



## Pasco County

### ADA/504 Accessibility Program:

### FY 2022 Transition Plan



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Program: FY 2022 Transition  
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**INTRODUCTION:**

This document describes the actions of the Pasco County to provide accessibility to its programs, services, activities and facilities for Florida travelers with disabilities, in compliance with [23 CFR 200.9](#), [28 CFR 35](#), [49 CFR 27](#) and [49 CFR 37](#), and other applicable regulations and authorities. It is intended to be a living document, updated annually to reflect the current state of the Department's Americans with Disabilities Act (ADA) and Section 504 (504) Accessibility program. The County welcomes comments, suggestions and questions from the public, particularly those with disabilities or service groups representing communities with disabilities.

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**BACKGROUND:**

Adopted on July 26, 1990, the [ADA](#) is a federal civil rights law that provides protections for persons with disabilities against discrimination by public and private entities. The ADA extends similar protections provided by Section 504 of the Rehabilitation Act of 1973 ([Section 504](#)).

- Section 504 requires entities that receive federal financial assistance to ensure they do not discriminate against persons with disabilities when providing their services, programs and activities.
- The ADA prohibits discrimination on the basis of disability for operations conducted by State and local governments and for facilities owned by private businesses, even if they do not receive federal financial assistance.
- Title II of the ADA requires State and local governments to ensure their services, programs and activities are accessible to and useable by persons with disabilities.
- Title III requires public accommodations and commercial facilities to ensure their buildings and sites are designed, constructed and altered in compliance with accessibility standards.

As a government agency, the operations of the County are subject to both the requirements of Section 504 and Title II of the ADA.

As a government employer within the state of Florida, and a provider and user of public and private services, Pasco County is also subject to requirements of ADA Title I (employment), Title III (contracts with private consultants and contractors) and Title IV (telecommunications services). County Websites are designed to meet the web content criteria under Section 508 of the Rehabilitation Act of 1973 – Standards for Electronic and Information Technology.

This document primarily describes the activities of the County under [ADA Title II](#). For ADA Title I support, visit the County's [Equal Opportunity Office](#) webpage for information and contact information on nondiscrimination and reasonable accommodations for employees and applicants for employment.

### **DEPARTMENT ADA/504 PROGRAM:**

In July 1990, the County was advised of the adoption of the ADA. When the ADA Standards were published in July 1991, the County began to include accessible elements into the Department's programs, services and facilities.

The ADA became effective on January 26, 1992. At that time, the County initiated its ADA Compliance Program. Transportation, Human Resource, and Facilities staff were tasked with implementing and administering Department compliance activities under ADA Title II(A) – State and Local Government Services, and coordinate some activities under Title III – Public Accommodations & Commercial Facilities.

The County is in the process of updating ADA training courses and conducts training for responsible staff. The County continually conducts self-evaluations of its policies, procedures and practices to identify and eliminate barriers to accessibility in County-wide programs, services and facilities.

### ***ACCESSIBILITY TO BUILDING FACILITIES:***

In addition to reviewing policies and procedures, the County conducts accessibility reviews for County owned and operated buildings and facilities. The reviews included both public areas and employee-only areas. A high priority was placed on identifying and correcting deficiencies in public areas and facilities. Based on these self-evaluation reviews, the County initiated district-level transition plans to implement corrections to ADA deficiencies identified in its buildings. Through planning, design and construction projects conducted within the Fixed Capital Outlay (FCO) program, these corrections are funded programmed for completion. Currently, 97% of the building facilities are deemed to have been fully transitioned and are in maintenance-and-operations mode.

Alterations to existing buildings and design & construction of future buildings & facilities are designed to meet or exceed the ADA regulations and standards, as well as the requirements of the [Florida Accessibility Code](#) (modified in 1993 and again in 2012, 2014 & 2017 to adopt the ADA Standards).

### ***ACCESSIBILITY ON ROADWAY and BRIDGE FACILITIES:***

The County manages roadways in the county, including a public sidewalks and multi-use paths. Beginning with the implementation of accessibility requirements established by the Rehab Act of 1973 Section 504, the County has made every effort to provide accessibility to all of its facilities and services.

Concurrent with the activities for building facilities, and in conformance with FHWA direction, the County has identified inaccessible pedestrian features through the County-wide Transportation Improvement Program ([TCIP](#)) and Public Works (PW) programs. The County includes the requirement to identify and correct inaccessible features and elements on pedestrian facilities whose absence or condition would present a barrier to access for persons with disabilities: sidewalks, curb ramps, detectable warnings, crosswalks and pedestrian signals.

