IOWA DEPARTMENT OF TRANSPORTATION
ADA TRANSITION PLAN

PURSUANT TO THE
AMERICANS WITH DISABILITIES ACT (ADA) OF 1990
28 CFR PART 35.150

December 20, 2019

Prepared By:

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If you need accommodations because of a disability or an inability to access the Iowa Department of Transportation's services, please contact the Agency's Civil Rights/ADA Coordinator, Tonnette R. Harris, J.D., in the Civil Rights Bureau, 800 Lincoln Way, Ames, IA 50010 or at 515-233-7970. TTY/TDD: 515-239-1514.

POLICY STATEMENT

The Iowa Department of Transportation (Iowa DOT) has prepared its ADA Transition Plan to meet Federal ADA regulations set forth in 28 CFR Part 35.150. Additional steps for achieving ADA compliance are set forth by Title II. To continue receiving Federal financial assistance appropriated under FAST Act, *Fixing America's Surface Transportation Act*, the Iowa DOT must comply with these regulations.

The purpose of the transition plan is to identify the steps the Iowa DOT will take to achieve ADA compliance for various facilities. Consistent with requirements of 28 CFR Part 35.150 and Title II, it is the policy of the Iowa DOT to ensure ongoing compliance with ADA requirements. To accomplish this objective, the Iowa DOT took the following actions:

1. Identified physical obstacles limiting the accessibility of programs or activities to individuals with disabilities (see Chapter 2).

2. Described in detail the methods that will be used to make facilities accessible (see Chapter 3).

3. Developed a schedule for achieving compliance (see Chapter 4).

4. Identified the Iowa DOT ADA Coordinator who will be responsible for ADA compliance (see Chapter 5).

5. Developed a grievance procedure to review complaints (see Chapter 6).

6. Initiated public involvement and provided community awareness (see Chapter 7).

Mark Lowe, Director
Iowa Department of Transportation

December 20, 2019
Date:

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Chapter 1: Background

1.1 Americans with Disabilities Act (ADA) Legislation

ADA was signed into law on July 26, 1990 and became effective July 26, 1992. ADA makes discriminating against people with disabilities unlawful.

ADA comprises several sections of the United States Code compiled into five subject areas referred to as titles:

- Employment (Title I)
- Public Services (Title II)
- Public Accommodations and Services Operated by Private Entities (Title III)
- Telecommunications (Title IV)
- Miscellaneous (Title V)

1.2 Title II of ADA

Title II has the broadest effect on the Iowa Department of Transportation (Iowa DOT) as it specifically covers programs, services, or activities relating to areas of public transportation and updating existing infrastructure. Title II requires the Iowa DOT to develop a transition plan to bring facilities into compliance with ADA.

1.3 Agencies Affected

According to the Americans with Disabilities Act of 1990, a public entity that employs 50 or more persons is required to prepare a self-evaluation of all facilities within their jurisdiction and develop a transition plan for all noncompliant facilities.

1.4 ADA Transition Plan

The purpose of the transition plan is to outline the steps the Iowa DOT will take to achieve ADA compliance for Iowa DOT-owned facilities. These steps are:

1. Identify physical obstacles limiting the accessibility of programs or activities to individuals with disabilities (see Chapter 2).

2. Describe in detail the methods that will be used to make facilities accessible (see Chapter 3).

3. Develop a schedule for achieving compliance (see Chapter 4).

4. Identify the Iowa DOT ADA Coordinator who will be responsible for ADA compliance (see Chapter 5).

5. Develop a grievance procedure to review complaints (see Chapter 6).

6. Initiate public involvement and provide community awareness (see Chapter 7).

The first four steps are the minimum requirements for a transition plan as set forth by 28 CFR 35.150. The remaining steps are additional requirements for achieving ADA compliance as set forth by Title II. In addition to the above steps, the Iowa DOT will monitor progress (see Chapter 8).

In addition to the annual review process, the Iowa DOT will revise the transition plan as necessary to incorporate those items or features for which the Iowa DOT is responsible that were not identified in the initial self-evaluation.

Chapter 2: Self Evaluation

2.1 Iowa DOT Buildings

In 1993, all facilities built prior to 1993 were assessed by a consultant and a list of improvements was developed and corrections were made to those facilities. All facilities built after 1993 have been designed to be ADA compliant as required by law and criteria at the time. The Iowa DOT does and will make changes if a reasonable accommodation is needed for an employee's work location due to temporary or permanent injury.

