



THE  
HUNTSVILLE-AREA  
MPO ADA TRANSITION  
PLAN  
FINAL



**Disclaimer**

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), U.S. Department of Transportation (USDOT), under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. This document is funded (in part) under an agreement with the State of Alabama Department of Transportation (ALDOT). The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

HUNTSVILLE-AREA METROPOLITAN PLANNING ORGANIZATION

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**Title VI Statement**

The Huntsville Area Metropolitan Planning Organization (MPO) is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related rules and statutes. Huntsville Area MPO assures that no person or group(s) of persons shall, on the grounds of race, color, age, disability, national origin, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under all programs, services, or activities administered by the Huntsville Area MPO, whether those programs and activities are federally funded or not. It is also the policy of the Huntsville Area MPO to ensure that all its programs, policies, and other activities do not have disproportionate adverse effects on minority and low-income populations. Additionally, the Huntsville Area MPO will provide meaningful access to services for persons with Limited English Proficiency.

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## About

The *Huntsville–Area MPO ADA Transition Plan* is a compilation of public accommodations by the Huntsville-Area MPO and the City of Huntsville’s Long-Range Planning Division. Data for this report is obtained from Alabama Department of Transportation (ALDOT) transition plan publication, MPO planning records, and the City of Huntsville records.

## Questions or comments about the *Plan*?

Email      [longrangeplanning@huntsvilleal.gov](mailto:longrangeplanning@huntsvilleal.gov).

## Cover Photos

**Clockwise, from top left:** *I-565 East, AAMU Electric Bus, USSRC, and Pace Bike Share*

## Disclaimer

The editor and contributing staff members of the Long-Range Planning Department and the Huntsville-Area MPO have worked hard to ensure the accuracy of the data within this document. However, no guarantee of accuracy can be made regarding such data. Huntsville-Area MPO, the City of Huntsville and any employee, individual, organization, or agency which has contributed toward the substance or format of this document shall not be held liable for any damage or loss resulting from the use of or reliance on any information contained within this document.

# THE HUNTSVILLE-AREA MPO ADA TRANSITION PLAN

## FINAL

Published August 2023

*A Publication of the Huntsville-Area  
MPO, the City of Huntsville  
Department of Urban Development,  
Long-Range Planning Division*

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**RESOLUTION NO. 16-23**  
**HUNTSVILLE AREA METROPOLITAN PLANNING ORGANIZATION**  
**ADOPTION OF THE FINAL ADA TRANSITION PLAN**

**WHEREAS**, the Huntsville Area Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of amended 23 USC 134 and 135 (as amended by Infrastructure Investment and Jobs Act, Sections 11201, November 2021); 42 USC 126, 2000d-1, 7401; 23 CFR Parts 450 and 500; 40 CFR Parts 51 and 93; and

**WHEREAS**, the U.S. Department of Transportation requires all Transportation Management Areas, as established by the U.S. Census Bureau, performing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit to a TMA Certification and Review as a condition for meeting the provisions of Title 23, US Code, Section 134; and

**WHEREAS**, consistent with the declaration of these provisions, the MPO Staff, in cooperation with the Alabama Department of Transportation (ALDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) has prepared a **FINAL Americans with Disabilities Act (ADA) Transition Plan** for MPO meeting facilities; and

**WHEREAS**, pursuant to its duties, functions, and responsibilities, the MPO Policy Board reviewed and evaluated the aforementioned ADA Transition Plan.


**NOW THEREFORE BE IT RESOLVED**, that the Huntsville Area MPO Policy Board does hereby adopt the **FINAL ADA Transition Plan**.

