



Americans with Disabilities Act (ADA), Title II, Self-Evaluation

June 20, 2019

**SACOG
1415 L Street, Suite 300, Sacramento, CA 95814**

Purpose of the Evaluation

The purpose of this Sacramento Area Council of Governments (SACOG) Americans with Disabilities Act (ADA) Title II Self-evaluation is to document the results of the SACOG's review of access to programs, services and activities by individuals with disabilities in order to determine if there are any discriminatory or potentially discriminatory practices, policies or procedures. This report contains findings and recommendations based on that review.

SACOG is committed to complying with the tenets of Title II of the Americans with Disabilities Act, including the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), and other federal and state statutes and regulations aimed at making public programs, services and activities accessible to persons with disabilities.

The ADA Self-Evaluation not only reviews and outlines the required Self-Evaluation activities, but also provides documentation of the areas where SACOG has gone beyond the minimum requirements in order to provide a greater level of access for individuals with disabilities that access SACOG's programs, services and activities.

Prior ADA Self-Evaluation and Transition Plans

SACOG was not previously required to complete an ADA Self-Evaluation until reaching an average annual staffing level over 50 or more employees.

Current ADA Self-Evaluation

As an agency serving the public, SACOG is required to comply with Title II of the Americans with Disabilities Act of 1990 (ADA) and ensure that services and benefits are provided on a non-discriminatory basis. SACOG is completing this Self-Evaluation to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), which is consistent with guidelines found in the Federal Department of Justice Rules effective March 15, 2011.

Classification of the Sacramento Area Council of Governments

The Sacramento Area Council of Governments (SACOG) is classified as a "public entity" pursuant to Title II of the Americans with Disabilities Act.

Focus of ADA Self-Evaluation

Barriers that deny or limit access to programs, services or activities may be structural or non-structural. Nonstructural barriers may be due to policies, practices or procedures that may inadvertently limit, segregate or discriminate against individuals with disabilities.

The focus of this Self-Evaluation targets access to SACOG's programs, services and activities in nonstructural or programmatic areas as defined by Title II, subtitle A. Nonstructural or programmatic barriers are identified in this Self-Evaluation.

SACOG did not conduct a review of physical barriers for compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Title 24 of the California Code of Regulations (which is cited as the California Building Code) because the building SACOG resides in was constructed in 2003 to comply with ADA accessibility standards.

Location of Self-Evaluation

SACOG's ADA Self-Evaluation will be maintained on file and made available for public inspection by the SACOG ADA Coordinator. The ADA Self-Evaluation can be made available in alternate formats, as requested.

Designated ADA Coordinator

Multiple Staff have been appointed as ADA Coordinator(s) for SACOG to enable the agency to promptly respond to any complaints.

Contact information for the SACOG ADA Coordinator is:

ADA Coordinator
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814
Phone: (916) 321-9000
Fax: (916) 321-9551
TDD/TTY: (916) 321-9550
ADA-Coordinator@sacog.org

SACOG offers alternate methods to provide access to review or provide input into the SACOG's plan.

Requests for information from the ADA Coordinator can be sent by email, phone, mail, fax or by TDD/TTY. Information is available in alternate formats upon request.

Self-Evaluation Updates

This Self-Evaluation is an on-going, dynamic document that will need periodic review and updating. In its continuing efforts to maintain compliance, SACOG has several mechanisms in place to provide for an ongoing update of the Self-Evaluation. SACOG's designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA. Updates to the SACOG ADA Self-Evaluation will be marked with an "UPDATE" designation, followed by a date.

Self-Evaluation Format

Information collected during the Self-Evaluation process was reported by areas and categories, not individually by departments. This Self-Evaluation provides an overall summary and profile of findings and recommendations.

