Criteria

Criteria

- Government Buildings
- Schools
- Transit Stops
- Hospitals
- Transportation Funding 3-5 years
- Road Classification



DOJ: Priority is to be given to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers.

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Prioritization – What's next

Transition Plan

- Self Assessment (inventory)
- Mapping
- Checklist

Curb Ramp & Sidewalk Guidance

- Training
- Reporting

Curb Ramp Project

- Accessibility
- Connectivity

Mobility

- Work w/Cities, MPO's, and public to identify projects
- Corridor based projects

Safety

- Strategic Highway Safety Plan
- Multi-discipline approach



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Prioritization – What's next

Mapping

- Sidewalks
- Transit Stops
- Transportation Projects

Planning

- Integrate pedestrian planning into new project development
- Develop projects in support of ADA Transition Plan
- Incorporate local city/county/MPO plans

Project Development

- Curb Ramp Program
- Mobility Projects
- Safety Projects



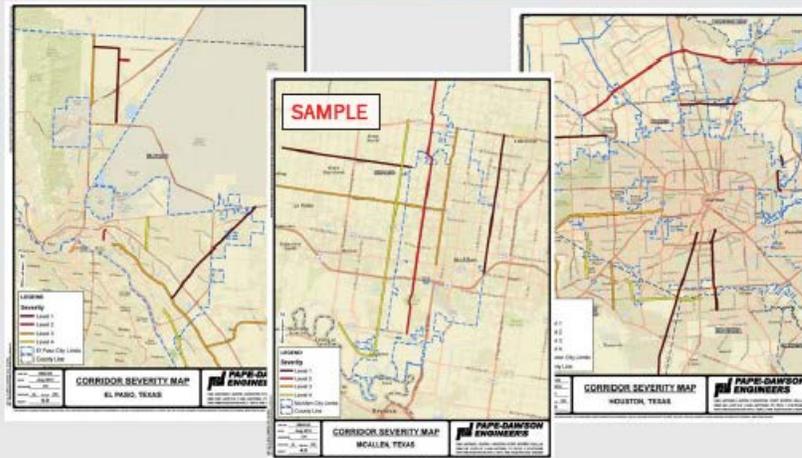
January 18, 2017

Project Output

The screenshot displays the Texas DOT ADA GIS Web Portal. The main interface features an aerial map with various colored overlays representing different project categories. A search bar is located at the top left. On the right side, there is an 'Enhanced Search' panel with a search bar and a list of results. The results list includes fields such as Name, Address, Location, Category, and various project details. Below the map, there is a table with columns for 'Category', 'Activity Score', 'Risk Score', 'Severity', and 'Status'. The table contains several rows of data, including project names like 'Project 1' and 'Project 2'.

January 16, 2017

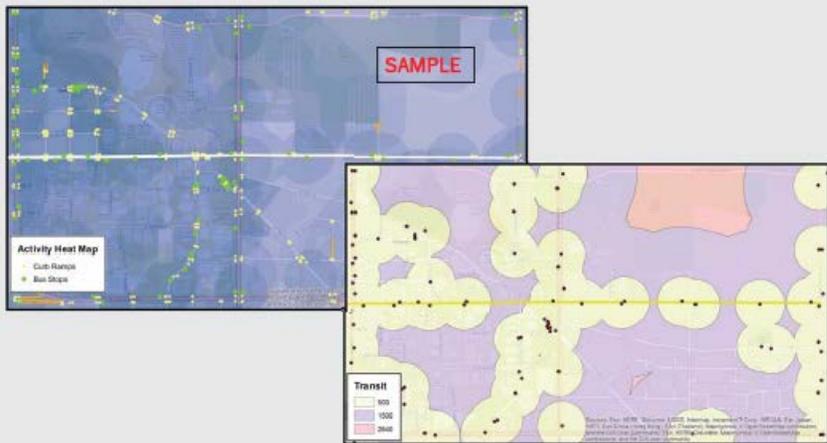
Project Output



Corridor Mapping for Planning Purposes

January 16, 2017

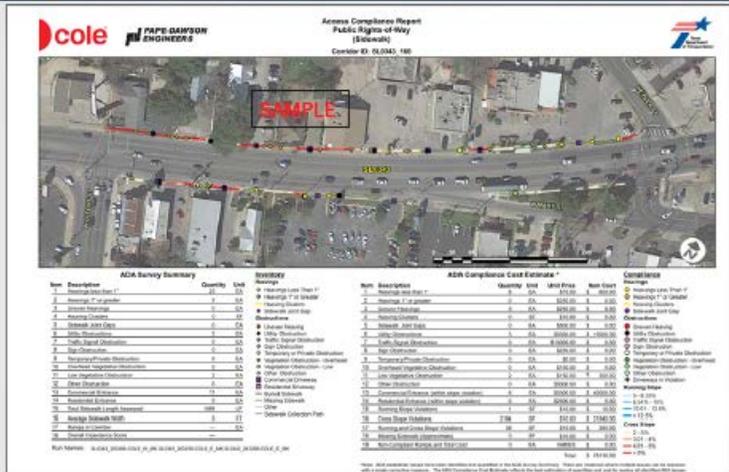
Project Output



Activity Mapping for project planning and development

January 16, 2017

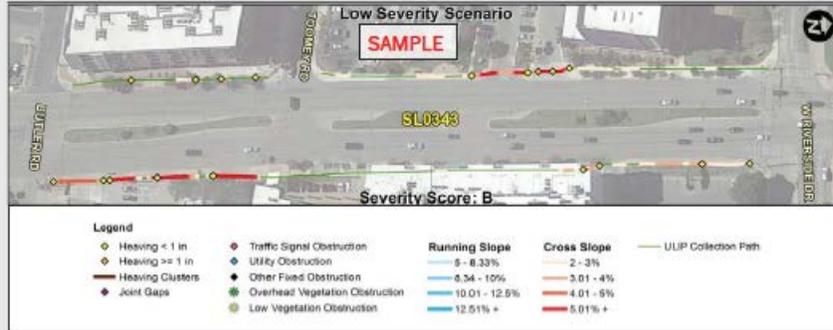
Project Output



Severity Mapping for project budgeting

January 16, 2017

Project Output



Condition Mapping for project development

Attachment G – Public Involvement

1. Public Involvement Meeting Checklist



Public Involvement Meeting Checklist Version 2

The following checklist has been developed to assist district and division planning teams as they identify potential sites and plan the logistics for public meetings. Although this is not an all-inclusive list, it represents numerous supplies and tasks associated with public meetings. The checklist below is broken down into four categories all of which are separated by "must be considered" and "optional" items that should be taken into account in terms of their relevance to the particular meeting. The "notes" area on the checklist is for unique circumstances worth noting. In the case of a public hearing please refer to the [ENV Public Involvement Handbook Sect.6.0](#) for an additional list of requirements.



Meeting Location	Responsible Party	Notes
Must be considered:		
<ul style="list-style-type: none"> Location on or in close proximity to project limits 		
<ul style="list-style-type: none"> Adequate available parking 		
<ul style="list-style-type: none"> ADA compliant (Refer to ADA Checklist in the ADA Accessibility Program) 		
<ul style="list-style-type: none"> Comfortable room for attendees to move around 		
<ul style="list-style-type: none"> Ample space for displays and exhibits (Schematics, ROW, Comment Table, Registration, Court Reporter for public hearings, etc.) 		
<ul style="list-style-type: none"> Reserve correct number of tables and chairs with the venue 		
<ul style="list-style-type: none"> Emergency after hours contact information for venue 		
<ul style="list-style-type: none"> IT contact information if using venue technology 		
<ul style="list-style-type: none"> Parking lot that is well lit if an evening meeting 		
Optional:		
<ul style="list-style-type: none"> Presentation area (computer/projector cart or table, audio, screen, microphones, podium, etc.) 		



Public Meeting Checklist Version 2

Meeting Exhibits	Responsible Party	Notes
Must be considered:		
• Welcome with MOU		
• Why am I here?		
• Project Details and Location		
• Project Schedule/Timeline		
• Project Purpose and Need		
• How can I make comments? How can I stay informed?		
• Next Steps		
Optional:		
• Typical Section Board		
• Schematic		
• Environmental Constraints		
• Environmental Process		
• Animated 3D Loop		
• Presentation		
• Online Open House		



Meeting Materials	Responsible Party	Notes
Must be considered:		
<ul style="list-style-type: none"> Sign-in Sheets (Separate sheets for TxDOT/Staff, Media, Elected Officials and Public) 		
<ul style="list-style-type: none"> Adequate staff (yet not overstaffed) of TxDOT and consultants, who are attentive and appropriately dressed. 		
<ul style="list-style-type: none"> Comment cards 		
<ul style="list-style-type: none"> Staffing list for meeting and email reminders before meeting with details and duties 		
Optional:		
<ul style="list-style-type: none"> Internal talking points or Q&A's 		
<ul style="list-style-type: none"> Translated meeting materials based on community demographics 		
<ul style="list-style-type: none"> Speaker cards, elected official list and copies of presentation if public hearing 		
<ul style="list-style-type: none"> Copies of Agenda 		
<ul style="list-style-type: none"> Copies of Fact Sheet 		
<ul style="list-style-type: none"> Environmental documents—bring 2 copies to hearing 		
<ul style="list-style-type: none"> Diagram of room layout 		
<ul style="list-style-type: none"> Laptops for presentations and surveys 		
<ul style="list-style-type: none"> Projector, screen, audio 		
<ul style="list-style-type: none"> ROW (copies of The State of Texas Landowner's Bill of Rights and State Purchase of Right of Way—available in English and Spanish) 		



Meeting Supplies	Responsible Party	Notes
Must be considered:		
<ul style="list-style-type: none">Directional signage – Outdoor signage clearly visible from the roadway		
<ul style="list-style-type: none">Directional signage – Indoor signage appropriately guides to meeting area		
<ul style="list-style-type: none">Comment Box on a table in a clear and separate area		
<ul style="list-style-type: none">Easels for signage and display boards		
<ul style="list-style-type: none">Table signs for “Comments”, “Right of Way”, “Environmental” and “Registration”		
<ul style="list-style-type: none">Name tags and covers		
<ul style="list-style-type: none">Pens and pencils		
<ul style="list-style-type: none">Safety/First Aid Kit (if not already provided by the venue)		
Optional:		
<ul style="list-style-type: none">Tape (electrical, masking and clear packing tape)		
<ul style="list-style-type: none">Scissors		
<ul style="list-style-type: none">Power strip and extension cords		
<ul style="list-style-type: none">Stapler and staples		
<ul style="list-style-type: none">Post-it Notes		
<ul style="list-style-type: none">Markers		
<ul style="list-style-type: none">Flip charts		
<ul style="list-style-type: none">Easels for flip charts		
<ul style="list-style-type: none">Blue sticky wall		
<ul style="list-style-type: none">White half sheets for sticky wall		
<ul style="list-style-type: none">Camera		

2. ADA Guidelines for Public Meetings or Events

ADA Guidelines for Public Meetings or Events

Introduction

Three components are key to presenting meetings that are accessible to people with disabilities: where the meeting is held, how the meeting room furniture is arranged, and how the meeting information is communicated. People attending a meeting are concerned about where to find parking, the building entrance, the meeting room, and restrooms. People with disabilities are no exception.

