

STATE OF CALIFORNIA  
**TRANSITIONING**  
*towards*  
**ACCESSIBLE**  
**PUBLIC BUILDINGS**

The Americans with Disabilities Act (ADA), and the California Government Code (CGC) provide guidelines for coordination of accessibility issues.

This flowchart represents a process for public agencies to achieve accessible programs, services and facilities.

**AGENCY HEADS AND DEPARTMENT DIRECTORS**

Take responsibility for agency programs and facilities; initiate the process and verify compliance with the ADA and state laws concerning accessibility.

DOR/DAS  
 Department of Rehabilitation  
 Disability Access Section

**ADA  
 Coordinator**

**Accessibility  
 Specialist**

DGS/DSA  
 Department of General Services  
 Division of the State Architect

DAC  
 Disability Advisory Committee

**PHASE I: COMMITMENT**

Agency Head or Department Director demonstrates a commitment to Access Compliance.

**PHASE II: SELF-EVALUATION**

Complete Self-Evaluation and develop Transition Plan to identify and resolve accessibility issues.

**PHASE III: TRANSITION**

Prepare budget and correction plan to submit to Department of Finance (DOF) for approval.

**PHASE IV: IMPLEMENTATION**

Implement all items in the Self-Evaluation and remove structural noncompliance items discovered in the Transition Plan.

**PHASE V: ONGOING SUPPORT**

Continue involvement and resolution of problems and issues related to ADA and state accessibility laws. Provide periodic assessment to Agency Head or Department Director regarding proper maintenance of all accessibility features.



**PHASE I:  
COMMITMENT**



**IDENTIFY PROGRAMS AND SERVICES**

The major areas of responsibility for this individual are to:

- Complete the mandatory Self-Evaluation process for programs at all facilities.
- Confer with DOR and/or a DSA-approved access consultant as needed to facilitate the process.
- Recommend necessary changes to policies affecting people with disabilities.
- Resolve program access issues as they arise.
- Promote development of the departmental Disability Advisory Committee as an independent body dedicated to ensuring equal treatment for persons with disabilities.
- Perform and report on periodic assessments of ADA compliance status.
- Commit to continuous improvement and proper maintenance of accessibility programs and services.

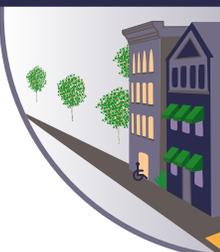
**BUILDING OR FACILITY**

Agency Head or Department Director identifies the Project Leader responsible for the structural Self-Evaluation/Transition Plan project. The Project Leader designates an Accessibility Specialist to monitor renovation and construction projects identified in the Self-Evaluation phase.

The Accessibility Specialist:

- Determines access compliance status of all jurisdictional buildings and facilities, owned or leased, existing or proposed.
- Assists the project leader in identifying barriers when completing the structural Self-Evaluation.
- Produces a Transition Plan to effectively eliminate all barriers identified in the Self-Evaluation.
- Ensures that employees' needs assessments are completed and delivered to the design professional for inclusion in the construction model.
- Submits complete and correct project packages to DSA for plan review and approval:  
([www.dsa.dgs.ca.gov/ProjectSubmittalProcess/checklist.htm](http://www.dsa.dgs.ca.gov/ProjectSubmittalProcess/checklist.htm)).

**PHASE II:  
SELF-EVALUATION**



**EVALUATE PROGRAMS AND SERVICES**

- Evaluate program accessibility.
  1. Develop Transition Plan to resolve issues and remove barriers within each program.
  2. Establish time lines for completion of modifications identified in Transition Plan.
  3. Establish procedures for follow-up to ensure proper maintenance of access features.
  4. Retain records of Self-Evaluation on file for public inspection and comment for 3 years.
- Solicit input from employees with disabilities to ensure that their needs and expectations are met through this process.
- Consult with departmental Disability Advisory Committee on disability related issues.
- Evaluate all policies, programs, services, activities, practices, and privileges for compliance with ADA requirements.
- Organize disability awareness and sensitivity training for all employees.
- Provide specialized training for supervisors and managers.
- Establish multilevel complaint process and grievance procedure at agency level.