General Information about the Sacramento Area Council of Governments

Originally formed in 1965, SACOG is joint powers authority of city and county governments, organized "... to provide a forum for the discussion and study of area-wide problems of mutual interest and concern to the cities and counties, and to facilitate the development of policies and action recommendations for the solution of such problems."¹ SACOG serves six counties and twenty-two cities, comprising a 6,190 square mile area with an estimated population of 2,258,000. Member agencies are El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba counties; the cities of Auburn, Citrus Heights, Colfax, Davis, Elk Grove, Folsom, Galt, Isleton, Lincoln, Live Oak, Marysville, Placerville, Rancho Cordova, Rocklin, Roseville, Sacramento, West Sacramento, Wheatland, Winters, Woodland, Yuba City; and the town of Loomis.

¹ Joint Powers Agreement of the Sacramento Area Council of Governments, adopted October 21, 1980, and revised January 20, 1983; February 1, 1988; June 16, 1988; April 27, 1999; October 2, 2002; and May 15, 2003.

SACOG is governed by a thirty-two member Board of Directors (thirty-one voting and one non-voting). Voting members are appointed by member jurisdictions from their county board of supervisors or city councils. The one non-voting member is the Caltrans District 3 Director. The organization's mission statement is: *Provide leadership and a dynamic, collaborative public forum for achieving an efficient regional transportation system, innovative and integrated regional planning, and a high quality of life within the greater Sacramento Region.*

Under SACOG's Joint Powers Agreement (JPA), each member city (excluding the city of Sacramento) and each member county (excluding Sacramento County) are entitled to one seat and one vote on the SACOG Board. The city of Sacramento may appoint two directors and is entitled to two votes. Sacramento County may appoint three directors and is entitled to three votes. In addition, jurisdictions may appoint an alternate who shall have full voting rights in the absence of the jurisdiction's appointed director.

SACOG's various designations and certifications include:

Designations as:

- Regional Transportation Planning Agency for Sacramento, Sutter, Yolo, and Yuba counties by the California State Secretary of Business, Transportation and Housing Agency.
- Metropolitan Planning Organization (MPO) by the Governor and the U.S. Department of Transportation for the Sacramento, Yuba City, and Davis Urbanized Areas.
- Metropolitan Planning Organization in the Sacramento Metropolitan Planning Area (MPA) by the California State Secretary of Business, Transportation and Housing Agency.
- Designated Airport Land Use Commission for Sacramento, Sutter, Yolo, and Yuba counties.
- SACOG staffs the Capitol Valley Service Authority for Freeways and Expressways (CVR-SAFE).
- Capitol Valley Service Authority for Freeway and Expressways for Sacramento, San Joaquin, Yolo, Yuba, Sutter, and El Dorado counties.
- Area Wide Clearinghouse for the counties of Sacramento, Sutter, Yolo, and Yuba and the cities of Lincoln, Rocklin, and Roseville by the State of California Procedures of Intergovernmental Review of Federal Financial Assistance and Direct Development Activities
- Metropolitan Planning Organization for the federally-designated ozone nonattainment area in Sacramento, Yolo, El Dorado, and Placer counties, and the Sutter Buttes.

Joint Certification as:

- Sacramento Area Metropolitan Planning Process by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

SACOG produces two documents related to the *Fixing America's Surface Transportation Act* (FAST Act). These documents, the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Metropolitan Transportation Improvement Program (MTIP), are updated periodically to comply with the FAST Act. Together, they:

- Identify transportation facilities designated as the Metropolitan Transportation System;
- Provide for the integrated management and operations of the system;
- Consider the eight planning factors included in the FAST Act;
- Result in a financially constrained MTP/SCS and MTIP;

- Coordinate with mobile source emissions budget and transportation control measures of the State Implementation Plan to achieve and maintain ambient air quality standards through the air quality conformity process and finding;
- Establish and use a working partnership with state agencies, public transit operators, freight interests, and other regional stakeholders in the planning process;
- Embrace a flexible expenditure plan for CMAQ, STP, FAST Act, and FTA funds in addition to other local, state, and federal funds to supplement these federal sources; and
- Reflect the results of established government-to-government relations with Native American Tribal Governments.