Accessible meeting locations are of primary importance to people with mobility disabilities; accessible locations also ensure easier movement for people who are blind or have low vision. Minimum requirements for an accessible temporary event include the following accessible elements: parking; route to the building entrance from accessible parking spaces, drop-off areas and other accessible elements (e.g., route from a bus stop) within the site; building entrance; route to the meeting room; meeting room; and restrooms.

Divisions, Districts and other offices within the Texas Department of Transportation (TxDOT) should take steps in order to assure fair and equal access to TxDOT's facilities, services, programs and activities when hosting public meetings or events. The following are specific steps which can be taken in order to assure compliance:

Steps

1. Include an accommodation statement in publications (flyers, newsletters, emails, websites, etc.) inviting participation in TxDOT-sponsored events. Publicity for events should notify potential attendees how to request information or request accommodations.

Sample

Special Accommodations: If you have a disability and need assistance, special arrangements can be made to accommodate most needs.

If you are a person with a disability who requires an accommodation to [language can be specific: attend this performance, participate in this conference, attend this seminar, participate in this event, etc.] please contact [office name and/or phone number of event sponsor] at least [number of weeks/days depending on how much advance notice there is regarding the event] in advance of this event. Please be aware that advance notice is requested as some accommodations may require time for the Texas Department of Transportation to arrange.

Example

Special Accommodations: If you have a disability and need assistance, special arrangements can be made to accommodate most needs.

If you are a person with a disability who requires an accommodation to attend the ADA Pedestrian Access Planning Workshop, please contact Ms. Annie LaGow, Public Involvement (TPP) Division, at (512) 416-2110 or by email at annie.lagow@txdot.gov no later than 4:00 p.m., November 9, 2016. Please be aware that advance notice is requested as some accommodations may require time for the Department of Transportation to arrange.

2. Assign responsibility to an individual to monitor planning for and managing during the event for adherence to ADA requirements. Train staff to respond to any request for accommodation, and assign staff to be responsible for this issue.
3. Identify parking areas, curb cuts and entrances, accessible fountains and restrooms for persons with disabilities.
4. If food or beverages are served, review food service provided to include services for persons with disabilities.

Access to Facilities

If the location of your meeting/event has a reception or customer service area that includes a service counter, the counter should include an accessible service point for a person in a wheelchair. Either find an alternative point of service or modify counter (if possible) to meet ADA requirements.

Make sure that evacuation plans are posted with the location's space and include information for persons with disabilities. Ensure that evacuation procedures, including procedures for persons with disabilities, are posted. Have individuals on hand to provide appropriate assistance when needed.

Service animals must be permitted in all areas except in unusual circumstances.

Contact Nita Webber, ADA Compliance Program Administrator, of the Civil Rights Division at (512) 486-5503 or by email at CIV_ADA@txdot.gov for assistance.

Electronic Media

Web pages and electronic documents should be designed to be accessible to people with disabilities. Pages should conform to Section 508 and Web Content Accessibility Guidelines (WCAG2.0). The Communications and Information Management System Divisions can provide information regarding accessible design, and accessibility reviews of TxDOT's websites.

Other

- A. Alternate Formats – Other formats that are usable by people with disabilities. May include, but not limited to Braille; Screen Readers; Interpreters; American Standard Code for Information Interchange (ASC II) text; large print; recorded audio and electronic formats.
- B. Alternate Methods – Different means of providing information, including documentation to people with disabilities. May include, but not limited to voice; fax; relay service; TTY; internet posting; captioning; text-to-speech synthesis; and audio description.

TxDOT ensures equal access by providing alternative, accessible ways for persons with disabilities to use its facilities and participate in programs, services and activities. Citizen participation increases when services are offered in a more dynamic, interactive way.

CONNECTING OUR COMMUNITIES



FALL 2018

- Director's Corner 1
- Special Accommodations . 1
- Kendall Gateway Study 2
- PI Spotlight: Childress..... 2
- Quote of the Quarter 3
- Creative Facilitation 3
- Online Engagement..... 3
- Upcoming Events 3
- PI Quick Hits 4
- Staff Contacts..... 4

TxDOT's Public Involvement Policy: *"The Texas Department of Transportation (TxDOT) commits to purposefully involve the public in planning and project implementation by providing for early, continuous, transparent and effective access to information and decision-making processes. TxDOT will regularly update public involvement methods to include best practices in public involvement and incorporate a range of strategies to encourage broad participation reflective of the needs of the state's population."* As adopted by the Texas Transportation Commission on January 27, 2011.



Previous issues [here!](#)



Director's Corner

I trust everyone had an exceptional and safe summer! Welcome back! I want to spend a moment here talking about meeting sign-in sheets and meeting attendance.

TPP/PI has worked with ENV to step back and take another look at what we ask of the public at a public meeting sign-in table. We do not need to be asking for contact information from members of the public who are simply attending a meeting and have no interest in receiving additional information from us. What we need from the public that attends a meeting is, at its basic level, simply their name and who they represent (if applicable). Separately, if a member of the public wishes to receive additional information on a project, we have developed a separate sign-in sheet to accommodate the public providing their contact information. Click [here](#) to find templates for sign-in sheets.

I have on several occasions been asked what the average attendance is at a TxDOT public meeting. As many of you know, and with your assistance, we have for years been tracking public attendance figures at our project-specific public meetings, hearings, and open houses. Over the course of this period, the agency averages between 70-75 members of the public in attendance at each of our events. Although attendance is not necessarily the most appropriate gauge of public involvement success, it is certainly an indices of how the public feels about a given project. We all know those most likely to attend a public meeting will be those that have real concerns about how a project may affect them. Interestingly, we set a record for average attendance at meetings for the month of July 2018 when the average was 121. Attendance is often tied to agency notification efforts so keep up the good work! ■

Special Accommodations

TxDOT commemorated the 28th anniversary of the Americans with Disabilities Act in Austin recently with speakers offering information on recent developments and emerging trends that provide opportunities for improvement in the daily lives of individuals with disabilities. The event featured American Sign Language interpreters, CART (computer aided real-time transcription), and meeting boards displayed at a height that could be viewed by individuals in wheelchairs.

Strategically engaging the state's entire population—including Limited English Proficient (LEP) and individuals with disabilities—is a key component of TxDOT's Public Involvement Policy, "...incorporate a range of strategies to encourage broad participation reflective of the needs of the state's population." Districts are increasingly employing innovative and effective strategies to reach out and engage the public.

- For the Atlanta District's open house to discuss the proposed reconstruction and widening of FM 98, several businesses in the area are predominately run by Vietnamese families. In response the district translated meeting materials into Vietnamese.
- Pharr District arranges for a translator at every public meeting and hearing so that the presentation can be heard in Spanish simultaneously with the use of headphones.
- Dallas District contracted for American Sign Language for the hearing impaired for a feasibility study on US 380 in Collin County.
- Abilene District regularly provides schematics at eye level for individuals in wheelchairs. ■



San Antonio District: Kendall Gateway Study

A successful public involvement process can be realized when members of the community express their thanks for being included in project development and have the opportunity to see changes made based on their comments and feedback. The San Antonio District places the interests of their community first and masters public involvement by continuously engaging them in project development.

The public involvement process used on the Kendall Gateway Study, in Boerne, exemplifies [TxDOT's Public Involvement Policy](#). The study kicked off with challenges already set in stone. A relief route for SH 46, though identified as needed, did not have support from the community during past efforts. Building trust through a strong public involvement process was important to achieve success.

In addition, the success of the study required a strong relationship between the study team which included the City of Boerne and Kendall County. Monthly internal and partner meetings were scheduled to ensure all parties were informed and action items set.

The process began with a strategic Public Involvement Plan that outlined many innovative techniques to engage the community. A Technical Working Group (TWG) and Stakeholder Working Group (SWG) were identified and extensive workshops were held. To stay transparent and consistent, each group was educated on technical information, study background and provided updates. The groups worked through information gathering exercises providing the study team with input and open comments. The public was able to follow the same structure through interactive open houses. The community was able to help in the development of the study by providing feedback on goals, concerns, potential solutions, travel habits, purpose and need, environmental impacts, trade-offs and proposed concepts.

Over the course of the study, six SWG and TWG meetings, three open houses and numerous small meetings with interested groups were held. Continuous public engagement was achieved through the use of two online and interactive surveys, three newsletters, and extensive media outreach and social media coverage. The study team also grew a stakeholder database to more than 1,100 members.

Thousands of comments were gathered and reviewed, and concepts were developed and changed based on data and public input. Where the recommendations may not have satisfied everyone, the public involvement process was not questioned. The San Antonio District's hard work was rewarded in the words of thanks and support from the community for engaging them in the process.

To view the study's [Public Involvement Photo Gallery](#) and [Public Outreach and Involvement Statistics](#) visit the ["Kendall Gateway Study"](#) project page. ■



"I am very impressed with the presentation and consideration of all stakeholders. While there is no perfect plan that will satisfy all, the proposed routes seem most favorable to Boerne as a whole."
- Stakeholder

"I very much appreciate the amount of work that is being invested to study the traffic needs of Boerne and communicate with stakeholders. Thank You."
- Boerne Resident

PI Spotlight: Childress District

A potential project on SH 256 (Noel Street) in downtown Memphis was drawing community interest. So, in the spirit of transparency, the Childress District approached public involvement early with a conceptual meeting rather than the traditional meeting of affected property owners or public meeting.