Accessibility deficiencies are continually identified and addressed during each project phase:

- Each project that includes pedestrian facilities will include either new accessibility features or repair of existing facilities. These activities are planned and engineered using FDOT [Standard Plans](#), [FDOT Design Manual](#) and [Standard Specifications](#) that include criteria for accessible elements and features.
- The County criteria includes basic accessible elements, primarily sidewalk and other roadside elements and features.

Features that create accessibility obstructions (e.g., cracks, broken sidewalks, and curb ramps, etc.) are corrected during routine, ongoing reviews of facilities and in response to public requests.

County maintenance activities include upgrades to pedestrian-accessibility related elements such as: concrete sidewalk repairs and replacement (including curb ramps), adjustment of signs that may overhang sidewalks, tree-trimming and removal, edging and sweeping of sidewalks, etc.

- The County manages and maintains a GIS-based database of its transportation facilities that includes an inventory and condition of assets

### ***Nondiscrimination Assurances***

The County Administrator in conjunction with the Human Resource Director is ultimately responsible for ensuring equity and nondiscrimination in all Department program services and activities. With a change in County executive leadership, the County Administrator executes a written commitment to nondiscrimination as required by [23 CFR 200.9\(a\)\(1\)](#) and [49 CFR 27.9\(a\)](#).

- The first is the [US DOT 1050.2A](#) Assurance for Title VI of the Civil Rights Act of 1964, referencing like and related statutes including ADA/504.
- The second is an [ADA/504 Assurance](#) stating that no person by virtue of disability will be excluded from, denied benefits of, or discriminated against, in any program, service, or activity of the Department.

## ***Training***

The County has worked in partnership with FDOT to develop/share training describing the ADA requirements and responsibilities. The training covers, in detail, the ADA Regulations and Standards and how they impact County operations. The training cover the scoping and technical requirements of the **ADA Standards for Accessible Design** (ADAS), the **ADA Standards for Transportation Facilities** (ADASTF) and the proposed **Public Rights of Way Accessibility Guidelines** (PROWAG) and include examples of compliant and non-compliant facilities.

Courses are continually updated to include the latest ADA information, guidance and direction from responsible federal agencies, primarily the [U.S. Access Board](#), the [Department of Justice \(DOJ\)](#), the Department of Transportation / Federal Highway Administration (FHWA). The County offers instructor-led training as well as access to video-conference or Webcast venue. Most courses are certified by the Florida Department of Business and Professional Development, Board of Professional Engineers to provide continuing education professional development hours (PDHs) for Florida licensed professional engineers. Though similar in content regarding ADA regulations and the standards, the courses are targeted toward the specific project phases and disciplines.

The web-based courses are:

- [ADA 101 – Just the Basics](#) (BT-05-0019) – 1 hour computer-based training  
This FDOT course includes an overview of the ADA regulations and standards describing the history of accessibility legislation, its intent and how it applies to State and local government facilities and services. This is intended as an introduction to the next two courses.
- [ADA Facilities](#) (BT-05-0019) – 3 hours instructor-led (3 PDHs)  
This FDOT course includes mostly building elements (sites, entrances, doors, spaces, restrooms, equipment, etc.) and includes some roadway issues – it is targeted primarily toward facilities project management and facilities maintenance staff.
- [ADA Design & Construction](#) (BT-05-0062) – 3 hours instructor-led (3 PDHs)  
This FDOT course focuses on roadside pedestrian facilities along roadways, including sidewalks, curb ramps and detectable warnings – it is targeted toward state and local government staff involved in the planning, design, construction and inspection of roadway and bridge facilities, and to contractors and construction engineering & inspection consultants (CEIs).
- [ADA for Local Agency Programs](#) (LAP) – 3 hours instructor-led (3 PDHs)  
This FDOT course focuses on pedestrian facilities along roadways, including sidewalks, curb ramps and detectable warnings – it is targeted toward city and county government staff

involved in the planning, design, construction and inspection of roadway and bridge facilities. This course is conducted in coordination with the FDOT LAP program administrator and district LAP coordinators.

- **Other ADA Training**

In Spring 2018, the FDOT collaborated with FHWA Resource Center and FHWA Florida Division in presenting 2 sessions of the Designing Pedestrian Facilities for Accessibility (DPFA), a two day, instructor-led course specific to ADA design considerations for pedestrian rights of way. The Department ADA Coordinator helped design and is a certified trainer for DPFA. This course provides detailed information to state and local agency public works and transportation division staff responsible for accessible pedestrian environments within public rights of way.