Summary of Requirements and Findings

This section of the Self-Evaluation contains findings about the extent to which SACOG's policies and practices provide access to the agency's programs, services and activities.

Designation of ADA Coordinator

The regulations implementing the ADA require any public entity with fifty or more employees to designate at least one employee to coordinate ADA compliance (28 CFR §35.107(a)).

Findings

SACOG designated an ADA Coordinator to oversee the development and monitoring of the ADA Self-Evaluation.

Information regarding the identity of the SACOG's ADA Coordinator should continue to be provided to staff, posted at the SACOG office, incorporated into new employee orientation packets, and placed in frequently used publications, on the website and in staff and public directories.

Notification of Rights under the ADA

In addition, Section 35.106 requires a public entity to disseminate sufficient information to applicants, participants, beneficiaries and other interested persons to inform them of the rights and protections afforded by the ADA. Furthermore, in providing for notice, SACOG must comply with the requirements for effective communication in section 35.160.

Findings

SACOG posts Notification of Rights under the ADA at the SACOG office as well as on the SACOG website, which includes information on how to contact the SACOG ADA Coordinator.

Statement of Accommodations on Public Notices

Statements of accommodations should be available on public notices and agendas.

SACOG is required to provide Title II information in alternative formats to ensure that the information is accessible to people with disabilities.

Findings

Public agendas currently have an ADA compliance statement. A sample of an ADA compliance statement from a SACOG agenda is:

"This agenda and attachments are available on SACOG's website at www.sacog.org. SACOG is accessible to the disabled. As required by Section 202 of the Americans with Disabilities Act of 1990

and the Federal Rules and Regulations adopted in implementation thereof, a person who requires a modification or accommodation, auxiliary aid or services in order to participate in a public meeting, including receiving this agenda and attachments in an alternative format, should contact SACOG by phone at 916-321-9000, e-mail (contact@sacog.org) or in person as soon as possible and preferably at least 72 hours prior to the meeting. Parking is available at 15th and K Streets.”

Statement of Nondiscrimination

All public entities are required to provide information to applicants, participants, beneficiaries, employees and other interested persons of the rights and protections afforded by Title II of the ADA (26 CFR §35.106).

Findings

Publications containing statements of nondiscrimination are contained on SACOG’s website and documents.

SACOG employment notices contain the following statement of Equal Employment Opportunity for all, including those with disabilities:

SACOG is an Equal Opportunity Employer and is committed to compliance with all applicable laws providing equal employment opportunities. SACOG provides fair and equal opportunity for all with no discrimination because of race, creed, color, religion, ancestry, national origin, gender, physical disability, mental disability, medical condition, marital status, age, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. To comply with applicable disability laws, SACOG will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or employee, unless undue hardship would result to SACOG.

Nondiscrimination statements are posted on the SACOG website where frequently used information and publications are posted for public review and use.

SACOG also provides specific information on the Americans with Disabilities ADA and complaint procedures at <https://www.sacog.org/news-updates/americans-with-disabilities-act-of-1990>, as well as in the SACOG office.

Self-Evaluation Input

The regulations which implement the ADA require public entities to provide an opportunity to interested persons and organizations to participate in the Self-Evaluation process. For three years after completion of the Self-Evaluation, the public entity must keep record of any problems identified. (28 CFR §35.105)

Findings

SACOG contacted multiple organizations representing the interests of people with disabilities as well as individuals with disabilities that have participated in SACOG’s regional planning initiatives.

Grievance/Uniform Complaint Procedures

A public entity that employs fifty or more people must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA (28 CFR §35.107(b)).

Findings

SACOG has a complaint procedure that provides for prompt resolution of complaints and additional opportunities for input.

As noted above information regarding the Americans with Disabilities Act and complaint process is provided on SACOG's website and grievance procedures are included in the employee handbook.