"We knew the community was interested in this project because we had conversations with the mayor," said Chuck Steed, Director of Transportation Planning & Development for the Childress District. A portion of the roadway is composed of bricks, Steed said, and there is an historical interest by the locals. However, the road needs improvements: surface, sidewalks, ADA (Americans with Disabilities Act), curbs and drainage. "So we decided to go in with a blank slate and listen to what their issues and priorities are."

The conceptual meeting drew about 20 community members, who shared their issues and ideas with Childress staff. Most important, the Memphis community learned firsthand that they had a seat at the table and that whatever the outcome, they were heard. ■

Quote of the Quarter

“Let each person do his or her part. If one citizen is unwilling to participate, all of us are going to suffer.”
Former U.S. Rep. Barbara C. Jordan, Texas

Online Engagement Spotlights

The Waco District, in coordination with the City of Copperas Cove, is developing plans for improvements to US Business 190 from Constitution Drive to East Avenue D. This [online engagement tool](#) sought public input on priorities such as multimodal access, traffic flow, aesthetics and improved safety. The survey was completed by 316 participants!

The El Paso District is leading a corridor study for SH 20 (Alameda Avenue) to analyze and evaluate transportation needs, gather feedback from the public and develop a corridor plan. The [online engagement tool](#), activated in tandem with two public meetings, seeks public input on priorities plus identification of places to protect. The online survey is available in English and Spanish.

Creative facilitation improves stakeholder collaboration

We’ve all been there - attending a meeting with PowerPoint presentations and then at the end, you’re asked if you have any questions. While there is nothing wrong with this approach, you may not hear feedback from everyone, or perhaps someone dominates the conversation. Designing a more interactive meeting format, along with using a trained facilitator, can improve effectiveness and create a collaborative meeting environment. A trained facilitator provides many benefits:

- Increases participation by asking engaging questions and encouraging input from all attendees;
- Provides creative facilitation methods can expose different points of view, encouraging feedback from both shy and outgoing individuals;
- Displays feedback visually, which helps guide and facilitate open communication throughout the meeting; and
- Keeps the meeting moving along and is trained to identify and correct off-track conversations.

The TPP Public Involvement Section offers a team of trained facilitators who can help design and lead interactive stakeholder meetings. Some recent examples include:

- Amarillo District – Historic Helium Plant project stakeholder meeting to identify and prioritize issues surrounding a special celebration honoring the plant
- Beaumont District – SH 63 Historic bridge stakeholder meeting to brainstorm potential alternatives
- Corpus Christi District – Harbor Bridge project stakeholder meeting to outline potential education and outreach campaigns to preserve the bridge history
- North Harris Area Office – I-69 Southwest/I-610 West Loop Interchange construction project stakeholder meeting to provide updates and identify key issues and concerns. 🗨️

Upcoming Events



***Effective Public Involvement training OPI 100 in Austin Oct. 2, 2018 & Oct. 9, 2018**

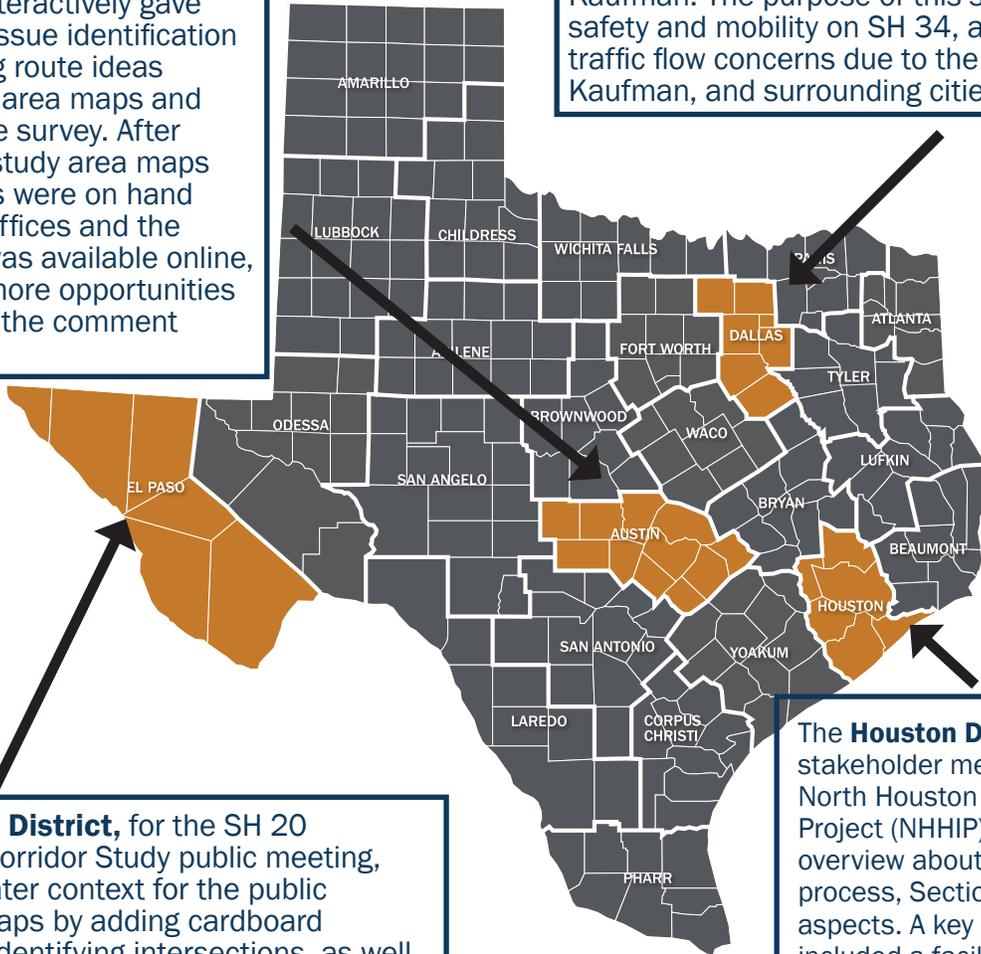
***2018 Transportation Shortcourse in College Station Oct. 15 -17, 2018**



PI Quick Hits

The **Austin District** hosted 420 attendees at the first Public Workshop for the Fredericksburg Relief Route Study. Attendees interactively gave feedback by using issue identification techniques, drawing route ideas and notes on study area maps and an online interactive survey. After the meeting, large study area maps and comment cards were on hand at county and city offices and the interactive survey was available online, lending the public more opportunities to give input during the comment period.

The **Dallas District** has developed a project web page for a feasibility and alignment study on SH 34 from FM 2578 in Terrell to SH 243 in Kaufman. The purpose of this study is to improve safety and mobility on SH 34, as well as address traffic flow concerns due to the growth of Terrell, Kaufman, and surrounding cities.



The **El Paso District**, for the SH 20 (Alameda) Corridor Study public meeting, offered greater context for the public on its roll maps by adding cardboard “triangles” identifying intersections, as well as photographs in Plexiglas stands with borders that indicate challenges or issues to consider.

The **Houston District** hosted a stakeholder meeting as part of the North Houston Highway Improvement Project (NHHIP) that provided a project overview about the design-build process, Section 106 and historical aspects. A key part of the meeting included a facilitated discussion opportunity. During the discussion, participants were asked to share any potential key issues and concerns, and to identify any other key stakeholders who should be part of future meetings.

PI in Action



TxDOT El Paso staff member answers questions about the proposed Northeast Parkway.

Staff Contacts

- Director: Jefferson Grimes
Jefferson.Grimes@txdot.gov
- East Region: Julie Beaubien
Julie.Beaubien@txdot.gov
- North Region: Susan Howard
Susan.Howard@txdot.gov
- South Region: Amy Redmond
Amy.Redmond@txdot.gov
- West Region: Julie Jerome
Julie.Jerome@txdot.gov
- Special Projects: Annie Sikes
Annie.Sikes@txdot.gov
- Special Projects: Alicia Taliaferro
Alicia.Taliaferro@txdot.gov

Attachment H –

Subrecipient ADA Compliance Assessment Tool

**TEXAS DEPARTMENT OF TRANSPORTATION**

TxDOT ADA Accessibility Subrecipient Needs Assessment

49 Code of Federal Regulations (CFR) Parts 27 and 28 require that all recipients of federal-aid highway funds comply with Section 504 of the Rehabilitation Act of 1973. It states that "no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance." 28 CFR 35 implements the Americans with Disabilities Act of 1990 (ADA), which extended the prohibition of discrimination on the basis of disability to all local agencies, including those that do not receive Federal financial assistance. ADA requirements differ for agencies with 50 or more full-time and part-time employees versus agencies with fewer than 50 full-time and part-time employees. This assessment will address the requirements for both and is a first step for TxDOT to determine subrecipient compliance; help subrecipients understand their ADA/504 responsibilities; and assist TxDOT in planning future training and technical assistance.

To begin, please click the "Next" button below.

**TEXAS DEPARTMENT OF TRANSPORTATION**

TxDOT ADA Accessibility Subrecipient Needs Assessment

General Program Requirements

* 1. Does your entity have an ADA Accessibility Transition Plan?

Yes

No

* 2. Does your entity have an ADA/504 Coordinator?

Yes

No

* 3. Has your entity drafted and disseminated to participants, applicants, employees, unions, and contractors/consultants a non-discrimination policy statement that states your entity does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs or activities?

Yes

No

Grievances

* 4. Has your entity adopted a written grievance procedure?

Yes

No

* 5. How many complaints have been filed against your entity in the past three years?

* 6. How many investigations have been completed?

Accessibility

* 7. Does your entity provide auxiliary aids (sign language, interpreters, readers, Braille and large print text) upon request to participants with disabilities?

Yes

No

* 8. Has your entity provided accommodations to physically impaired persons needing special assistance?

Yes

No (please elaborate)

* 9. Do you have barriers listed in your ADA Accessibility Plan?

Yes

No

N/A - We do not have an ADA Accessibility Plan

If yes, how many?

* 10. Have you removed or corrected barriers listed in your ADA Accessibility Plan?

Yes

No

N/A - We do not have an ADA Accessibility Plan

If yes, how many?

