

Sample Action Plan

This is one municipality's Action Plan. An Action Plan is not required but is a helpful planning tool. To create your own use the ADA Action Plan form.

Public Entity Name of Municipality Date January 3, 20XX

Contact Person ADA Coordinator

Email adacoordinator@nameofmunicipality.gov Phone 800-ADA-XXXX

Issues	Solutions	Target Date	Person Responsible	Comments
1. Inadequate public notice of ADA compliance.	<ul style="list-style-type: none"> a. Draft new notice. b. Send to disability committee for feedback. c. Finalize notice. d. Put notice on website. e. Post notice in public buildings. f. Include notice in city reports. g. Tweet notice. h. Include notice in public service announcements. 	4/15 and ongoing	ADA Coordinator	Neighboring municipalities have samples and recommended methods.
2. Staff do not know how to arrange for sign language interpreters.	<ul style="list-style-type: none"> a. Develop a list of places to request in-person and video remote interpreters. b. Send list to staff and committees. c. Post list on staff section of website. 	3/2	Administrative Assistant	

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3. Website needs to be accessible.	<ul style="list-style-type: none"> a. Evaluate with on-line tool. b. Evaluate with a variety of users. c. Update website using Web Content Accessibility Guidelines – WCAG 2.0 or Section 508 Standards. 	5/2	IT Staff	Confer with disability committee to find user/experts to conduct testing.
4. Security staff do not know about ADA, particularly service animals.	<ul style="list-style-type: none"> a. Conduct trainings. b. Distribute Department of Justice service animal sheet. c. Ask supervisor to train new employees. 	6/15 and ongoing	ADA Coordinator and disability commission members	Provide snacks.
5. Agency ADA Coordinators confused.	<ul style="list-style-type: none"> a. Hold quarterly meetings. 	3/15 and ongoing	ADA Coordinator	Provide snacks.