



AMERICAN WITH DISABILITIES ACT – 504

University of the Virgin Islands
SELF-EVALUATION & TRANSITION
PLAN 2014

SUBMITTED TO:

John P. de Jongh, Jr., Governor of the United States Virgin Islands
David Hall, President, University of the Virgin Islands
Stephanie Emelia Barnes, Virgin Islands Territorial ADA Coordinator

SUBMITTED BY:

UVI SETP TEAM
LilyMae Durante, UVI St. Thomas Campus, ADA Coordinator
Nereida C. Washington, UVI Albert A. Sheen Campus, ADA Coordinator

March 2014



University of the Virgin Islands

2014 ADA-504 Self-Evaluation and 3-Year Transition Plan

Table of Contents:

PART ONE: INTRODUCTION AND PURPOSE	4
1.1 Overview of the ADA.....	4
Title I: EMPLOYMENT.....	4
Title II: PUBLIC SERVICES.....	5
Title III: PUBLIC ACCOMMODATIONS.....	5
Title IV: TELECOMMUNICATIONS.....	5
Title V: MISCELLANEOUS PROVISIONS	5
Meaning of Disability: Who is covered under the ADA?.....	6
1.2 The University’s Responsibilities Under Title II of the ADA	6
1.3 Self Evaluation Requirements	7
1.4 Organization of the Self-Evaluation	9
1.5 Transition Plan: Need and Purpose.....	10
PART TWO: SELF EVALUATION POLICIES AND PROCEDURES.....	11
2.1 ADA Implementation and Enforcement.....	11
2.2 UVI Self-Evaluation: Program Policy & Procedures.....	13
PART THREE: TRANSITION PLAN	15
Section 1: Institutional Programs, Services, Activities or Policies	16
Section 2: Physical Access (Barriers on the Albert A. Sheen Campus).....	17
Section 3: Physical Access (Barriers on the St. Thomas Campus)	20
APPENDICES	22
Appendix A: ADA Title II Coordinators.....	23



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Appendix B: 2014 Self-Evaluation and Transition Plan Team	25
Appendix C: Notice of Non-Discrimination	26
Appendix D: University Grievance/Complaint Procedures	28
Appendix E: Self-Evaluation Questionnaire Templates	30
Appendix F: 2014 Self-Evaluation Report	42
Appendix G: UVI Organizational Structure.....	55
Appendix H: Campus Maps.....	56
Appendix I: Town-Hall Meeting Questionnaire (Excerpt of Presentation)	58
Appendix J: 3-Year Transition Plan Matrix.....	59
Appendix K: 3-Year Transition Plan	61



ADA – 504

PART ONE: INTRODUCTION & PURPOSE

PART ONE: INTRODUCTION AND PURPOSE

1.1 Overview of the ADA

Section Summary

The American with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and communications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. With respect to public entities, the ADA mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

The ADA does not supersede or preempt Local Laws that offer equivalent or greater protection for individuals with disabilities. The University must evaluate the Title II requirements of the ADA in light of Local Laws to ensure the University is in compliance with the stricter standard.

The ADA is divided into five parts, covering the following areas:

Title I: EMPLOYMENT

Under this Title I, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms and conditions of employment.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Title II: PUBLIC SERVICES

Title II 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. It is under Title II that this Self Evaluation is prepared. The Self Evaluation is intended to outline programs and services of the University and to evaluate what policies and procedures must be changed or implemented to effect the nondiscrimination policies described in Title II.

Title III: PUBLIC ACCOMMODATIONS

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term “public accommodation” as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: TELECOMMUNICATIONS

Title IV covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunication relay services to individuals with hearing and speech impairments.

Title V: MISCELLANEOUS PROVISIONS

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney’s fees, and technical assistance provisions. The Department of Justice's ("USDOJ") regulations implementing Title II of the ADA dictate that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination requirements of the ADA. The USDOJ regulations were issued in July, 1991. These USDOJ regulations mandate that each public entity is required to examine activities and services and identify problems that may limit accessibility for persons with disabilities. The entity must then proceed to make the necessary changes resulting from the Self Evaluation. The USDOJ regulations implementing Title II of the ADA further require that a Transition Plan be prepared to describe any structural or physical changes required to make programs accessible. The University’s Transition Plan is a companion to this Self Evaluation, but it is prepared and formatted as a separate document.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Meaning of Disability: Who is covered under the ADA?

Under all titles of the ADA, the term “disability” means, with respect to an individual:

- 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment.

If an individual meets any one of these three descriptions of a person with a disability, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The USDOJ regulations describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities are desired.

Others who are covered:

1. Retaliation prohibited against non-disabled persons who oppose unlawful discrimination against the disabled. (42 USC 12204 (a))
2. Also those who associate with or who provide care to those with disabilities are protected by ADA from discrimination:

It is unlawful for a covered entity to be excluded or deny equal jobs or benefits to, or to otherwise discriminate against, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a family, business, social or other relationships or association.

1.2 The University’s Responsibilities Under Title II of the ADA

Section Summary

UVI’s goal is to provide accessibility to all programs, services and activities to employees, students, and members of the U.S. Virgin Islands community.

The University has various obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to programs that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The University has been subject to and operated under the requirements of Section 504 and the ADA.

The ADA specifically states intent to apply lesser standards than are required under other federal, state, or local laws; therefore, the law which is the most stringent has precedence. This intent has particular application with respect to the Virgin Islands Codes of Regulations which in some cases exceeds ADA requirements. The University is responsible for familiarizing itself with the Virgin Islands Codes as it pertains to persons with disabilities in the Territory.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Under Title II, public entities, including the University, may not establish eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless such requirements are necessary for provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward persons with disabilities. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons, who have visual, hearing, mobility, or similar impairments to access programs and activities provided by the public entity.

Another exception to the programmatic access requirements is undue hardship. “Undue hardship” is defined in the USDOJ regulations as an “action requiring significant difficulty or expense” when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis.

USDOJ regulations require the University to prepare a Self-Evaluation, as described in the next section, and to prepare a Transition Plan, outlining the structural modifications it will implement to make its programs and services accessible to persons with disabilities. The University is also required to designate a person (Campus ADA Coordinator) to be responsible for coordinating the implementation of ADA requirements and for investigating complaints of alleged noncompliance within the University.

The Government of the Virgin Islands is responsible for appointing a person who is responsible for the overall compliance of the ADA for entity of the Virgin Islands Government.

1.3 Self Evaluation Requirements

Section Summary

A public entity is required to prepare a Self-Evaluation under USDOJ regulations implementing Title II of the ADA [28 C.F.R § 35.105 (a)]. A Self Evaluation is a public entity’s assessment of its current policies, practices and procedures of all goods/services, programs, activities and facilities.

The Self Evaluation identifies and corrects those policies and practices that are inconsistent with Title II requirements. As part of the Self Evaluation, a public entity should:

- 1) Identify and list all of the public entity’s services, programs, activities and facilities.
- 2) Review all the policies and practices that govern the administration of the public entity’s programs, activities, and services. Normally, a public entity’s policies and practices are reflected in its laws, ordinances, regulations, administrative manuals or guides, policy directives, and memoranda. Other practices may be used based on local custom.

The Self Evaluation is intended to evaluate these policies, practices, and the USDOJ has determined that a Self-Evaluation requires the following areas of examination:



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

- 1) A public entity must examine each program, services and activities to determine whether any physical barriers to access exist. It should identify steps that need to be taken to enable these programs to be made accessible when viewed in their entirety. If structural changes are necessary, they should be included in the Transition Plan.
- 2) A public entity must review its policies and practices to determine whether any exclude or limit the participation of individuals with disabilities in its programs, activities, or services. Such policies or practices must be modified, unless they are necessary for the operation or provision of the program, service, or activity. The Self Evaluation should identify policy modifications to be implemented and include complete justifications for any exclusionary or limiting policies or practices that will not be modified.
- 3) A public entity must review its policies to ensure that it communicates with persons with disabilities in a manner that is as effective as its communication with others. If a public entity communicates with applicants and beneficiaries by phone, it should ensure that TTY's (also called text telephones or TDD's) or other equally effective telecommunication systems are used to communicate with individuals with impaired hearing or speech.
- 4) A public entity should review its policies to ensure that they include provisions for readers for individuals with visual impairments; interpreters or other alternative communication measures, as appropriate, for individuals with hearing impairments; and auxiliary aids for individuals with manual impairments. A method for securing these services should be developed, including guidance on when and where these services will be provided. Where equipment is used as part of a public entity's program, activity, or service, an assessment should be made to ensure that the equipment is usable by individuals with disabilities, particularly individuals with hearing, visual, and manual impairments. In addition, a public entity should have policies that ensure that its equipment is maintained in operable working order.
- 5) A review should be conducted of a public entity's written and audio-visual materials to ensure that individuals with disabilities are not portrayed in an offensive or demeaning way.
- 6) A public entity should review its policies to ensure that its decisions concerning a fundamental alteration in the nature of a program, activity or service, or a decision that an undue financial and administrative burden will be imposed by Title II, are made properly and expeditiously.
- 7) A public entity should review its policies and procedures to ensure that individuals with mobility impairments are provided access to public meetings both in access to communication and structural/physical access.
- 8) A public entity should review its employment practices to ensure that they comply with other applicable nondiscrimination requirements, including Section 504 of the



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Rehabilitation Act of 1973 and the ADA regulations issued by the Equal Employment Opportunity Commission.

- 9) A public entity should review its building and construction policies to ensure that the construction of each new facility or part of a facility, or the alteration of existing facilities after January 26, 1992, conforms to the standards designated under the Title II regulation and as updated in the 2010 ADA Standards for Accessible Designs which went into effect on March 15, 2012.

1.4 Organization of the Self-Evaluation

As required by Title II of ADA, [28 C.F.R § 35.105 (a)], UVI conducted a self-evaluation of its policies, services, activities, and buildings, and is currently completing the transition plan. The following actions were completed:

- Designated ADA Title II Coordinators for each campus. **(Appendix A)**
- The University's ADA Coordinators received ADA-504 training conducted by the Virgin Islands Territorial ADA Coordinator on Title II Self Evaluation and Transition Plan.
- Appointed a Self-Evaluation and Transition Plan Team **(Appendix B)**
- Prepared a Notice of Non-Discrimination to provide information about the rights and protections of ADA to UVI employees and applicants, as well as students and participants of UVI services, programs, and activities. **(Appendix C)**
- Identified the University grievance/complaint process as the process UVI will follow to address or correct any concerns related to inaccessibility of programs, services, or facilities at UVI. **(Appendix D)**
- Beginning in October 2013 through March 2014, the University undertook several steps to receive input on the programs and services provided by the University. The assessment team used checklists to collect data on access to programs, services, activities, employment, communication and physical barriers within the University. Held Town-Hall meetings, the purpose of which was to elicit unstructured comments and opinions regarding the University's delivery of programs and services to persons with disabilities and the accessibility of the University's facilities. Copies of the questionnaires are included in the appendix of the self-evaluation report. **(Appendix E)**
- Completed a Self-Evaluation of UVI's programs and services in March 2014. **(Appendix F)**

The continuation of the Self Evaluation process will be updated over the next 3 years as new programs and services are offered by the University and to assure compliance with the programmatic, communication and standards for accessibility requirements of the ADA.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

1.5 Transition Plan: Need and Purpose

The Transition Plan lays out the actions that will be taken to ensure that the University's facilities, services, programs, and activities are accessible to all individuals. The purpose of this Transition Plan report is to present the University's Self Evaluation and identify the actions UVI will take in order to transition the institution to be accessible in compliance with the requirements of the Americans with Disabilities Act.

This Transition Plan is intended to be a dynamic document that will be reviewed periodically and updated as needed to keep pace with changes in standards and system conditions. The reviews will occur annually in order to provide the information necessary for documenting progress toward achieving the goal of having a fully accessible institution and in order to create the work program for the ensuing year as described further in this document under the heading "Progress Monitoring and Reporting".

The implementation of this Transition Plan will continue until all deficiencies are compliant. To streamline plan updates and keep this report current and relevant, appendices will be updated annually if new information is available and if such information does not alter the intent of the Transition Plan.

The Transition Plan, as required by [28 C.F.R § 35.105 (d)], must include in the transition plan at a minimum, the following:

- Identification of the physical barriers that limit accessibility to the public entity's programs, services, or activities for people with disabilities,
- Description of the methods to be used to make the facilities accessible,
- A schedule for making the necessary modifications, including a yearly schedule and,
- The name and contact information for the public official responsible for implementation of the Transition Plan.



ADA – 504

PART TWO: SELF-EVALUATION OF POLICIES AND PROCEDURES

PART TWO: SELF EVALUATION POLICIES AND PROCEDURES

2.1 ADA Implementation and Enforcement

Section Summary

The U. S. Department of Justice (USDOJ) regulations for Title II of the ADA describe the requirements for “program accessibility” (Code of Federal Regulations, Title 28, Part 35, Subpart D). As described earlier, a public entity must operate its services, programs, and activities, when viewed in their entirety, so that they are accessible to and usable by individuals with disabilities.

In order to achieve this basic goal, the University must implement policies and procedures intended not only to remove any discriminatory practices toward persons with disabilities but also to bring about conditions that comply with policies that have become common practice, either due to specific legislation and regulation, applicable legal precedent and case law, or generally accepted standards for providing programs and services by the University.

Part 2 of the Self Evaluation describes specific policies and procedures the University has implemented or will implement to comply with the specific requirements and intent of Title II of the ADA. Implementation consists of institutional-wide policies and procedures that the University is committed to following. Some items contained in this section describe specific actions the University will take to ensure compliance with the ADA; other items describe more general procedures the University will utilize to reach long-term goals with respect to ADA compliance.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Enforcement under the ADA is generally provided in one or more ways:

- The ADA generally provides for civil litigation as a method of effecting enforcement, and any person may file a civil complaint as a result of alleged discrimination under the ADA.
- Private parties may bring lawsuits to enforce their rights under title II of the ADA. The remedies available are the same as those provided under section 504 of the Rehabilitation Act of 1973. A reasonable attorney's fee may be awarded to the prevailing party. Individuals may also file complaints with appropriate administrative agencies. The regulation designates eight Federal agencies to handle complaints filed under Title II.
- Complaints may also be filed with any Federal agency that provides financial assistance to the program in question, or with the Department of Justice, which will refer the complaint to the appropriate agency.
- Any person may file a complaint with the following agencies, and it is the responsibility of these agencies for investigating complaints and resolving disputes through its own regulatory policies.

