

# ADA Checklist for Recipients and Subrecipients

**ODOT ADA Coordinator** Kyle Stevens  
**Office contact number:** 405-521-4140  
**Cell contact number:** 405-924-5540

Done?	Required	Posted on Website	Frequency	Comments	Reference	Links
	Designated ADA Coordinator	Required	Always	Designated ADA Coordinator must be an employee of the entity. There may be more than one appointed.	28 CFR 35.107(a)	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=aecb4610c7a2e3b7fcb3fcebcb1738f2&amp;mc=true&amp;node=se28.1.35_1107&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=aecb4610c7a2e3b7fcb3fcebcb1738f2&amp;mc=true&amp;node=se28.1.35_1107&amp;rqn=div8</a>
49 CFR 27.13(a)					<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=9d2f341e5b4e709b69238efec8ea99f8&amp;mc=true&amp;node=se49.1.27_113&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=9d2f341e5b4e709b69238efec8ea99f8&amp;mc=true&amp;node=se49.1.27_113&amp;rqn=div8</a>	
	Self-Evaluation / Transition Plan	Required	Keep Updated	Once you have evaluated all programs, services, and activities, a plan for compliance must be derived and opened for public comment.	28 CFR 35.105	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=5349fd4308678c3fa9d119836ddf41a8&amp;mc=true&amp;node=se28.1.35_1105&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=5349fd4308678c3fa9d119836ddf41a8&amp;mc=true&amp;node=se28.1.35_1105&amp;rqn=div8</a>
28 CFR 35.150(d)					<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=5349fd4308678c3fa9d119836ddf41a8&amp;mc=true&amp;node=se28.1.35_1150&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=5349fd4308678c3fa9d119836ddf41a8&amp;mc=true&amp;node=se28.1.35_1150&amp;rqn=div8</a>	
	Notice of Non-Discrimination	Required	Keep Updated	Make available to applicants, participants, beneficiaries, and other interested persons information regarding non-discrimination in all programs, services, and activities.	28 CFR 35.106	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=46a55f0b90b1f302605747af2418465e&amp;mc=true&amp;node=se28.1.35_1106&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=46a55f0b90b1f302605747af2418465e&amp;mc=true&amp;node=se28.1.35_1106&amp;rqn=div8</a>
				This includes a non-discrimination statement in anything that goes out to the public. Ex: Brochures, flyers, public meetings, etc...	49 CFR 27.15	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=46a55f0b90b1f302605747af2418465e&amp;mc=true&amp;node=se49.1.27_115&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=46a55f0b90b1f302605747af2418465e&amp;mc=true&amp;node=se49.1.27_115&amp;rqn=div8</a>
	Complaint Procedures / Complaint Forms	Required	Keep Updated	Recipients must have a complaint procedure in place that shall also include the investigation process.	28 CFR 35.107(b)	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&amp;mc=true&amp;node=se28.1.35_1107&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&amp;mc=true&amp;node=se28.1.35_1107&amp;rqn=div8</a>
	Assurances	N/A	Yearly or in agreements / contracts	Assurances are Part of the agreement / contract approval phase of the project	49 CFR 27.9	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&amp;mc=true&amp;node=se49.1.27_19&amp;rqn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&amp;mc=true&amp;node=se49.1.27_19&amp;rqn=div8</a>
	Subrecipient Guidance	Not Required	Always	As a Recipient who passes down Federal funds, you shall provide guidance to your subrecipients who received the Federal funding. This may include training and/or providing helpful information.	28 CFR 35	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=673cf9aa6da71f82ec37f036c227acdb&amp;mc=true&amp;node=pt28.1.35&amp;rqn=div5">http://www.ecfr.gov/cgi-bin/text-idx?SID=673cf9aa6da71f82ec37f036c227acdb&amp;mc=true&amp;node=pt28.1.35&amp;rqn=div5</a>
					49 CFR 27	<a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=acda7be307c93a2a8045cb77d9dcc985&amp;mc=true&amp;node=pt49.1.27&amp;rqn=div5">http://www.ecfr.gov/cgi-bin/text-idx?SID=acda7be307c93a2a8045cb77d9dcc985&amp;mc=true&amp;node=pt49.1.27&amp;rqn=div5</a>

You can use this checklist to help you keep track of tasks that you need to complete.

This checklist is for guidance only.

The Oklahoma Department of Transportation has a responsibility, under Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, to ensure its services, facilities and Public Rights-of-Way are readily accessible to and useable by individuals with disabilities to the fullest extent possible.

The Americans with Disabilities Act (ADA) prohibits Discrimination on the basis of disability. ODOT will ensure that qualified individuals shall not, solely on the basis of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any of its programs, services or activities as provided by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, subrecipients, and contractors.