The Iowa DOT is currently in the process of reassessing it's facilities to ensure compliance with the ADA law. During the 2017 calendar year, all Iowa DOT facilities were reassessed using the 2010 ADA checklist and cost estimates were developed. The Iowa DOT Office of Support Services will develop a prioritized list of non-compliant ADA features in order to address them.

2.2 Transit Facilities

Public transit systems are owned, operated, and/or maintained by entities other than the Iowa DOT, such as local governments. Public transit facilities – bus stops and shelters – are constructed by the owner typically using a permit to perform work within state right of way. This permit stipulates that "This permit [agreement] is subject to any laws now in effect as well as any new laws which may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies." Additionally, many of these entities are also required to develop their own transition plan. In order to avoid duplication in these instances, the Iowa DOT defers to the transition plan of the respective entity that owns, operates and/or maintains the facility.

While deferring to the local community transition plans, the Iowa DOT Office of Public Transit, in an effort to facilitate ADA compliance within the Iowa DOT right-of-way, contracted to collect an inventory of all transit (bus) stops in communities that provide fixed route services. This inventory was completed in May 2018. Overlapping that inventory process, the Iowa DOT Office of Public Transit also contracted with a consulting firm to determine ADA compliance criteria for bus stops, utilizing the United States Access Board guidance. Once the criteria was agreed upon by the Iowa DOT, the Iowa DOT's Office of Systems Planning created an 'app' usable on a tablet to lead the evaluator through criteria to determine compliance of each individual bus stop. The previously retained consultant continued on the project and was sent out to evaluate all fixed route bus stops within the Iowa DOT right-of-way for ADA compliance.

Finishing their work in September 2018, the consulting firm utilized the Iowa DOT-created 'app' to evaluate 801 bus stops around the state. Of the 801 stops evaluated, 93.5% did not meet ADA standards. The identified improvements were classified into three categories, Major (38 stops), Moderate (611 stops), and Minor (100 stops). The consultants determined a range of costs to correct deficiencies for each classification based on recent bus stop construction performed at several transit agencies around the state. While many of the fixes were in the moderate category, the estimated cost to improve all 801 bus stops is $8,130,000. The $8.13 Million total represents the highest cost scenario, in 2018 dollars.

Estimated Cost Range of Deficiencies, in 2018 Dollars
Minor: $1,000 - $5,000
Moderate: $5,000 - $10,000
Major: $10,000 - $40,000

An important point to keep in mind, however, is the US DOT ADA standards apply to construction, alteration or relocation of bus stops. Therefore, when a bus stop is new, altered, or relocated, it must be made compliant with the current ADA design standards. Also, when those improvements are undertaken, they are to be ADA compliant to the maximum extent

practicable, to the extent that the construction specifications are within the control of public entities.

Taking the information learned through the evaluation of the 801 bus stops on Iowa DOT right-of-way, the Iowa DOT will work through the following next steps. The first step the Iowa DOT will take is to include public transit agencies in the planning stages of any state project traversing through an urban area. This will allow the public transit agency(ies) to give input into needed bus stop improvements along the affected route and the opportunity to partner in the project. This will be accomplished by sharing local public transit agency contacts with appropriate Iowa DOT project development staff and informing that staff of the importance of including the local public transit agencies in the planning process.

The second step for the Iowa DOT is ensuring design and specification manuals used by engineers and contractors in the state include up-to-date ADA-compliant bus stop guidance, including in Iowa DOT's Design Manual. The Iowa DOT also will contact the Institute for Transportation at Iowa State University to confirm the bus stop guidance in the Statewide Urban Design and Specifications Manuals is current.

The third step involves discussions with the urban fixed route public transit agencies about improving those bus stops found to be deficient by ADA standards on a schedule agreeable to all involved.

Finally, the fourth step includes ensuring the public transit agencies are knowledgeable about the need to obtain a work in right-of-way permit before erecting any bus stop along a state route. This permit includes a disclaimer that any work must comply with federal and state laws, which would include the Americans with Disabilities Act.

2.3 Bicycle Facilities

Bicycle facilities in Iowa are owned, operated, and/or maintained by other entities such as local governments. Some of these bicycle facilities, or portions of them, are constructed within the Iowa DOT's right-of-way by the owner typically using a permit to perform work within state right-of-way. This permit stipulates that "This permit [agreement] is subject to any laws now in effect as well as any new laws which may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies."

