



## ADA Compliance Checklist for Title II Entities

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*This list is NOT comprehensive. It is meant to provide guidance in evaluating where you are in the process of completing or updating your ADA Transition Plan.*

### ADA Coordinator

- Do you have an ADA Coordinator?
- Is your ADA Coordinator's name, email, office address, and phone number easy to find on your website for your employees and the public?

### ADA Grievance Process

- Do you have an ADA grievance policy, procedure, and form with appeals process?
- Is this easily found on your website?

### ADA Self-Evaluation

- Have you recently evaluated your programs, services, and activities, to ensure you have no discriminatory language, policies, or practices?
- Did you provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments?

### ADA Transition Plan

- Is your transition plan a living document (always up-to-date) or has it been updated within the last 4 years?
- If your transition plan is more than 4 years old, has your agency developed a method of determining current compliance?

### Website

The ADA requires any person, business, or organization covered under the Act to communicate effectively about their programs, services, and activities. This includes information provided through your website. The DOJ is considering proposing WCAG 2.0 Level AA as the accessibility standards for websites and web content. Until the DOJ adopts specific technical requirements for web accessibility in a final rule, you have some flexibility in determining how to make your website compliant. You are still at risk for litigation if you have not taken measures to improve the accessibility of your website.

- Have you had an accessibility audit performed on your website?
- Does your website and web content comply with WCAG 2.0 Level AA?
- Have you insured all links, pdfs, pictures, and videos are properly tagged for compliance?

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*If you are interested in attending a webinar on how to develop a current and comprehensive ADA Transition Plan, please contact us by phone or through our website below.*