The Department has developed, and provides upon request, ADA/504 training for other parties. Venues include: other state transportation agencies, state and national conferences, and contract-training for state universities.

### ***Local Agency Program***

The County LAP involved staff works closely with the State ADA/504 Coordinator who works with the Title VI/Nondiscrimination (T-VI) Coordinator and Local Agency Program (LAP) Administrator to provide support to FDOT business partners. These activities include providing ADA/504 training, technical support and sub-recipient compliance reviews for city and county government agencies. The FDOT works with the County's public works, engineering and risk-management staff and local agency administrators to provide the information needed to comply with the ADA, 504, Title VI and other nondiscrimination regulations. In addition, and in accordance with the Department's [LAP Manual](#), as a LAP agency Pasco County uses, as required, FDOT-certified inspectors.

Pasco County, as a LAP agencies has and enforces nondiscrimination policies, complaint filing procedures, self-evaluations and transition plans, and are using current ADA standards for design and construction. The County makes full use of the FDOT maintained nondiscrimination sites such as [nondiscrimination information](#) as well as resources for LAP agencies, including an FDOT-published [Nondiscrimination Handbook for Florida LAP](#).

### ***Planning Agencies***

Pasco County Metropolitan Planning Organizations (MPO) assists FDOT with determining the transportation needs of the County and help determine the priorities for future transportation projects. These include transportation system condition, capacity, safety and accessibility considerations. Pasco County MPO coordinates with FDOT on the development of goals, objectives and performance measures for transportation projects; the collection of safety- and accessibility-related data from state and local resources; prioritizing and coordinating funding for projects; participating in education and training of staff and stakeholders; and conducting/ funding transportation research.

As a sub-recipients of FHWA funding, Pasco County MPO will self-certify annually to nondiscrimination compliance to the FDOT. The MPO is aware that the County is subject to federal certification reviews every four (4) years. The MPO expects to take an active role in assisting the County and local municipalities (5 cities within the County) with meeting their ADA responsibilities, particularly self-evaluations and transition plans.

### ***Public Involvement***

To ensure maximum opportunity for the public to identify potential issues, the County posts and distributes nondiscrimination language: The County does not discriminate on the basis of race, color, national origin, sex, age, disability or family status. Those with concerns or who require special accommodation under the ADA, should contact the Pasco County Human Resources Office.

All projects and activities of the County include an extensive public involvement process. The Efficient Transportation Decision Making (ETDM) system, Project Development & Environmental or Route Study meetings, and other public involvement resources describe the many ways that the County and the public can participate in the early stages of transportation projects to determine potential environmental effects, including impacts to the social environment.

Further, these processes allow the County to identify potential issues, address them earlier, refine future studies, and ensure consideration of the human, natural and physical environments – of which accessibility is one.

### ***Customer Comments/Complaints***

Through a positive interactive process, the County is able to quickly respond to customer comments, requests and complaints about the accessibility of County operations and facilities. Contact information for the County ADA coordinator is published on the County's ADA Website. The County ADA/504 Coordinator has the responsibility to reply to customer comments and/or refer queries to other offices within the County, and the authority to take action and direct activities of others to quickly resolve accessibility problems.

Customers who bring accessibility concerns and issues to the County's attention receive an immediate response. In most cases, the County can respond to a customer within a two days. The County will provide the customer an expected implementation of correction time period, in many cases, corrections for minor issues can be implemented within one to two months.



***ADA Website***

The County's ADA Website, located at [xxx.xxx](#), includes a variety of program information and resources, including accessibility information, training and contacts. The ADA/504 Webpage provides links to the ADA Assurance, ADA Notice, ADA Grievance Procedure, and contact information for the County ADA Coordinator.



## **TRANSITION PLAN ACTIVITIES:**

### ***1992-2022***

Through the implementation, development and maintenance of policies, procedures and practices, the County has *institutionalized* the provision of accessible services, programs and facilities into County's operations. Essentially, the County's CIP operations have included the elements of an ADA Transition Plan. Having included accessible features in all projects since 2015, the County has completed 60 percent of the transition of pedestrian facilities to meet the accessible to and usable by everyone requirement.