Many of these entities are also required to develop their own transition plan. To avoid duplication, the Iowa DOT defers to the transition plan of the respective entity that owns, operates and/or maintains the facility.

To facilitate and corroborate ADA compliance, the Iowa DOT has hired a Consultant to evaluate the bicycle facilities that are within Iowa DOT's right-of-way. The Iowa DOT's Systems Planning Bureau would provide the Consultant with an inventory of the bicycle facility locations. Criteria to evaluate ADA compliance of bicycle facilities is under development by the Iowa DOT in accordance to federal and state laws and would be provided to the Consultant. Evaluations are expected to begin in Spring 2020. Once the ADA evaluation of the bicycle facilities is completed by the selected Consultant, the Iowa DOT would compile a prioritized list of non-compliant bicycle facilities and an approach would be developed to address the deficiencies.

2.4 Pedestrian (Sidewalk) Facilities

Iowa Code §364.12: Responsibility for Public Places and *761 Iowa Administrative Code 150.3 (2)c(5)*, *Maintenance* assigns legal responsibility for sidewalk maintenance to the respective municipality unless further assigned to the adjacent landowner by city ordinance. However, there are numerous public entities (municipalities) that employ less than 50 persons and do not

meet the ADA requirement to develop a transition plan. The Iowa DOT conducted a survey to determine the average municipal population associated with 50 city employees. Generally speaking, the survey found that although the number of city employees may fluctuate from year to year, cities having 50 or more employees had an approximate corresponding population of 5,000 people or more and, therefore, should have their own transition plans.

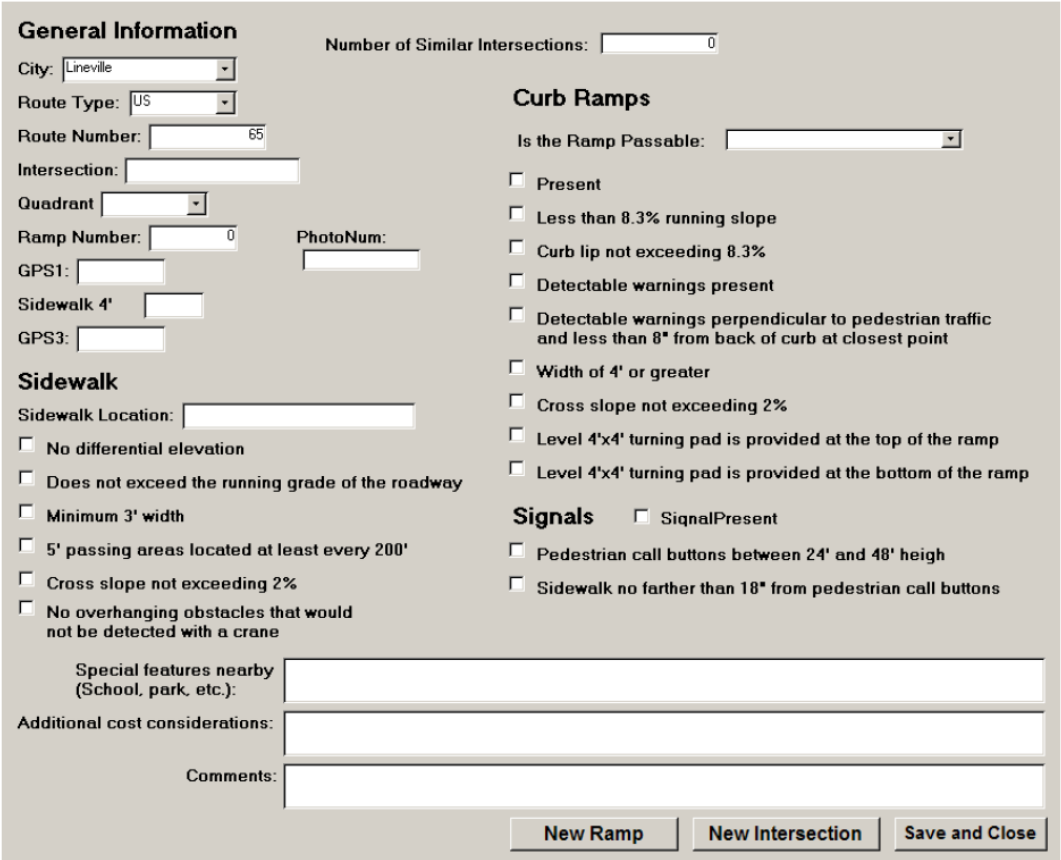
Based upon this, the Iowa DOT believes it is in the best interest of the citizens of Iowa for the Iowa DOT to facilitate ADA compliance in those communities that are not required to develop a transition plan. Therefore, the Iowa DOT ADA transition plan will include the state right-of-way for primary routes extending through municipalities with populations of less than 5,000 people.