Adopted, this the 16th day of August, 2023

  
\_\_\_\_\_  
Chairman, Metropolitan Planning Organization

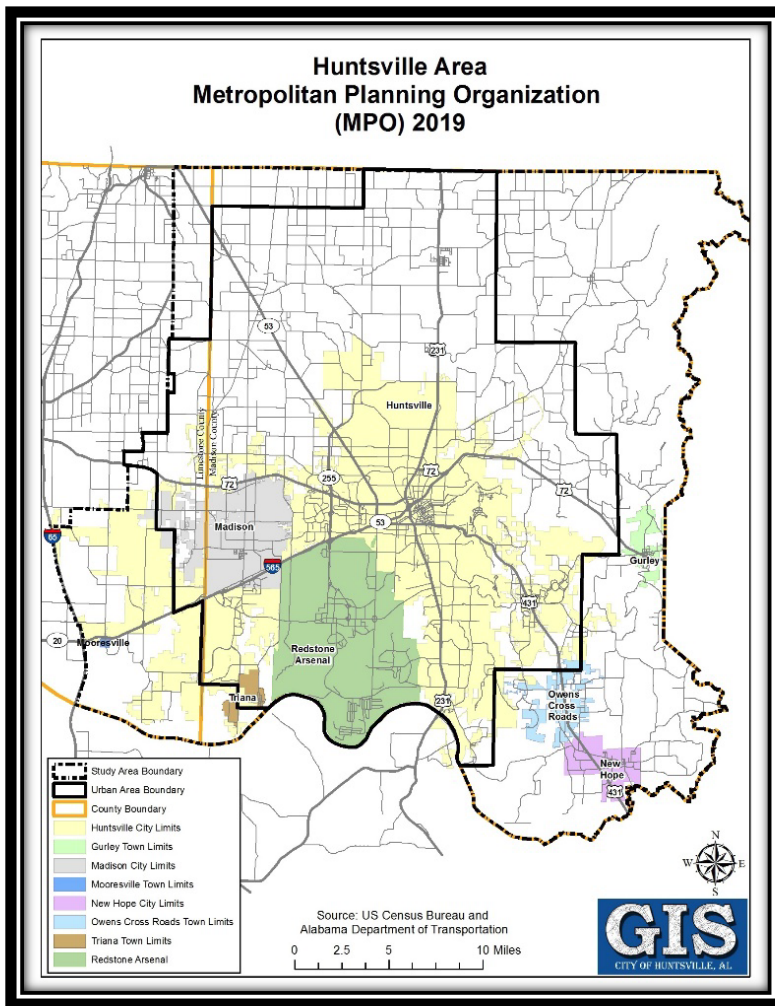
  
\_\_\_\_\_  
Vice-Chairman, Metropolitan Planning Organization

ATTEST:

  
\_\_\_\_\_  
Date 8/16/2023



# MPO OVERVIEW



The Huntsville Area MPO, formally known as the Huntsville Area Transportation Study (HATS), was established in the 1970s by the Governor of the State of Alabama. The HATS/MPO operates under a signed agreement concerning the transportation planning process for the Huntsville Urbanized Area. The agreement, updated in 1995 and signed by Madison County; the municipalities of Huntsville, Madison, Owens Cross Roads, and Triana; the State of Alabama; and the Top of Alabama Regional Council of Governments, indicates that the Huntsville Urbanized Area will carry out a 3-C (cooperative, comprehensive, and continuing) transportation planning process. This is imperative, so that coordination with the planned development of the Huntsville Urban Area can occur, and so that the designated jurisdictions can qualify for federal funding assistance for

transportation improvements. The agreement under went several changes. Then, finally in December 2015, the agreement was updated and adopted with considerations for the Fixing America's Surface Transportation (FAST) Act.

## ABOUT THIS REPORT

### Background and Purpose

As the designated metropolitan planning organization for the region, the Huntsville Area MPO is required by Federal law to develop an ADA/Section 504 Transition Plan under 28 CFR Part 35 Sec. 35.150 (4)(d) of the Americans with Disabilities Act. A transition plan is required to include, at a minimum, an evaluation of the MPO's programs, services, and activities that identify physical barriers or areas of noncompliance with ADA/Section 504 requirements.

### Introduction

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990, and later amended effective January 1, 2009. As written and implemented, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. In order to be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life

activities, a person who has a history or record of such impairment, or a person who is perceived by others as having an impairment. The ADA, however, does not specifically name all the impairments that are covered.