The following agencies are designated for enforcement of Title II for components of State and local governments that exercise responsibilities, regulate, or administer services, programs, or activities in the following functional areas:

Department of Agriculture: Farming and the raising of livestock, including extension services.

Department of Education: Education systems and institutions (other than health-related schools), and libraries.

Department of Health and Human Services: Schools of medicine, dentistry, nursing, and other health-related schools; health care and social service providers and institutions, including grass-roots and community services organizations and programs; and preschool and daycare programs.

Department of Housing and Urban Development: State and local public housing, and housing assistance and referral.

Department of Interior: Lands and natural resources, including parks and recreation, water and waste management, environmental protection, energy, historic and cultural preservation, and museums.

Department of Justice: Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning, development, and regulation (unless otherwise assigned); State and local government support services; and all other government functions not assigned to other designated agencies.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Department of Labor: Labor and the work force.

Department of Transportation: Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver licensing.

Each public entity is responsible for establishing its own grievance procedures for bringing about enforcement under the ADA. Complaint and grievance procedures should follow guidelines described in the USDOJ regulations. A public entity is also responsible for a continual monitoring of its policies and procedures with respect to its implementation of the ADA. The University's grievance procedures are outlined in **Appendix D** of this Self Evaluation.

2.2 UVI Self-Evaluation: Program Policy & Procedures

UVI provides a variety of programs and services to the public through five major functional components outlined in the organizational structure of the institution (**Appendix G**). In conducting the Self-Evaluation, UVI pursued the institutional approach regarding review of the policies and procedures governing how services, programs, and activities are offered in order to discover the extent to which programs and services are accessible. An overall self-evaluation report was completed according to the ADA requirements.

In reference to the physical access barriers, independent assessments were performed on each campus. The facilities on each campus are identified according to the legends provided on each respective campus map (**Appendix H**).

UVI's goal is to provide accessible programs and services including all of its facilities. The Self-Evaluation identified areas where accessibility concerns still exist. The information provided by this evaluation is the basis for the corrective actions identified in Part Three of this report, which are needed to bring buildings, accessible routes, programs, and policies into compliance with ADA standards.

The University's facilities, services, programs, and activities are organized in this Self-Evaluation under the following eight (8) groupings:

- Program Policy & Procedures
- Employment
- Effective Communication
- Website Accessibility
- Notice of Discrimination
- Grievance Procedure
- Physical Access (Barriers) – Albert A. Sheen Campus
- Physical Access (Barriers) – St. Thomas Campus



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Accessibility Questionnaire

The tables used for collecting and evaluating the information regarding the University's accessibility were formatted from questionnaires available from the Section 504/ADA Technical Assistance Handbook and the ADA.gov Best Practices Tool Kit for State and Local Governments (**Appendix E**). The tables were utilized during the UVI Physical Plant/ADA Site Inspections and during the Town Hall and unit meetings to assist in evaluating the accessibility of the facilities, programs, services, activities and policies. The ADA Title II inspections were completed during the period of October 2013 through March 2014.



ADA – 504

PART THREE: TRANSITION PLAN

PART THREE: TRANSITION PLAN

Section Summary

According to the assessment completed in Part Two of the report, the information outlined accessibility deficiencies is captured in the 3 Year Transition Plan Matrix (**Appendix J**). This matrix mirrors the template tool provided by the Territorial ADA office as a mechanism to summarize, rank, and plan the actions needed to correct the accessibility deficiencies.

1. All non-compliance issues are listed and addressed in the Transition Plan.
2. The University Transition Team utilized the following criteria as a basis for prioritizing the removal of architectural barriers in the Transition Plan:

High – Medium – Low (these levels will be detailed in the University’s Transition Plan)

- ❖ Quantity and Frequency of public use
- ❖ Uniqueness of the Facility: Can the programs offered in this facility be shifted to an alternative, accessible location?
- ❖ Age or condition of the facility: Age or condition should not be major criteria, but can be factors if the building is scheduled to be vacated or demolished.
- ❖ Geographic distribution: Distribution of services throughout the University’s other facilities
- ❖ Critical nature of the programs offered at the facility: Police, Medical Care, etc.

The University produced a list of Architectural Barrier Removal Projects, which include those buildings and facilities that receive a high level of use by the public, provide programs and/or services that are unique and cannot occur in another location, and are distributed throughout the University’s other facilities thereby providing maximum access for all individuals. The list also includes those buildings and facilities that are considered by the University as being its highest priorities for addressing the removal of architectural barriers.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

The University's transition plan is provided in a three part report similar to the manner in which the self-evaluation was conducted. **(Appendix K)**

Section 1: Institutional Programs, Services, Activities or Policies

Section 1 of the transition plan summarizes any deficiencies for institutional programs, services, activities or policies overall. The University, through policies and procedures and annual training, will continue to ensure and enforce that all units adhere to ADA 504 requirements and regulations.

As a result of the self-evaluation, the University will conduct an annual training for the University community about ADA 504 regulations.

The 3 Year Transition Plan Matrix for Part 1 covers:

- Program Policy & Procedures
- Employment
- Effective Communication
- Website Accessibility
- Notice of Discrimination
- Grievance Procedure

The chart below summarizes the number of compliance requirements to be addressed in each of the areas during the 3-year transition period. Detailed information on each requirement are included in the detailed transition plan in **Appendix K**.

3-Year Transition Plan Summary <i>University of the Virgin Islands</i>				
Institutional Programs, Services, Activities or Policies	2014	2015	2016	Total
Funding Needed	\$10,000			\$10,000
Program Policy & Procedures	3	2		5
Employment	2			2
Effective Communication	5	2		7
Website Accessibility	7	4	1	12
Notice of Discrimination	2			2
Grievance Procedure	1			1
Number of Policies/Procedures Needed	20	8	1	29



Section 2: Physical Access (Barriers on the Albert A. Sheen Campus)

OVERVIEW

Section 2 and 3 of the transition plan summarizes any deficiencies in physical accessibility per campus. Section 2 focuses on the Albert A. Sheen Campus and Section 3 on the St. Thomas Campus.

Following are descriptions of how the physical barriers assessments were completed. An accessibility checklist of physical access barriers were evaluated for each facility. The elements evaluated are included in the following chart.

	Architectural Elements:	Description of Need (ADAAG Reference):
a.	Accessible Route	<i>Persons who use wheelchairs, walk with difficulty or use walking aids such as crutches, canes, walkers, etc., need a wide, smooth, level, firm surface to get from place to place. Steep slopes are difficult or impossible for many people who use wheelchairs to negotiate, especially if they have limited use of their arms. Small steps and bumps can block the front caster wheels or wheelchairs and trip people who walk with difficulty. Steps and stairs are impossible for people in wheelchairs, and exhausting for many others. Soft, uneven, or rough surfaces can be very difficult for wheelchairs to traverse, and surface openings can catch crutch and cane tips, or even wheelchair wheels. Visually-impaired people need a path that is free from hazards including low hanging or protruding objects which cannot be detected by a cane. Basically an accessible route is a clear path 36" wide and 80" high with a continuous smooth surface. Such a path must have no vertical changes in level greater than 1/2", and if it connects floors or levels, must do so by ramps, elevators or lifts. An accessible route must connect all the accessible spaces in the facility from the walks and paths and parking outside, through the entrance to the accessible hallways, doors, elevators, toilet rooms, drinking fountains, and special use facilities inside.</i>
b.	Parking	<i>Many individuals with handicaps drive their own cars or vans, and need parking spaces which are wide enough to open car doors fully and get out with a wheelchair or mobility aid, are close to the building or facility they are going to, and are on an accessible route from the parking lot to the building or facility which it serves.</i>
c.	Curb Ramps	<i>Curbs represent a significant barrier for many individuals with handicaps. Properly designed curb ramps eliminate these barriers for persons in wheelchairs and persons using other mobility aids. Curb ramps are an essential part of an accessible route.</i>
d.	Ramps	<i>Persons in wheelchairs who use ramps need the ramps to be gently sloped, to have handrails, to be protected from drop offs, to have a smooth, stable surface, and to have level top and bottom platforms along the way for resting and turning.</i>



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

	Architectural Elements:	Description of Need (ADAAG Reference):
e.	Entrances and Interior Doors	<i>Persons with mobility impairments need a building entrance that provides a wide, smooth, level or ramped route connecting the site with the building interior. Entrance doors need to be wide, have adequate space for maneuvering on both the pull and push sides, and require light pressure and no twisting or fine movements to operate. The biggest problem at entrances is usually a change in level which requires steps or stairs. These barriers must be identified and corrected by grading, ramping, or adding a lift. Therefore, an accessible building entrance combines the requirements of an accessible route and accessible doors. In addition, since building entrances often involve steps or stairs or other changes in level such as terraces, porches, etc., the requirements for ramps or lifts may also apply. Persons with mobility impairment need doors that are wide enough to pass through without bumping into the sides. They need to be able to be out of the way of the wing of the door while pulling it open. People with limited use of hands, arms, and shoulders need hardware that is easily operated without tight grasping or twisting.</i>
f.	Stairs	<i>Individuals with handicaps need accessible stairs to the entrance of the facility.</i>
g.	Elevators	<i>All individuals with handicaps benefit from a building which has elevators. To be usable the elevators must provide adequate maneuvering space, time to get to and enter the cab, and must be conveniently located and have marked controls. Blind persons need elevators which audibly indicate direction of travel and floors passed or arrived at, and which have tactile markings at all controls. Hearing-impaired persons need all this information to be visual.</i>
h.	Lifts	<i>Lifts are not acceptable in new construction, but they can be a successful solution to existing steps and stairs that cannot be ramped or otherwise modified. In addition to meeting State and local code requirements, lifts must meet requirements for clear floor space, floor, surface, and controls.</i>
i.	Drinking Fountains	<i>Persons in wheelchairs need drinking fountains mounted low enough so that they can reach the spout. They also need to be able to pull up under the fountain or along its side. Persons who have difficulty using their hands need controls that can be easily operated.</i>
j.	Toilet Rooms	<i>Persons with mobility impairments need toilet facilities that they can get to and use easily and safely. Fixtures need adequate clear floor space for close approach and turning, and some require sturdily mounted grab bars for support or transfer. Controls and hardware must be within reach and easily operable. Hot, sharp, abrasive, or protruding objects are hazards to persons with mobility impairments.</i>
k.	Public Telephones	<i>Persons in wheelchairs need adequate clear floor space to pull up to the telephone and a low mounting height so they can reach all operable parts. Persons with hearing impairments need volume controls.</i>
l.	Warning Signals	<i>Persons with visual impairments need audible emergency warning systems and persons with hearing impairments need visual or other auxiliary alarms.</i>
m.	Meeting and	<i>Persons who use wheelchairs need a level area in which to position</i>



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

	Architectural Elements:	Description of Need (ADAAG Reference):
	Conference Areas	<i>themselves and from which they can view the performance area. Both the seating area and the performance area must be on an accessible route. Persons with hearing impairments need an auxiliary listening system.</i>
n.	Bathing Facilities and Shower Rooms	<i>When rest rooms are open to the public, they should be accessible to people with disabilities. Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? A person in wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule. Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?</i>

Each element was evaluated according to the specifications as outlined in the 2010 ADA Standards for Accessible Design (ADASAD) and were grouped into four categories. The categories used were those presented during the ADA training conducted by the Territorial Office of ADA: Those categories included:

- P1** Entrance Barriers
- P2** Access to Programs-Goods-Services
- P3** Access to Toilets
- P4** Other Barriers

Hence, the assessment for each building included the evaluation of the characteristics (description) of the fourteen elements. The transition plans in **Appendix K** list any barriers identified with the Physical Barrier category number (P1-P4) as noted in the chart below. The additional references noted in the chart below correspond with those in the previous architectural element chart, a, b, c...n, and also correspond to the questionnaire used for Physical Access (Barriers). Sample questionnaire are included in **Appendix E**, subsection G and H.



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Physical Barriers		Description
P1. Entrance Barriers		
a	Accessible Route	Surface/Stable & Firm
b	Parking	Size/Aisle/Signage
c	Curb Ramps	Slope/Length/Width
d	Ramps	Width/Slope/Rails
e	Entrances and Interior Doors	Width/Clearance
f	Stairs	Treads & Risers/Handrails
P2. Access to Programs-Goods-Services		
g	Elevators	Operable/Size
h	Lifts	Operable/Size
i	Drinking Fountains	Height
l	Warning Signals	Number/Audible/Visual
m	Meeting and Conference Areas	Turn Around Space
P3. Access to Toilets		
j	Toilet Rooms	Size/Fixture Hgt/Grab Bars
n	Bathing Facilities and Shower Rooms	Size/Grab Bars
P4. Other Barriers		
k	Public (Courtesy) Telephones	Height/Controls/Equipment

Physical Access Barriers on the Albert A. Sheen Campus-SUMMARY

The Albert A. Sheen Campus sits on 130 acres of land on the island of St. Croix, U.S. Virgin Islands. The self-evaluation was conducted for each facility of the campus (15 buildings) as listed on the campus map in **Appendix H**. A summary of the corrective measures identified for the 3-year transition plan for the Albert A. Sheen Campus are listed in the chart below.

3-Year Transition Plan Summary <i>Albert A. Sheen Campus</i>				
Physical Barrier Category	2014	2015	2016	Total
Funding Needed	\$10,500	\$28,000	\$35,000	\$73,500
P1: Entrance Barriers	3	4		7
P2: Access to Programs-Goods-Services				
P3: Access to Toilets	2	1	2	5
P4: Other Barriers	3			3
Total Corrective Measures/Year	8	5	2	15



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Section 3: Physical Access (Barriers on the St. Thomas Campus)

Section 2 and 3 of the transition plan summarizes any deficiencies in physical accessibility per campus. Section 3 focuses on the St. Thomas Campus. General overview of the evaluation tool is included in the previous section of this report.