To assist with preparing the transition plan, the Iowa DOT hired a consultant to identify and inventory all facilities affected by physical barriers limiting accessibility to individuals with disabilities. This inventory was completed during the summer of 2008. The consultant completed this task by compiling a database of curb ramps, signal call buttons, and sidewalks and noting the associated features affected by ADA. Figure 1 on the next page shows the general information collected.

2.5 Traffic Signals

Iowa Code §150.3(4)(g) Traffic Signals states that "The department shall not assume ownership and shall not be responsible for any energy or maintenance costs for traffic signals." Therefore, responsibility for traffic signals would legally belong to the municipality. However, Iowa Code §150.3(4) Traffic Signals does, in certain instances, allow the Department to participate in the funding of signals.

Figure 1: Pedestrian Feature Inventory Screen



Chapter 3: Design and Construction Guidance

Title II of the ADA requires:

- New facilities be designed and constructed such that the facility is “readily accessible to and usable by individuals with disabilities.”
- Existing facilities be altered such that the altered portion of the facility “is readily accessible to and usable by individuals with disabilities.”

ADA accommodation is considered throughout the development process beginning with the project concept and continuing through final design. This includes working with local officials regarding design considerations and cost sharing when applicable.

In order to address ADA accommodation early in the process, the project concept memorandum includes a section/paragraph on ADA accommodation requirements for the project. The project concept memorandum develops alternatives and recommends a final alternative to carry forward into preliminary design. Project development begins with the completion of the project concept memorandum issued by the Office of Design, Office of Location and Environment, or one of the six district offices.

This chapter provides guidance to:

- Ensure new pedestrian facilities are designed and constructed to be ADA compliant,
- Bring existing pedestrian facilities into compliance with ADA, and
- Address ADA compliance for pedestrian facilities during construction.

3.1 New Pedestrian Facilities

To assist both designers and contractors, the Iowa DOT will provide guidance for designing and constructing ADA-compliant pedestrian facilities.

Guidance for Designers

The Iowa DOT has published specific instructions in Chapter 12 of the Design Manual, which is based on PROWAG – to assist designers with designing ADA-compliant facilities. The guidance is updated as new information from the U.S. Access Board, U.S. Department of Justice, and Federal Highway Administration (FHWA) is released.

Guidance for Contractors

The Iowa DOT will provide contractors with detailed plan sheets for laying out curb ramps and landings to assist contractors with building ADA-compliant facilities. In addition, the Iowa DOT will modify the Standard Specifications when necessary to comply with changes to design standards.

3.2 Existing Pedestrian Facilities

The guidance provided in Chapter 12 of the Design Manual also applies to the improvement of existing pedestrian facilities. Existing pedestrian facilities will be brought to ADA compliance by:

- Verifying that features such as sidewalk widths, slopes, surfaces, and changes in level do not violate guidelines,
- Installing or replacing out-of-compliance features such as curb ramps and landings, and
- Installing or replacing detectable warnings.

3.3 ADA Accommodation during Construction

When pedestrian facilities are disrupted during construction, detour routes and open walkways (or sidewalks) should provide accessibility in accordance with Design Manual Chapter 12-A4(e) *Temporary Pedestrian Facilities*.

Additional steps to consider include:

- Detour pedestrians to the next block to avoid the construction area. This could include a change order to use flaggers to keep pedestrians on the detour.
- Place closures at the sidewalks and notify advocacy agencies of the closures as required by Section 2528.01;A910) of the Standard Specifications.
- Install temporary sidewalk.
- Install traffic control devices to channel pedestrians through the construction zone when a detour is not needed.
- Stage the work to minimize the impact to pedestrians and accelerate sidewalk construction.

Chapter 4: Implementation and Schedule

4.1 Funding

The Iowa DOT ADA (sidewalk) program is allocated $3 million as a line item in the Iowa DOT Five-Year Program. This $3 million is a lump sum amount of state-only primary road funds, and no federal funds are currently being used for ADA projects. This plan assumes that the current funding level will continue to be available for future ADA projects. However, the Iowa Transportation Commission will officially set that value upon approval of the Five-Year Program. Individual projects are not identified in the five-year program but ADA projects are programmed based upon the sidewalk inventory discussed in Chapter 8 and the prioritization shown on the next page. Please see the Link to the Five Year Program.