Other

* 11. What region best describes the locality in which your agency performs the majority of its roadway and sidewalk alterations and construction?

Metropolitan

Urban

Rural

Attachment I –

1. ADA Curb Ramp and Sidewalk Guidance

ADA Curb Ramp and Sidewalk Guidance

The installation of curb ramps and sidewalks is an important part of a total transportation infrastructure that can accommodate various modes of travel. As with all transportation needs, fiscal resources are limited. Project priorities shown in the Texas Department of Transportation (TxDOT) ADA transition plan, along with regulations and public right-of-way standards, play an important part in the design and installation of compliant curb ramps and sidewalks at locations where pedestrians are most affected.

I. Curb Ramp Construction

In general, curb ramps are needed wherever a sidewalk or any other pedestrian walkway crosses a curb. Where curb ramps are necessary, they must ensure accessibility for all pedestrians with and without disabilities, and be located to ensure a more accessible and safer access route so that a person with a mobility disability will be able to travel from a sidewalk on one side of the street to a sidewalk on the other side of the street. Based on recent TxDOT statewide group discussion and inventory, it was revealed that there are now numerous possible considerations for determining where and when to construct a curb ramp since the inception of the Statewide Americans with Disabilities Act (ADA) Curb Ramp Program.

Therefore, in order to provide a more consistent statewide approach to installing curb ramps in locations where they are necessary, the criteria listed below will be considered in determining where and when curb ramp installation is required. Due to the nature of the public rights-of-way, each situation must be independently assessed to determine what needs to be done to bring each curb ramp and sidewalk into compliance.

Where to install

- Curb ramps must be installed to connect the pedestrian access routes at each pedestrian street crossing. A pedestrian street crossing is considered to be present if:
 - There is a sidewalk or other pedestrian walkway with a prepared surface for pedestrian use crossing a curb,
 - There are pedestrian signal heads or detection buttons indicating pedestrian presence, *
 - There is a marked crosswalk, or *
 - There is a school crossing. *

However, please note the ADA does not require installation of ramps or curb ramps in the absence of a pedestrian walkway with a prepared surface (even when the elements denoted with an * exist). A surface is a “prepared surface for pedestrian use” if,

regardless of material used, the intent of the design was to provide access to pedestrians.

Also, curb ramps are not required in the absence of a curb, elevation differential, or other barrier between the street and the walkway.

When curb ramp construction is required

- The U.S. Department of Justice and U.S. Department of Transportation have released a Joint Technical Assistance document outlining the following type of road work treatments that are considered alterations:
 - New construction
 - Reconstruction,
 - Rehabilitation,
 - Microsurfacing or the addition of any new layer of asphalt,
 - In-place asphalt recycling,
 - Open graded surface course, and
 - Mill & fill / mill & overlay

These treatments are not based on funding sources (PM, 2R, 3R, 4R, etc.) nor are they based on who performs the work (TxDOT maintenance forces vs. contractor forces). However, when the above listed operations are performed any required curb ramp construction is required to be done at the same time as the alteration.

Therefore, TxDOT is required to install or upgrade curb ramps pursuant to *Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing*. Below please find links to:

- 1) The Joint Technical Assistance (JTA) Document -
https://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm
 - 2) The Glossary of Terms for the JTA Document -
https://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta_glossary.cfm
 - 3) The JTA Q&A Document -
https://www.fhwa.dot.gov/civilrights/programs/ada_resurfacing_qa.cfm
- If the conditions described above in the "Where to install" section indicate a need for the construction of curb ramps, they must be installed when a project meets the definition of an alteration under 28 C.F.R. § 35.151. Generally, resurfacing is

September 20, 2016

an alteration if it involves work on a roadway that spans from one intersection to another. If the resurfacing affects the crosswalk, even if it is not the full roadway width, then curb ramps must be provided at both ends of the crosswalk as per 28 C.F.R. § 35.151(i).

- Existing ramps must be compliant with the ADA standards applicable for the year in which the ramp was built. If the ramp is not compliant with those standards, then it must be updated and should be included in the ADA transition plan. In addition to curb ramps required above, it is recommended to include any additional curb ramp improvements in the vicinity of the alteration project as project scope and budget allow.

When curb ramp construction is not required

- Curb ramps are not required to be included in projects that constitute the following listed maintenance work:
 - Seal coats,
 - Crack filling and sealing,
 - Joint Crack or Surface Seals,
 - Joint repairs,
 - Full-depth pavement spot repair,
 - Diamond grinding,
 - Spot high friction treatment to improve skid resistance, and
 - Slurry seals

In some cases, the combination of several maintenance treatments occurring at or near the same time may qualify as an alteration and would trigger the obligation to provide curb ramps.

Note that a deficient or missing curb ramp, even if not included in a specific maintenance project, will need to be included in the TxDOT ADA Transition Plan for construction or reconstruction.

II. Sidewalk Construction

Planning projects for the long term must anticipate likely future demand for both bicycling and walking facilities and not omit this provision from future improvements without adequate documentation. Based on TxDOT Administration guidance given for emphasizing bicycle and pedestrian accommodations, these items must be considered for certain types of transportation projects within urbanized settings. Therefore, the inclusion of these facilities must be considered when a project is scoped, with input from

the local cities, metropolitan planning organizations, locally adopted bicycle and pedestrian plans, and the public, when applicable.

When to consider installation

Sidewalks must be considered for inclusion in urbanized settings on:

- Full reconstruction projects;
- New construction projects;
- Projects within existing right of way that include pavement widening;
- Facilities that are part of a locally adopted sidewalk planning document;
- Facilities where there is evidence of pedestrian traffic:
 - Pedestrians are observed, or
 - There is evidence of a beaten path, or
 - There is significant potential for pedestrians to walk in the roadway;
- Facilities having existing pedestrian features;
- Facilities located on a route to school(s); or
- Facilities located on a transit route. All transit stops must be made accessible.

If it is determined that sidewalks will not be included in the project, then the managing office shall provide justification in the environmental document for not installing sidewalks.

When to install

It is recommended that the sidewalk installation occur concurrently with the curb ramp installation in order to provide a more accessible and safer pedestrian access route.

Maintenance

Maintenance of pedestrian facilities is critical to their continued functionality. Maintenance operations should monitor pedestrian facilities on a regular basis and any discrepancies should be noted for inclusion in the routine maintenance schedule or in the ADA Transition Plan. Where maintenance is the local government's responsibility under a municipal maintenance agreement, TxDOT monitoring is necessary to ensure that maintenance is performed by the local entity on a regular schedule.

Vegetation must be monitored and managed to ensure that vegetation growth does not constrict the pedestrian access route.

In addition, any features permitted in TxDOT right of way will be compliant with the ADA, and items in the right of way (e.g. driveways, utilities, mailboxes, signal equipment) must not create a compliance issue for TxDOT.

III. Traffic/Pedestrian Signal Installation

Installation of pedestrian signal heads and pedestrian detection equipment is strictly a traffic engineering decision. There are instances where they are definitely beneficial, but not necessarily required except on certain signal warrants and at intersections with complex multi-phase signal timing. Refer to TxDOT's Accessible Pedestrian Signals (APS) Guidelines document for outlined instances where APS may be needed.

When APS equipment is installed curb ramps or blended transition installation may be necessary to make the signal equipment and the intersection accessible.

2. Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges


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[A - Z Site Index](#) | [Contact Us](#) | [Español](#)

Business
[Consultants](#)
[Contractors](#)
[Vendors](#)
[Letting & Bids](#)
[Opportunities](#)
[Projects](#)
[Training](#)
[Resources](#)
[Partnerships](#)

Resources

- [Bridge](#)
- [Test Procedures](#)
- [Signed Contracts](#)
- [Purchase Orders](#)
- [Business Contacts](#)
- [Statewide Standard CAD Files](#)
- [Standard Specification Index](#)
- [Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges](#)
- [Materials Information](#)
- [New Product Evaluation](#)
- [Outdoor Advertising Signs](#)
- [Signage](#)
- [Erosion Control](#)
- [Business Forms](#)
- [GIS Open Data](#)
- [Right of Way Maps](#)
- [Engineering Software](#)
- [Supplemental Specifications and Attachments Bid Items](#)
- [Notices for Outdoor Advertising Industry](#)
- [Damage Claims](#)
- [State Holiday Schedule](#)

Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges

Home > Business > Resources

TxDOT has established standards and specifications for the construction and maintenance of highways, streets and bridges. Below are links to documents and important information for contractors and professional service providers.

- 2014 Standard Specifications Book (PDF) (DOCX)
- Advanced Search
- Search for a Special Provision/Special Specification by Assigned Number
- Search for a Special Provision/Special Specification by Construction Control Section Job (CCSJ) Number
- Special Specifications/Provisions Change Memos
- Required Specification Checklists
- 2014 Special Provisions (All) | Statewide and Districtwide, Current | By District
- 2014 Special Specifications (All) | Statewide and Districtwide, Current | By District

Resources

- Requesting Item 8 Delayed Start Provisions (Standard Operating Procedure), Memo (Feb. 11, 2016)
- Style Guide for Construction and Maintenance Specifications
- Bid Codes: (View) (Text) | Bid Item Code Description Abbreviations | How Do I Submit a Request for a New Specification or Bid Code? (Form 1814)
- Reference Items
- Templates: Special Provision | Special Specification | Special Provision to Special Specification | Special Provision to Item 000
- Subject Matter Experts
- Departmental Materials Specifications (DMS)
- Material Producer Lists
- Local Government Standard Specifications and Special Provisions
- Purchase the 2014 Standard Specifications Book

Historical Data

- 2014 Specifications Book (Version 2 - for January 2015 Letting to June 2015 Letting | Summary of Changes
- 2014 Specifications Book (Version 1 - for November and December 2014 Letting)
- 2004 Specifications
- 2004 Specifications Book
- John F. Oibr, P.E., Construction Division Director, Memo (July 10, 2014)
- Roll-out Schedule and Locations
- Seminar Presentation
- New and Renamed Items
- Bridge and Road

Page Options <>

Inside TxDOT

- [Careers](#)
- [Get Involved](#)
- [Media Center](#)
- [Projects](#)
- [Forms & Publications](#)

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Attachment J - ADA Committee Guidelines and Responsibilities

Introduction

The internal TxDOT ADA committees are of two kinds: an advisory committee made up of division representatives that contribute to particular activities and guide our strategic plan in areas related to the ADA Accessibility Program, and district accessibility committees that shape the ADA Accessibility Program content applicable to each respective district.