The St. Thomas campus sits on 388 acres of land on the island of St. Thomas, U.S. Virgin Islands. The self-evaluation was conducted for each facility (39 buildings) as listed on the campus map in **Appendix H**. A summary of the corrective measures identified for the 3-year transition plan for the St. Thomas Campus are listed in the chart below.

3-Year Transition Plan Summary <i>St. Thomas Campus</i>				
Physical Barrier Category	2014	2015	2016	Total
Funding Needed	\$8,800	\$39,750	\$39,000	\$87,550
P1: Entrance Barriers	5	7	3	15
P2: Access to Programs-Goods-Services	4	1	0	5
P3: Access to Toilets	2	5	11	18
P4: Other Barriers	0	0	0	0
Total Corrective Measures/Year	11	13	14	38



APPENDICES

APPENDICES

Supporting reference materials are included in the appendices. The final reports will also be included and updated during the 3-year self-evaluation and transition period.



APPENDIX A

ADA TITLE II COORDINATORS & DUTIES

Appendix A: ADA Title II Coordinators

In order to ensure that individuals can easily identify the ADA Coordinators, the public entity must provide the names of both the Virgin Islands Territorial ADA Coordinator's name, office address, and telephone numbers to all interested individuals [28 C.F.R § 35.107 (a)] and Notice of the identity of the Campus ADA Coordinators as required by ADA.

At the time of the writing of the 2014 Self Evaluation, the Campus ADA Coordinators were:

Name:	LilyMae Durante	Nereida C. Washington
Office Address:	#2 John Brewer's Bay, St. Thomas 00820	RR1, Box 10000 Kingshill, VI 00850
District:	St. Thomas/St. John, USVI	St. Croix, USVI
Telephone:	(340) 693-1144	(340) 692-4161
TTY:	xxx-xxx-xxxx	xxx-xxx-xxxx

At the time of the writing of the 2014 Self Evaluation, the Virgin Islands Territorial ADA Coordinator was:

Stephanie Emelia Barnes
Office of the Governor-ADA Office
Arthur Abel Complex
315 Prince Street
Frederiksted, St. Croix 000841
Telephone: (340) 772-1000 x 4703
TTY: (340) 692-1592



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

ADA COORDINATOR DUTIES

The Campus ADA Coordinators should oversee a variety of tasks related to implementation of the ADA regulations and organize the University's on-going compliance efforts and:

- 1) Coordinate the development, refinement, and implementation of the University's policies and plans for complying with the requirements of the ADA, as well as other disability laws.
- 2) Collaborate with staff from various components to provide institutional ADA training annually
- 3) Develop strategies for informing employees, managers, and other groups about the University's policies concerning the accommodation of employees, applicants, and visitors with disabilities.
- 4) Monitor and evaluate compliance with the requirements of the ADA and other disability laws. Advise and consult with managers, supervisors, administrators, and the University President of areas of concern and possible non-compliance with regulations. Recommend appropriate corrective action, as needed.
- 5) Maintain a working knowledge of legislation that is specifically related to the University's treatment of persons with disabilities. Maintain a working knowledge of architectural accessibility regulations and codes, including those in the 2010 ADA Standards for Accessible Designs
- 6) Investigate and resolve complaints and grievances alleging either failure to comply with the ADA regulations or discrimination on the basis of disability.
- 7) Assist staff in the University Legal Office in response to civil litigation on ADA matters.
- 8) Prepare reports in response to request by government agencies or the US Department of Justice for the University President as it pertains to cases pending against the University.
- 9) Maintain liaison with the Virgin Islands Territorial ADA Coordinator to promote training, coordination of policies and procedures regarding equal access and accommodation of persons with disabilities.
- 10) Oversee and monitor implementation of the final VI Territorial ADA Coordinator's approved ADA Transition Plan, including a review and understanding of physical accessibility modifications required by the Transition Plan.
- 11) Review the use of any off-site facilities in any University-sponsored programs, services, and activities, with respect to their physical accessibility.
- 12) Collaborate with the both the Assessment Team and the Transition Team regarding continuous update regarding physical access issues for staff and employees and the general public.
- 13) Collaborate with the University President regarding issues related to press releases and public relations related to the ADA as required by the ADA.



APPENDIX B

2014 SELF-EVALUATION AND TRANSITION PLAN TEAM

Appendix B: 2014 Self-Evaluation and Transition Plan Team

Self-Assessment & Transition Team

1	David Hall	President	692-1000	693-1005	#2 John Brewer's Bay, St. Thomas 00820	dhall@uvi.edu
2	Camille McKayle	Provost	693-1201	693-1205	#2 John Brewer's Bay, St. Thomas 00820	cmckayl@uvi.edu
3	John Waugh	Maintenance Supervisor	692-4164	692-4067	RR1, Box 10000 Kingshill, VI 00850	jwaugh@uvi.edu
4	Charles Martin	Director of Physical Plant	693-1511	693-1505	#2 John Brewer's Bay, St. Thomas 00820	cmartin@uvi.edu
5	Nereida Washington	Director of Campus Operations	692-4161	692-4165	RR1, Box 10000 Kingshill, VI 00850	nwashin@uvi.edu
6	LilyMae Durante	Director of Campus Operations	693-1144	693-1505	#2 John Brewer's Bay, St. Thomas 00820	ldurant@uvi.edu
7	Frank Mills	Interim Vice Provost, Res & Public Svc	693-1062	693-1065	#2 John Brewer's Bay, St. Thomas 00820	fmills@uvi.edu
8	Doris Battiste	Dean of Students	693-1121	693-1125	#2 John Brewer's Bay, St. Thomas 00820	dbattis@uvi.edu
9	Patricia Towal	Acting Dean of Students	692-4188	692-4008	RR1, Box 10000 Kingshill, VI 00850	ptowal@uvi.edu
10	Valena Richards	Acting Director of Human Resources	693-1421	693-1415	#2 John Brewer's Bay, St. Thomas 00820	vrichar@uvi.edu
11	Shirley Lake-King	Chief Financial Officer	693-1401	693-1405	#2 John Brewer's Bay, St. Thomas 00820	sking@uvi.edu
12	Ralph Cook	Security Supervisor	692-4261	692-4165	RR1, Box 10000 Kingshill, VI 00850	rcook@uvi.edu
13	Theodore Glasford	Acting Chief of Security	693-1536	693-1533	#2 John Brewer's Bay, St. Thomas 00820	tglasfo@uvi.edu
14	Eric Christian	Purchasing Manager	693-1491	693-1485	#2 John Brewer's Bay, St. Thomas 00820	echrist@uvi.edu
15	Tina Koopmans	Chief Information Officer	693-1540	693-1545	#2 John Brewer's Bay, St. Thomas 00820	tkoopma@uvi.edu
16	Yegin Habtes	VIUCEDD, Director	693-1323	693-1325	#2 John Brewer's Bay, St. Thomas 00820	yhabtes@uvi.edu
17	Dionne Jackson	Vice President for Institutional Advance	693-1041	693-1045	#2 John Brewer's Bay, St. Thomas 00820	djackso@uvi.edu
18	Leroy Francis	Student	778-5907	N/A	RR1, Box 10000 Kingshill, VI 00850	leroy_f011@hotmail.com
19	Richard Smith	Student	TB Provided	N/A	#2 John Brewer's Bay, St. Thomas 00820	TB Provided



APPENDIX C

NOTICE OF NON-DISCRIMINATION

Appendix C: Notice of Non-Discrimination

The University has had a long-standing written policy statement of non-discrimination on the basis of disability. This current version of this policy was adopted in 2013 and included in the self-evaluation.



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), The University of the Virgin Islands will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The University of the Virgin Islands 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: The University of the Virgin Islands will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in The University of the Virgin Islands activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. The University of the Virgin Islands will make certain all university websites are made accessible to people with disabilities.

Modifications to Policies and Procedures: The University of the Virgin Islands will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in The University of the Virgin Islands offices, even where pets are generally prohibited.

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 The University of the Virgin Islands, should contact the office of as soon as possible but no later than 72 hours before the scheduled event.

The ADA does not require The University of the Virgin Islands 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, facility or an activity of The University of the Virgin Islands is not accessible or discriminates against individuals with disabilities, these complaints should be directed to *Nereida Washington, ADA Campus Coordinator, Albert A. Sheen Campus, RRI, Box 10000 Kingshill, VI 00850, (340) 692-4161 (voice, nwashin@uvi.edu (email) or LilyMae Durante, ADA Coordinator, St. Thomas Campus, #2 John Brewer's Bay, St. Thomas, USVI 00820, (340) 693-1144 (voice), ldurant@uvi.edu (email).* 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.

The University of the Virgin Islands will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs or mobility devices.



APPENDIX D

UNIVERSITY GRIEVANCE/COMPLAINT PROCEDURES

Appendix D: University Grievance/Complaint Procedures

The grievance procedure is to provide means for timely resolution of all problems or conflicts related to ADA compliance. This procedure applies to public citizens as well as the University's employees and students.

A grievance procedure should include the following components:

- A detailed description of the procedures for submitting a grievance;
- A two-step review process that allows for appeal;
- Reasonable time frames for review and resolution of the grievance;
- Records of all complaints submitted, responses given, and steps taken to resolve the issue; and
- An alternative procedure if the complainant alleges that the ADA coordinator or other University officials with responsibilities regarding the grievance procedures process are a part of the alleged discrimination.



University of the Virgin Islands 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 by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, access to government facilities or benefits by **The University of the Virgin Islands**. The Territory's Personnel Policy governs employment-related complaints of disability discrimination.

The complaints and appeals should be in writing and contain information about the alleged discrimination such as name, address, phone number of 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.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Campus Coordinator:	LilyMae Durante	Nereida C. Washington
UVI Campus:	St. Thomas Campus	Albert A. Sheen Campus
Office Address:	#2 John Brewer's Bay, St. Thomas 00820	RR1, Box 10000 Kingshill, VI 00850
District:	St. Thomas/St. John, USVI	St. Croix, USVI
Telephone (Voice):	(340) 693-1144	(340) 692-4161
Mobile Phone:	(340) 344-6190	(340) xxx-xxxx
TTY:	xxx-xxx-xxxx	xxx-xxx-xxxx
Email Address"	ldurant@uvi.edu	nwashin@uvi.edu

Within 15 calendar days after receipt of the complaint, *Nereida Washington, ADA Campus Coordinator, Albert A. Sheen Campus, or LilyMae Durante, ADA Coordinator, St. Thomas Campus* or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *ADA Coordinator* or *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 **University of the Virgin Islands** and offer options for substantive resolution of the complaint.

If the response by *Nereida Washington, ADA Campus Coordinator, Albert A. Sheen Campus, or LilyMae Durante, ADA Coordinator, St. Thomas Campus* or *their* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to: **The United States Virgin Islands Department of Justice, Office of the Attorney General, US VI Attorney General, Vincent Frazer** or *his designee at 34-38 Kronprindsens Gade, GERS Complex, 2nd Floor, St. Thomas, VI 00802-5749 Voice (340)-774-5666. Please request alternative means of filing your appeal with the VI Territorial ADA Coordinator.*

Within 15 calendar days after receipt of the appeal, the **US VI Attorney General, Vincent Frazer** or *his* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **US VI Attorney General, Vincent Frazer** or *his* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *Nereida Washington, ADA Campus Coordinator, Albert A. Sheen Campus, or by LilyMae Durante, ADA Coordinator, St. Thomas Campus* or *their* designee, appeals to the **US VI Attorney General, Vincent Frazer** or *his* designee, and responses from these two offices will be retained by **The University of the Virgin Islands** for a minimum of three years.



APPENDIX E

SELF-EVALUATION (2013-2014)

Appendix E: Self-Evaluation Questionnaire Template

The questionnaires and checklists used for collecting information regarding the University’s accessibility were formatted from questionnaires available from the Section 504/ADA Technical Assistance Handbook and the ADA.gov Best Practices Tool Kit for State and Local Governments. Templates for policy and procedures and facilities architectural barriers follow.

A. PROGRAM POLICY & PROCEDURES

MATERIALS AND INFORMATION NEEDED: To assess compliance with these administrative requirements, you will need:

- ✓ A copy of written position description for an ADA Coordinator, if applicable;
- ✓ Information about the procedures followed by the ADA Coordinator to ensure compliance with the ADA, how complaints are processed, and other tasks performed by the ADA Coordinator;
- ✓ A copy of the written notice or notices used by the state or local government; and
- ✓ A copy of the written grievance procedures used by the state or local government.

Self-Evaluation Questionnaire		Yes	No	NA
1	Does your entity have a written policy stating that it does not discriminate against people with disabilities?			
2	Does your staff know and understand about your commitment not to discriminate?			
3	Do you have a designated coordinator for the Section 504 Rehabilitation and the Americans with Disabilities Act (ADA) compliance requirements?			
4	Have you identified the persons with disabilities and other individuals who helped in your Self-Evaluation and is their participation described?			
5	Do you have procedures to assure that all programs, services, and activities, to include meetings, hearings, workshops, and Conferences, are held in accessible locations?			
6	Are the resource manuals that govern your programs, including laws, statutes, rules, policies, manuals, ordinances, and other guidelines available in alternate formats, or			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire		Yes	No	NA
	do you have the ability to provide alternate formats?			
7	Do you have a separate or special program for individuals with disabilities?			
8	If yes to #7, do you have written procedures to ensure that these individuals may also participate in programs available to the public?			
9	Do you have any policies and procedures, program eligibility and admission requirements, or licensing standards that:			
	<i>a. Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service?</i>			
	<i>b. Do you afford an opportunity for participation or benefit equal to that afforded others?</i>			
	<i>c. Do you provide a qualified individual with a disability with an aid, benefit, or service that is as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others?</i>			
	<i>d. Do you provide aids, benefits, or services to individuals with disabilities as effective as those provided to others?</i>			
	<i>e. Do you assure that assistance or contract is not provided to a person or entity that discriminates based on disability?</i>			
	<i>f. Do you deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards?</i>			
	<i>g. Limit the enjoyment of a qualified individual with a disability any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive your services?</i>			
10	Do you have provisions to assure that contractors understand 504/ADA requirements?			
11	If you use video, audiovisual, and television equipment, do you assure that hearing-impaired persons can benefit from presentations?			