The $3 million dollar line item allows the Iowa DOT to meet or exceed an annual goal of $2 million programmed toward ADA-specific projects. The remaining approximately $1 million will be available for district led, non-ADA specific projects such as 3R overlay projects to address the required ADA compliance aspects. This approximately $1 million is available for the Districts to use on a first-come, first-serve basis. If the districts are unable to program all of the approximately $1 million, additional ADA-specific projects will be programmed. The Iowa DOT will strive to use the full $3 million line item amount each year on ADA improvements.

ADA improvements incorporated into projects other than ADA projects mentioned above will be considered project costs. They are funded according to Iowa Administrative Code, FHWA rules, and specific project agreements. Applicable Iowa Code chapters include Chapters 306, 312, and 313. Chapter 761-150 (306) of the Iowa Administrative Code discusses construction and maintenance costs on primary road extensions.

4.2 Participation

As discussed previously, the Iowa DOT ADA transition plan will focus on the right-of-way of the state's primary routes extending through municipalities with populations of less than 5,000 people. Additionally, it applies to construction costs only and does not include future maintenance or other legal responsibilities of the respective municipality.

Based on this, the Iowa DOT **will** participate up to 100% in the funding of curb ramps and sidewalks:

1. When the Iowa DOT initiates a project to address ADA-specific compliance on roadways within its jurisdiction.
2. When an Iowa DOT-initiated rehabilitation/widening/reconstruction project on a primary road impacts the curb ramp(s) or pedestrian crossing.

The Iowa DOT **may** participate in the funding of curb ramps and sidewalks:

1. On the street(s) intersecting a primary road or primary road extension on which the Iowa DOT has initiated a rehabilitation project that does not affect the side street.
2. If a City or County initiates an ADA-specific project to address ADA compliance on streets within their jurisdiction and the street(s) involved intersect a primary road or primary road extension.

The Iowa DOT **will not** participate in the funding of curb ramps and sidewalks:

1. If a City or County initiates an ADA-specific project to address ADA compliance on streets within their jurisdiction and the streets involved in the project do not intersect a primary road or primary road extension.
2. On projects involving new sidewalk where it did not exist prior to the time of construction.

4.3 Implementation Plan and Schedule

The ADA improvement needs as described in Chapter 2 required prioritization in order to meet budget and development limitations. The document titled "*ADA Transition Plans: A Guide to Best Management Practices*" was used as a basis for establishing project priorities. This guide was prepared for the American Association of State Highway Transportation Officials (AASHTO) through the National Cooperative Highway Research Program to provide guidance to state highway agencies for developing transition plans for complying with the ADA's administrative requirements.

As discussed in Chapter 2, an inventory of the non-compliant ADA features was completed and the features were then prioritized according to Table 1 shown below.

Table 1: Non-Compliant Facility Improvement Priority

Priority	Existing Situation	Number of Non-compliant Curb Ramp Locations
1	Absent pedestrian ramps near a hospital, school, or governmental facility. Consideration also given to do adjacent non-compliant facilities*	446
2	Absent pedestrian ramps other than priority one and where there are existing sidewalks. Consideration also given to adjacent non-compliant facilities*	1773
3	Absent midblock ramps where striped crosswalks (but no existing sidewalks) exist. Consideration also given to adjacent non-compliant facilities*	28
4	There is one curb ramp per corner & another is needed to serve other crossing direction. Consideration also given to adjacent non-compliant facilities*	196
5	All other existing non-compliant ramps. Consideration also given to adjacent non-compliant facilities*	4302
6	Non-compliant push buttons	Not tabulated
7	Remaining non-compliant sidewalks and driveways	Not tabulated

*Non-compliant facilities could include ramps, sidewalks, and pedestrian buttons.

The intent is to first group all locations by Priority 1, Priorities 2 through 5, Priority 6 and Priority 7, respectively. Projects are then programmed according to these groupings as further defined below.

Priority 1 features were grouped into projects and programmed to address the more immediate needs of these projects. All Priority 1 features have been addressed.

