ADA Transition Plan Toolkit

Introduction

The *2018-2019 NYSAMPO Working Group Work Program* included a task for both the Bicycle and Pedestrian Working Group and the Safety Working Group to share and evaluate data and tools for ADA Transition Plans. This included reviewing ADA transition plan best practices and developing a best practice method or toolkit for MPOs. The working groups solicited volunteers for a subcommittee to work on this project at a joint meeting in March 2018. The subcommittee consisted of Ashlee Long (OCTC), Danielle Krol (SMTC), and Emily Dozier (DCTC).

We reviewed a variety of tools over the spring of 2018 and identified several best practices for use by NYS MPOs. This document outlines those best practices. We hope that this toolkit evolves as other best practices are identified, and encourage MPOs to share new tools or improvements to existing tools that they find useful.

Method

We reviewed the following items:

- FHWA Transition Plan Attributes Review Guide
- NYSDOT Transition Plan and PLAFAP manual
- ADA Inventory Methods
    1. SAPFIM web-based tool (Florida International University)
    2. City of Watertown curb ramp checklist
    3. Warren County GIS methodology
    4. BMTS curb ramp rating spreadsheet and Transition Plan report format
    5. NYSDOT Transition Plan
    6. City of Elmira Transition Plan
    7. Survey 123 app (ESRI)
    8. Open Sidewalks mapping methodology (University of Washington)

We created a **spreadsheet** to summarize key elements of each tool, including:

- Can the tool be shared?
- What infrastructure does the method rate?
- Other features
- Equipment needs (tablet, measuring wheel, level, software, etc.)
- Process for using the method
- Effort level in terms of staff time (low/med/high)
- Cost level for equipment (low/med/high)
- Pros/cons
- Notes (anything an agency should consider when deciding whether to use this tool)
- Contact person

Questions to Consider

We identified several questions to consider before selecting a tool:

1. What do you want to measure?
    a. Sidewalks
        i. Basic condition rating only?
        ii. Width, slope, cross-slope, obstructions, condition?
    b. Ramps
        i. Basic condition rating only?
        ii. Width/landing area, slope, cross-slope, detectable warnings, condition?
    c. Crosswalks
        i. Marked or not?
        ii. Width, visibility, marking type?
    d. Other

2. What level of resources (staff time and cost) do you want to expend?

3. Based on your responses to questions 1 and 2, what's the best way to collect the data you want?
    a. From desk with street-level imagery (e.g., Google Street View, Bing Streetside)?
    b. In the field with paper/clipboard?
        i. Can enter into GIS at office later
    c. In the field with a digital form/checklist?
        i. Can enter into GIS at office later
    d. In the field with a GIS-enabled app?
        i. Will you have sufficient cell service in the field? (depends on the location)
        ii. Create your own app, or use an existing one?

General Recommendations

Based on discussions with other MPO staff and our review of the tools, we recommend the following:

- Keep it simple! (especially for small MPOs and municipalities)
- A general rating system (such as NYSDOT's 1-5 rating) is likely sufficient. Engineering-level detail is likely not needed, since engineers will need to field check the locations before construction anyway.
- Include a comment field and photos with your data collection.

Best Practices:

1. Data Collection:
   - GIS-enabled app:
     a. See **Warren County GIS methodology**
        i. Working with GIS WG and AGFTC to create a shared NYSAMPO version
     b. Or, create a form with another app (e.g., Survey 123, available with ArcGIS Online)

   - Digital or paper form/checklist: See **BMTS curb ramp rating spreadsheet**

   - Desktop review: Consider NYSDOT's methodology (screening from desktop, then field checks; enter data into GIS at office)

2. Report:
   - See **BMTS Transition Plan report format**

Resources

- [**NYSDOT PLAFAP Chapter 13, Appendix 13-3: Sample ADA Transition Plan**](#)
  a. Rating scale (1-5: n/a, not accessible, partially accessible, accessible, fully accessible) – see page 18
     i. Rating 1 - Not Applicable: A facility not considered to require accessibility, for example, limited access highways, no sidewalk present.
     ii. Rating 2 - Not Accessible: Significant discontinuity such as steps, no ramps, more than 100 feet of unpaved walkway, heaving, vertical displacement, other severe distress, flooding.
     iii. Rating 3 - Partially Accessible: Not designed to current standards, for example, problems with geometry of sidewalks, ramps and landings, no detectable warnings, handrails.
     iv. Rating 4 - Accessible: May need additional improvements, such as no detectable warnings at curb ramp locations, insufficient width.
     v. Rating 5 - Fully Accessible: Designed to current standards, presence of detectable warnings at curb ramp locations.

  b. ADA Guidelines for detailed evaluation – see page pages 23-24
     i. 14 questions for ramps, 10 for sidewalks, 6 for crosswalks

- [**NYSDOT ADA Transition Plan, Appendix A**](#)
  a. Rating scale with photos