

Sample ADA Transition Plan

This is an excerpt from one municipality’s Transition Plan. The ADA coordinator added columns for cost estimates and sources of funds. Title II only requires listing physical obstacles, the methods used to make the facilities accessible, the schedule and the responsible official. To create your own use the Transition Plan form.

Facility City Hall Date January 3, 20XX
 Contact Person ADA Coordinator Department Mayor’s Office
 Email adacoordinator@nameofmunicipality.gov Phone 800-ADA-XXXX

Area	Access Issue	Solution	Target Date	Person Responsible	Cost Estimate	Source of Funds
South Entrance ramp	1:9 slope, cracks, square handrails.	New ramp.	6/15	Facilities Manager	\$9,500	Capital budget
North Entrance	No sign indicating direction to accessible entrance.	Install sign.	2/4	Facilities Manager	\$40	Maintenance and repairs

Area	Access Issue	Solution	Target Date	Person Responsible	Cost Estimate	Source of Funds
<i>First floor</i>						
Single user toilet room	No tactile sign.	Install sign.	2/4	Facilities Manager	\$40	Maintenance and repairs
City clerk	Counter at 44".	Lower section to 36" max. high, 36" min. length. Short term: provide clipboard at counter.	6/1	Facilities Manager	\$450	Maintenance and repairs
City Council room	Inadequate maneuvering clearance at entrance door.	Install automatic door opener.	6/1	Facilities Manager	\$1,100	Capital budget
City Council room	No assistive listening system.	Install FM system and sign.	10/1	Audio Visual Employee	\$2,200	A/V equipment fund