Access to Programs, Services and Activities

A public entity may not adopt official policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral but have a discriminatory effect (28 CFR §35.130(b)(3)).

Findings

SACOG does not have any policies or engage in any practices that are intentionally discriminatory or intentionally exclude individuals with disabilities or of practices that segregate individuals with disabilities or limit access to SACOG programs, services or activities.

Eligibility Criteria

Public entities cannot use eligibility criteria that tend to exclude or screen out persons with disabilities (28 CFR §35.130(b)(8)).

Findings

SACOG has no discriminatory practices regarding eligibility criteria for program access.

Accommodations to Access Programs, Services and Activities

The ADA prohibits public entities from excluding persons with disabilities from programs, activities or services offered by the public entity. The law allows a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services and activities (28 CFR §35.150(a)(1); (b)(1)).

Findings

SACOG staff provided requested accommodations to afford individuals with disabilities the opportunity to have equal access to programs, services and activities.

Information about how to request accommodations appears on all public notices, announcements and agendas.

Equally Effective Communication

Public entities must ensure that applicants, participants and members of the public with disabilities have communication access that is equally effective as that provided to persons without disabilities (28 CFR §35.160(a)).

Auxiliary Aids and Services

Findings

SACOG has and will continue to provide auxiliary aids and services to those requesting needed accommodations.

Interpreter Services

Findings

SACOG works with the NorCal Services for the Deaf & Hard of Hearing and Language World Services to provide interpretation services when requested.

Telecommunications Devices for the Deaf

Findings

SACOG has a TDD/TTY number available ((916) 321-9550), though based on input from SACOG's receptionist a majority of deaf or hard of hearing callers use a relay service instead of the TDD/TTY.

Website

Findings

SACOG has recently launched a new website, and as part of the new website has made improvements to make SACOG's website more accessible.

Alternate Formats

Findings

When requested, SACOG documentation has and will continue to be provided in alternate formats including large print, text (electronic), audio recording etc.

Employee and Volunteer Orientation

The SACOG employee/volunteer handbook is available to all personnel and its location on the SACOG intranet is shared by agency HR staff with all new hires/volunteers.

Findings

The SACOG employee/volunteer handbook contains information which addresses all aspects of SACOG non-discrimination policies including those related to persons with disabilities.

Fees and Surcharges

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities, programs, services or activities accessible to persons with disabilities. (28 CFR §35.130(f)).

Findings

SACOG does not charge fees to individuals with disabilities to access programs, services and activities.

Emergency Evacuation Procedures

A SACOG office floor plan including evacuation routes and designated meeting area are posted throughout the SACOG office.

Findings

Guests to the SACOG office should follow the posted evacuation routes and meet at the designated area. The SACOG emergency guidelines state that two people with proper training will assist any person(s) with disabilities in evacuating the SACOG office.

Facilities Rented/Leased by SACOG – Maintenance of Accessible Features

Under Title II of the ADA, SACOG is responsible for providing access to its programs, services and activities in both owned and leased facilities. The ADA requires (35.133) public entities to maintain their accessible features and elements.

Findings

SACOG's leased office space was built in 2003 and complies with all accessibility requirements under the ADA. The owner of the building that houses SACOG's office and their property management company maintain all accessible features as part of overall building maintenance. All outside facilities used by SACOG are determined to be accessible under the ADA before they are used.

Selection of Contractors and Contracted Services

Public entities cannot use contract procurement criteria that discriminate against persons with disabilities. (28 CFR 35.130(b)(5)) Further, contractors should be held to the same nondiscrimination rules as apply to SACOG.

Findings

SACOG does not use any discriminatory or exclusionary practices in the selection of contractors and contracted services and holds all contractors to the same nondiscrimination rules whose language is in all agreements entered into by SACOG.