B. EMPLOYMENT

MATERIALS AND INFORMATION NEEDED: To assess compliance with these administrative requirements, you will need:

- ✓ A copy of written regulations; and
- ✓ A copy of the written notice or notices used.

Self-Evaluation Questionnaire		Yes	No	NA
1	In the following areas, do you have policies, practices, or procedures that are followed to ensure that there is no discrimination based on disabilities?			
	<i>a. Recruiting advertisements</i>			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire		Yes	No	NA
	<i>b. Processing of applications</i>			
	<i>c. Employment testing</i>			
	<i>d. Interviewing and orientation</i>			
	<i>e. Promotion, transfer, demotion, lay-off, or reinstatement, including changes in compensation resulting from these actions</i>			
	<i>f. Job assignments</i>			
	<i>g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time</i>			
	<i>h. Opportunities for and financial support of training opportunities, Conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs</i>			
2	Do you have a process to ensure that any employment-related criteria (including minimum qualifications and testing requirements) which would adversely affect the opportunities of individuals with disabilities are related to the job and are a business necessity?			
3	Do you have a process for how your entity responds to a request for an accommodation in testing and interviews?			
4	Do you have procedures to ensure that non-discriminatory questions are asked in a hiring interview?			
5	Do you have a process to determine if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation?			
6	Do you have a process to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship?			
7	Do you have policy and procedure for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation?			
8	Do you provide training or take other measures to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge?			
9	If you have automated electronic equipment in the workplace, can persons with disabilities use the equipment?			
10	Do you ensure that no pre-employment inquiries are made as to whether an applicant for a position is a person with a disability?			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

C. EFFECTIVE COMMUNICATION

MATERIALS AND INFORMATION NEEDED: To assess compliance with the general effective communication requirements, you will need:

- ✓ A copy of any policies or procedures related to providing sign language interpreters, oral interpreters, cued speed interpreters, notetakers, computer-aided transcription services, etc., when requested by members of the general public. If different departments have different policies, you should review each of the policies.
- ✓ A list of printed materials provided to the public by the locality and an indication of whether these materials are provided, upon request, in an accessible format, such as in large print, Braille, or audio recording.
- ✓ A list of any videos or television programs produced by the locality and an indication of whether these videos or programs have captioning and audio descriptions.
- ✓ A list of where teletypewriters (TTYs) are provided by the locality.
- ✓ A copy of any training materials used in training government employees about providing effective communication to members of the general public whose disabilities affect communication.

Self-Evaluation Questionnaire		Yes	No	NA
1	Do you have a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others?			
2	If any written materials are provided by your program or services, do you provide any of the following alternatives? Upon request, assistive technology services provided through VIUCEDD.			
	<i>a. Audio tape</i>			
	<i>b. Braille</i>			
	<i>c. Reader</i>			
	<i>d. Aide</i>			
	<i>e. Mailed to home</i>			
	<i>f. Large print</i>			
	<i>g. Interpreter</i>			
	<i>h. Other assistance</i>			
3	Do you describe the auxiliary aids and services that will be provided to individuals with a disability?			
4	Do you describe how an individual with a disability may request assistance and express their preference for auxiliary aids and services?			
5	Do you describe how your entity regularly advertises to the public that you will provide auxiliary aids and services for effective communication to participate in your programs and services?			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire		Yes	No	NA
6	Do you describe how your entity will ensure that meetings, hearings, and Conferences will be accessible for individuals with communication disabilities?			
7	Do you describe how your entity will use TDD (telecommunication device for the deaf) or the state relay system to communicate with those who have impaired hearing or speech, including training of staff?			
8	Do you have a 911 emergency service?			
9	If yes to #8, is there a TDD connected to this service?			
10	If you have another form of emergency service, can people with disabilities access it?			
11	Are your TDD or relay service phone numbers printed on agency brochures, notices, and letterhead listed in telephone directories?			
12	Does your entity have an 800 number?			
13	If yes to #12, do you describe how the entity makes the 800 number usable by persons with hearing impairments?			
14	Do you let the public use your telephone?			
15	If yes to #14, is there at least one designated phone that is hearing-aid compatible?			
16	If your entity determines that equally effective communication cannot be provided, do you have the following:			
	<i>a. A statement included in your Self-Evaluation from the head of your agency or designee?</i>			
	<i>b. Reasons why the service, program, or activity would be fundamentally altered or would result in undue financial and administrative burdens?</i>			
	<i>c. A description of what other action will be taken to provide the benefits or services to the maximum extent possible?</i>			

D. WEBSITE ACCESSIBILITY

MATERIALS AND INFORMATION NEEDED: To assess compliance with these administrative requirements, you will need:

- ✓ A copy of the written notice or notices used by the state or local government; and
- ✓ A copy of the written grievance procedures used by the state or local government.



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

✓

Self-Evaluation Questionnaire		Yes	No	NA
Assessing Current Webpages and Content				
1	Does the top of each page with navigation links have a “skip navigation” link? (This feature directs screen readers to bypass the row of navigation links and start at the webpage content, thus enabling people who use screen readers to avoid having to listen to all the links each time they move to a new page.)			
2	Do all links have a text description that can be read by a screen reader (not just a graphic or “click here”)?			
3	Do all of the photographs, maps, graphics and other images on the website currently have HTML tags (such as an “alt” tag or a long description tag) with text equivalents of the material being visually conveyed?			
4	Are all of the documents posted on your website available in HTML or another text-based format (for example, rich text format (RTF) or word processing format), even if you are also providing them in another format, such as Portable Document Format (PDF)?			
5	If your website has online forms, do HTML tags describe all of the controls (including all text fields, check boxes, drop-down lists, and buttons) that people can use in order to complete and submit the forms?			
6	If your website has online forms, does the default setting in drop-down lists describe the information being requested instead of displaying a response option (e.g., “your age” instead of “18 - 21”)?			
7	If a webpage has data charts or tables, is HTML used to associate all data cells with column and row identifiers?			
8	Do all video files on your website have audio descriptions of what is being displayed to provide access to visually conveyed information for people who are blind or have low vision?			
9	Do all video files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?			
10	Do all audio files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?			
11	Have all webpages been designed so they can be viewed using visitors’ web browser and operating system settings for color and font?			
Website Accessibility Policy and Procedures				
12	Do you have a written policy on website accessibility?			
13	Is the website accessibility policy posted on your website in a place where it can be easily located?			
14	Have procedures been developed to ensure that content is not added to your website until it has been made accessible?			
15	Does the website manager check the HTML of all new webpages to confirm accessibility before the pages are posted?			
16	When documents are added to your website in PDF format, are text-based versions			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire		Yes	No	NA
	of the documents (e.g., HTML, RTF, or word processing format) added at the same time as the PDF versions?			
17	Have in-house staff and contractors received information about the website accessibility policy and procedures to ensure website accessibility?			
18	Have in-house and contractor staff received appropriate training on how to ensure the accessibility of your website?			
19	Have in-house and contractor staff who create web content or post it on your website received copies of the Department of Justice’s technical assistance document “Accessibility of State and Local Government Websites to People with Disabilities”?			
20	If your website contains inaccessible content, is a specific written plan including timeframes in place now to make all of your existing web content accessible?			
21	Have you posted on your website a plan to improve website accessibility and invited suggestions for improvements?			
22	Does your website home page include easily locatable information, including a telephone number and email address, for use in reporting website accessibility problems and requesting accessible services and information?			
23	Do you have procedures in place to assure a quick response to website visitors with disabilities who are having difficulty accessing information or services available via the website?			
24	Have you asked disability groups representing people with a wide variety of disabilities to provide feedback on the accessibility of your website? (Note: Feedback from people who use a variety of assistive technologies is helpful in ensuring website accessibility.)			
25	Have you tested your website using one of the products available on the Internet to test website accessibility? (Note: Products available for testing website accessibility include no-cost and low-cost options. These products may not identify all accessibility issues and may flag issues that are not accessibility problems. However, they are, nonetheless, a helpful tool in improving website accessibility.)			
26	Are alternative ways of accessing web-based information, programs, activities, and services available for people with disabilities who cannot use computers?			

E. NOTICE OF DISCRIMINATION

MATERIALS AND INFORMATION NEEDED: To assess compliance with these administrative requirements, you will need:

- ✓ A copy of the written notice or notices used by the state or local government; and
- ✓ A copy of the written grievance procedures used by the state or local government.



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire		Yes	No	NA
1	Does your Self-Evaluation include a copy of your Notice of Nondiscrimination?			
2	Does your notice include the following information:			
	a. A statement that your entity does not discriminate under Section 504 or the ADA?			
	b. Your 504/ADA Coordinator's name, address, telephone number, and office hours?			
	c. A statement that asks individuals to give at least three to five day's advance notice to request auxiliary aids or other services?			
	d. A statement notifying individuals about the availability of alternative formats?			
	e. A statement that your city or county has a grievance procedure available to resolve complaints?			
3	Do your written materials contain a notice that your city or county complies with Section 504/ADA and will offer accommodations for individuals with disabilities?			
4	Are you documenting methods on how you will make your notice available to the public on an ongoing basis?			
5	Are you publishing your policy of non-discrimination in the newspaper once a year?			

F. GRIEVANCE PROCEDURE

MATERIALS AND INFORMATION NEEDED: To assess compliance with these administrative requirements, you will need:

- ✓ A copy of the written notice or notices used by the state or local government; and
- ✓ A copy of the written grievance procedures used by the state or local government.

Self-Evaluation Questionnaire		Yes	No	NA
1	Does your Self-Evaluation include a copy of your grievance procedure?			
2	Does your plan include action steps to notify the public on an ongoing basis about your grievance procedure?			
3	Do you have written procedures on what to do if your city or county cannot accommodate a person with a disability?			
4	Does your grievance procedure include a statement allowing an individual to submit a grievance in alternative formats?			
5	Does your grievance procedure include a time limit to file a grievance procedure?			
6	Does your grievance procedure inform individuals of their right to file a complaint with a state or federal agency including the agency's addresses?			



G. PHYSICAL ACCESS (BARRIERS) – Albert A. Sheen Campus

Self-Evaluation Questionnaire – Albert A. Sheen Campus		Yes	No	NA
1	Evans Center			
	a. Accessible Route			
	b. Parking			
	c. Curb Ramps			
	d. Ramps			
	e. Entrances and Interior Doors			
	f. Stairs			
	g. Elevators			
	h. Lifts			
	i. Drinking Fountains			
	j. Toilet Rooms			
	k. Public Telephones			
	l. Warning Signals			
	m. Meeting and Conference Areas			
	n. Bathing Facilities and Shower Rooms			
2	Northwest Wing			
3	Research and Extension Center			
4	Agricultural Experiment Station			
5	School of Nursing			
6	Student Center			
7	Great House			
8	Cooperative Extension Service			
9	Delta M. Jackson Dorsch Complex			
10	Modular Building			
11	Campus Info Center			
12	AES Field Labs			
13	Fish & Produce Market			
14	Research & Technology Park			
15	Pavilion			

H. PHYSICAL ACCESS (BARRIERS) – St. Thomas Campus

Self-Evaluation Questionnaire – St. Thomas Campus		Yes	No	NA
1	Physical Plant			
	a. Accessible Route			
	b. Parking			
	c. Curb Ramps			
	d. Ramps			
	e. Entrances and Interior Doors			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire – St. Thomas Campus		Yes	No	NA
	f. Stairs			
	g. Elevators			
	h. Lifts			
	i. Drinking Fountains			
	j. Toilet Rooms			
	k. Public Telephones			
	l. Warning Signals			
	m. Meeting and Conference Areas			
	n. Bathing Facilities and Shower Rooms			
2	Eastern Caribbean Center			
3	UVI-CELL, Research & Tech park			
4	EPSCoR			
5	CMES Annex and CGTC			
6	Recreation Center			
7	East Hall			
8	North Hall			
9	Student Activities Center			
10	Middle Hall			
11	Dining Pavilion			
12	South Hall			
13	Bookstore			
14	Paiewonsky Library			
15	School of Business			
16	School of Education			
17	School of Nursing			
18	College of Science and Mathematics			
19	Quarters B			
20	West Hall			
21	CLASS: Social Sciences			
22	Health Services			
23	Music Center			
24	Roupp House			
25	Cooperative Extension Service			
26	Penha House Campus Security & ATM			
27	Sports & Fitness Center			
28	Wellness Center			
29	CLASS (Humanities)			
30	CA Building			
31	MacLean Marine Science Center			
32	Administration & Conference Center (ACC)			
33	Institutional Advancement			
34	Faculty & Staff Housing			
35	Guest House			



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Self-Evaluation Questionnaire – St. Thomas Campus		Yes	No	NA
36	Executive Staff Housing			
37	Brewer's Bay Beach Showers & Restrooms			
38	Reichhold Center for the Arts			



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Reference the 2010 Standards for Accessible Designs

- 1) Maintain exterior pathways and repair any surface irregularities that may become greater than 1/2" due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions.
- 2) Maintain disabled parking spaces to have all appropriate signage and to keep access aisles to the spaces and to the main entrances they serve clear and usable.
- 3) Maintain and replace as required all building signage that would direct persons with disabilities to the accessible paths of travel.
- 4) Maintain all doors providing primary accessibility to be fully operable and unlocked during normal hours of operation of the facility, and during all public functions.
- 5) Maintain all door pressures required to open doors to be as low as possible, but in no case more than 5 pounds for interior hinged, sliding, or folding doors. Fire doors should meet the minimum opening force allowable by the appropriate administrative authority is the maximum force allowable by ADASAD.
- 6) Maintain all elevators in proper working condition. Set up and monitor yearly maintenance inspections by contracted elevator maintenance companies and the Local Elevator Safety Unit for all elevators.
- 7) Maintain all wheelchair lifts in proper working condition with keys prominently displayed at Department's facility's main offices (see also section 2.10). Set up and monitor yearly maintenance inspections by contracted lift maintenance companies and Local Elevator Safety Unit for all lifts.
- 8) Maintain all accessible plumbing fixtures, including toilets, urinals, lavatories, sinks, faucets, showers, and drinking fountains, to be fully operational and in compliance with accessibility codes.
- 9) Maintain all toilet accessories to be fully operational and mounted no more than 48" (a height of 43" to the operable control is preferred for all fixtures and dispensers) above the floor at all accessible restrooms. Maintain all grab bars to be tight and structurally sound.
- 10) Maintain and monitor objects mounted on walls to protrude no more than 4" into paths of travel. Objects mounted above the finished floor, shall protrude no more than 4 in. (100 mm) into walks, halls, corridors, passageways, or aisles.
- 11) Maintain audible and visual fire alarms and pull stations to be fully operational.
- 12) Maintain all phone lines serving TTY's to be fully operational. Train staff on how to answer and handle incoming calls over the TTY's.