The ADA is divided into five sections covering the following topics:

Title I:	Employment
Title II:	Public Services (and Transportation)
Title III	Public Accommodations (and Commercial Facilities)
Title IV	Telecommunications
Title V	Miscellaneous Provisions

Title II specifically prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. This Transition Plan is intended to outline methods by which physical changes will be made to give effect to the non-discrimination policies described in Title. II.

## **TRANSITION PLAN DEVELOPMENT**

To ensure program accessibility for people with disabilities in the community, the Huntsville Area MPO has developed a Transition Plan, which is to be considered good practice, yet relies heavily on the City of Huntsville for its policies and procedures.

### **A. ADA COORDINATOR:**

Effective communication is essential to address all the complaints or concerns of all individuals. In order to keep maintaining open lines of communication, and thereby ensuring effective communication between all parties, the Huntsville Area MPO as it follows the City of Huntsville ADA standards, has designated Melissa Stokes as the ADA coordinator. The ADA coordinator shall coordinate the City of Huntsville and the Huntsville Area MPO's efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to the ADA coordinator. Such complaints may take the form of alleging noncompliance with ADA mandates or alleging any actions that would be prohibited under the ADA. The Huntsville Area MPO shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints. Every complaint must be directed to the ADA Coordinator.

## **B. GRIEVANCE PROCEDURE:**

The Huntsville Area MPO has decided to follow the Grievance Procedure of the City of Huntsville. The City of Huntsville is the designated store-house for the Huntsville Area MPO. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be found in (Appendix C).

## **C. SELF EVALUATION/COMMITMENT**

The Huntsville Area MPO has conducted a self-evaluation of inventory leading to facilities used for MPO purposes within the City of Huntsville, AL City Hall. The Huntsville Area MPO recognizes that access for all persons is the responsibility of the City of Huntsville, AL and often plays a key role in providing access to government programs and services. When walkways cross a curb at intersections, a ramp or sloped surface is needed. Curb ramps allow people with mobility impairments to gain access to the sidewalks.

- All new construction, reconstruction, roadwork construction or alterations, including federal projects under the control and/or inspection of the Alabama Department of Transportation will be in compliance with the ADA standards;
- The City of Huntsville will add sidewalk repair and curb ramp installation or reconstruction to the annual Capital Projects Plan in a timely manner. Therefore, the same setting of timelines for implementing this Transition Plan, as it pertains to existing curbs and sidewalks, the actual number of curb ramps installed in any given year is limited by the City of Huntsville's financial and administrative limitation. The missing or non-compliant curb ramps will be prioritized.
  - **The Grievance Procedures can be found in Appendix A.**
  - **The Inventory can be found in Appendix B.**
  - **The Public Outreach can be found in Appendix C.**
  - **The Schedule can be found in Appendix D.**
- **ADA STANDARDS/GUIDELINES:**

The standards are intended to apply to all construction undertaken within the Huntsville Area MPO Right-of-Way. The Alabama Department of Transportation design guidelines and standard drawing will serve as the primary standards and guidelines for this plan. Other standards, if necessary, will be applied at the discretion of the ADA Coordinator.

## **IMPLEMENTATION**

The Huntsville Area MPO intends to implement this Transition Plan effective the resolution date of this document. Not only does the Huntsville Area MPO commit to following the guidelines set forth in this Transition Plan, but it also commits to actively revising and amending this document as new information is discovered.

## **Appendix A: Grievance Procedure under the ADA Act**

[https://3jzi0q2zthm01oqpx2h96lz1-wpengine.netdna-ssl.com/wp-content/uploads/2019/07/ADA\\_Grievance\\_Forms.pdf](https://3jzi0q2zthm01oqpx2h96lz1-wpengine.netdna-ssl.com/wp-content/uploads/2019/07/ADA_Grievance_Forms.pdf)



**THE CITY OF HUNTSVILLE, ALABAMA  
GRIEVANCE PROCEDURE UNDER  
THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used to file a complaint alleging discrimination on the basis of disability in employment practices or in the provision of services, activities, programs or benefits by the City of Huntsville. For regular, full-time City employees, the City's Personnel Policies and Procedures govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, telephone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

