

HANDICAPPED ACCESSIBILITY

The State under Federal Law is required to assure compliance with Civil Rights, which includes Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The State is also responsible to assure that subgrantees comply with Federal laws involving Land and Water Conservation Fund grants.

As part of the condition of receiving Federal grants, a subgrantee's whole park system becomes subject to these Civil Rights provisions.

The State has adapted as its policy with regard to the Disabled Persons the following:

All recipients under the LWCF program are required to evaluate their programs, activities, policies, and practices to determine what actions need to be undertaken in order to comply with the regulations noted above. When a recipient receives financial assistance from the LWCF for park and recreation projects, all program activities of that recipient must be in compliance with these requirements including those programs and activities not receiving direct federal aid.

A self-evaluation process must be completed which includes interested persons, including handicapped persons or organizations representing handicapped persons. If you employ more than 15 full or part-time employees a copy must remain on file and available for public inspection for three years after it is completed. The self-evaluation must indicate the areas examined, problems identified and the remedial steps you will take to eliminate discriminatory policies and practices toward handicapped persons.

You may contact John McGarrity as the 504 coordinator for technical assistance on this matter at the following address:

West Virginia Development Office
Capitol Complex
Building 6, Room 553
Charleston, West Virginia 25305-0311
(304) 558-4010

State and Local LWCF sponsors shall establish complaint procedures and install these procedures, along with Equal Opportunity posters, at all park sites. These announcements shall include contact information for patrons that may have complaints.

Complaints not resolved locally should be submitted in writing with a summary of local actions taken to the Community Development Division at the above address. If the issues are not satisfactorily resolved then the information should be brought to the Federal agency for review at the following address:

Director, Office of Equal Opportunity
Department of the Interior
1849 C Street, NW
Washington, DC 20240

The following questions must be answered in order for your application to be considered complete:

- A. What facilities do you have that are designed to be accessible to the handicapped?

- B. What programs do you operate which include activities accessible to the handicapped?

- C. If you have no facilities or programs designed for handicapped use, what facilities or programs are you planning for future development?

- D. Has the recipient completed a Section 504 self-evaluation and transition plan?

- E. Were the self-evaluations and transitions plan completed with assistance from handicapped persons and/or advocacy groups?

- F. Where both programs and structures evaluated?

- G. Were there violations of handicapped accessibility standards noted during park self-inspections?

- H. Does the recipient have a formal complaint procedure? (Note the name and telephone number of the local contact for filing a complaint.)

Name/Title of Local Certifying Official

Date

HANDICAPPED COMPLIANCE CHECKLIST FOR LWCF PROJECTS

Name of Park	Project Description
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LWCF Project Number	Project Sponsor	Date
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1. WALKS

- 1.1 Walks – At least one accessible route or walkway shall connect accessible building, facilities, elements, and space that are on the same site including accessible parking spaces, loading zones, accessible public streets, and sidewalks.
- 1.2 Accessible walks shall be at least 48 inches wide and shall have a gradient not greater than 1:20 (5.0%).
- 1.3 Such accessible walks shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than ½ inch.
- 1.4 Wherever accessible walks cross other walks, driveways, or parking lots, they shall blend to a common level.
- 1.5 Accessible walks terminating at doors shall have a 5 foot by 5 foot level platform extending at least 1'-6" on the opening door. (See Appendix)
- 1.6 The surface texture along accessible walkways shall be stable, firm, and relatively nonslip under all weather conditions. Materials that are loose stone, cobblestone with unfilled joints, and finely graded clay covering on an unsurfaced area shall not be used.
- 1.7 Accessible walks with running slopes greater than 1:20 (5.0%) are considered ramps and shall comply with **4. RAMPS**
- 1.8 Accessible walks, including trails, shall have 6'-8" minimum clear head room.