Priorities 2 through 5 features were grouped by city into single projects. A weighted average for each city was then calculated to further determine individual city prioritization. For example, if a city has three locations rated as priority 2 and seven locations rated as priority 5, the weighted average would be:

$$\frac{[(3 \text{ locations X priority } 2) + (7 \text{ locations X priority } 5)]}{10 \text{ total locations}} = \frac{6 + 35}{10} = 4.1 \text{ city priority ranking}$$

Priorities 6 and 7 features will be grouped, respectively, into projects and programmed after higher priority features have been addressed.

The ADA-specific projects governed by this transition plan are programmed based on their priority, balancing the percent complete across the individual districts and within the funding available each year. The Iowa DOT may also consider the geographic proximity of other communities on the inventory list in programming decisions. The intent is to be fiscally responsible and allow maximum flexibility to coordinate with other projects, consider geographic distributions, staff capacity, local jurisdiction plans, and other issues with the expectation to follow policy guidance to the extent feasible.

Chapter 5: ADA Coordinator

The Iowa DOT Civil Rights Bureau Director also serves as the Department's ADA Coordinator. This person is designated to coordinate and monitor the overall ADA compliance process.

If you need accommodations because of a disability or an inability to access the Iowa Department of Transportation's services, please contact:

Tonnette R. Harris, J.D.
Director, Civil Rights Bureau
Iowa Department of Transportation
800 Lincoln Way
Ames, Iowa 50010

DOT.ADATRANSITIONPLAN@IOWADOT.US
Office: 515-233-7970
Fax: 515-817-6502
TTY/TDD: 515-239-1514

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or the Iowa Department of Transportation Civil Rights Coordinator shown above.

Chapter 6: Grievance Procedure to Review Complaints

The Iowa DOT is required to adopt and publish procedures for resolving complaints arising under the ADA Title II. The procedures are intended to set up a system for resolving concerns regarding disability discrimination in a prompt and fair manner.

The grievance procedures can be found at:
http://www.iowadot.gov/civilrights/documents/IowaDOTExternalComplaintProcedure.pdf

The grievance form can be found at:
https://forms.iowadot.gov/FormsMgt/External/131103.pdf.

Below is a summary of the grievance procedures from the Iowa DOT civil rights website:

6.1 Grievance Procedures

1. Initial Contact:
   The Office of Employee Services Director, Civil Rights Coordinator, External Civil Rights Administrator, (or designee) will provide complainants with:
   • An explanation of their filing options.
   • The discrimination complaint procedures.
   • The Title II Discrimination Complaint Form (131103).

2. The Complaint Review Process
   a. The Civil Rights Coordinator (or designee) reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and is appropriate for investigation.
      • If the complaint is not appropriate for investigation the complainant will be notified in writing and is provided with his/her rights under Title II.

   b. The complaint shall be investigated unless:
      • The complaint is withdrawn.
      • The complainant fails to provide required information being requested.
      • The complaint is not filed timely.
      • Any issues that do not involve discrimination or are not based on a protected category will be directed to the appropriate entity. Under no circumstances is the complainant to be discouraged from filing a complaint.

   c. Upon determination that the complaint warrants an investigation:
      The complainant is sent a letter acknowledging receipt of the complaint, the name of the investigator and is provided with his/her rights under Title II and related statutes.

   d. The respondent is notified by mail that a Title II complaint has been filed against the sub-recipient. The letter also reveals the name of the investigator and informs the respondent that the recipient will be contacted for an interview.

3. The ADA Work Request Process – Title II/ADA
   a. When a complaint of an ADA violation is received by the ADA Coordinator, the action to be taken will be determined in order to resolve the complaint. If the complaint is a request for services or modifications to facilities, then the ADA Coordinator will forward the request to the appropriate office for handling.

b. The District Offices may receive a work request for services or for a modification of some part of Iowa DOT facilities that currently do not meet ADA guidelines. Upon receipt of an ADA-related work request, the District or program office will direct it to the ADA Coordinator. The ADA Coordinator will forward the request to the appropriate office for handling and will log-in the request in its work request system.

c. After a review of the work request and an assessment has been completed and the modification required by the work request for ADA compliance is too costly, then the District or program office will submit a proposal to the Highway Division Director for a determination. A modification can be determined to be unduly burdensome and, therefore, not be provided. But, consideration of all reasonable alternations must be exhausted and a detailed cost estimate must be made and kept on file. Complaints may be received by phone, fax, email or in person.

d. When an ADA-related work request is not completed by the Iowa DOT within a reasonable amount of time and the person making the complaint believes their civil rights have been violated, then a complaint may be filed in accordance with the Iowa DOT Complaint Procedures under the ADA.