In 2021, the County's "Pavement Only Projects" (POP) policy requires, with all resurfacing projects, accessibility upgrades to curb ramps so they meet ADA Standards. Under this policy, the County believes it complies with the June [2013 USDOJ-USDOT Joint Technical Assistance on Resurfacing and Curb Ramps](#).

The County has used a standard 5' minimum width for sidewalks and established a 36" minimum width for curb ramps and sidewalk crossings of driveway turnouts. The County has adopted a majority of the criteria described in the draft ***Guidelines for Accessible Public Rights of Way*** (known as ***PROWAG***). The County adopted a 4' minimum width for curb ramps, curb ramp landings, and sidewalk crossings at driveways. The County is extending this minimum width to include momentary reductions in sidewalk width at sign posts, fire hydrants, bus benches, etc.

The County Engineering Services Department is also working with County GoPasco Public Transportation Department to coordinate accessibility upgrades to their facilities. By 2032, the County expects to complete upgrades to existing facilities and included accessible features for new facilities.

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- The County relies on public input not only to identify pedestrian features that may be inaccessible, but also to prioritize locations that are of greater concern to the community. The County uses its extensive public involvement program as well as calls to Customer Service, commissioners, etc. to collect this information. The County ADA/504 Coordinator ensures that customer requests are routed to the appropriate department and reports the results to the customer and to the public as part of the annual Transition Plan report.

In 2022 The County will work with FDOT to access their portable, tablet-based application that was designed to assist local agencies initiate and/or update their ADA Transition Plans The “Safe and Accessible Pedestrian Features Inventory Model” (SAPFIM), a free of charge, GIS-based tool to identify, evaluate and program improvements to pedestrian facilities to improve safety and accessibility.

## **2022 AND BEYOND**

Pasco County has adopted a Complete Streets policy, a systematic way of designing facilities that are context sensitive – meeting the safety, accessibility, economic, aesthetic and commercial needs conforming to the vision of the community. During the spring & summer of 2015, FDOT conducted multiple statewide workshops with ‘Smart Growth America’ (SGA) to learn how to implement Complete Streets. The SGA discussed the concepts behind Complete Streets program, met with technical experts in planning for the needs across all modes of transportation: commercial trucking and rail, public transit, private automobiles, bicycles and pedestrians, including those with disabilities. The Statewide ADA Coordinator was a member of the Department’s Complete Streets Task Team, in addition to other District Bike/Ped and ADA Coordinators. As a result of the SGA recommendations, the Department developed and began delivery of a Complete Streets Implementation Plan early in 2016.

Beginning in 2016 and as a condition of FHWA acceptance of the Department’s Transition Plan, the ADA Coordinators began sample reviews of the state video logs in attempt to validate both the transition of pedestrian features for accessibility and any obvious issues in need of attention. The reviews include sidewalks, curb ramps, detectable warnings and pedestrian signal buttons. The Department continued these video log reviews through the 2017-18 fiscal year. The results of these reviews are available in *Appendix E*.

In Summer 2017, the Department started 'formalizing' the video log reviews by District ADA Coordinators. It developed a Flowchart and outline of ADA features to be identified during reviews. The Flowchart and Outline may be found in *Appendix H*.

In Spring 2017, FDOT initiated a multi-year research project to use Light Detection and Ranging (LiDAR) to collect roadways features, including elements. This research will compare collection times, costs, safety, and data consistency between traditional collection and LiDAR collection. The process for obtaining the research will include:

- The first step will be to compare LiDAR units/systems, identifying LiDAR collection methods, data accuracy, and exploring LiDAR delivery methods. This in-depth review of cameras, sensors, software, hardware, etc. will help determine the best LiDAR unit for FDOT's planning purposes. This review will also assist in determining what data collection methods are best and how data should be delivered.
- The second step involves reviewing existing data collection processes and then comparing LiDAR data collection to the existing data collection in terms of:
  - 1. Collection times
  - 2. Associated costs
  - 3. Safety
  - 4. Data consistency

This comparison will give sound results for defining which data collection method is best in each area.

Ultimately, this research will endeavor to shed light on the practicality and return on investment for FDOT to use LiDAR as a new data collection method for specific planning purposes as identified above. This project is anticipated to be complete by Fall 2019.

The Department has a pilot project for RCI that would utilize a commercial off-the-shelf system, "Roads and Highways", from ESRI in parallel to the IRAIS project procurement. FDOT hopes to get the pilot started and completed within the Fiscal Year and to have the IRAIS procurement awarded by June 2019.