2. PARKING AND PASSENGER LOADING ZONES

- 2.1 Location – Parking spaces for disabled persons and accessible passenger loading zones that serve a particular building or facility shall be located on the shortest possible accessible circulation route to an accessible entrance of building or facility including picnic shelters/areas, swimming pools, athletic areas, and game courts. In separate parking lots that do not serve a particular building or facility, parking spaces for disabled persons shall be located on the shortest possible circulation route to an accessible pedestrian entrance. The distance from the accessible parking spaces to the principal entrance of the building or facility shall be no greater than 150 feet.
- 2.2 The minimum number of accessible parking spaces shall be one space plus one space per 100 spaces.
- 2.3 Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the symbol of accessibility. Vehicles parked in the space shall not obscure these signs. (See Appendix B).
- 2.4 Accessible parking spaces shall be at least 12'-6" wide. (See Appendix B)

2. PARKING AND PASSENGER LOADING ZONES (cont'd)

- 2.5 Passenger loading zones shall provide an access aisle at least 4 feet wide and 20 feet long adjacent and parallel to the vehicle pull-up space, then an accessible curb ramp is required.
- 2.6 The surfaces of accessible parking spaces shall comply with 1.5.

3. CURB RAMPS

- 3.1 Location – Curb ramps shall be provided wherever an accessible route or walkway crosses a curb.
- 3.2 Slopes of curb ramps shall comply with 4.1.
- 3.3 The minimum width of curb ramps shall be 3 feet, exclusive of flared sides.
- 3.4 Surfaces of curb ramps shall comply with 1.5.
- 3.5 Sides of curb ramps – If a curb ramp is located where pedestrians must walk across the ramp, then it shall have flared sides; the maximum slope of the flare shall be 10%. Curb ramps with returned curbs may be used where pedestrians would not normally walk across the ramp.
- 3.6 A curb ramp shall have a tactile warning texture such as exposed aggregate concrete.

4. RAMPS

- 4.1 Ramps – Any part of an accessible route or walkway with a slope greater than 1:20 (5%) shall be considered a ramp and comply with all requirements of this section.
- 4.2 The maximum slope of any ramp shall be 1:12 (8.33%). The maximum rise for any uninterrupted ramp run shall be 30 inches.
- 4.3 The minimum clear width of a ramp shall be 4 feet.
- 4.4 Ramps shall have level landings at the bottom and top of each run. The landing shall be at least as wide as the widest ramp leading to it with a length of at least 5 feet clear. If the ramp changes direction at landings, the minimum in landing size shall be 5 feet by 5 feet. If a doorway is located at a landing, then the area in front of the doorway shall comply with 1.4.
- 4.5 Handrails – If ramp slope is greater than 1:20 (5%) up to and including 1:12 (8.33%) and there is no drop off, then one side shall have a handrail. Where ramp drops off on one or both sides, then both sides shall have handrails. No handrail is required on slopes of 1:20 (5.0%) or less where this is no drop off.
- 4.6 The cross slope of ramp surfaces shall be no greater than 1:50 (2.0%).
- 4.7 The ramp surfaces shall comply with 1.5.

5. ENTRANCES

- 5.1 Entrances – At least one of the principal entrances to a building or facility shall be part of an accessible route or walkway and shall comply with **1. – WALKS**.
- 5.2 Doorways shall have a minimum clear opening of 32 inches with the door open at a 90-degree angle measured between the face of the door and the stop.

6. **STAIRS**

- 6.1 Stairs – Staircases that are going to be used by semi-ambulant persons or elderly persons shall be designed so that they are usable with a minimum of energy expenditure.
- 6.2 Treads and Risers – On any given flight of stairs, all steps shall have uniform riser heights and uniform tread widths. Stair treads shall be no less than 11 inches wide, measured from riser to riser.
- 6.3 Nosings – The undersides of nosings shall not be abrupt. The radius of curvature at the leading edge of the tread shall be no greater than ½ inch. Risers shall be sloped or the underside of the nosing shall have an angle not less than 60 degrees from the horizontal. Nosing shall project no more than 1-1/2 inch.
- 6.4 Handrails – Stairways shall have handrails at both sides of the stairs.

7. **DRINKING FOUNTAINS AND WATER COOLERS**

- 7.1 Drinking Fountains and Water Coolers – If fountains or coolers are provided, at least one shall comply with requirements below and along an accessible route.
- 7.2 Spout Height – Spouts shall be no higher than 36 inches measured from the floor or ground surfaces to the spout outlet.
- 7.3 Spout Location – The spouts of drinking fountains and water coolers shall be at the front of the unit and shall direct the water flow in a trajectory that is parallel or nearly parallel to the front of the unit. The spout shall provide a flow of water at least 4 inches high so as to allow the insertion of a cup or glass under the flow of water.
- 7.4 Controls and Operating Mechanisms shall be operable with one hand and shall not require tight grasping, pinching, or twist of the wrist. The force required to activate controls shall be no greater than 5 pounds.
- 7.5 Clearances
 1. Wall and Post mounted cantilevered units shall have a clear knee space between the bottom of the apron and the floor or ground at least 27 inches high, 30 inches wide, and 17-19 inches deep. Such units shall also have a minimum clear floor or ground space of 30 inches by 48 inches to allow a person in a wheelchair to approach the unit facing forward.
 2. Free standing or built-in units not having a clear space under the unit shall have a clear floor or ground space at least 30 inches by 48 inches that allows a person in a wheelchair to make a parallel approach to the unit.