1. Because of the important role of the committees in representing the perspective of our agency, meetings should be held once every quarter.
2. Meetings may be held via WebEx, telephone conference or face-to-face.
3. Advisory and District ADA committees serve as the facilitator and organizer of planned outreach events and public involvement meetings.
4. Committees may make recommendations in writing to the CIV-ADA Compliance Program Administrator through their district/division liaisons.
5. Committees provide the necessary support and input needed to carry out the ADA mission, values, goals, and initiatives.

Committee Member Responsibilities

In addition to specific roles required by individual committees, members of ADA Accessibility Committees are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the agency and program goals rather than on personal interests. Members should:

- Review all relevant material before committee meetings
- Attend committee meetings and voice objective opinions on issues
- Pay attention to agency activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general agency mission and goals

Committee Chair Responsibilities

In addition to specific roles required by the activities of individual committees, chairs of ADA Accessibility Committees are expected to guide their committees and work with staff to develop necessary work plans and meeting agendas. Chairs should:

- Approve reports of committee meetings before their distribution;
- Report to the committee on decisions of the Administration that affect the committee's work;
- Where appropriate, guide the committee in proposing new activities and service that will further the mission and goals of the ADA Accessibility Program; and
- Where appropriate, make policy recommendations to the ADA Compliance Program Administrator.

Structuring the Meeting

- With the help of the ADA Liaison, provide an agenda sheet with the beginning and ending times for the meeting, meeting location, a list of committee members, and the agenda of topics;
- Sequence agenda items thoughtfully. Start the meeting with topics that will unify the committee, and with topics that will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back. Make the first few topics quick-action items. Build in breaks at logical places (at least every two hours, if extremely long meetings). End with topics that should unify the committee;
- Provide at least minimal written background information for each agenda item;
- Indicate whether the item is for discussion only or if action is expected; and
- Identify the person who is presenting each item.

Facilitating the Meeting

- The committee belongs to the agency, not to the chair; the chair's primary role is as facilitator;
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones;
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break;
- Keep discussions on track; periodically re-state the issue and the goal of the discussion;
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views;
- Seek consensus; unanimity is not required;
- Announce the results of actions taken and explain the follow-up to be taken and by whom;
- Close the meeting by noting achievements; and
- Following adjournment, meet briefly with the ADA Liaison to agree on follow-up actions and the person or party responsible.

Written Report of Committee Meeting

- Include the date, time, and place of the meeting. Note the name of the chair, members present and absent, and other key people in attendance;
- Note all formal motions and report on passage or defeat;
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation;
- Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced;
- Provide information on the time and place of the next meeting; and
- Meeting reports should be prepared as soon as possible (and within 30 days) after the meeting.

ADA Liaison Support

Each committee should have at least one committee member who serves as the district/division ADA Liaison and assists with:

- Maintaining committee roster and accessing information for the committee where appropriate (e.g. minutes of previous committee meetings, background on recent committee activities, information about key people with whom the committee or chair is likely to interact);
- Retaining a copy of procedural information, minutes and activity reports for committee;
- Working with the chair of the committee to ensure that committee responsibilities are fulfilled and meeting agendas are set;
- Providing assistance to the chair in setting up and conducting meetings; and
- Facilitating communications between the committee and ADA Compliance Program Administrator, Administration, etc.

Attachment K – Mission, Values, and Goals

ADA Accessibility Program

Mission, Values and Goals

MISSION STATEMENT

The mission of the Texas Department of Transportation's (TxDOT) ADA Accessibility Program is to ensure that every program, service, benefit, activity and facility open to the public is fully accessible to and usable by people with disabilities in an integrated setting that fosters inclusion and does not discriminate.

VALUES

We value accessibility and acceptance and are committed to:

- Equal Opportunity
- Independent Living
- Economic Self-sufficiency
- Full Participation

GOALS

- Increase awareness of TxDOT's ADA Accessibility Program throughout the department and state.
- Improve internal and external communications about TxDOT's ADA Accessibility Program.
- Increase public participation during the Design, Planning and Development phases.
- Develop and maintain ADA training to employees, recipients and subrecipients.
- Develop and maintain a grievance process that is consistent with the U.S. Department of Justice and U.S. Department of Transportation's ADA accessibility requirements.
- Create a subrecipient monitoring program that is consistent with Federal Highway Administration's requirements.

Attachment L



MEMORANDUM

TO: District Engineers

DATE: January 7, 2011

FROM: Carol T. Rawson, P.E., Director
Traffic Operations Division

A handwritten signature in blue ink that reads "Carol T. Rawson, P.E.".

SUBJECT: TxDOT Accessible Pedestrian Signals Guidelines

Attached are the TxDOT Accessible Pedestrian Signals (APS) Guidelines. All new construction and reconstruction projects that include pedestrian signals beginning with the April 2011 letting will need to incorporate APS. These guidelines are consistent with the Draft Proposed Right-of-Way Accessibility Guidelines developed by the United States Access Board.

In conjunction with the guidelines, a statewide inventory of all signalized intersections managed by TxDOT should be conducted. As part of the inventory, each intersection will need to receive a rating to determine the priority for conversion to APS. The ranking of the intersections will need to be done utilizing the methodology laid out in NCHRP 3-62, APS Prioritization Tool.

It is requested that each district complete a worksheet for all signalized intersections and provide this inventory list on the attached "Accessible Pedestrian Signal Prioritization Summary" to the Traffic Operations Division (TRF) by January 30, 2012. The summary should show the number of crosswalks, locations with APS, and preferably, all completed priority rankings.

To date, there have not been any funding programs identified for the installation or prioritization of APS. Districts will need to utilize existing funding programs accordingly. However, as mentioned in the guidelines, a plan should be developed to address the installation of APS at intersections with pedestrian signals. In general, the signalized intersections with higher scores are the ones with the greatest need for conversion to APS, but the rankings will need to be considered within context so that the greatest needs are served first.

TRF staff is available to assist with questions on APS such as evaluation and design challenges. If you have any questions, please call Henry Wickes at (512) 506-5125 or me at (512) 416-3200.

Attachments

cc: Administration, TxDOT
Regional Support Directors, TxDOT
Owen Whitworth, Audit Office, TxDOT
Mark A. Marek, P.E., Design Division, TxDOT
Toribio Garza, Jr., P.E., Maintenance Division, TxDOT
Jerral Wyer, Occupational Safety Division, TxDOT
Mark E. Tomlinson, P.E., Texas Turnpike Authority, TxDOT
Greg Brinkmeyer, P.E., American Traffic Safety Services Association
A.P. Boyd, Associated General Contractors
Thomas R. Bohuslav, P.E., Associated General Contractors

TxDOT Accessible Pedestrian Signals Guidelines

Contents:

TxDOT Accessible Pedestrian Signals Guidelines.....	2
Purpose	2
Definition	2
Background	2
Recommended Practice	3
Engineering Study for APS	4
Design Considerations.....	5
Specifications	6
References:	6
Appendix A - Prioritization Tool Worksheets.....	7

TxDOT Accessible Pedestrian Signals Guidelines

Purpose

The purpose of this document is to provide guidelines for the installation of Accessible Pedestrian Signals (APS).

Definition

An APS is a device that communicates information about pedestrian signal timing in non-visual format such as audible tones, verbal messages, and/or vibrating surfaces (Texas Manual on Uniform Traffic Control Devices (TMUTCD)).

Background

In June of 2002, the U.S. Access Board released a draft document entitled *Draft Guidelines for Public Rights-Of-Way*. These draft guidelines required APS systems at all new signalized intersections where pedestrian signals are installed. In November 2005, new draft guidelines were issued. The November 2005 draft guidelines also include requirements for APS to be installed on new construction where pedestrian signals are installed. The 2005 draft guidelines state:

“The Board’s aim is to ensure that access for persons with disabilities is provided wherever a pedestrian way is newly built or altered, and that the same degree of convenience, connection, and safety afforded the public generally is available to pedestrians with disabilities. The guidelines would not require alterations to existing public rights-of-way, but would apply where a pedestrian route or facility is altered as part of a planned project to improve existing public rights-of-way.”

The ADA requires that when pedestrian facilities are provided, they must be usable by all pedestrians. The Federal Highway Administration (FHWA) stresses that the draft guidelines should be considered as best practices and the state of the practice and should be followed regarding issues not covered by the existing ADA guidelines.

The following recommended practice is based on the above mentioned draft guidelines that were developed through the FHWA.

Recommended Practice

Until such time that further rules or regulations are provided by USDOT, FHWA, USDOJ, the US Access Board, TDLR, AASHTO, or others, the installation of APS will be in accordance with the guidance that follows. This recommended practice is subject to change and will be updated as needed. Additionally, an intersection prioritization tool based on National Cooperative Highway Research Program (NCHRP) Project 3-62 should be utilized to evaluate signalized intersections for the need of APS based on comparative need. Priority to install APS systems will also depend on whether the signalized intersection is considered to be part of new construction, part of a modification project, or an existing installation as defined below.

- ◆ ***New Construction*** - New construction of traffic signals is considered either the installation of a new traffic signal at a previously non-signalized intersection or substantial replacement of a traffic signal. If pedestrian signals are installed, the traffic signal shall be designed and equipped with APS for all crosswalks that are to be equipped with pedestrian signals. Installation of APS will not be considered at intersection approaches where an engineering study has determined that pedestrian crossings are to be prohibited. However, the designer should take into consideration that a non-visual format to prohibit pedestrian crossing (some sort of physical means of prohibiting the crossing such as railing, heavy vegetation, etc.) be provided in addition to crossing prohibition signs.
- ◆ ***Traffic Signal Modifications*** - Traffic signal modifications are considered to be the modification of an existing traffic signal at an intersection. If there are existing pedestrian signals, or pedestrian signals are being added as part of the installation, the design should include the installation of APS. Installation of APS will not be considered where pedestrian crossings are physically prohibited. Minor signal modifications such as installation of left turn signal heads, modification of existing signal phasing, or installation of vehicle detection systems that do not require substantial reworking of the intersection signal poles or wiring would not require a redesign of the intersection as mentioned above.
- ◆ ***Existing Traffic Signals*** – TxDOT districts will schedule an evaluation of all existing signalized crosswalks at signalized intersections under their jurisdiction. Evaluations will include completion of the Intersection Prioritization Tool worksheet. Crosswalks should be evaluated to determine a priority for the installation of APS. The scores should be arranged in order from highest to lowest. Crosswalks with scores in the top 50 percent and associated with a specific request should be considered high priority. Districts shall develop a plan for installation of APS at all intersections with existing pedestrian signals based on the order established by the determined priority. Additionally, evaluations will be made when there is a written request for a specific intersection(s). Evaluations that result in a high priority or are associated with a specific request should be scheduled to have APS installed. At the completion of the high priority or specific request projects the district should review the plan and move toward completing all APS installation.
- ◆ ***Engineering Judgment*** – Based on the engineer’s judgment, a higher priority may be given to the installation of APS at a crosswalk than an initial evaluation of the crosswalk would indicate.