APPENDIX F

2014 Self-Evaluation Report

Appendix F: 2014 Self-Evaluation Report

The 2014 Self-Evaluation report identifies any accessibility policies, procedures, or facility architectural barriers identified by the University self-evaluation team members.

The completed self-evaluation reports were shared with the University community via town-hall meetings conducted on March 20, 2014 and at a video-conference Administration and Finance component meeting held on March 21, 2014. Approximately one hundred and twenty individuals at the University participated in the sessions.

Each assessment outlines the barriers identified and the employee evaluator that completed the self-evaluation questionnaire.

A. PROGRAM POLICY & PROCEDURES

The assessment was completed by the Vice President for Administration & Finance Shirley Lake-King. Five (5) areas of accessibility concerns were identified and are listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Program Policy & Procedures self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Ensure that employees know and understand UVI's commitment not to discriminate. (2)	Training & Educational Awareness
2	Assure that all programs, services, and activities, to include meetings, workshops, and conferences, are held in accessible locations. (5)	Document procedures to include reasonable accommodations.
3	Ensure ability to provide in alternate formats, resource manuals that govern programs, including rules, policies, manuals, and other guidelines. (6)	Identify and provide alternate formats for manuals.
4	Ensure that qualified individuals, those that meet program eligibility and admission requirements, have: (9)	Document policy and procedures.
	<i>a. The opportunity to participate in or benefit from the aid, benefit, or service offered. (9a)</i>	



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Compliance Requirement		Recommended Correction
	<i>b. The opportunity to participate as a member of a planning or advisory board. (9f)</i>	
	<i>c. Enjoy any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive UVI services. (9g)</i>	
5	Assure that hearing-impaired persons can benefit from presentations that are using video, audiovisual, and television equipment. (11)	Document procedures to include reasonable accommodations.

B. EMPLOYMENT

The assessment was completed by the Acting Human Resources Director Valena Veda Richards. Two (2) areas of accessibility concerns were identified and are listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Employment self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Document process for determining if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation. (5)	Document policy and procedures.
2	Provide sensitivity training to ensure that employees and supervisors do not subject individuals with disabilities to discrimination. (8)	Training & Educational Awareness

C. EFFECTIVE COMMUNICATION

The assessment was completed by the offices of Public Relations, Information Technology and Services and the Virgin Islands University Center for Excellence in Developmental Disabilities (VIUCEDD). Seven (7) areas of accessibility concerns were identified and are listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Effective Communication self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Prepare a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. (1)	Document policy and procedures
2	Document procedure that describe how UVI regularly advertises to the public that it will provide auxiliary aids and services for effective communication to	Document policy and procedures



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Compliance Requirement		Recommended Correction
	participate in programs and services. (5)	
3	Document procedure describing how UVI will ensure that meetings, workshops and conferences will be accessible for individuals with communication disabilities. (6)	Document policy and procedures
4	Describe how UVI will use TDD (telecommunication device for the deaf) or the territory relay system to communicate with those who have impaired hearing or speech, including training of staff. (7)	Document policy and procedures
5	Indicate the relay service phone numbers on agency brochures, notices, and letterhead listed in telephone directories. (11)	Document policy and procedures
6	Designate at least one phone (for public use) that is hearing-aid compatible. (15)	Document policy and procedures
7	If UVI determines that equally effective communication cannot be provided: (16)	Document undue hardship, if applicable.
	a. Include a statement from the head of UVI.	
	b. Indicate reasons why the service, program, or activity would be fundamentally altered or would result in undue financial and administrative burdens.	
	c. Provide a description of what other action will be taken to provide the benefits or services to the maximum extent possible.	

D. WEBSITE ACCESSIBILITY

The assessment was completed by the office of Public Relations and UVI Webmaster Moneca Pinkett. Twelve (12) areas of accessibility concerns were identified and are listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Website Accessibility self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Ensure all links have a text description that can be read by a screen reader (not just a graphic or "click here". (2)	Update all webpages.
2	Ensure all photographs, maps, graphics and other images on the website currently have HTML tags (such as an "alt" tag or a long description tag) with text equivalents of the material being visually conveyed. (3)	Update all webpages.
3	Ensure all documents posted on website are available in HTML or another text-based format (for example, rich text format (RTF), word processing	Update all webpages.



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Compliance Requirement		Recommended Correction
	format or Portable Document Format (PDF). (4)	
4	Post 'website accessibility policy' on website in a place where it can be easily located. (13)	Document policy and procedures.
5	Ensure that there are written procedures that content will not be posted to the website until it is accessible. (14)	Document policy and procedures.
6	Webmaster or designee conduct checks of the HTML of all new webpages to confirm accessibility before pages are posted. (15)	Document policy and procedures.
7	Post text-based versions (e.g., HTML, RTF, or word processing format) of any document added to the website in PDF format. (16)	Document policy and procedures.
8	Provide in-house and contractor staff who create web content or post on your website copies of the Department of Justice's technical assistance document "Accessibility of State and Local Government Websites to People with Disabilities". (19)	Document policy and procedures.
9	Provide timeframes to make all existing web content accessible. (20)	Complete a written plan.
10	Post a written plan on the website regarding improving website accessibility and inviting additional suggestions for improvement. (21)	Document policy and procedures.
11	Post a written plan on the website that identifies contact information, including a telephone number and email address, for use in reporting website accessibility problems and/or requesting accessible services and information. (22)	Document policy and procedures.
12	Establish procedures to assure a quick response to website visitors with disabilities who are having difficulty accessing information or services available via the website. (23)	Document policy and procedures.

E. NOTICE OF DISCRIMINATION

The assessment was completed by the Campus ADA Coordinators LilyMae Durante and Nereida Washington. Two (2) areas of accessibility concerns were identified and are listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Notice of Discrimination self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Document methods on how notices are available to the public on an ongoing basis. (4)	Document Procedures



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

2	Publish policy of non-discrimination in the newspaper once a year. (5)	Publish Notice Annually
---	--	----------------------------

F. GRIEVANCE PROCEDURE

The assessment was completed by the Campus ADA Coordinators LilyMae Durante and Nereida Washington. One (1) area of accessibility concern was identified and is listed below. The number noted in parenthesis at the end of the compliance requirement area identified below refers back to the question on the checklist used. See Grievance Procedure self-evaluation questionnaire in **Appendix E**.

Compliance Requirement		Recommended Correction
1	Explain procedures on what to do if UVI cannot accommodate a person with a disability. (3)	Document Procedures

G. PHYSICAL ACCESS (BARRIERS) – Albert A. Sheen Campus

The assessment was completed by the Physical Plant Supervisor John Waugh and Director of Campus Operations Nereida Washington. Forty (40) areas of accessibility concern were identified and are listed below according to the physical barrier category, **P1** Entrance Barriers including accessible route, parking, curb ramps, ramps, entrances and interior doors and stairs; **P2** Access to Programs-Goods-Services including elevators, lifts, drinking fountains, warning signals, and meeting and conference areas; **P3** Access to Toilets including toilet rooms and bathing facilities and shower rooms; and **P4** Other Barriers including public (courtesy) telephones. Overall fourteen elements of physical barriers were assessed in each building. See full listing of elements assessed in the Physical Access Barriers questionnaire in **Appendix E**.

	Facility Name & Area	Description	Barrier
1	Evans Center		
P1	Accessible Routes: Levels 400, 500, 800.	Access Route	Based on architectural design, no access route.
P2	Meeting & Conference 401 Theater	Location	Room not accessible. Steps on all entrances.
P3	Toilet Rooms 400-Level	Location; Toilet Stalls	Not on accessible route; No ADA compartment.
P3	Toilet Rooms 800-Level	Location; Toilet Stalls	Not on accessible route; No ADA compartment.
P3	Toilet Rooms 700-Level	Toilet Stalls	No ADA compartment.
2	Northwest Wing		



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

	Facility Name & Area	Description	Barrier
P3	Bathing Facilities and Shower Rooms	Shower Stalls	Not ADA Compliant (Size of Stall & Grab Bars)
3	Research and Extension Center		
P1	Accessible Route	Changes in Level	7/8" front door step up; 1 1/4" back door step up.
P1	Entrances and Interior Doors	Changes in Level	Step up for entrance doors (See Accessible Route-barrier details).
P3	Toilet Rooms	Grab Bars	One grab bar installed.
4	Agricultural Experiment Station		
P1	Accessible Route	Changes in Level	Steps on all entrances.
P1	Parking	Number	No handicap space designated.
P1	Entrances and Interior Doors	Changes in Level	Steps on all entrances.
P3	Toilet Rooms	Toilet Stalls	No ADA compartment.
P3	Bathing Facilities and Shower Rooms	Shower Stalls	No ADA shower compartment.
P1	Stairs	Handrails	No handrails installed.
5	School of Nursing		
P3	Toilet Rooms: Bldg P	Toilet Stalls	No ADA compartment.
P3	Toilet Rooms: Bldg U	Number	No ADA compartment.
6	Student Center		
P3	Toilet Rooms	Grab Bars	One grab bar existing in men's toilet.
P3	Bathing Facilities and Shower Rooms	Location	Due to reuse of space as a Fitness Center, curb installed in shower to prevent slippery floor.
P4	Public Telephones	Height	Inoperable; Placement too high.
7	Great House		
	No Barriers Identified.		
8	Cooperative Extension Service		
P1	Accessible Route	Changes in Level	Steps at all entrances.
P1	Entrances and Interior Doors	Changes in Level	Steps at all entrances.
P3	Toilet Rooms	Changes in Level	Building B bathrooms require step up.
P1	Ramps	Handrail	Handrails end at edge of steps.
P1	Stairs	Handrails; Treads & Risers	Handrails on one side of steps only, by Bldg B - Physical Plant Offices.
9	Delta M. Jackson Dorsch Complex		
P3	Toilet Rooms	Toilet Stalls	Residential Suites: ADA facilities temporarily reused as offices.



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

	Facility Name & Area	Description	Barrier
P3	Bathing Facilities and Shower Rooms	Shower Stalls	Residential Suites: ADA facilities temporarily reused as offices due to lack of demand for ADA housing needs.
P1	Parking	Number	No handicap space designated.
P4	Public Telephones	Height	Inoperable; Placement too high.
10	Modular Building		
P1	Accessible Route	Changes in Level	Step up required for access to facility.
P1	Parking	Number	No handicap space designated.
P1	Entrances and Interior Doors	Changes in Level	Step up at every entrance.
P1	Stairs	Handrail	Handrail too short.
11	Campus Info Center		
P1	Parking	Signage	Signage of accessibility not visible.
P4	Public Telephones	Height	Inoperable; Placement too high.
12	AES Field Labs		
P1	Accessible Route	Changes in Level	Unimproved access to facilities.
P3	Toilet Rooms	Grab Bars	No grab bars.
P3	Bathing Facilities and Shower Rooms	Shower Stalls	No ADA shower compartment.
13	Fish & Produce Market		
P1	Accessible Route	Changes in Level	Unimproved access to facilities.
P1	Parking	Number	No handicap space designated.
P3	Toilet Rooms	Toilet Stalls	No ADA Toilet Compartment.
14	Research & Technology Park		
	No Barriers Identified.		
15	Pavilion		
	No Barriers Identified.		

In summary, of the forty barriers evaluated on the Albert A. Sheen Campus only fifteen (15) were identified as areas that corrective actions are required since the University provides reasonable accommodation to extend programs and services from those areas that are not physically accessible. The full evaluation of the physical barriers identified is included in **Appendix K**.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

H. PHYSICAL ACCESS (BARRIERS) – St. Thomas Campus

The assessment was completed by the Physical Plant Director Charles Martin, Maintenance Leader Derek Connor and Director of Campus Operations LilyMae Durante. Eighty-one areas of accessibility concern were identified and are listed below according to the physical barrier category, **P1** Entrance Barriers including accessible route, parking, curb ramps, ramps, entrances and interior doors and stairs; **P2** Access to Programs-Goods-Services including elevators, lifts, drinking fountains, warning signals, sales and service counters, and meeting and conference areas; **P3** Access to Toilets including toilet rooms and bathing facilities and shower rooms; and **P4** Other Barriers including public (courtesy) telephones. Overall fourteen elements of physical barriers were assessed in each building. See full listing of elements assessed in the Physical Access Barriers questionnaire in **Appendix E**.