8. **RESTROOMS**

- 8.1 Restrooms – At least one stall shall be accessible along or at the end of an accessible route, walkway, hallway, corridor or pathway. The stall shall be at least 3 feet wide and 5 feet deep. If a door is used it shall have a 32 inch wide clearance and must swing out. Grab bars shall be mounted on each side 33 inches high and 42 inches long, parallel to the floor, 1-1/2 inches in outside diameter, with 1-1/2 inches clearance between the rail and the wall. The rail must be securely fastened at each end and in the center. (ANSI-A117.1 – 1980)
- 8.2 Water Closets – The height of water closets shall be 17 – 19 inches measured to the top of the toilet seat. (ANSI-A117.1 – 1980)

8. RESTROOMS (cont'd)

- 8.3 Urinals – At least one urinal shall be wall-hung with an elongated rim at a maximum of 17 inches above the floor. A clear floor space of 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (ANSI-A117.1 – 1980)
- 8.4 Lavatories – At least one lavatory shall be mounted with a clearance of at least 29 inches from the floor to the bottom of the apron and a maximum rim height of 34 inches. (See Appendix D)
- 8.5 Exposed Pipes and Surfaces – Hot water and drainpipes under lavatories shall be insulated or otherwise protected. There shall be no sharp or abrasive surfaces under lavatories. (See Appendix D)
- 8.6 Mirrors – At least one mirror shall be mounted with the bottom edge no higher than 40 inches from the floor.

9. PUBLIC TELEPHONES

- 9.1 Public Telephones – If public telephones are provided then they shall comply with the following:
 1. A clear floor space of ground space at least 30 inches by 48 inches that allows either a forward or parallel approach by a person using a wheelchair. Bases, enclosures, and fixed seats shall not impede approaches.
 2. The highest operable part of the telephone shall be no higher than 48 inches. Diagonally mounted telephones (e.g. in a corner) shall be no higher than 54 inches.
 3. The cord length from the telephone to the handset shall be at least 29 inches long.

10. SIGNS

- 10.1 Signs – All signs that provide emergency information or general circulation directions or identifies rooms and spaces shall comply as follows:
 1. Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10.
 2. Characters and symbols shall contrast with their background
 3. Letters and numbers on signs shall be raised or incised 1/32-inch minimum. Raised characters or symbols shall be at least 5/8-inch high but no higher than 2 inches. Indented characters or symbols shall have a stroke width of at least ¼-inch. Symbols or pictographs on signs shall be raised or indented ½-inch minimum.
 4. The International Symbol of accessibility shall be used to identify accessible facilities. (See Appendix B)

11. OUTDOOR FACILITIES

- 11.1 Park Benches – Accessible benches if any shall have a back rest and supports to give added body support to individuals affected by muscle weakness or spasms. Accessible benches shall be a maximum of 14 to 16 inches deep with the back 18 inches high and arm rests 8 inches from the seat. The seat surface shall be from 15 to 17 inches from the ground, include a space beside benches for wheelchairs and strollers at least 30 inches wide.

12. LIGHTING

- 12.1 Lighting – If the facilities are to be used during night hours access loading zones and parking spaces shall be adequately lighted.

13. PICNIC AREAS

- 13.1 Picnic Tables – Accessible tables should be located on level sites adjacent to or connected to accessible walkways or accessible routes and have the following features:

1. A clear space between the ground and bottom of edge of the table of at least 30 inches.
2. A clear lateral space of 34 inches beneath the table.
3. At least one unit shall be 30 inches to 36 inches high.

- 13.2 Grills – At least one unit shall be 30 inches to 36 inches high.

- 13.3 Water Faucets – At least one faucet shall be 36 inches to 42 inches high.

- 13.4 Picnic Shelters – At least one accessible picnic shelter shall be part or connected to an accessible route or walkway.