Appendix A- Public Input Email

Email sent out - April 24, 2019

The Sacramento Area Council of Governments (SACOG), in keeping with its ongoing efforts to serve all members of the community, has completed a Draft Americans with Disabilities Act (ADA) Self-Evaluation.

The Draft Self-Evaluation documents the results of the SACOG's review of access to programs, services and activities by individuals with disabilities. The report contains findings and recommendations based on that review. The Draft Self-Evaluation document can be found at <https://www.sacog.org/news-updates/americans-with-disabilities-act-of-1990> or can be reviewed at the SACOG office.

SACOG is seeking input on the SACOG ADA Self-Evaluation from agencies, organizations and individuals to enhance access to SACOG programs, services, and activities for individuals with disabilities.

We realize your time is valuable, so you may respond in a variety of ways listed below:

Via Mail:
ADA-Coordinator
SACOG
1415 L Street, Suite 300
Sacramento, CA 95814

Via Phone:
(916) 321-9000
TDD/TTY: (916) 321-9550

Via Fax:
(916) 321-9551

Via email:
ada-coordinator@sacog.org

As an agency, organization, or individual, the value of stakeholder input will help to evaluate all needs related to SACOG services and facilities. Please respond no later than May 22, 2019.

If you have questions about the SACOG Draft Self-Evaluation, please contact Ms. Barbara VaughanBechtold, Transportation Planner and ADA Coordinator at bvaughanbechtold@sacog.org or 916-340-6226.

Upon request the SACOG Draft Self-Evaluation document can also be provided in alternate formats.

Thank you for your valuable time and assistance.

Sincerely,

Barbara VaughanBechtold
ADA Coordinator
SACOG

Appendix B- Posting

(Initial posting for study)

Public Notice and Posting
SACOG

The Sacramento Area Council of Governments (SACOG), is in the process of conducting an Americans with Disabilities Act (ADA) Self-Evaluation. Areas to be evaluated include program accessibility, accommodations for individuals with disabilities, and administrative policies and procedures.

Individuals who would like to provide input are invited to provide input on the Draft Self-Evaluation a copy of which can be obtained by going to <https://www.sacog.org/news-updates/americans-with-disabilities-act-of-1990> or calling 916-321-9000. We would like to hear from organizations that represent individuals with disabilities, community members, employees, and other interested individuals who wish to participate in the evaluation.

Your comments and opinions are important to us and will provide valuable information regarding how the SACOG can better serve individuals with disabilities. Comments can be submitted to:

ADA Coordinator
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814
Phone: (916) 321-9000
Fax: (916) 321-9551
TDD/TTY: (916) 321-9550
ADA-Coordinator@sacog.org

Please contact the SACOG ADA Coordinator if you have questions or comments or would like to request a copy of the SACOG ADA Self-Evaluation in an alternate format. Information regarding the Americans with Disabilities Act can also be obtained from the ADA Coordinator.

SACOG complies with the Americans with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability, as well as other Federal rules and regulations related to the ADA.

Appendix C- Notice of Compliance with the ADA



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the ADA Amendments Act of 2008 ("ADAAA"), the Sacramento Area Council of Governments (SACOG) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: SACOG does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: SACOG will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in SACOG's programs, services, and activities, to make information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: SACOG will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of SACOG, should contact the office of the SACOG ADA Coordinator at:

ADA Coordinator
SACOG
1415 L Street, Suite 300 (3rd Floor)
Sacramento, CA 95814
(916) 321-9000

ADA-Coordinator@sacog.org;

as soon as possible but no later than 72 hours before the scheduled event.

The ADA does not require SACOG to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of SACOG is not accessible to persons with disabilities should be directed to the SACOG ADA Coordinator under the SACOG ADA Grievance Procedure. This Grievance Procedure is available on the SACOG website at: <https://www.sacog.org/news-updates/americans-with-disabilities-act-of-1990>.

SACOG will not place a surcharge on an individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable accommodations.