Engineering Study for APS

An engineering study of signalized intersections for each TxDOT district is needed to determine priority for providing APS at pedestrian signals. The Intersection Prioritization Tool should be completed by engineering staff. However, the study may include the input of an Orientation and Mobility Specialist. The Texas Department of Assistive and Rehabilitative Services (DARS), Division for Blind Services can be a good point of contact for consultants on orientation and mobility. TxDOT districts should develop a plan for upgrading pedestrian signals based on the priority established by the engineering study.

The TMUTCD provides the following information on the APS study:

“Guidance:

The installation of accessible pedestrian signals at signalized locations should be based on an engineering study, which should consider the following factors:

- A. Potential demand for accessible pedestrian signals;
- B. A request for accessible pedestrian signals;
- C. Traffic volumes during times when pedestrians might be present, including periods of low traffic volumes or high turn-on-red volumes;
- D. The complexity of traffic signal phasing; and
- E. The complexity of the intersection geometry.”

Research information indicates other considerations to study:

“Too little traffic is as great a problem for pedestrians who are blind, as is too much traffic. In the absence of APS, blind pedestrians must be able to hear a surge of traffic parallel to their direction of travel in order to know when the walk interval begins. Locations that may need APS include those with:

- Intersections with vehicular and/or pedestrian actuation
- Very wide crossings
- Major streets at intersections with minor streets having very little traffic
- T- shaped intersections
- Non-rectangular or skewed crossings
- High volumes of turning vehicles
- Split phase signal timing
- Exclusive pedestrian phasing, especially where right-turn-on-red is permitted
- A leading pedestrian interval.

Where these conditions occur, it may be difficult for pedestrians who are visually impaired or blind to determine the onset of the walk interval by listening for the onset of parallel traffic, or to obtain usable orientation and directional information about the crossing from the cues that are available.”¹

There are potential traffic conflicts associated with signalized pedestrian crossings to be aware of whether audible APS systems are installed or not. These include: vehicles still clearing the intersection when the audible signal comes on; vehicles that fail to stop for the red light; motorists who stop and make a right turn on red while watching to the left and failing to notice pedestrians on their right; and vehicles that may turn right or left on the same phase as the pedestrian. Adjustments to vehicular phases and allowable movements, including prohibiting right turn on red, may need to be incorporated into the overall intersection operation. It may even be questionable whether the audible signal interferes with the sight impaired travelers ability to listen for these possible conflicts. These potential conflicts require that due caution be used when crossing a street whether there is an audible signal or not. Speech messages should never indicate that it is safe to cross, but rather that the walk light is on.

Design Considerations

The draft Americans with Disabilities Act *Revised Draft Guidelines for Accessible Public Rights-of-Way* (<http://www.access-board.gov/prowac/draft.htm>) include specific requirements for pedestrian signals and includes a comprehensive list that the designer should review.

The TMUTCD, Section 4E. “Pedestrian Control Features” also covers many of the design requirements of APS systems. As with any traffic control device, the TMUTCD should be reviewed when designing accessible pedestrian signals. For example, the TMUTCD indicates that the push buttons should be separated by 10 feet and located near the curb ramp they serve, preferably at the landing for the curb ramp.

To comply with the Texas Accessibility Standards (TAS), the push button must be centered on a clear ground space. If the curb ramp landing is not utilized, an additional level arealanding at the push button may be required. The APS units require mounting with proper orientation to direct pedestrians across the street.

The *Accessible Pedestrian Signals: Synthesis and Guide to Best Practice* (<http://www.walkinginfo.org/aps/index.cfm>), which was developed by the NCHRP, is very comprehensive in regard to all aspects of APS. It goes into extensive detail regarding all aspects of APS and is recommended as a reference for APS design considerations.

Accessible pedestrian signal systems have undergone several advancements throughout the years. The most current devices are the push button integrated systems. With these systems, the speaker, push button, and vibro-tactile arrow are all contained in the push button housing. Placement of the push button/APS is critical to the proper operation of the system. The pedestrian uses the arrow on the APS for orientation in crossing the street. The button stations serving adjacent crosswalks at the same corner require separation so that the user can tell which crossing is being served with a walk indication. The APS provides a locator tone and “walk” tone; the cuckoo and chirp tones are no longer considered effective. These systems have the capability to adjust to ambient noise levels and can be configured so that they are only discernable from a specific distance from the intersection, posing less of a noise issue for the surrounding environment. In consideration of the above, it is critical in design to locate the pushbuttons and crosswalks such that the installation of APS will be effective.

Specifications

When specifying an APS, it is necessary to know what will be needed at the crossing. It is recommended that a push button integrated APS system be specified. These systems have all the TMUTCD required features such as locator tones, volume control, vibro-tactile arrows, etc. Contact TRF for assistance with specifications.

References:

2006 Texas Manual on Uniform Traffic Control Devices (TMUTCD)

November 23, 2005 *Revised Draft Guidelines for Accessible Public Rights-of-Way* (US Access Board, www.access-board.gov)

NCHRP 3-62 Accessible Pedestrian Signals: Synthesis and Guide to Best Practice

Texas Accessibility Standards

Transportation Research Record, Journal of the Transportation Research Board, No. 1982, pp.13-20, titled, “Development of an Intersection Prioritization Tool for Accessible Pedestrian Signal Installation”

1. Accessible Pedestrian Signals – A Guide to Best Practices, (Developed under the sponsorship of the [National Cooperative Highway Research Program](http://www.nchrp.org/))
<http://www.apsguide.org/index.cfm>

APPENDIX A

Intersection Prioritization Tool Worksheets

The intersection prioritization tool provided below was recreated from National Cooperative Highway Research Program (NCHRP) 3-62 research. The worksheets are a product of NCHRP 3-62 and are published in the *Transportation Research Record, Journal of the Transportation Research Board*, No. 1982, pp.13-20, entitled, “Development of an Intersection Prioritization Tool for Accessible Pedestrian Signal Installation”. The intersection prioritization tool consists of two worksheets.

- ◆ The Intersection Worksheet accounts for intersection characteristics and layout, signalization type, and location related to transit facilities, facilities for the visually impaired, and major pedestrian attractions.
- ◆ The Crossing Worksheet accounts for the individual crossing characteristics. Each crossing at the intersection is rated based on several factors including:
 - Crossing width
 - Speed limit
 - Geometrics
 - Pedestrian signal control
 - Vehicle signal control
 - Off-Peak traffic presence
 - Availability of alternative APS
 - Requests for APS installation

The prioritization tool provides a method of scoring individual crossings for relative crossing difficulty to visually impaired individuals. This provides a method to compare crossings for priority for installation of APS systems. In general, if one crossing generates a high priority, it would be desirable to provide APS for all crossings at the intersection.

The detailed instructions on the correct method for filling out and completing the worksheets are available on the internet at:

http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_w117a_appendix-d.pdf

The prioritization tool worksheets are located on the following pages.

Intersection Prioritization Tool for Installation of Accessible Pedestrian Signals, adapted from NCHRP 3-62, 2006				
Intersection Worksheet				
Location:				
<p>Sketch: See instructions for information to include. Label crosswalks as A,B,C,D, etc.</p> <div style="text-align: center;">  <p>Indicate North</p> </div>	Configuration (select one)	Points	Score	
	4-leg	0		
	4-leg offset	3		
	3-Leg (T or Y)	3		
	5 or more legs	12		
	Midblock location	14		
	Signalization* (select one)**		Points	Score
	Pre-timed (non-actuated)	0		
	Actuated (semi or fully)	2		
	Split Phasing	6		
	Exclusive ped phase	8		
	Transit Facilities within a block (- 1/8 miles) of the intersection - all legs (select one)		Points	Score
	No Transit Facilities	0		
	Single bus route	1		
	Multiple bus routes	3		
Transit mail/rail station	5			
Distance to Facility for Visually Impaired (select one)		Points	Score	
> 2600 ft (~1/2 mile)	0			
< 2600 ft (~1/2 mile)	4			
< 1300 ft (~1/4 mile)	6			
< 650 ft (~1/8 mile)	8			
< 300 ft	10			
Other Intersection Level Issues				
Distance to Major Pedestrian Attraction (select one)		Points	Score	
> 2600 ft (~1/2 mile)	0			
< 2600 ft (~1/2 mile)	2			
< 1300 ft (~1/4 mile)	3			
< 650 ft (~1/8 mile)	4			
< 300 ft	5			
* For intersections only. Signalized midblock locations are accounted for under Configuration				
** Select the option with the highest point value that applies to the situation.				
Intersection Worksheet Score:				
(sum of scores on this page)				

Attachment M – Project Charter

1. User

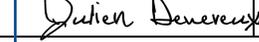
Project Charter

User Experience

Version: 0.4

Revision Date: 12/14/2017

Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work will be initiated on this project and necessary resources are committed as described herein.

Approver Name	Title	Signature	Date
Michael Sledge	Communications Division – Creative Services Director		1/19/2018
Cassie Jordan	Project Sponsor/ IMD - Strategy Director		1/19/2018
Mark Evans	IMD - Business Relationship Manager		1/19/2018
Joshua Hunter	Branch Manager – Web Services		1/11/2018
Julien Devereux	Branch Manager – Editorial Services		1/12/2018

*By authorizing this Charter, the Project Sponsor agree to the scope and requirements. Any additional scope or requirements identified after final technical approval (ARB) will need to be handled by a separate project.

