



STATE WORKFORCE DEVELOPMENT BOARD
Disability Access Committee

Local Disability Access Committee Checklist:
Physical Accessibility Assessment, Report, and Transition Plan, and
Focus Group

Date of Issuance: June 28, 2017

Your Local Disability Access Committee must complete each action on or before its due date.

Action		Due Date
1.	<input checked="" type="checkbox"/> Form Local Disability Access Committee.	Complete
2.	<input checked="" type="checkbox"/> Send one email to David.Mitchell@iowa.gov with the following information for each member of your Local Disability Access Committee: <ol style="list-style-type: none">1) Full Name2) Organization (e.g., Iowa Workforce Development, Iowa Department for the Blind, ABC Manufacturing Corp.)3) Affiliation (e.g., Business, Labor) or Program (e.g., Vocational Rehabilitation, PROMISE JOBS, Title I Adult and Dislocated Worker)4) Email Address	Complete
3.	<input type="checkbox"/> Complete a physical accessibility evaluation of your one-stop center using the ADA Checklist for Existing Facilities. <ul style="list-style-type: none">▪ Resource: ADA Checklist for Existing Facilities	July 31, 2017
4.	<input type="checkbox"/> Create an ADA Physical Accessibility Report listing the barriers for individuals with disabilities identified in the ADA Checklist for Existing Facilities during your ADA Physical Accessibility Assessment. <ul style="list-style-type: none">▪ Resource: Template for ADA Physical Accessibility Report	July 31, 2017
5.	<input type="checkbox"/> Email your ADA Physical Accessibility Report to Page.Eastin@iowa.gov .	July 31, 2017
6.	<input type="checkbox"/> Work with IWD Internal Services to create an ADA Accessibility Transition Plan that includes the barriers identified in your ADA Physical Accessibility Report and a timeline for their removal. <ul style="list-style-type: none">▪ Resource: Template for ADA Accessibility Transition Plan	September 1, 2017

7.	<input type="checkbox"/> Send your ADA Accessibility Transition Plan to Page.Eastin@iowa.gov .	September 1, 2017
8.	<input type="checkbox"/> Conduct a Customer Focus Group using the Guidance for Conducting a Focus Group. ▪ Resource: Guidance for Conducting a Focus Group	October 1, 2017
9.	<input type="checkbox"/> Send the Focus Group Report to Page.Eastin@iowa.gov . ▪ Resource: Template for Focus Group Report	October 1, 2017
10.	<input type="checkbox"/> Review and consider all comments received on your ADA Accessibility Transition Plan.	November 1, 2017
11.	<input type="checkbox"/> Work with IWD Internal Services to incorporate as appropriate comments received on your ADA Accessibility Transition Plan.	November 1, 2017
12.	<input type="checkbox"/> Present the final version of your ADA Accessibility Transition Plan to your Local Workforce Development Board for consideration and adoption.	December 31, 2017
13.	<input type="checkbox"/> Present the Focus Group Report to your Local Workforce Development Board.	December 31, 2017
14.	<input type="checkbox"/> Post the final version of your ADA Accessibility Transition Plan on www.IowaWDB.gov . ▪ Resource: Instructions for Posting a PDF to IowaWDB.gov	December 31, 2017
19.	<input type="checkbox"/> Complete your second annual physical accessibility evaluation of your one-stop center using the ADA Checklist for Existing Facilities. ▪ Resource: ADA Checklist for Existing Facilities	July 31, 2018
20.	<input type="checkbox"/> Create your second annual ADA Physical Accessibility Report listing the barriers for individuals with disabilities identified in the ADA Checklist for Existing Facilities during your ADA Physical Accessibility Assessment. ▪ Resource: Template for ADA Physical Accessibility Report	July 31, 2018
21.	<input type="checkbox"/> Email your second annual ADA Physical Accessibility Report to Page.Eastin@iowa.gov .	July 31, 2018
22.	<input type="checkbox"/> Update your ADA Accessibility Transition Plan, so that includes the barriers identified in your second annual ADA Physical Accessibility Report and a timeline for their removal. ▪ Resource: Template for ADA Accessibility Transition Plan	September 1, 2018
23.	<input type="checkbox"/> Review and consider all comments received on your ADA Accessibility Transition Plan.	November 1, 2018
24.	<input type="checkbox"/> Incorporate as appropriate comments received on your ADA Accessibility Transition Plan.	November 1, 2018

25.	<input type="checkbox"/> Present the final version of your ADA Accessibility Transition Plan to your Local Workforce Development Board for consideration and adoption.	December 31, 2018
26.	<input type="checkbox"/> Post the final version of your amended ADA Accessibility Transition Plan on www.IowaWDB.gov . <ul style="list-style-type: none"> ▪ Resource: Instructions for Posting a PDF to IowaWDB.gov 	December 31, 2018

Questions:

If you have any questions, please contact the following members of the State Disability Access Committee:

David Mitchell, Iowa Vocational Rehabilitation Services
David.Mitchell@iowa.gov

Page Eastin, Iowa Client Assistance Program (CAP), Iowa Department of Human Rights
Page.Eastin@iowa.gov

Ben Humphrey, Iowa Workforce Development
Benjamin.Humphrey@iwd.iowa.gov