**BUILDING OR FACILITY**

- The Accessibility Specialist directs creation of a detailed description of the physical obstacles that limit accessibility by individuals with disabilities.
- Begin to evaluate the cost, timeframe and issues associated with the removal of barriers discovered by the survey.
- DSA recommends facility owners request guidance from qualified universal design consultants in the Transition Plan phase.
- Collaboration with a licensed California architect on construction matters and subsequent architectural drawings is advisable.

**PHASE III:  
TRANSITION**



**BUDGET PROGRAMS AND SERVICES**

- The published Self-Evaluation becomes the foundation for the access compliance Transition Plan. It prescribes corrective methods to remove accessibility barriers—including program modifications and assignment changes—and provides a timeframe for completion.
- DOR Disability Access Section provides guidance on programmatic, nonstructural, accessibility issues.

**BUILDING OR FACILITY**

The Accessibility Specialist:

- Provides the architect/designer with a report that:
  1. Describes in detail the methods used to achieve facility accessibility focusing on physical alterations.
  2. Provides an opportunity for comments from employees, the DAC, the disability community, and the general public.
  3. Ensures that funding is allocated for the Transition Plan implementation.
- Directs all surveys and mitigation plans for review and approval through DOF for capital outlay.
- Validates all state facility surveys and mitigation plans through review and approval by:
  1. DGS, Real Estate Services Division if the building is state leased;
  2. The appropriate DSA Regional Office, if the building is state owned.
- Retains the final Transition Plan on file for public inspection.

**PHASE IV:  
IMPLEMENTATION**



**IMPLEMENT CHANGES IN PROGRAMS  
AND SERVICES**

- All barriers to programs, services and activities are removed.
- Alternative formats and/or accommodations are employed.
- Signage and other methods of communication are initiated to publicize the availability of these modifications and alternatives.
- New policies and procedures are developed during the Self-Evaluation and Transition Plan phases and facilitated by plan implementation.

**BUILDING OR FACILITY**

Ensures that building or facility accessibility is achieved.

- All physical barriers are removed.
- All recommendations for modifications to achieve accessibility are implemented.
- Each phase of the Transition Plan is signed off as completed.
- Upon completion, the signed Transition Plan is kept on file for public inspection.

When the project is completed, a verified report from the architect of record is signed to indicate:

- Mitigation of the previously existing conditions described in the Transition Plan.
- The work performed complies with current code and policies adopted by DSA and/or DOR.

ADA  
Coordinator

Accessibility  
Specialist

**PHASE V:  
ONGOING SUPPORT**



**PROVIDE PROGRAM SUPPORT FOR  
PROGRAMS AND SERVICES**

After the program and facility modifications identified in the Transition Plan are completed, the maintenance and quality control phase includes:

- A final report reflecting program access compliance status retained on file for public inspection and comments.
- Periodic evaluations of the agency's access compliance status.
- Resolution of all access related problems and issues as they surface.
- Incorporation of accessibility issues into all construction, modernization or facility repair projects.

**BUILDING OR FACILITY**

Maintain proper operation and upkeep of all accessibility features:

- Adhere to the established maintenance schedule of all mechanical features.
- Ensure that paths of travel are adequately maintained.
- Ensure that accessibility features remain foremost concerns when alterations, modifications and new construction are contemplated.
- Inspect all repairs or additions to the building or facility for operable accessibility features.

**REFERENCES**

**The Law**

- Americans with Disabilities Act, Title 2, Section 35
- Effective January 26, 1992, "No qualified individual with a disability shall, on the basis of that disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity" (28 Code of Federal Regulations, Part 35 — commonly referred to as 28 CFR).
- California Government Code, Section 4450, et seq
- "... all buildings, structures, sidewalks, curbs, and related facilities constructed in this state by the use of state, county, or municipal funds, or the funds of any political subdivision of the state shall be accessible to and usable by persons with disabilities." (CGC 4450)

**Terminology**

- As used in this document, the term "agency" refers to all State of California or local government business entities, including agencies, departments, offices, boards, commissions, councils, authorities, centers, etc.
- **ADA Coordinator** refers to the position described in 28 CFR, Subpart A, Section 35.107.
- **Disability Advisory Committee** is described in CGC 19795(b)
- **Accessibility Specialist** is the position defined in CGC 4459.5 – 4459.8.