Revision History

Identify document changes.

Version	Date	Name	Description
0.1	10/24/2017	Rikki Degelia	Initial draft
0.2	10/31/2017	Rikki Degelia	Transferred to new template
0.3	12/12/2017	Rikki Degelia	Incorporate review comments
0.4	12/27/2017	Rikki Degelia	Review comments from CMD and CIV incorporated

Section 1. Overview

1.1 Problem Statement

Define what the root cause of the problem is, what problem is created by the root cause and what effect this has on achieving business goals

- ▶ The current applications have differing page layouts and formats which cause potential confusion from a user experience perspective. The current applications lack TxDOT branding consistency, resulting in continued operational effort to train and/or answer questions related to the use of various applications.
- ▶ The websites lack accessibility compliance with TAC 206, TAC 213 and sections 504 and 508 of the Rehabilitation Act of 1973 which prevents some users from fully utilizing TxDOT resources and information provided. This item primarily impacts disabled users.

1.2 Project Description

Define the objectives of the project and determine finite ending points for each objective. Large-scale efforts should be divided into more manageable pieces of scope (e.g. objectives that will be accomplished in less than a year's time).

- ▶ Improve the user experience by creating a consistent web user interface that is in compliance with accessibility requirements.
- ▶ A roadmap generated will identify the specific web-based applications to be modified and allow us to prioritize which applications will be addressed in order to reduce the risks associated with non-compliance to accessibility.

1.3 Project Scope

The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project. The project scope definition should also describe products and/or services that are outside of the project scope.

Project Includes
All web-based applications and web content published through IMD that is not specifically excluded as noted in Project Excludes section.
Creation of standards for accessibility for web-based applications.
Creation of standards for a consistent user interface for web-based applications.
Mechanism to measure accessibility compliance for websites and web-based applications.
Modifications to web-based applications to utilize the standards identified for accessibility and user interface.

Project Excludes
All applications which are not web-based. These are the mainframe applications without web components, for example, Traffic Log System and Right of Way.
Any web-based applications that are scheduled for delivery.
NOTE: if the sites are not created accessible or with the standard look and feel, they will need to be remediated in a subsequent request.
Any web-based applications that are schedule to be removed from production operation prior to 8/31/2019.
Specific web-based application functionality enhancements that are for a purpose other than making them accessible or to comply with the common user interface standards.
Modifications to existing operational (non-functional) requirements including how the application performs or any security modifications.
Modifications to existing methods that the user accesses the application other than the modifications for accessibility and user interface consistency.
All TxDOT social media sites. (i.e. Facebook, Twitter, YouTube, etc.)

Project Excludes
Modifications of existing Commercial Off-The-Shelf (COTS) applications to comply with TxDOT user interface standards.

1.4 Current State of Associated Business Processes

Define the business process for the defined scope of the project As-Is, present state process prior to implementing this project. This should include input that is representative of all identified stakeholders for all division and districts. Provide a brief explanation of the process at a summary high level. If necessary, add a visual diagram to the appendices.

- ▶ There are current standards for content creation and TxDOT branding.
- ▶ As websites and web-based applications are created and updated, there is not a set of user interface or accessibility standards to ensure that the information provided is available and easy to use by all users. This is especially true for users that have disabilities.
- ▶ See flow documentation for content updates (Content Flow.docx). This identifies the need for TxDOT.gov modifications.

1.5 Product Features

Describe the end product that will be delivered as the result of this project. Briefly describe what the product will look like.

Product Feature	Description
Accessibility Standards & Guidelines	This set of standards and guidelines will be a resource that is utilized for web-based application during requirements gathering, design, development and testing to ensure that the sites are accessible by as many users as possible, regardless of the user's method of accessing the site. The document will include basic operating procedures to ensure standards are followed. Baseline standards document is available.
Web-based Application Common User Experience Standards & Guidelines	This set of standards and guidelines will be a resource that is utilized for web-based application during requirements gathering, design, development and testing to ensure that all sites are adhering to a consistent look and feel. The document will include basic operating procedures to ensure standards are followed. Baseline standards document is available.
Accessibility Compliance Methodology to include testing and validation.	A method to assist in ensuring website and web-based application compliance to accessibility requirements. The tool will be able to check for section 508 of the Rehabilitation Act of 1973 and WCAG 2.0 AA standards compliance. The method will be used to assist in the monitoring of continued compliance for TAC 206 and 213 requirements.
Web-based Application Enhancements for User Experience standardization and accessibility.	Each website and web-based applications that is in scope for the project will be modified where necessary to comply with accessibility and user interface standards. Each site may have various modifications based on the level of non-compliance that exists.

1.6 Project/Product Requirements

Describe the product requirements that must be met to satisfy the business objectives. Populate the Customer Need/Technical Assumption, Requirement Description, and Priority columns of the Requirements Traceability Matrix in Section 5.1.

See attachment in Section 5.

Section 2. Assumptions, Constraints, Dependencies

2.1 Assumptions

Describe the assumptions made in establishing this project's requirements, scope, timeline, and budget.

- ▶ Existing application requirement documentation is not available.
- ▶ There will be no changes to existing functional or operational (non-functional) requirements.
- ▶ The only application modifications will be related to meeting compliance and conforming to consistent user interface changes.

2.2 Constraints/Limitations

Describe the constraints and/or limiting factors that can affect the project.

- ▶ Web applications developed using dated software may prove problematic to enhance without major application redesign.
- ▶ Existing application requirements documentation is not available, so ensuring existing functionality continues to operate as it currently does after the modifications for this user experience project.

2.3 Dependencies

Describe the dependencies that can affect the project. Include any dependencies on existing projects, work streams, and/or systems.

- ▶ Current projects to upgrade applications to levels of supportable software versions.

Section 3. Project Stakeholders

3.1 Stakeholder Identification and Roles

Identify roles for the stakeholders. (Include Subject Matter Experts (SMEs) and Approvers in this list.)

User or Stakeholder	Project Role
Michael Sledge	Director, Creative Services – Business Owner
Joshua Hunter	SME for website accessibility and usability
Julien Devereux	SME for editorial
Cassie Jordan	Project Sponsor
Juanita Webber	ADA Compliance Program Administrator

Application Owners (see list of applications in Section 5.3)	Individual application owners will conduct user acceptance testing and verification of functionality when changes for accessibility and/or user interface have occurred.
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3.2 Responsibility Chart

Identify responsibilities for the stakeholders. (Include Business unit and IMD/ Vendors on this chart.)

Task	Business Unit	IMD/Vendor
Participate in User Acceptance Testing	X	X
Review specific standards	X	X
Participate in common user experience standards	X	X
Prioritization of application enhancements	X	X
Subject matter experts	X	
Review Implementation Planning and Rollout Schedule	X	

Section 4. Glossary

Define all terms and acronyms required to interpret the Project Charter.

Acronym or Term	Definition
EIR	Electronic and Information Technology – Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, storage, or delivery of data or information.
TAC	Texas Administrative Code – a compilation of all state agency rules in Texas.
WIA	Web Accessibility Initiative - is an effort to improve the accessibility of the World Wide Web (WWW or Web) for people with disabilities.
W3C	World Wide Web Consortium - the main international standards organization for the Internet.
WCAG	Web Content Accessibility Guidelines - a series of web accessibility guidelines published by the WAI of the W3C.
Section 504	Is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability.
Section 508	An amendment to the United States Workforce Rehabilitation Act of 1973, a federal law mandating that all EIR developed, procured, maintained, or used by the federal government be accessible to people with disabilities.
TAC 206	Aligns state web accessibility standards with the federal regulations set forth in Section 508 of the Rehabilitation Act of 1973.
TAC 213	Enacted state standards for procurement, development, or usage of EIR for people with disabilities and also aligns accessibility standards with the federal regulations set forth in Section 508 of the Rehabilitation Act of 1973.

Section 5. Appendices

5.1 Requirements Document

See document Requirements Document – RITM0413629.xlsx

5.2 Project Economics

See document Economics RITM0413629 UX.xlsx

5.3 In Scope Applications

Application Name (Supported by NTTD)
PeopleSoft HCM - Succession Planning
TxDOT Centennial Track the Truck (TrackTruck) V1
Project Tracker
Paris GIS Cores (Paris GIS)
OrigamiRisk ERMS (Origami) V1
Johnson Controls Metasys (Metasys) V8
Bridge Inspection Tool (InspectTech) V1
HCRS GIS Infrastructure Entry and Mapping (HCRS EDIT)
Highway Assets Management Systems (HAMS) V1
Geospatial Roadway Inventory Database (GRID) V1
Enterprise Permitting System (EPS) V8
Design and Construction Information System GIS (DCIS GIS)
Congestion Mitigation (Cong Mit)
Advanced Outfall Tracking System (AOTS) - storm water discharges
AVN MET
TxDOT.gov
TeleWork (Workwise)
Visitor Service Totals (VST)
Unified Transportation Program
Utility Installation Review (UIR) V1
TxDOT Financial Assistance System (TxFAS) V1
Texas Rail Information Management System (TRIMS WEB)
Sign Replacement Work Requests (SRWR)
Signal Shop Call Out Log
Senate Bill 20 (SB20)
Roadway Weather Information System (RWIS)
Region Support Center Data System (RSCDATA)
Right of Way Strategy 102
Research Management System (RMS)
Railroad Inspection System for the PC (RISPC)
Revenue Finance System
Revenue
Public Transportation Formula Application (PTFA)
Permanent Structure Number (PSN)
Pavement Management Information Data Conversion Tool (PMIDCT)