Facility Name & Area	Description	Barrier
1 Physical Plant		
P1 Accessible Route	Access Route	No designated accessible route to entrance & workshop.
P1 Parking	Number	No designated handicap space
P1 Ramp - Level 1 Supplies/Storage and Maintenance shop	Access Route	Uneven access ramp
P1 Ramp - Level 2	Access Route	No accessible route to Level 2
P3 Toilet Rooms (2)	Toilet Stalls and grab bars	No ADA compartment and grab bars
P3 Bathing Facilities and Shower Rooms (1 Male, 1 Female)	Shower Stalls	Not ADA Compliant (Size of Stall & Grab Bars)
2 Eastern Caribbean Center		
P2 Warning Signals	Fire alarm	Broken fire alarm on Level 1
3 UVI CELL/RTPark		
P1 Ramps	Access Route	Step up to the entrance door
P2 Warning Signals	Fire alarm	Missing fire alarm on level 1 of UVI CELL
4 EPSCoR/Faculty East Dorms		
P1 Parking	Number	No designated handicap space
P1 Ramp - EPSCoR	Access Route	Uneven access ramp
P1 Ramp - Housing Units	Access Route	Step down to access route from the driveway.
P2 Warning Signals	Fire alarm	Missing fire alarm on level 1
5 CMES Annes & CGTC		
P1 Ramp - Ground Floor	Access Route	Drop in level of ramp to the entrance door
P1 Ramp - Second Floor	Access Route	No designated accessible route to second floor.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Facility Name & Area	Description	Barrier
6 Recreation Center		
P1 Ramps	Access Route	Drop in level of ramp.
P1 Parking	Number	No designated handicap space
P2 Warning Signals	Fire alarm	Missing fire alarms
P3 Toilet Rooms (4)	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Not ADA compliant (grab bars). Existing facility. Construction Exempt. Small footprint.
7 East Hall		
P1 Parking	Signage	Signage of accessibility not visible.
8 North Hall		
P1 Accessible Route	Access Route	No access route to North A, B, C, D, & E dorm suites. Flight of steps.
P1 Parking	Number	No designated handicap space
P1 Ramps	Access Route	No ADA access routes to the building
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Not ADA compliant (grab bars). Existing facility. Construction Exempt. Small footprint.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.
9 Student Activities Center		
P1 Parking	Number	No designated handicap space
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Small footprint.
10 Middle Hall		
P1 Ramps	Access Route	No ADA access routes to the building
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars).
P3 Bathing Facilities and Shower Rooms	Shower Stalls	Not ADA Compliant (Size of Stall & Grab Bars)
10 A Middle Hall Annex		
P1 Accessible Route	Access Route	No ADA access routes to the building
P1 Ramps	Access Route	No ADA access routes to the building
P3 Toilet Rooms	Grab bars	No grab bars available.
P3 Bathing Facilities and Shower Rooms	Shower stalls and grab bars	Not ADA Compliant (Size of Stall & Grab Bars)



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Facility Name & Area	Description	Barrier
11 Dining Pavilion		
No barriers identified		
12 South Hall		
P1 Parking	Number	No designated handicap space
P1 Ramps	Access Route	No ADA access routes to the building.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Bathing Facilities and Shower Rooms	Grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
13 Bookstore		
No barriers identified		
14 Paiewonsky Library		
No barriers identified		
15 School of Business		
No barriers identified		
16 School of Education		
No barriers identified		
17 School of Nursing		
No barriers identified		
18 College of Science and Math		
P3 Toilet Rooms	Toilet Stalls and grab bars	Restrooms not ADA compliant on accessible level - (size and grab bars). Existing facility.
19 Quarters B		
P1 Accessible Route	Access Route	No accessible route to Building entrance. Existing Facility.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Small footprint.
20 West Hall		
No barriers identified		
21 CLASS- Social Science		
No barriers identified		
22 Health Services		
P1 Parking	Number and signage	No designated handicap space
P3 Toilet Rooms	Toilet Stalls, grab bars and signage	Not ADA compliant (size and grab bars). Existing facility.
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Access to infirmary shower stall blocked by storage. Leaking plumbing.



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Facility Name & Area	Description	Barrier
23 Music Center		
No barriers identified		
24 Roupp House		
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.	Not ADA compliant (size and grab bars). Existing facility, small footprint.
25 Cooperative Extension Service		
P1 Parking	Number and signage	No designated handicap space.
26 Penha House		
P1 Parking	Number and signage	No designated handicap space.
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA Compliant (Size of Stall & Grab Bars)
27 Sports & Fitness Center		
No barriers identified		
28 Wellness Center		
No barriers identified		
29 CLASS (Humanities)		
P1 Accessible Route	Level changes	Uneven path in access route due level changes.
P1 Parking	Location	Two designated handicap spaces located on an incline.
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.	Not ADA compliant (size and grab bars). Existing facility, small footprint.
30 CA Building		
No barriers identified		
31 Center for Marine & Environmental Studies (CMES)		
No barriers identified		
32 Administration & Conference Center (ACC)		
P1 Accessible Route	Automatic ADA entrance door inoperable	Automatic ADA entrance door inoperable



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Facility Name & Area	Description	Barrier
P2 Service Counters	Height at Lobby, Human Resources & Cashier Counters	Service counters/desks not ADA compliant.
33 Institutional Advancement		
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
34 Faculty & Staff Residential Housing		
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.
35 Guest House		
P1 Accessible Route	Access Route	No designated accessible route to building entrance and maintenance workshop
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.
36 Executive Housing #1		
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.
37 Executive Housing (#2)		
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.
38 Brewers Bay Beach & Restrooms		



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

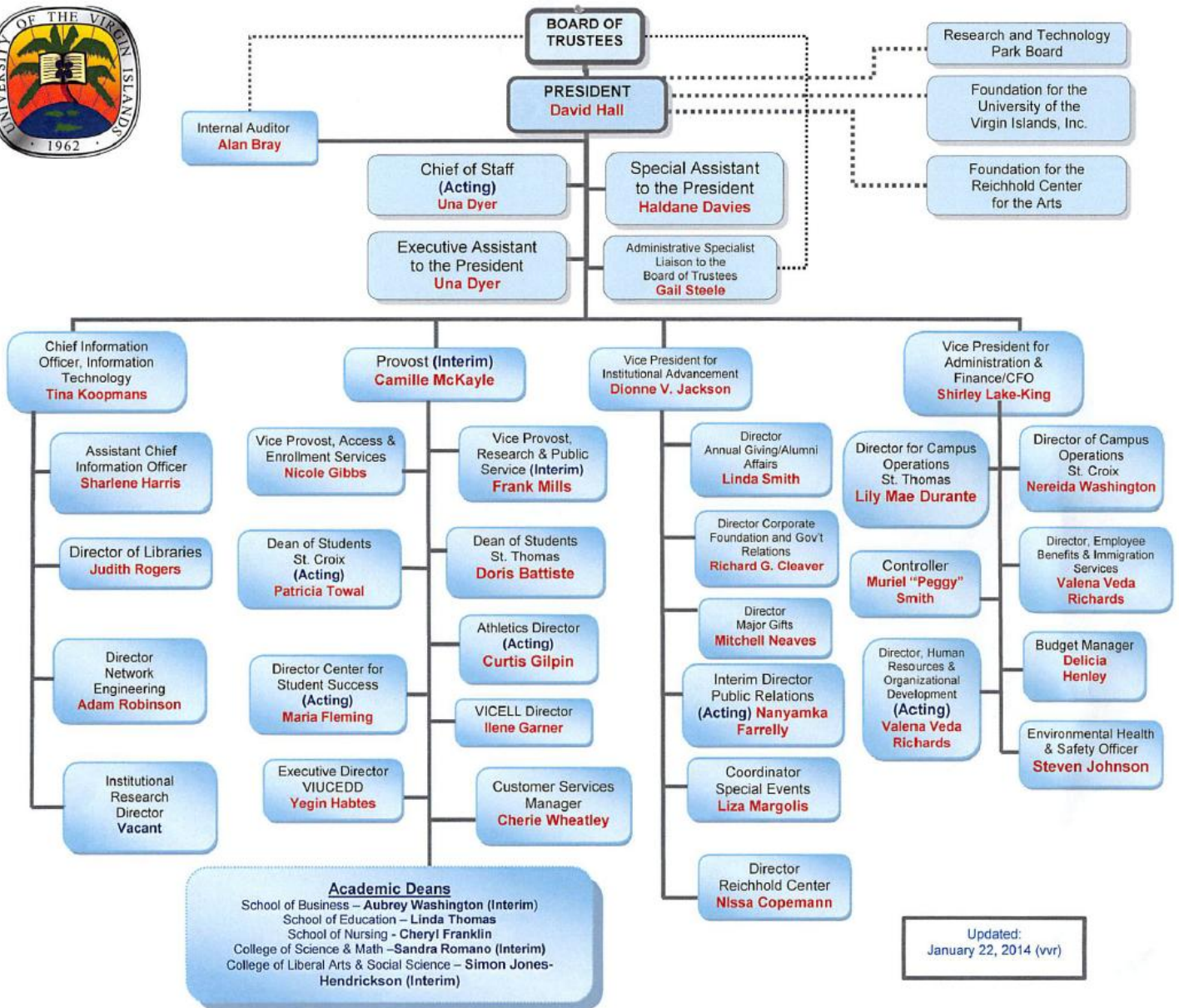
Facility Name & Area	Description	Barrier
P1 Parking	Number	No designated handicap space
39 Reichhold Center for the Arts		
P1 Ramp	Access Ramp	No accessible route to public restrooms on the main terrace (Male and Female)
P1 Parking	Number and Signage	Two illegible handicap signage in unimproved parking area. Inadequate number of designated handicap parking spaces.
P1 Parking	Signage	No ADA handicap signage on parking areas utilized for handicap parking on gangway.
P2 Drinking fountain	Height & inoperable	Non ADA compliant and inoperable drinking fountain
P3 Toilet Rooms - Lower level - Staff	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Toilet Rooms - Artists changing rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Bathing Facilities and Shower Rooms - Artists changing rooms	Size and grab bars	Shower facility not ADA compliant. Existing facility, small footprint.
P3 Toilet Rooms - Green rooms (2)	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Bathing Facilities and Shower Rooms - Green rooms (2)	Shower stalls	Not ADA compliant (size and grab bars). Existing facility, small footprint.
P3 Toilet Rooms - Main terrace - Male	Grab bars, lavatory counter height and signage.	Existing handicap stall lacks grab bars. Signage is outdated.
P3 Toilet Rooms - Main terrace - Female	Grab bars, lavatory counter height and signage.	Existing handicap stall lacks grab bars. Signage is outdated.
P2 Service Counters	Height at Box Office Ticket Counter	Non compliant height of ticket counter.