14. SWIMMING FACILITIES

- 14.1 Pools – Accessibility to pools can be provided in the following manner:

1. At various locations the pool coping can be raised above the pool deck 1'-7" and fitted with grab bars to aid disabled persons to sit and then swing their legs over the side into the water. The water level should be high, from 3 to 4 inches from the top of the coping, to aid in a safe return out of the water.
2. The coping can be level with the pool's water height and deck with just enough slope to allow for drainage of water splashed on the deck.
3. The installation of a ramp with handrails and a set of stairs with handrails both located at the shallow end of the pool.
 - a. Width of ramp should be at least 36 inches.
 - b. Handrails should be 30 inches to 36 inches high
 - c. Slope of ramp should be at least 1:12 (8.33%).
4. Hydraulic lift pads and movable floors are other alternatives.

14. SWIMMING FACILITIES (cont'd)

14.2 Lakes/Beaches – Generally, lake and beach swimming is not recommended for disabled persons because of the lack of control over water depth, temperature, supervision, and sanitation control. However, if a designer wished to make a lake accessible, the following items should be considered:

1. The slope of the beach into the waters should be no more than 10 percent.
2. An access walk leading to and along the water's edge is necessary.
(See **1. WALKS – 4. RAMPS**.)
3. A ramp with a handrail along one side extending into the water to a depth of 36 inches should be provided.
4. The entire swimming area should be well marked with floating markers or signals.

15. FISHING PIER

15.1 Fishing Pier – This type of facility can serve as a meaningful therapeutic tool for disabled persons if the following standards are met. (See Appendix E)

1. An access walk to the pier from the shore must comply with **1. WALKS**
2. Fishing platforms must be a minimum of 8 feet wide to provide adequate room for circulation and tackle storage.
3. Handrails must be provided around the entire pier. Handrails must be 36 inches high and have a 30-degree angle sloping top for arm and pole rest.
4. A shelf for bait and tackle must be provided at a height of no more than 30 inches from the floor of the pier. The shelf should extend two feet beyond the handrail.
5. A kick plate must be provided to prevent foot pedals of wheelchairs from going off the pier.
6. A smooth non-slip surface must be provided on the access walk and the pier. Boards used for the surface must be laid no more than one-half inch apart.

SECTION 504 SELF-EVALUATION GUIDE

I. Introduction

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person shall on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

All recipients of Federal financial assistance from the Department of the Interior (DOI) must be in compliance with Section 504 and implementing regulations, 43 CFR 17, Subpart B, at Section 17.205(c), requires that each recipient complete a self-evaluation of its “policies and practices and the effects thereof that do not or may not meet the requirements of the Subpart.” Any policy and/or practice that does not meet the requirements of Subpart B, must be modified.

The purpose of this self-evaluation guide is to assist recipients in evaluation their programs and activities to determine whether they conform to the requirements of Section 504 and Departmental regulations 43 CFR 17, Subpart B. This guide provides only an example of how self-evaluation can be performed. Recipients are free to use this guide or other approaches for performing the self-evaluation.

The self-evaluation guide is composed of three parts. The appropriate DOI regulation and Guideline authority are cited for each of the following three parts:

Part I – Checklist of Administrative Requirements
(43 CFR, Sections 17.206, 17.207, 17.217(e)
and Guidelines Section III C)

Part II – Checklist of Facility Accessibility
(43 CFR, Section 17.217(a-d); Guideline Section VI)

Part III – Checklist of Employment Practices
(43 CFR, Section 17.210; Guideline Section V)

PART I

CHECKLIST OF ADMINISTRATIVE REQUIREMENTS

Requirements	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
1. Designation of responsible employee	Recipients employing fifteen or more employees must designate a Section 504 coordinator (43 CFR 17.206(a)).					
2. Adoption of grievance procedures	Recipients employing fifteen or more employees must establish grievance procedures that provide for the submission and resolution of complaints from employees and program beneficiaries (43 CFR 17.206(b)).					
3. Public notification requirements	3a. Any recipient employing fifteen or more employees must take initial and continuing steps to notify beneficiaries and employees that it does not discriminate on the basis of handicap. All such notifications must be effective for those with impaired vision, hearing, and learning abilities (43 CFR 17.207(a)).					