6.2 Investigation Process

1. Investigation Plan

The investigator shall prepare a written plan which includes but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against;
- Information needed to address the issue;
- Sources necessary to obtain the information;
- Identification of key people;
- Estimated Investigation time line;
- Remedy sought by complainant(s)

2. Conducting the Investigation

- The investigation shall address only those issues relevant to the allegations in the complaint.
- Confidentiality shall be maintained.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint.
- Interviews may be tape recorded with the interviewees' consent.
- A chronological contact sheet is maintained in the case file throughout the investigation.

3. Investigation Reporting Progress – Title II/ADA

- Within 15 calendar days of receiving the complaint, the ADA Coordinator or his/her designee may meet with the complainant to discuss the complaint and the possible resolutions.
- Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the positions of the Iowa DOT and offer options for substantive resolution of the complaint.
- If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the Highway Division Director within 15 calendar days after receipt of the response.

- Within 15 calendar days after receipt of the appeal, the Highway Division Director or his designee may meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Highway Division Director or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a letter of finding to the complainant.

6.3 Reporting Requirements

A copy of the complaint, together with a copy of the report of investigation, is forwarded to the appropriate federal agency (FHWA or FTA) within 60 days of the date the complaint was received.

6.4 Records

All records and investigative working files are maintained in a confidential area within the Office of Employee Services-Civil Rights. Records will be kept for three years internally then archived for a period of ten years.

Chapter 7: Public Involvement

The Iowa DOT welcomes comments regarding its ADA Transition Plan at any time throughout the year. Based on this input, the Iowa DOT will review and update its ADA Transition Plan annually.

7.1 Review Process

The Iowa DOT ADA Transition Plan will be reviewed and updated annually as follows:

October 1 – September 30	Open comment period. Input and comments received after September 30 will be included in the following year's review.
October 1 – December 1	Iowa DOT review and update of Transition Plan including comments received before October 1.
December 1 – December 31	Notice of availability to interested entities.
January 1 – December 31	Updated Transition Plan is in effect.

7.2 Distribution

The Iowa DOT will make a good faith effort to solicit input regarding the ADA Transition Plan by sending a notice of availability to various governmental and non-governmental entities for review and comment any time throughout year. Additionally, comments are also welcome from any other potentially interested entity throughout the year.

See Appendix A for the distribution list.

7.3 Availability

The Iowa DOT ADA Transition Plan is available to anyone for review and can be found here:
http://www.iowadot.gov/accessiblesidewalks/pdfs/ADA_Transition_Plan_Final.pdf

Comments regarding the ADA Transition Plan should be sent to the Iowa DOT ADA Coordinator shown in Chapter 5 of this document.

Chapter 8: Progress Monitoring

The Iowa DOT will use the following process to monitor construction projects and track ADA compliance:

- Ensure standards are up to date according to ADA requirements for compliance defined in Chapter 12A-1.
- Monitor construction activities to ensure they comply with applicable standards.
- Track progress.

8.1 Ensure standards are up-to-date

The Iowa DOT is continually reviewing design guidance and standards and making necessary changes to comply with the ADA requirements for compliance defined in Chapter 1. When necessary, the Standard Specifications are revised to reflect changes in design guidance and standards. Design guidance can be found in Chapter 12 of the Iowa DOT design manual which can be found at: http://www.iowadot.gov/design/dmanual/manual.html?reload.

8.2 Monitor Construction Activities

Curb ramps need to be constructed properly and in compliance with all applicable codes and standards, as well as Section 2511 of the Standard Specifications and the materials Instructional Memorandum (I.M.) 363.

8.3 Track Progress

The Iowa DOT compiled an inventory of non-compliant pedestrian features using field inspection or aerial photography. This inventory can be found here: Pedestrian Features.

A list of projects by city indicating the respective status can be found here: ADA Projects.

Appendix A: Public Involvement Distribution List

The final draft of the Iowa DOT ADA Transition Plan will be located on the Iowa DOT website with links from various offices within the Agency for review and public input. Additionally, an electronic version of the plan will be distributed by the Iowa League of Cities to the over 900 cities in Iowa as well as having a presence in the Iowa League of Cities email newsletter for distribution and public input. The Iowa State Association of Counties has agreed to distribute the plan to the 99 counties via county officials and county engineers. The Iowa DOT will distribute the plan to a variety of non-governmental agencies, advocacy groups and state agencies for further distribution and public input. The following list is a "living" list that will continue to be updated.