APPENDIX G

UVI ORGANIZATIONAL STRUCTURE

Appendix G: UVI Organizational Structure

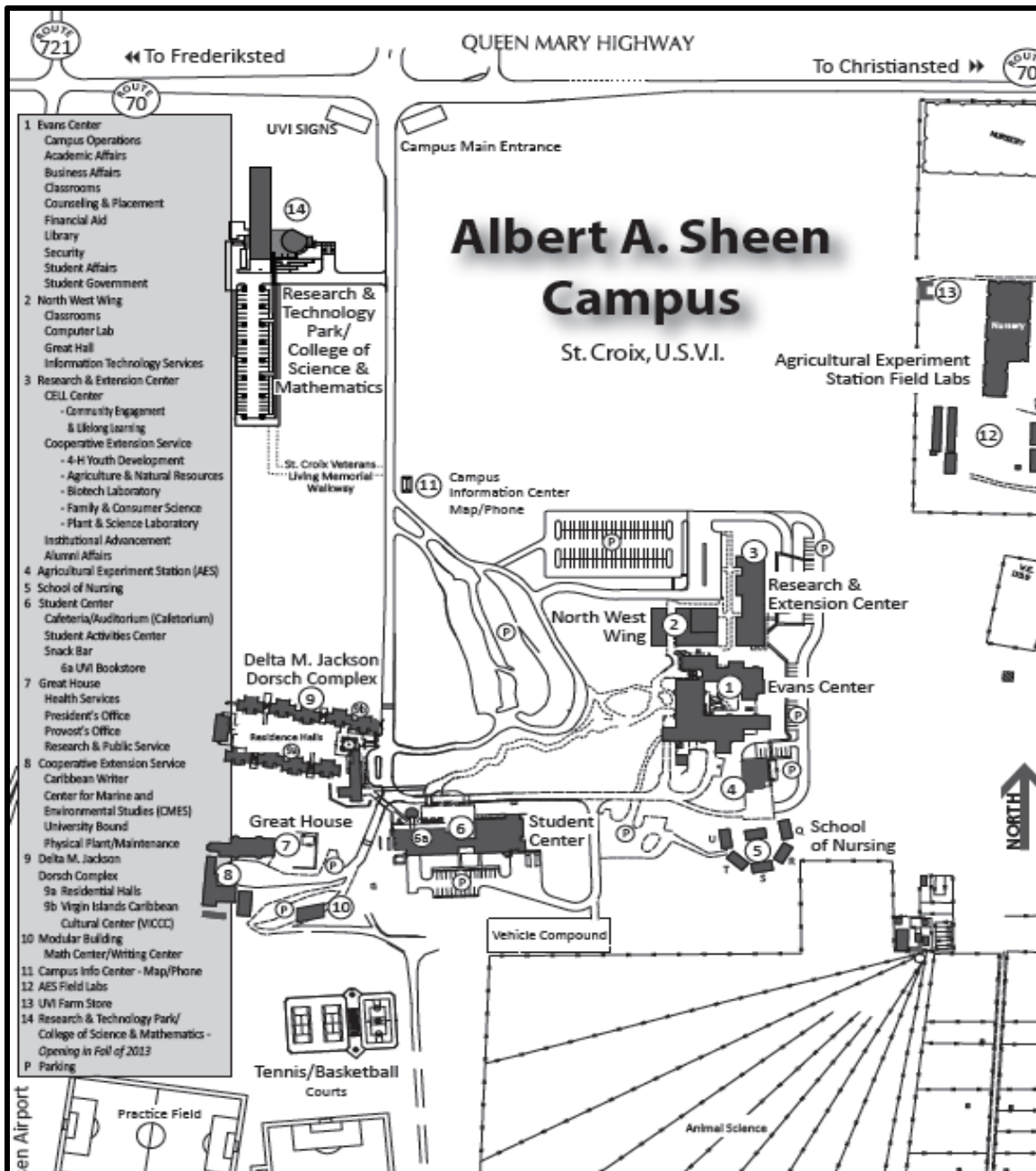




APPENDIX H

CAMPUS MAPS

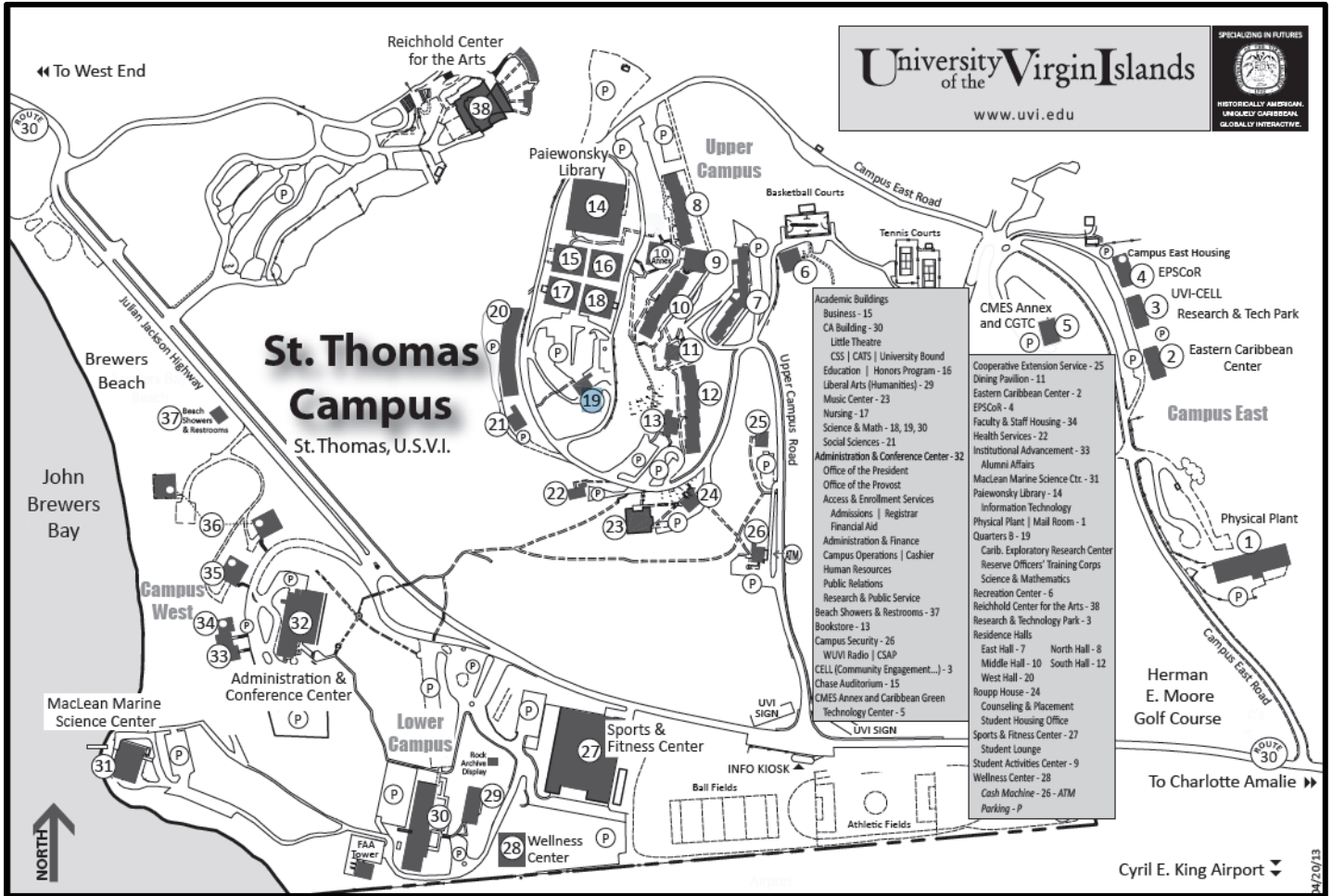
Appendix H: Campus Maps





University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan





APPENDIX I

TOWN-HALL MEETING QUESTIONNAIRE

Appendix I: Town-Hall Meeting Questionnaire (Excerpt of Presentation)

The questionnaires and checklists used for collecting information regarding the University's accessibility were formatted from questionnaires available from the Section 504/ADA Technical Assistance Handbook and the ADA.gov Best Practices Tool Kit for State and Local Governments. Sample slides from the presentation during the **self-evaluation** town-hall meeting are shown below.

UVI 2014 ADA Self Evaluation & Transition Plan
Section II a January 23, 2014

Employment and Personnel Policies and Procedures

1. In the following areas, do you have policies, practices, or procedures that are followed to ensure that there is no discrimination based on disabilities?

- a. Recruiting advertisements ● Yes ● No ● NA
- b. Processing of applications ● Yes ● No ● NA
- c. Employment testing ● Yes ● No ● NA
- d. Interviewing and orientation ● Yes ● No ● NA
- e. Promotion, transfer, demotion, lay-off, or reinstatement, including changes in compensation resulting from these actions ● Yes ● No ● NA
- f. Job assignments ● Yes ● No ● NA
- g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time ● Yes ● No ● NA
- h. Opportunities for and financial support of training opportunities, conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs ● Yes ● No ● NA

1 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II b January 23, 2014

Communication Infrastructure

1. Do you have a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others? ● Yes ● No ● NA

2. If any written materials are provided by your program or services, do you provide any of the following alternatives?

- a. Audio tape ● Yes ● No ● NA
- b. Braille ● Yes ● No ● NA
- c. Reader ● Yes ● No ● NA
- d. Aide ● Yes ● No ● NA
- e. Mailed to home ● Yes ● No ● NA
- f. Large print ● Yes ● No ● NA
- g. Interpreter ● Yes ● No ● NA
- h. Other assistance ● Yes ● No ● NA

5 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II c January 23, 2014

Accessibility of Programs and Activities

1. Does your entity have a written policy stating that it does not discriminate against people with disabilities? ● Yes ● No ● NA

2. Does your staff know and understand about your commitment not to discriminate? ● Yes ● No ● NA

3. Do you have a designated coordinator for the Section 504 Rehabilitation and the Americans with Disabilities Act (ADA) compliance requirements? ● Yes ● No ● NA

4. Have you identified the persons with disabilities and other individuals who helped in your Self-Evaluation and is their participation described? ● Yes ● No ● NA

10 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II d January 23, 2014

Accessibility of Facilities (Architectural Barriers)

Self-Evaluation Questionnaire – Albert A. Sheen Campus		Yes	No	NA
1	Evans Center			
a	Accessible Route			
	Primary access route services levels 100, 200, 300, 600, 700 and 900.	X		
	Not accessible are levels 400, 500 North and South, and 800.		X	
b	Parking	X		
c	Curb Ramps	X		
d	Ramps	X		
e	Entrances and Interior Doors	X		
f	Stairs	X		
g	Elevators	X		
h	Lifts			X
i	Drinking Fountains	X		
j	Toilet Rooms			
	400-Level: Entire floor not accessible, no ADA stalls		X	
	700-Level: Bathroom accessible, no ADA stalls		X	
	800-Level: Entire floor not accessible, no ADA stalls		X	
k	Public Telephones	X		
l	Warning Signals Audible but exit signs do not flash.		X	
m	Meeting and Conference Areas			
	401 Theater Not accessible any level.		X	
n	Bathing Facilities and Shower Rooms			X

16 | Slide



APPENDIX J

3-YEAR TRANSITION PLAN MATRIX

Appendix J: 3-Year Transition Plan Matrix

The matrix, see sample section below, used as a tool to summarize, rank, and plan the actions needed to correct the accessibility deficiencies at the University was provided by the Territorial ADA office.

*2013 University of the Virgin Islands, Albert A. Sheen Campus, 3 Year Transition Plan Matrix. December 31, 2016 Date of Completion
(Click on the red triangle in each section for additional information)*

Location			Deficiency		Correction		Criteria L= Low M= Medium					Finalized Actions To be determined by Head of the Department	
Reference	Facility Name	Area	Description	Barrier	2010 ADASAD Reference	Recommended Correction	Primary Overall	Public Access	Frequency	Phone# (contractor's)	Conceptual Cost to Department	Finished Correction	Date to be Corrected
EX. GO-1	Government House-STT	Parking	All Accessible Parking	Accessible Parking does not exist due to no designated disabled parking spaces.	Section 208.2	Provide at least one accessible parking space as the designated accessible parking in front entrance of GH-STT w/ sign. 1=25 spaces	H	H	H	GO-1	\$150	Follow Recommended Correction	1/15/2014
C1	Evans Center												
C1-01	Academic Services												
C1-02	ATM												
C1-03	Business Services												
C1-04	Campus Operations												
C1-05	Cashier's Office												
C1-06	Center for Student Success												
C1-07	Classrooms												
C1-08	Computer Lab												
C1-09	Counseling & Placement												



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Upon conclusion of the self-evaluation process the compliance requirement data collected was shared with the University community at the Town-Hall meetings on March 20-21, 2014. Approximately one hundred and twenty individuals at the University participated in the sessions. The focus of the presentation to the community was to highlight all the compliant concerns identified both in the institutional programs, services, activities or policies and any physical barriers of the facilities. The presentation included both the compliance requirement as well as the University's recommended correction. Sample slides from the town-hall presentation of the draft **transition plan** are shown below.

UVI 2014 ADA Self Evaluation & Transition Plan
Section II a
March 20, 2014

Employment and Personnel Policies and Procedures

Compliance Requirement	Recommended Correction
Program Policies & Procedures	
1 Ensure that employees know and understand UVI's commitment not to discriminate. (2)	Training & Educational Awareness
2 Assure that all programs, services, and activities, to include meetings, workshops, and conferences, are held in accessible locations. (5)	Document procedures to include reasonable accommodations.
3 Ensure ability to provide in alternate formats, resource manuals that govern programs, including rules, policies, manuals, and other guidelines. (6)	Identify and provide alternate formats for manuals.
4 Ensure that qualified individuals, those that meet program eligibility and admission requirements, have: (9) <i>a. The opportunity to participate in or benefit from the aid, benefit, or service offered. (a)</i> <i>b. The opportunity to participate as a member of a planning or advisory board. (f)</i> <i>c. Enjoy any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive UVI services. (g)</i>	Document policy and procedures.
5 Assure that hearing-impaired persons can benefit from presentations that are using video, audiovisual, and television equipment. (11)	Document procedures to include reasonable accommodations.

2 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II a
March 20, 2014

Employment and Personnel Policies and Procedures

Compliance Requirement	Recommended Correction
Program Policies & Procedures	
1 Ensure that employees know and understand UVI's commitment not to discriminate. (2)	Training & Educational Awareness
2 Assure that all programs, services, and activities, to include meetings, workshops, and conferences, are held in accessible locations. (5)	Document procedures to include reasonable accommodations.
3 Ensure ability to provide in alternate formats, resource manuals that govern programs, including rules, policies, manuals, and other guidelines. (6)	Identify and provide alternate formats for manuals.
4 Ensure that qualified individuals, those that meet program eligibility and admission requirements, have: (9) <i>a. The opportunity to participate in or benefit from the aid, benefit, or service offered. (a)</i> <i>b. The opportunity to participate as a member of a planning or advisory board. (f)</i> <i>c. Enjoy any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive UVI services. (g)</i>	Document policy and procedures.
5 Assure that hearing-impaired persons can benefit from presentations that are using video, audiovisual, and television equipment. (11)	Document procedures to include reasonable accommodations.

2 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II d
March 20, 2014

Accessibility of Facilities (Architectural Barriers)

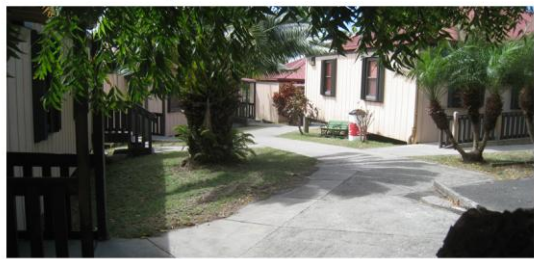


Facility Name & Area	Barrier	Recommended Correction
3 Research and Extension Center		
P1 Accessible Route	7/8" front door step up; 1 1/4" back door step up.	Add slope in access route to eliminate the step up.
P1 Entrances and Interior Doors	7/8" front door step up; 1 1/4" back door step up for entrance doors.	Add slope in access route to eliminate the step up.
P3 Toilet Rooms	Need additional grab bar.	Install additional grab bar per specifications.

13 | Slide

UVI 2014 ADA Self Evaluation & Transition Plan
Section II d
March 20, 2014

Accessibility of Facilities (Architectural Barriers)



Facility Name & Area	Barrier	Recommended Correction
5 School of Nursing		
P3 Toilet Rooms: Bldg P	No ADA compartment.	Pre-existing small footprint; Construction Exempt (Exist. Facility)
P3 Toilet Rooms: Bldg U	Need ADA compartment.	Redesign stalls (Male & Fem) to meet size and number.

15 | Slide



APPENDIX K

3-YEAR TRANSITION PLAN

Appendix K: 3-Year Transition Plan

The Transition Team met on March 14, 2014 to evaluate the accessibility barriers identified during the self-evaluation about the University programs, services, and physical barriers. The University is committed to having all of its programs, services and activities readily accessible to and usable by individuals with disabilities. Given the human resources and financial resources needed to effectively make all services accessible, the University administration committed to completing all policies and procedures needed during this 3-year period. The chart below summarizes the transition plan to ensure that the University is fully compliant.