Perspective
Payment Card System (PCS)
Pavement Analyst (PA)
Open Records (OpenRecords)
MyPrint (MyPrint) V1
Minute Orders
Meteorological Evaluation Towers (MET)
Inventory Purchasing and Planning (IPP)
Heavy Equipment Scheduler (HES)
Function 225 Request
Fuel Card System (FCS)
Federal Aid Funding Obligation System (FAFOS)
Expenditure Transfer Voucher Log (ETV LOG)
Electronic STIP Portal (ESTIP)
Revenue Log (DLOG)
Design and Construction Information System-FIMS (DCIS-FIMS)
Customer Service Tracking and Resolution (C-STAR)
Construction Records Database (CRD)
Adobe CQ5 Content Management System (CQ)
Child-support, IRS, Bankruptcy (CIB)
Barcode
Assistant (ASST)
Drive Texas
Virtual Earth DCIS (VE DCIS)
TxDOTNow
TxDOT Roadway Information Portal (TRIP)
Straight Line Diagramming (SLiD)
SiteManager GIS (SiteMgr GIS)
Right of Way Map (ROW Map)
Load Restricted Bridge Map (LRBM)
Load Zoned Roads (Loadzone)
Highway Conditions Reporting System (HCRS)
Guardrail End Treatment (GET)
Floodplain Management System (FPM) V1
DriveTexas (DRVTX)
ArcGIS Online (AGO)
Texas Airports Data System (TADS)
State Vehicle Usage
Subcontractor Monitoring System (SMS)
Printer Usage Tracking (PUT)
PMIS Process Control (PMISPC)
Pavement Management Information System (PMIS)
Pavement Data Collection (PCDC)
MicroStrategy
Electronic Grants (EGrants)
Electronic Grants (EGrants_ENT)

Central Authentication and Authorization System (CAAS)
Bid Proposal System (BPS)
Bid Proposal Request System (BPRS)
Adopt-A-Highway (AAH) - .Net Version
Maintenance Management System (MMS)
MMS Interface Manager (MIM)
TRACK
TRACK Complaint Case Management SharePoint Application (TRACK) V1
Electronic Legislative Inquiry Tracking Exchange (ELITE) V1
Adopt A Highway SharePoint Application (AAH) V2
VTC Report Center (VTCReports) V5
Bridge Under Clearance Database (UCDB)
Texas Unified Certification Program (TUCP)
Texas Environmental Compliance Oversight System (Texas ECOS) - DUPLICATE
Statewide Traffic Analysis and Reporting System II (STARS II)
Specification (SPEC)
Professional Services Contract Administration and Management System (PS CAMS)
Project Letting Approval Reporting System (PLARS)
Plans Online (Plans Online_PLOL)
Primavera P6 Enterprise Project Portfolio Management WEB (P6 WEB)
Primavera P6 Enterprise Project Portfolio Management Timesheets (P6 TimeSheets)
Online Manuals System (OMS)
Inspection and Materials Management System (I2MS)
Financial Forecasting
Fin Admin (FIN ADMIN)
FHWA 1391
Electronic Project Records System (EPRS)
Estimate and Letting System (ELS)
Electronic Bidding System (EBS)
Consultant Certification Information System (CCIS)
Clean Air Plan System (CAPS)
GSD Work Order System (AMICS)
NTC - Notice To Contractors
TxDOT Enterprise Document Management System (TxDOT EDMS)
TxDocs Online
eManager
Electronic Forms (EFORMS)
Enterprise Document Management System (EDMS)
Application Name (Supported by 3rd party vendor - not NTTD)
Toll Management System (TMS)
FLEET Navigator (FNAV)
PeopleSoft SCM - Purchasing
PeopleSoft SCM - Inventory
PeopleSoft SCM - Asset Management
PeopleSoft HCM - Time and Labor
PeopleSoft HCM - Talent Management

PeopleSoft HCM - Security
PeopleSoft HCM - Position Management
PeopleSoft HCM - Performance Management
PeopleSoft HCM - Payroll
PeopleSoft HCM - Human Resources
PeopleSoft HCM - Benefits
PeopleSoft HCM
PeopleSoft FSCM - Security
PeopleSoft FSCM - Project Costing
PeopleSoft FSCM - General Ledger
PeopleSoft FSCM - Contracts
PeopleSoft FSCM - Commitment Control
PeopleSoft FSCM - Billing
PeopleSoft FSCM - Accounts Receivable
PeopleSoft FSCM - Accounts Payable
PeopleSoft FSCM
PeopleSoft ELM - Security
PeopleSoft ELM - Learning Management
Facilities Work Order Requests
DallasFWHigh Speed Rail
Audit Archiving
Legislative Tracking System (LTS)
State OJT
Crash Records Information System (CRIS)
Travel Demand Modeling (TDM)

Attachment M – Project Charter
2. Browser

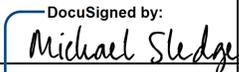
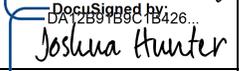
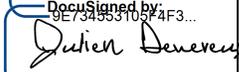
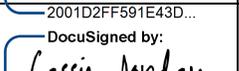
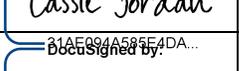
Project Charter

Implement Multi-browser Compatibility (Browser Agnostic) & Multi-device Portability – RITM0413632

Version: 0.5

Revision Date: 01/08/2018

Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work will be initiated on this project and necessary resources are committed as described herein.

Approver Name	Title	Signature	Date
Michael Sledge - CMD	Director, Creative Services		1/19/2018
Joshua Hunter	Branch Manager, Web Services		1/11/2018
Julien Devereux	Branch Manager, Editorial Services		1/12/2018
Cassie Jordan	Project Sponsor/Strategy Director		1/19/2018
Mark Evans	Strategy Owner		1/19/2018
			

*By authorizing this Charter, the Project Sponsor agree to the scope and requirements. Any additional scope or requirements identified after final technical approval (ARB) will need to be handled by a separate project. Revision History

Identify document changes.

Version	Date	Name	Description
0.1	10/11/2017	Becky Bloom	Initial draft
0.2	10/31/2017	Becky Bloom	Transferred to new template
0.3	11/14/2017	Becky Bloom	Incorporated feedback from NTT Data
0.4	12/05/2017	Becky Bloom	Updates incorporated from feedback of team
0.5	01/08/2018	Becky Bloom	Updated with feedback from CMD

Section 1. Overview

1.1 Problem Statement

Define what the root cause of the problem is, what problem is created by the root cause and what effect this has on achieving business goals

- ▶ TxDOT web-based applications and web content that have been published by IT are currently not supported on multiple browsers and devices. There are inconsistencies between applications and corresponding browser compatibility. The user interfaces are also not supported across multiple devices.
- ▶ Currently no defined standards exist for multi-browser or multi-device compatibility.

1.2 Project Description

Define the objectives of the project and determine finite ending points for each objective. Large-scale efforts should be divided into more manageable pieces of scope (e.g. objectives that will be accomplished in less than a year's time).

- ▶ The goal of this project is to ensure all TxDOT web based applications and web content published by IT updated so that they are consistent across multiple browsers and devices. This effort will include developing standards to ensure consistency across browsers and devices. This will reduce the number of service desk calls leading to lower operational costs. TxDOT will have an increase in productivity due to a seamless transition between devices and browsers. External users that were unable to access TxDOT web applications/content due to having a different browser or device will then have access.

1.3 Project Scope

The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project. The project scope definition should also describe products and/or services that are outside of the project scope.

Project Includes
Development of standards.
Operationalize the standards into existing application lifecycle management process.
Updating all TxDOT web applications and web content published by IT to adhere to the defined standards.

Project Excludes
Applications that are not web based.
Applications/content that is scheduled to be decommissioned or non-operational before 08/31/2019.
TxDOT social media site content.

1.4 Current State of Associated Business Processes

Define the business process for the defined scope of the project As-Is, present state process prior to implementing this project. This should include input that is representative of all identified stakeholders for all division and districts. Provide a brief explanation of the process at a summary high level. If necessary, add a visual diagram to the appendices.

- ▶ There are currently no defined standards or processes related to the maintenance of compatibility for web applications and content published by IT to multiple browsers and devices.

1.5 Product Features

Describe the end product that will be delivered as the result of this project. Briefly describe what the product will look like.

Product Feature	Description
TxDOT Standards	Defined process for keeping web based applications and content consistent between multiple browsers and devices.
Web based applications and content published by IT	Web based applications and content published by IT will retain consistent functionality across multiple browsers and devices.

1.6 Project/Product Requirements

Describe the product requirements that must be met to satisfy the business objectives. Populate the Customer Need/Technical Assumption, Requirement Description, and Priority columns of the Requirements Traceability Matrix in Appendix 5.1.

See attachment in Section 5.

Section 2. Assumptions, Constraints, Dependencies

2.1 Assumptions

Describe the assumptions made in establishing this project's requirements, scope, timeline, and budget.

- ▶ The existing non-functional requirements will remain as is.
- ▶ No enhancements or improvements to individual applications will be made.

2.2 Constraints/Limitations

Describe the constraints and/or limiting factors that can affect the project.

2.3 Dependencies

Describe the dependencies that can affect the project. Include any dependencies on existing projects, work streams, and/or systems.

- ▶ This project is dependent on acquiring a valid list of web based applications and content that TxDOT IT supports. The list is included in the Appendix.
- ▶ We must determine which of the applications/sites are currently compatible and which are not.
- ▶ Other projects need to be evaluated to identify if any application upgrades are already in progress. If it is found that an application is being altered in another project, it will be evaluated to determine the best venue for completion.
- ▶ List of approved browsers and devices required by DIR. (Does not include all browsers and devices.)

Section 3. Project Stakeholders

3.1 Stakeholder Identification and Roles

Identify roles for the stakeholders. (Include Subject Matter Experts (SMEs) and Approvers in this list.)

User or Stakeholder	Project Role
Cassie Jordan	Project Sponsor/Strategy Director
Michael Sledge	Director, Creative Services – Business Owner
Joshua Hunter	Branch Manager, Web Services – Business Owner
Julien Devereux	Branch Manager, Editorial Services – Business Owner
Mark Evans	Strategy Owner

3.2 Responsibility Chart

Identify responsibilities for the stakeholders. (Include Business unit and IMD/ Vendors on this chart.)

Task	Business Unit	IMD/Vendor
Update the CMDB list of applications with most current information.	X	X
Determine data to be collected that will assist in determining project size		X
Participate in User Acceptance Testing	X	
Review standards and provide feedback	X	
Participate in the design throughout the project	X	X

Section 4. Glossary

Define all terms and acronyms required to interpret the Project Charter.

Acronym or Term	Definition
CMDB	Configuration Management Database

Section 5. Appendices

5.1 Requirements Document



Requirements -
Browser Agnostic & P

5.2 Project Economics

5.3 As-Is Process Visual (if needed)

5.4 Supported Application List



Supported Web
Applications.xlsx