

# Administrative Requirements

Public Entity Riverside County Transportation Commission Date April 11, 2022

Contact Person Pamela Velez – HR Email pvelez@rctc.org Phone 951.787.7966

Title II requires that public entities undertake five administrative steps to promote implementation of the ADA.

Questions	Yes, or no?	Comments	Next Steps
1. Has a self-evaluation been conducted? (Required no matter the number of employees.)	No	RCTC is currently performing the self-evaluation.	Complete the self-evaluation and transition plan.
2. Is public notice that the public entity does not discriminate on the basis of disability provided in print and audio formats? (Required no matter the number of employees.)  <i>Methods may include the website, social media such as Twitter and Facebook, print notices at facilities and in local newspapers, program announcements, public service announcements on local radio and television stations.</i>	No	RCTC currently has notice printed on website page but not in an audio format that I am aware of. Link: <a href="https://www.rctc.org/about/">https://www.rctc.org/about/</a>	Provide the Nondiscrimination Statement in print and audio format on the RCTC website, social media such as Twitter and Facebook, print notices at facilities and in local newspapers, program announcements, and include the statement when making public service announcements on local radio and television stations.

Questions	Yes, or no?	Comments	Next Steps
3. Has a grievance procedure been adopted to resolve disability-related complaints? (Required if 50 or more employees.)	Yes	Notice, procedure, and complaint form listed on RCTC website: <a href="https://www.rctc.org/about/">https://www.rctc.org/about/</a>	
4. Has at least one employee been appointed to coordinate the public entity's ADA obligations - ADA Coordinator? (Required if 50 or more employees.)	Yes	John Standiford has been assigned the role.	
5. Has a transition plan been developed to address barriers in facilities that affect equal participation of people with disabilities in the public entity's programs, activities, and services? (Required if 50 or more employees.)	No	Plan is in development and anticipated to be completed in 2022.	Complete transition plan and obtain approvals.