A Title I ADA related complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than thirty (30) calendar days after the alleged violation to:

Byron K. Thomas  
Director of Human Resources and ADA Coordinator  
City Administration Building  
308 Fountain Circle  
Huntsville, AL 35801  
Telephone (256) 427-5240/Fax (256) 427-5245  
[ADATitleI@huntsvilleal.gov](mailto:ADATitleI@huntsvilleal.gov)

A Title II ADA related complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Melissa S. Stokes  
Compliance Coordinator and ADA Coordinator  
City Administration Building  
308 Fountain Circle  
Huntsville, AL 35801  
Telephone (256) 427-7182/Fax (256) 427-7039  
[ADATitleII@huntsvilleal.gov](mailto:ADATitleII@huntsvilleal.gov)

Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Huntsville and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of ADA Coordinator to the Huntsville City Council in writing within fifteen (15) calendar days after receipt of the response by filing a request for a review and hearing with the President of the City Council with a copy of the appeal request being submitted also to the ADA Coordinator.

The President of the City Council shall schedule a hearing before the City Council within-in forty-five (45) calendar days of the date of receipt of the appeal to discuss the complaint and possible resolutions. Within thirty (30) calendar days after the hearing, the City Council shall render a decision in a format accessible to the complainant.

## Appendix B: Inventory of Accommodations

### 1.0 Exterior Accessible Route

#### 1.1 Exterior Parking

An adequate number of parking spaces are provided for entry and exit of City Hall [208.2]. The curb ramp is an accessible route leading to City Hall [402.2].



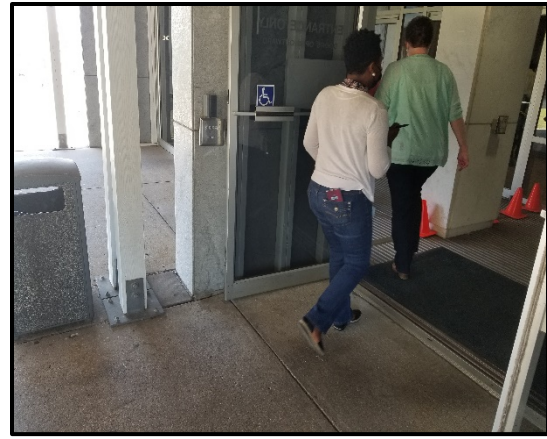
#### 1.2 Exterior Ramps

At least one route from site arrival point (parking, passenger loading zone, public sidewalks and public transportation stops) that does not require the use of stairs. [See 2010 ADA Standards for Accessible Design – 206.2.1]. There is signage indicating the location of the nearest accessible entrance [216.6]. This route is stable, firm, and slip resistant. [302.1]. The route is at least 36 inches wide [403.5.1] and contains handrails [405.5].



#### 1.3 Exterior doorways

Entry doorways are equipped with automatic opener. It does not require tight grasping, pinching or twisting of the wrist [404.2.7]. It takes at least 5 seconds for the doors to go from closed to open position of 90 degrees. The doors are at least 48 inches in width when swinging open into space.



At the building entryway, the carpets/mats are no higher than ½ inch thick [302.2]. Edges of carpets/mats are securely attached to minimize tripping hazards.

## 2.0 Access to Goods & Services

### 2.1 Main Floor, Lobby, Elevator Access

There is direct access from the entryway to the main floor, lobby, and elevator access [See 2010 ADA Standards for Accessible Design – 206.4]. The space utilized for the Huntsville Area Metropolitan Planning Organization within the City of Huntsville’s City hall is directly accessible to all public spaces utilized.



Elevator access to the Planning Department located on the 2<sup>nd</sup> Floor is outlined with a notice that if patrons need assistance the appropriate contact would be the front desk as you enter the building’s lobby.



## 2.2 Interior Accessible Route



There is an interior stairway alongside the wheelchair accessible ramp for easily located for companion access. The interior route is stable, firm, and slip-resistant [See 2010 ADA Standards for Accessible Design – 40.2, 302.1]. The route is at least 36 inches wide [403.5.1]. The cross slope is no steeper than 1:48 [403.3]. At the top and the bottom of the ramp, there is a level landing that is at least 60 inches long and at least as wide as the ramp [405.7.2, 405.7.3].

## 2.3 Seating



Seating in the Council Chambers on the 1<sup>st</sup> floor of Huntsville, AL City Hall is adequately apportioned with the number of wheelchair spaces provided [221.2.1]. This room is equipped with about 50 seats with 2 wheelchair accessible spaces and 2 reserved companion seating to accompany. These wheelchair accessible spaces are dispersed to allow location choices and viewing angles to PowerPoint presentations and presenters [221.2.3, 802.2.1.1, 802.1.1.2].

### 3.0 Toilet Rooms

The 1<sup>st</sup> floor of Huntsville, AL City Hall is equipped with toilet rooms available to the public, one for each sex. The toilet rooms are signed with the International Symbol of Accessibility [216.8].



The 1<sup>st</sup> floor of Huntsville, AL City Hall toilet rooms are equipped with grab bars at least 42 inches long on the side wall [604.5.1; 609.4].



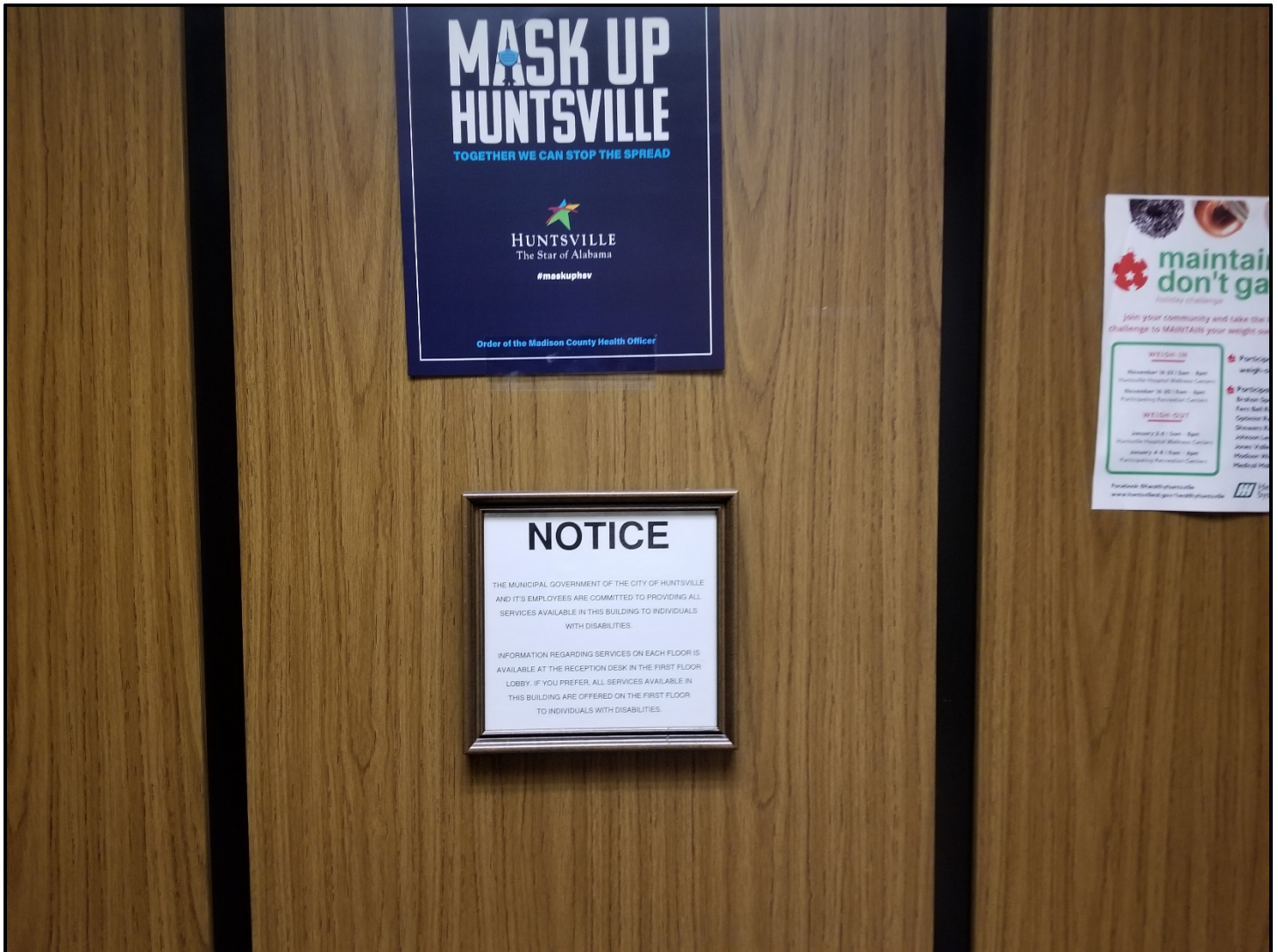
The locks are operable inside each stall with one hand and without tight grasping, pinching or twisting of the wrist [309.4].





## Appendix C. Public Outreach

A draft of the ADA/Section 504 Transition Plan was made available for public comment on September 1<sup>st</sup>, 2021 and ran through September 20<sup>th</sup>, 2021. The following comments were received:





Huntsville Area  
Metropolitan Planning Organization



## PUBLIC NOTICE

The Citizens Advisory Committee of the Huntsville-Area Metropolitan Planning Organization will hold a meeting Monday, September 20, 2021 on the first floor of the City of Huntsville's Municipal Building at 5:00 pm.

The Metropolitan Planning Organization will meet on Wednesday, September 22, 2021 on the first floor of the City of Huntsville Municipal Building, at 4:00 pm. Check out this website for more information on this meeting: <http://www.huntsvillempo.org/about/meetings-and-agendas/>

At this meeting, adoption of the FINAL FY2022 Unified Planning Work Program (UPWP), the Huntsville Area MPO ADA Transition Plan and amendments to the FY 2020-2023 Transportation Improvement Program (TIP) will be among reviewed and action materials.

Visit our website below:

<http://www.huntsvillempo.org/>

Submit any comments via e-mail at [longrangeplanning@huntsvilleal.gov](mailto:longrangeplanning@huntsvilleal.gov)

For additional information concerning these items, please visit the Huntsville-Area Metropolitan Planning Organization's website at: <http://www.huntsvillempo.org> or call the Huntsville-Area MPO staff at 256-427-5100.

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## Appendix D: Schedule

The schedule for showing a strong commitment over time toward upgrading ADA elements identified in the inventory of barriers (Appendix B). 28 CFR 35.150(d)(2). The City of Huntsville, AL has prioritized information, in the midst of planning and investments toward eliminating the identified barriers through a new city hall under construction as of the publication date of this document. MPO meetings and offices will move to the new building upon completion.



**Title II of Americans with Disabilities Act of 1990  
and  
Section 504 of the Rehabilitation Act of 1973  
Self-Evaluation and Transition Plan**

The preparation and publication of this document was financed in part by funds provided by the United States Department of Transportation, Federal Highway Administration, and Federal Transit Administration. The provision of Federal financial assistance should not be construed as denoting U.S. Government approval of plans, policies, programs or projects contained herein.

**THE DESIGNATED HUNTSVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)**

**NOTICE OF NONDISCRIMINATION**

The Huntsville Area MPO complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the MPO does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the MPOs programs and activities, as well as the MPOs hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the MPOs nondiscrimination policies may be directed to James Moore, Transportation Planner III, Melissa Stokes, ADA Coordinator City of Huntsville, or Dennis Madsen, MPO Manager of Long-Range Planning at 308 Fountain Circle, Huntsville, AL 35801 (256)427-5100 or [longrangeplanning@huntsvilleal.gov](mailto:longrangeplanning@huntsvilleal.gov) *You may also call 256-427-5247 or TTY.*

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape or CD and in Braille upon request.