**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.

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| Facility | City Hall | Date | January 3, 20XX |

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| Contact Person | ADA Coordinator | Department | Mayor’s Office |

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

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| **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 |

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| **Area** | **Access Issue** | **Solution** | **Target Date** | **Person Responsible** | **Cost Estimate** | **Source of Funds** |
| *First floor* |  |  |  |  |  |  |
| 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 |