Appendix D- Grievance Procedure and Form

SACOG ADA GRIEVANCE PROCEDURE

As an agency serving the public, SACOG is required to comply with Title II of the Americans with Disabilities Act of 1990 (ADA), including the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), and ensure that services and benefits are provided on a non-discriminatory basis. SACOG has implemented this Grievance Procedure to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), including the ADAAA, which outlines a process for local disposition of ADA complaints and is consistent with guidelines found in the Federal Department of Justice Rules effective March 15, 2011.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), including the ADAAA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Sacramento Area Council of Governments (SACOG). All complaints, requests for reconsideration, and appeals will be retained by SACOG for at least seven years. SACOG's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint procedure has five steps, outlined as follows:

1. **Submission of Complaint:** Any person who feels that he or she, individually, or as a member of any class of persons, on the basis disability status has been excluded from or denied the benefits of or subjected to discrimination under any program or activity through SACOG may file a written Complaint with SACOG's ADA Coordinator either on-line or in hard copy. Such Complaint must be filed within 180 calendar days after the date the person believes the discrimination occurred. Alternative means of filing a Complaint will be made available to people with disabilities
 - SACOG's ADA Grievance Form (Contains contact information for SACOG ADA Coordinator)
 - Formulario de Queja del ADA de SACOG [Incluye información sobre el coordinador de ADA para SACOG]
2. **Referral to Review Officer:** Upon receipt of a Complaint, the ADA Coordinator shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the Complaint, in consultation with SACOG Legal Counsel. The staff review officer(s) shall complete their review no later than 60 calendar days after the date SACOG received the Complaint. If more time is required, the ADA Coordinator shall notify the Complainant of the estimated time-frame for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to SACOG's processes relative to the ADA, as appropriate. The staff review officer(s) shall forward their recommendations to the ADA Coordinator, for concurrence. If s/he concurs, s/he shall issue SACOG's written response to the Complainant (or, where appropriate, in a format accessible to the Complainant, such as large print, Braille, or audio tape).
3. **Request for Reconsideration:** If the Complainant disagrees with SACOG's response, he or she may request reconsideration by submitting the request, in writing, to the SACOG

Executive Director within 10 calendar days after its receipt. Alternative means of filing a request for reconsideration will be available to people with disabilities who require such an alternative. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the ADA Coordinator or staff review officer(s). The Executive Director will notify the Complainant of his or her decision either to accept or reject the request for reconsideration within 10 calendar days. In cases where the Executive Director agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2, above. Submissions to the Executive Director shall be addressed as follows:

Executive Director
SACOG
1415 L Street, Suite 300
Sacramento, CA 95814

4. **Appeal:** If the request for reconsideration is denied, the Complainant may appeal the Executive Director's response to the Complaint by submitting a written appeal (or, where appropriate, in a format accessible to the Complainant) to the SACOG Board of Directors no later than 10 calendar days after receipt of the Executive Director's written decision rejecting reconsideration. Submissions to the Board of Director's shall be addressed as follows:

Chair, Board of Directors
SACOG
1415 L Street, Suite 300
Sacramento, CA 95814

5. **Submission of Complaint to the Federal Transit Administration:** You may also file a complaint directly with the U.S Department of Justice at U.S. DOJ, 950 Pennsylvania Avenue, NW, Civil Rights Division, Disability Rights Section – 1425 NYAV, Washington, D.C. 90530 OR (202) 307-1197 OR ADA.complaint@usdoj.gov.



**Sacramento Area Council of Governments (SACOG) Americans with Disabilities Act
(ADA) Grievance Form**

Grievances must be filed within 180 days of the alleged act of discrimination.

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Electronic Mail Address:				
Accessible Format Requirements? Check all that apply.	☐	Large Print	☐	Audio Tape
	☐	TDD	☐	Other
Section II:				
Are you filing this grievance on your own behalf?		Yes*	☐	No ☐
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are filing this grievance:				
Please explain why you are filing for this person: _____				
Please confirm that you have obtained the permission of the complaining person if you are filing on their behalf.		Yes ☐	☐	No ☐
Section III				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses.				