PART I

CHECKLIST OF ADMINISTRATIVE REQUIREMENTS

Requirements	Standards	Compliance			Description	Modification
		Yes	No	N/A		
3. Public Notification Requirements (cont'd)	3b. Recruitment materials or publications containing general information that is made available to program participants, beneficiaries, applicants, and employees must contain an appropriate non-discrimination statement (43 CFR 17.207(b)).					
4. Assurances required	A recipient must provide assurance that its program operates in compliance with Section 504 (43 CFR 17.204).					
5. Self-evaluation	5a. Recipients must consult with handicapped persons/organizations.					
	5b. The self-evaluation must cover programs, policies, practices, problems identified, and remedial step taken.					

PART I

CHECKLIST OF ADMINISTRATIVE REQUIREMENTS

Requirements	Standards	Compliance			Description	Modification
		Yes	No	N/A		
5. Self-evaluation (cont'd)	5c. Recipients employing fifteen or more persons must maintain on file the self-evaluation for three years after its completion (43 CFR 17.205(c)).					
6. Transition Plan	A transition plan is required when structural changes to facilities are required, and it must include the following:					
	1. Identification of physical obstacles in facilities.					
	2. Identification of methods used to achieve accessibility.					
	3. Schedule for achieving accessibility.					
	4. Identification of responsible official (43 CFR 17.217(c)).					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance Status			Description	Modification
	Yes	No	N/A		
1. <u>PARKING LOTS/SPACES</u>					
A. <u>Reserved spaces</u>					
— Number					
— Location (in relation to facility)					
— Vehicle access clearance					
— Signs					
B. <u>Ramps/Curb Cuts</u>					
— Location					
— Dimensions					
— Handrails/Handgrips					
C. <u>Passenger loading/unloading</u>					
— Spaces					
— Signage					
— Location					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
2. <u>PUBLIC TELEPHONES</u>					
A. <u>Signs</u>					
B. <u>Clear floor space</u> (wheelchair access)					
C. <u>Reach</u>					
D. <u>Height</u>					
E. <u>Controls</u>					
F. <u>Equipment</u>					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
3. <u>DRINKING FOUNTAINS</u> (Interior & Exterior)					
A. <u>Location</u>					
B. <u>Clearance</u>					
C. <u>Height</u>					
D. <u>Spouts</u>					
E. <u>Controls</u>					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
4. <u>ELEVATORS</u>					
A. <u>Automatic</u>					
B. <u>Location</u>					
C. <u>Doors</u>					
D. <u>Control Panel</u>					
E. <u>Emergency Communications</u>					
F. <u>Floor Identification</u>					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
4. <u>ELEVATORS</u> (cont'd)					
G. <u>Lobby Call Buttons</u>					
H. <u>Outside Floor/Direction Indicators</u>					
I. <u>Signs</u>					
5. <u>TOILET/BATHING FACILITIES</u>					
A. <u>Number</u> (according to gender)					
B. <u>Location</u>					
C. <u>Signs</u>					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
5. <u>TOILET/BATHING FACILITIES</u> (cont'd)					
D. <u>Doors - Fixtures - Dispensers</u>					
— Stalls					
— Urinals					
— Lavatories/sinks/water closets					
— Tubs/showers					
E. <u>Lockers</u>					
— Number					
— Height					
— Clear floor space					
6. <u>PICNIC AREAS</u>					
A. <u>Tables and Benches</u>					
— Number Accessible to Wheelchairs					
— Location (adjacent to level paths)					
— Access to Open Space Areas					
— Back and Arm Rests					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
6. <u>PICNIC AREAS</u> (cont'd)					
B. <u>Grills</u>					
— Height of Cooking Surface					
— Location (adjacent to level paths)					
C. <u>Trash Receptacles</u>					
— Location (adjacent to level paths)					
— Safety and Facility of Equipment					
D. <u>Picnic Shelters</u>					
— Location (adjacent to level paths)					
— Located near accessible water fountains, trash receptacles, restrooms, parking, etc.					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
7. <u>TRAILS</u>					
A. <u>Surface</u>					
B. <u>Dimensions</u>					
C. <u>Rails</u>					
D. <u>Signs</u>					
8. <u>SWIMMING POOLS & BEACHES</u>					
A. <u>Pools</u>					
— Entrance to Pool Well (ramps/stairs)					
— Dimensions of ramps or stairs					
— Handrails at ramps or stairs					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
8. <u>SWIMMING POOLS & BEACHES</u> (cont'd)					
B. <u>Location</u>					
— Accessible from Parking Lot					
— Access from Entrance through Bathhouse to Pool Deck					
C. <u>Safety Features</u>					
— Slip Resistant Surfaces					
— Warning Surface for Visually Impaired					
D. <u>Beaches</u>					
— Accessible Paths from Parking Area					
— Accessible Paths to Swimming Area					
— Handrails to Swimming Area					
9. <u>PLAY AREAS</u>					
A. <u>Equipment</u>					
— Accessibility around Apparatus					
— Apparatus Designed for the Handicapped					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
9. <u>PLAY AREAS</u> (cont'd)					
B. <u>Access to Equipment</u>					
— Accessible from Parking Lot					
— Handrails					
10. <u>GAME AREAS</u>					
A. <u>Accessible by Firm and Level Paths</u> (between game courts and within game areas)					
B. <u>Accessible Paths from Parking Areas</u>					
C. <u>Equipment</u> (height and dimensions)					
11. <u>BOAT DOCKS</u>					
A. <u>Access</u>					
— Accessible from Parking Lot					
— Handrails					

PART II

CHECKLIST OF FACILITY ACCESSIBILITY

Requirements	Compliance			Description	Modification
	Yes	No	N/A		
12. <u>FISHING FACILITIES</u>					
A. <u>Access</u>					
— Accessible from Parking Lot					
— Handrails					
B. <u>Equipment</u>					
— Handrails					
— Arm Rests					
— Bait Shelves					
— Fish Cleaning Tables (check height of table)					
C. <u>Safety Features</u>					
— Slip Resistant Surfaces					
— Warning Surface for Visually Impaired					
D. <u>Signs</u>					

PART III

CHECKLIST OF EMPLOYMENT PRACTICES

Requirements	Standards	Compliance Status			Description	Modification
		Yes	No	N/A		
1. <u>RECRUITMENT</u> Job Announcements	The announcement process encompasses the following elements:					
	Nondiscrimination statement on announcements;					
	Announcements must be posted in accessible areas;					
	Announcements must be effectively announced to individuals who have disabilities that impair their ability to communicate.					
Interviews	Interviews must address the applicant's qualifications for the position. Recipients must not make inquiries about an applicant's handicap and its severity.					

PART III

CHECKLIST OF EMPLOYMENT PRACTICES

Requirements	Standards	Compliance			Description	Modification
		Yes	No	N/A		
2. <u>PERSONNEL ACTIONS</u>	The criteria for processing personnel actions must not limit the eligibility of qualified handicapped employees.					
Recruitment						
Selection						
Promotion						
Hiring						
Upgrading, etc.						
3. <u>LEAVE ADMINISTRATION</u>	Policies for granting leave must not adversely affect qualified handicapped employees.					
Leave of Absence						
Sick/Annual						
Return from Leave of absence						
4. <u>TRAINING</u>	Policies for granting leave must not adversely affect qualified handicapped employees.					
Internships						
Apprenticeships						
On-the-job Training, etc.						

PART III

CHECKLIST OF EMPLOYMENT PRACTICES

Requirements	Standards	Compliance			Description	Modification
		Yes	No	N/A		
5. <u>TESTING</u>	Tests and other criterion must measure essential job requirements only.					
	Test must be job-related and nondiscriminatory towards persons with impaired communications abilities.					
6. <u>MEDICAL EXAMINATIONS & QUESTIONNAIRES</u>	Pre-employment medical examinations are permissible only after conditional employment offers.					
	Test must be job-related and nondiscriminatory towards persons with impaired communications abilities.					
7. <u>SOCIAL & RECREATIONAL PROGRAMS</u>	Social & Recreational programs sponsored by the recipient must be accessible to handicapped employees.					
8. <u>FRINGE BENEFITS</u>	Handicapped employees must be given the same employee benefits as non-handicapped employees.					

PART III

CHECKLIST OF EMPLOYMENT PRACTICES

Requirements	Standards	Compliance			Description	Modification
		Yes	No	N/A		
9. <u>COLLECTIVE BARGAINING AGREEMENTS</u>	Terms and practices of collective bargaining agreements must not contain provisions that limit the participation of qualified handicapped employees.					
10. <u>COLLECTIVE BARGAINING AGREEMENTS</u>	Employees with disabilities must not be offered different rates of compensation solely on the basis of handicap.					