ADA features to be included in the new system are: curb ramps, detectable warnings and pedestrian signals (including accessible pedestrian signals).

## Summary of FY 2018 Accomplishments and FY 2019 Goals:

### 2018 Accomplishments

Activity	Number	Date(s)
Training courses provided to Department or Stakeholders	17	Multiple Dates
ADA complaints or concerns received	13	Multiple Dates
ADA complaints resolved or closed	9	Multiple Dates
Pedestrian features identified for accessibility repairs	90	Ongoing
Pedestrian facilities with accessibility repairs completed	37	Multiple Dates
ADA Session in FDOT Construction Academy conducted	1	08/13/18
ADA/504 Local Agency Webinar provided	1	08/29/17
Design Training Expo – 3 ADA Sessions	1	06/13-15/16
National Association of ADA Coordinator Conference	1	Apr. 2018
District and Local Agency ADA & T-VI training	6	Multiple Dates
Update ADA Program Website		Ongoing
Initiated ADA Features in RCI		Summer 2017
Established sample sizes and criteria for video log reviews		Summer 2017
Offered completed SAPFIM to local agencies		Summer 2017

### Document Updates

The Department has completed significant modifications to the Department's ADA/504 program, policies, procedures and other documents to incorporate most elements of the *proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG)*, with the exception of accessible pedestrian signals, which are installed upon request. Documents modified include:

- Standard Plans:** published November 1, 2017, implemented Jan. 1, 2018)
- FDOT Design Manual:** published November 1, 2017 implemented Jan. 1, 2018)
- Florida GreenBook** (updates implemented June 19, 2017)
- ADA Procedure** (updates implemented November 1, 2017)
- Building Facilities Design Manual** (revisions underway)
- Accessing Transit Handbook** (updates implemented July 1, 2017)

### 2019 Goals (including 2018 completed 2018 Goals)

Goal	Date(s)	Comments
Finalize ADA Features in RCI	Fall 2018	Completion pending adoption of new LiDAR System. Updated completion: June 2019.
Continue reviewing video logs using Flow Chart & Outline (Appendix H)	Ongoing	Districts are using updated matrix and flow-chart for reviews
Upload video log data into RCI or replacement system	Ongoing	Anticipated to be included in updated LiDAR system. Second RFP has been issued.
Update all publications to PROWAG upon approval by US DOJ	Ongoing and Pending	Have adopted criteria in PROWAG except APSs, which are installed upon request ( <a href="#">TEM Manual Chapter 3.7</a> ).
Develop ADA job descriptions and % for District ADA Coordinators	Pending	Have developed draft ADA coordinator descriptions and shared with District staff.
Groom replacement(s) for retiring Statewide ADA Coordinator	Ongoing	Working and training staff who are shadowing Statewide ADA coordinator.
Receive "Approved" ADA Transition Plan	Fall 2018	Anticipated
Receive "Approved" State Transportation Improvement Plan (STIP)	Fall 2019	Anticipated

## **Appendices:**

### **Appendix A: FDOT ADA Coordinators**

See **Appendix A** for a map of the FDOT Districts and a list of the Department's ADA Coordinators around the state.

### **Appendix B: Complaints and Concerns**

See **Appendix B** for a list of complaints including filing dates, findings, resolution and closure dates.

### **Appendix C: Training**

See **Appendix C** for a list of ADA training provided for and/or received by FDOT staff, customers and business partners, including dates and locations.

### **Appendix D: Accomplishments**

See **Appendix D** for a list of projects including upgrades to accessible features conducted in FY 2016/2017.

### **Appendix E: District Video Log Reviews**

See **Appendix E** for a list of reviews of FDOT Video Logs for accessible pedestrian features.

### **Appendix F: SAPFIM**

See **Appendix F** for a description of the Safe and Accessible Pedestrian Features Inventory Model developed by Florida International University under an FHWA State Transportation Innovation Council (STIC) Grant. Included are a tri-fold brochure describing the application and a Quick Reference Guide intended for users to become familiar with the program. A Users Guide provides detailed instructions for field staff to collect the data and for office staff to develop reports.

### **Appendix G: VIDEO LOG REVIEW: FLOWCHART & OUTLINE**

See **Appendix G** for a Flowchart and Outline for 'standardizing' reviews of video logs for ADA features. The data generated by these reviews will be uploaded into the RCI database and continued with the application anticipated to replace RCI in 2019.

### **Appendix H: FDOT ADA Website**

See **Appendix H** for a screenshot of the Department's ADA Website homepage