Section IV				
Have you previously filed an ADA grievance with this agency?	Yes		No	
Section V				
Have you filed a grievance with any other Federal, State or local agency, or with any Federal or State Court?	Yes		No	
If yes, check all that apply?		Federal Agency		State Agency
		Federal Court		Local Agency
		State Court		

You may attach any written materials or other information that you think is relevant to your grievance.

Please sign here: _____

Date: _____

Note - SACOG cannot accept your grievance without a signature.

Please print, sign, scan/photograph and email your completed, signed form to
ADA-Coordinator@sacog.org

OR

Mail or fax your completed, signed form

to: ADA Coordinator

Sacramento Area Council of
Governments

1415 L Street, Suite 300

Sacramento, CA 95814

Phone: (916) 321-9000

Fax: (916) 321-9551

TDD/TTY: (916) 321-9550

Appendix E- ADA Language from SACOG's Public Participation Plan

From SACOG's Public Participation Plan (August 2013).

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. SACOG fully complies with ADA through its ADA evaluation and policies. Measures such as wheelchair accessibility, elevators with floor numbers posted in Braille or raised type, communications devices for hearing impaired persons such as the California Relay System, and sign language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone.

The building SACOG resides in was constructed in 2003 to comply with ADA accessibility standards.

The Sacramento Area Council of Governments has developed a Public Participation Plan (PPP) as a guide to meeting the federal requirements for public involvement outlined in various federal and state regulations. The PPP is intended to provide direction for public involvement activities to be conducted by SACOG and contains the procedures, strategies and techniques used by SACOG for public involvement. In its public participation process, SACOG will:

- Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP/SCS) adoption and the Metropolitan Transportation Improvement Program (MTIP) adoption and amendments;
- Provide timely notice and reasonable ADA access to information about transportation issues and processes;
- Employ visualization techniques to describe the MTP/SCS and MTIP;
- Make public information (technical information and meeting notices) available in electronically ADA accessible formats and means, such as the World Wide Web;
- Hold public meetings at convenient and ADA accessible locations and times;
- Demonstrate explicit consideration and response to public input received during the development of the MTP/SCS and the MTIP;
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority communities as well as persons with disabilities, who may face challenges accessing employment and other services;
- Provide additional opportunity for public comment if the final MTP/SCS or MTIP differs significantly from the version that was made available for public comment by SACOG and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinate with the statewide transportation planning public involvement and consultation processes; and

- Periodically review the effectiveness of the procedures and strategies contained in the PPP to ensure a full and open participation process.

The SACOG Public Participation Plan has three purposes:

1. To inform the public about regional transportation issues;
2. To establish the process by which the public can express itself;
3. To ensure SACOG's transportation related programs are genuinely reflective of the region's values as determined through public input.

The PPP was developed with the input and assistance of residents of the Sacramento region as well as professional planning and outreach staff. Several community-based organizations and community leaders representing a broad spectrum of the traditionally underserved and underrepresented in the Sacramento region also participated. The plan also received input from affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

Americans with Disabilities Act

SACOG will comply with all applicable portions of the Americans with Disabilities Act (ADA) in its development of the MTP/SCS and all other regional planning activities undertaken by the agency. This includes conducting meetings that are held in accessible locations that meet all requirements of the ADA. Also, SACOG will ensure wheelchair accessibility, elevators with floor numbers posted in Braille or raised type, communication devices for the hearing impaired, and provide sign language interpreters upon request. SACOG has made website information accessible to visually impaired individuals through an audio reader with indexed information and bookmarks for agenda item reference.

SACOG also maintains an extensive mailing list for groups and individuals from the disabled community who may not have been involved in the planning process in the past due to a lack of physical accessibility or a lack of information about the process.