State Agencies

Iowa Department of Commerce Utilities Division
Iowa Department of Education
Iowa Department of Human Rights
Iowa Department of Management
Iowa Department of Public Safety
Iowa Department of Veterans Affairs
Iowa Department on Aging
Iowa Economic Development Authority
Iowa Public Information Board
Iowa Public Television
Office for Deaf Services
Office for Latino Affairs
Office for Native Americans
Office for Persons with Disabilities
Office of Asian and Pacific Islander Affairs
Office on the Status of African Americans
Office on the Status of Women
Vocational Rehabilitation Services

Advocacy Organizations

ChildServe
Concerned, Inc.
Disability Rights Iowa
Easter Seal Society of Iowa
Exceptional Persons, Inc.
Hands & Voices Iowa
Iowa Compass
Iowa Department for the Blind
Iowa Developmental Disabilities Council
Iowa Disability Votes COUNT
Iowa Program for Assistive Technology
Iowa Statewide Independent Living Council

Civil & Human Rights Organizations

AARP - Iowa
American Civil Liberties Union Iowa
Ames Human Relations Commission
Bettendorf Human Rights Commission
Burlington Human Rights Commission
Cedar Falls Human Rights Commission
Cedar Rapids Civil Rights Commission
Clinton Human Rights Commission
Coralville Human Rights Commission
Council Bluffs Civil Rights Commission
Davenport Civil Rights Commission
Decorah Human Rights Commission
Des Moines Human Rights Commission
Diversity Focus
Dubuque Human Rights Commission
First Friday Breakfast Club
Fort Dodge Human Rights Commission
Fort Madison Human Rights Commission
Friends of Iowa Civil Rights
Grinnell Human Rights Commission
Immigrant Rights Network of Iowa
Iowa City Human Rights Commission
Iowa Civil Rights Commission
Iowa Nebraska NAACP
Iowa Women's Foundation
Johnson County Human Rights Commission
Keokuk Human Rights Commission
League of Women Voters of Iowa
Marion Civil Rights Commission
Marshalltown Human Rights Commission
Mason City Human Rights Commission
Mount Pleasant Human Rights Commission

Appendix A: Public Involvement Distribution List

Iowans with Disabilities in Action
Link Associates Foundation

Advocacy Organizations, continued

National Federation of the Blind - Iowa
National MS Society - Upper Midwest Chapter
The Arc of East Central Iowa

Regional Planning Organizations

Area 15 Regional Planning Commission
Bi-State Regional Commission
Central Iowa Regional Transportation Planning Alliance
Chariton Valley Planning & Development
East Central Intergovernmental Association
East Central Iowa Council of Governments
Iowa Northland Regional Council of Governments
Metropolitan Area Planning Agency
MIDAS Council of Governments
North Iowa Area Council of Governments
Northwest Iowa Planning & Development Commission
Region 6 Planning Commission
Region XII Council of Governments
Siouxland Interstate Metropolitan Planning Council
Southeast Iowa Regional Planning Commission
Southern Iowa Council of Governments
Southwest Iowa Planning Council
Upper Explorerland Regional Planning Commission

Sioux City Human Rights Commission
Unite on Race at Drake

Civil & Human Rights Organizations, continued

United Way of Central Iowa
Urbandale Civil Rights Commission
Waterloo Commission on Human Rights
West Des Moines Human Rights Commission
White Eagle Multicultural Pow Wow
AARP – Iowa

Membership Organizations

Iowa League of Cities
Iowa State Association of Counties

Appendix B: Helpful links

Iowa DOT website
http://www.iowadot.gov/

Iowa DOT Office of Employee Services Civil Rights Team webpage
http://www.iowadot.gov/civilrights/

Iowa DOT ADA Accessible Sidewalk webpage
http://www.iowadot.gov/accessiblesidewalks/

Iowa DOT Sidewalk Ramp Inventory
http://www.iowadot.gov/accessiblesidewalks/pdfs/RampLocations.pdf

Iowa DOT Design Manual
http://www.iowadot.gov/design/dmanual/manual.html?reload

Iowa DOT ADA Complaint Procedure
http://www.iowadot.gov/civilrights/documents/IowaDOTExternalComplaintProcedure.pdf

Iowa DOT ADA Complaint form
http://www.iowadot.gov/civilrights/documents/ADATitleVIComplaintForm131103.pdf

Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way
https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines