

ADA TITLE II · EXPLAINER FOR TOWN CLERKS

WHAT IS AN ADA SELF-EVALUATION?

A plain-language guide to a requirement most small towns have never written down

THE SHORT ANSWER

The ADA requires every town, county and special district to review its own programs, policies and communications for barriers to people with disabilities, fix what it finds, and let the public comment. The review is called a **self-evaluation**. It was due in the early 1990s. If yours was never written, or never updated, you are not unusual, and it can be done now.

WHAT GOES IN IT

- **What was reviewed:** programs and services, public meetings, forms and applications, the website and online payments, and policies such as service animals and effective communication.
- **What was found:** each gap, in plain language.
- **What will be done:** an action plan with an owner and a target date for each item.
- **Public comment:** a notice inviting residents, including people with disabilities and the groups that serve them, to comment, and a place to keep what comes in.

WHAT YOU KEEP

A public entity with **50 or more employees** must keep a description of the areas examined, the problems found and the changes made on file for at least **three years**, and make it available for public inspection. Smaller entities are covered too, and keeping the same record is the simplest way to show the work was done.

WHAT IT IS NOT

Self-evaluation compared with two things it is confused with

	Covers	Who does it
Self-evaluation	Programs, policies, communications and online services	Your own staff, or a service like Celsari that prepares it for you to adopt
Transition plan	Physical changes to buildings, required for entities with 50 or more employees when structural changes are needed	An architect or accessibility specialist
Website accessibility rule	Web content and documents, with compliance dates of April 26, 2027 or April 26, 2028 depending on population	Your web team, or a document accessibility service

A PRACTICAL WAY TO DO IT

- List your programs and services and who runs each one, and collect the documents residents use.
- Check each against a short list: can people ask for an accommodation, are documents readable with a screen reader, is a grievance procedure posted.
- Write the findings and an action plan, adopt it at a public meeting, post a comment notice and file the record.

WHERE CELSARI FITS

Celsari prepares the written self-evaluation from your own documents and website, with an action plan and a public-comment notice, for your town manager or ADA coordinator to review and adopt. We do not give legal advice and do not survey buildings. Questions: mgarbarino@getcelsari.com. Sources: 28 CFR 35.105 (self-evaluation) and 28 CFR 35.150(d) (transition plan).

Explainer for town clerks. Celsari does not give legal advice. Your town manager, counsel and ADA coordinator decide what to adopt.