3-Year Transition Plan Summary <i>University of the Virgin Islands</i>				
Institutional Programs, Services, Activities or Policies	2014	2015	2016	Total
Funding Needed	\$10,000			
Program Policy & Procedures	3	2		5
Employment	2			2
Effective Communication	5	2		7
Website Accessibility	8	4		12
Notice of Discrimination	2			2
Grievance Procedure	1			1
Number of Policies/Procedures Needed	21	8		29
Physical Barriers – Albert A. Sheen Campus	2014	2015	2016	Total
Funding Needed	\$10,500	\$28,000	\$35,000	\$73,500
P1: Entrance Barriers	3	4		7
P2: Access to Programs-Goods-Services				
P3: Access to Toilets	2	1	2	5
P4: Other Barriers	3			3
Total Corrective Measures/Year	8	5	2	15



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

Physical Barriers – St. Thomas Campus	2014	2015	2016	Total
Funding Needed	\$8,800	\$39,750	\$39,000	\$87,550
P1: Entrance Barriers	5	7	3	15
P2: Access to Programs-Goods-Services	4	1	0	5
P3: Access to Toilets	2	5	11	18
P4: Other Barriers	0	0	0	0
Total Corrective Measures/Year	11	13	14	38



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan		Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Compliance Requirement		Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
Program Policies & Procedures								
1	Ensure that employees know and understand UVI's commitment not to discriminate. (2)	Training & Educational Awareness					See recommendation.	09/30/2015
2	Assure that all programs, services, and activities, to include meetings, workshops, and conferences, are held in accessible locations. (5)	Document procedures to include reasonable accommodations.					See recommendation.	09/30/2014
3	Ensure ability to provide in alternate formats, resource manuals that govern programs, including rules, policies, manuals, and other guidelines. (6)	Identify and provide alternate formats for manuals.					See recommendation.	09/30/2015
4	Ensure that qualified individuals, those that meet program eligibility and admission requirements, have: (9)	Document policy and procedures.					See recommendation.	09/30/2014
	<i>a. The opportunity to participate in or benefit from the aid, benefit, or service offered. (9a)</i>							
	<i>b. The opportunity to participate as a member of a planning or advisory board. (9f)</i>							
	<i>c. Enjoy any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive UVI services. (9g)</i>							
5	Assure that hearing-impaired persons can benefit from presentations that are using video, audiovisual, and television equipment. (11)	Document procedures to include reasonable accommodations.					See recommendation.	09/30/2014
Employment								
1	Document process for determining if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation. (5)	Document policy and procedures.					See recommendation.	09/30/2014
2	Provide sensitivity training to ensure that employees and supervisors do not subject individuals with disabilities to discrimination. (8)	Training & Educational Awareness				\$10,000.00	See recommendation.	09/30/2014



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan		Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Compliance Requirement		Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
Effective Communication								
1	Prepare a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. (1)	Document policy and procedures					See recommendation.	09/30/2015
2	Document procedure that describe how UVI regularly advertises to the public that it will provide <u>auxiliary aids and services for effective communication to participate in programs and services.</u> (5)	Document policy and procedures					See recommendation.	09/30/2014
3	Document procedure describing how UVI will ensure that meetings, workshops and conferences will be accessible for individuals with communication disabilities. (6)	Document policy and procedures					See recommendation.	09/30/2014
4	Describe how UVI will use TDD (telecommunication device for the deaf) or the territory relay system to communicate with those who have impaired hearing or speech, including training of staff. (7)	Document policy and procedures					See recommendation.	09/30/2014
5	Indicate the relay service phone numbers on agency brochures, notices, and letterhead listed in telephone directories. (11)	Document policy and procedures					See recommendation.	09/30/2015
6	Designate at least one phone (for public use) that is hearing-aid compatible. (15)	Document policy and procedures					See recommendation.	09/30/2014
7	If UVI determines that equally effective communication cannot be provided: (16)	Document undue hardship, if applicable.					See recommendation.	09/30/2014
	<i>a. Include a statement from the head of UVI.</i>							
	<i>b. Indicate reasons why the service, program, or activity would be fundamentally altered or would result in undue financial and administrative burdens.</i>							
	<i>c. Provide a description of what other action will be taken to provide the benefits or services to the maximum extent possible.</i>							



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan		Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Compliance Requirement			Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction
WEBSITE ACCESSIBILITY								
1	Ensure all links have a text description that can be read by a screen reader (not just a graphic or “click here”. (2)	Training & Educ. Awareness Update all webpages.					See recommendation.	09/30/2014
2	Ensure all photographs, maps, graphics and other images on the website currently have HTML tags (such as an “alt” tag or a long description tag) with text equivalents of the material being visually conveyed. (3)	Training & Educ. Awareness Update all webpages.					See recommendation.	09/30/2015
3	Ensure all documents posted on website are available in HTML or another text-based format (for example, rich text format (RTF), word processing format or Portable Document Format (PDF). (4)	Training & Educ. Awareness Update all webpages.					See recommendation.	09/30/2016
Website Accessibility Policy and Procedures								
4	Post ‘website accessibility policy’ on website in a place where it can be easily located. (13)	Document policy and procedures.					See recommendation.	09/30/2014
5	Ensure that there are written procedures that content will not be posted to the website until it is accessible. (14)	Document policy and procedures.					See recommendation.	09/30/2014
6	Ensure that website accessibility policy notes that Webmaster or alternate designee conduct check of the HTML of all new webpages to confirm accessibility before pages are posted. (15)	Document policy and procedures.					See recommendation.	09/30/2015
7	Ensure policy includes to post a text-based versions (e.g., HTML, RTF, or word processing format) of any document added to the website in PDF format. (16)	Document policy and procedures.					See recommendation.	09/30/2015
8	Document procedures to provide in-house and contractor staff who create web content or post on your website with copies of the Department of Justice’s technical assistance document “Accessibility of State and Local Government Websites to People with Disabilities”. (19)	Document policy and procedures.					See recommendation.	09/30/2014
9	Provide timeframes to make all existing web content accessible. (20)	Complete a written plan.					See recommendation.	09/30/2014
10	Post a written plan on the website regarding improving website accessibility and inviting additional suggestions for improvement. (21)	Document policy and procedures.					See recommendation.	09/30/2014
11	Post a written plan on the website that identifies contact information, including a telephone number and email address, for use in reporting website accessibility problems and/or requesting accessible services and information. (22)	Document policy and procedures.					See recommendation.	09/30/2014
12	Establish procedures to assure a quick response to website visitors with disabilities who are having difficulty accessing information or services available via the website. (23)	Document policy and procedures.					See recommendation.	09/30/2014



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan		Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
			Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
Compliance Requirement		Recommended Correction						
	Notice of Discrimination							
1	Document methods on how notices are available to the public on an ongoing basis. (4)	Document Procedures					See recommendation.	09/30/2014
2	Publish policy of non-discrimination in the newspaper once a year. (5)	Publish Notice Annually					See recommendation.	09/30/2014
	Grievance Procedures							
3	Explain procedures on what to do if UVI cannot accommodate a person with a disability. (3)	Document Procedures					See recommendation.	09/30/2014



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Area	Description	Barrier	Ye	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
1 Evans Center													
P1	Accessible Routes: Levels 400, 500, 800.	Access Route		X		206.2	Make reasonable accommodation.					Reasonable Accom.	N/A
P2	Meeting & Conference 401 Theater	Location		X		221.1	Make reasonable accommodation upon notification.					Reasonable Accom.	N/A
P3	Toilet Rooms 400-Level	Location; Toilet Stalls		X		213.3.6; 604.8	Undue Hardship. Existing Facility Exemption.					Exist Fac. Exemption	N/A
P3	Toilet Rooms 800-Level	Location; Toilet Stalls		X		213.3.6; 604.8	Undue Hardship. Existing Facility Exemption.					Exist Fac. Exemption	N/A
P3	Toilet Rooms 700-Level	Toilet Stalls		X		604.8	Reasonable Accommodation. Accessible Restrooms in Adjacent Facility					Reasonable Accom.	N/A
2 Northwest Wing													
P3	Bathing Facilities and Shower Rooms	Shower Stalls		X		608.2; 608.3	Redesign shower compartments in both male and female to meet size and number.	L	L	L	\$25,000	See correction.	09/30/2015
3 Research and Extension Center													
P1	Accessible Route	Changes in Level		X		303	Add slope in access route to eliminate the step up.	M	M	H	\$1,500	See correction.	09/30/2014
P1	Entrances and Interior Doors	Changes in Level		X		303	Slope access route (See correction for Accessible Route in REC facility.)	M	M	H		See REC Access Route	09/30/2014
P3	Toilet Rooms	Grab Bars		X		604.5	Install additional grab bar per specifications.	M	M	H	\$1,000	See correction.	09/30/2014
4 Agricultural Experiment													
P1	Accessible Route	Changes in Level		X		303	Reasonable accommodation made for program access.					Reasonable Accom	N/A
P1	Parking	Number		X		208.2	Limited Use Space: Parking restricted for employees only, not public.					Limited Use Space.	N/A
P1	Entrances and Interior Doors	Changes in Level		X		303	Reasonable accommodation made for program access					Reasonable Accom.	N/A
P3	Toilet Rooms	Toilet Stalls		X		604.8	Pre-existing small footprint; Construction Exempt (Exist. Facility)					Exist Fac. Exemption	N/A
P3	Bathing Facilities and Shower Rooms	Shower Stalls		X		213.3.6	Pre-existing small footprint; Construction Exempt (Exist. Facility)					Exist Fac. Exemption	N/A
P1	Stairs	Handrails		X		405.8; 505	Install handrails as required.	L	L	L	\$3,000	See correction.	03/30/2015



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President		
Facility Name & Area	Description	Barrier	Ye	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date	
5 School of Nursing														
P3	Toilet Rooms: Bldg P	Toilet Stalls	No ADA compartment.		X		604.8	Pre-existing small footprint; Construction Exempt (Exist. Facility)					Exist Fac. Exemption	N/A
P3	Toilet Rooms: Bldg U	Number	No ADA compartment.		X		604.8	Redesign both (Male & Female) toilet stalls to meet size and number.	M	M	M	\$20,000	See correction.	09/30/2015
6 Student Center														
P3	Toilet Rooms	Grab Bars	One grab bar existing in men's toilet.		X		604.5	Re-install one grab bar missing, as required.	H	H	H	\$500	See correction.	09/30/2014
P3	Bathing Facilities and Shower Rooms	Location	Due to reuse of space as a Fitness Center, curb installed in shower to prevent slippery floor.		X		604.8	Remove curb in shower if necessary. Reslope floor and add grab bar.	L	L	L	\$10,000	See correction.	09/30/2016
P4	Public Telephones	Height	Inoperable; Placement too high.		X		217.2	Repair and adjust height of phone.	M	M	L	\$2,000	See correction.	09/30/2014
7 Great House														
No Barriers Identified.														
8 Cooperative Extension Service														
P1	Accessible Route	Changes in Level	Steps at all entrances.		X		303	Reasonable accommodations made as required.					Reasonable Accom.	N/A
P1	Entrances and Interior Doors	Changes in Level	Steps at all entrances.		X		303	Reasonable accommodations made as required.					Reasonable Accom.	N/A
P3	Toilet Rooms	Changes in Level	Building B bathrooms require step up.		X		303	Reasonable accommodations: Accessible Restrooms in Adjacent Facility.					Reasonable Accom.	N/A
P1	Ramps	Handrail	Handrails end at edge of steps.		X		505	Install extensions to each end of handrails per specifications.	H	M	M	\$1,500	See correction.	09/30/2015
P1	Stairs	Handrails; Treads & Risers	Handrails on one side of steps only, by Bldg B - Physical Plant Offices.		X		405.8; 505	Install second set of handrails.	H	M	M	\$2,000	See correction.	09/30/2015
9 Delta M. Jackson Dorsch														
P3	Toilet Rooms	Toilet Stalls	Residential Suites: ADA facilities temporarily reused as offices.		X		604.8	TEMPORARY: Accessible Restrooms in Adjacent Facility for visitors.					Temporary Re-Use.	N/A
P3	Bathing Facilities and Shower Rooms	Shower Stalls	Residential Suites: ADA facilities temporarily reused as offices due to lack of demand for ADA housing needs.		X		213.3.6	TEMPORARY: Facility designed with two (2) ADA Suites, temporarily used as Administrative Offices.					Temporary Re-Use.	N/A
P1	Parking	Number	No handicap space designated.		X		208.2	Designate a handicap space.	H	L	L	\$1,000	See correction.	09/30/2014
P4	Public Telephones	Height	Inoperable; Placement too high.		X		217.2	Repair and adjust height of phone.	M	M	L	\$2,000	See correction.	09/30/2014



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Area	Description	Barrier	Ye	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
10 Modular Building													
P1	Accessible Route	Changes in Level		X		303	Reasonable accommodations made as needed.					Reasonable Accom.	N/A
P1	Parking	Number		X		208.2	Reasonable accommodation made as needed.					Reasonable Accom.	N/A
P1	Entrances and Interior Doors	Changes in Level		X		303	Reasonable accommodations made as required.					Reasonable Accom.	N/A
P1	Stairs	Handrail		X		405.8; 505	Handrail need to be extended per specifications.	H	L	L	\$1,500	See correction.	09/30/2015
11 Campus Info Center													
P1	Parking	Signage		X		502.6	Need to repaint signage and stripes on handicap space.	M	L	L	\$1,000	See correction.	09/30/2014
P4	Public Telephones	Height		X		217.2	Replace and reposition telephone.	M	L	L	\$1,500	See correction.	09/30/2014
12 AES Field Labs													
P1	Accessible Route	Changes in Level		X		303	Limited Use Area: Facility access to agricultural field employees primarily.					Limited Use Area.	N/A
P3	Toilet Rooms	Grab Bars		X		604.5	Limited Use Area: Facility access to agricultural field employees primarily.					Limited Use Area.	N/A
P3	Bathing Facilities and Shower Rooms	Shower Stalls		X		213.3.6	Limited Use Area: Facility access to field employees primarily.					Limited Use Area.	N/A
13 Fish & Produce Market													
P1	Accessible Route	Changes in Level		X		303	Limited Use Area: Access for field tours and research work only.					Limited Use Area.	N/A
P1	Parking	Number		X		208.2	Limited Use Area: Official use parking lot only for field activities.					Limited Use Area.	N/A
P3	Toilet Rooms	Toilet Stalls		X		604.8	Limited Use Area: Access for field tours and research work only.					Limited Use Area.	N/A
14 Research & Technology Park													
No Barriers Identified.													
15 Pavilion													
No Barriers Identified.													



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
1 Physical Plant													
P1 Accessible Route	Access Route	No designated accessible route to entrance & wkshp.		X		206.2.2	Reasonable accommodation.					Reasonable accom.	N/A
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Designate a handicap space in parking lot	M	L	L	\$500	See correction.	09/30/2014
P1 Ramp - Level 1 Supplies/Storage and	Access Route	Uneven access ramp		X		405.2	Repair access ramp	M	L	L	\$1,000	See correction.	09/30/2015
P1 Ramp - Level 2	Access Route	No accessible route to Level 2		X		405.2	Reasonable accommodation.					Reasonable accom.	N/A
P3 Toilet Rooms (2)	Toilet Stalls and grab bars	No ADA compartment and grab bars		X		604.5; 604.8	Re-design existing toilet stalls and install grab bars	M	L	L	\$7,500	See correction.	09/30/2015
P3 Bathing Facilities and Shower Rooms (1 Male, 1 Female)	Shower Stalls	Not ADA Compliant (Size of Stall & Grab Bars)		X		608.2; 608.3	Redesign shower compartment to meet size and no.	M	L	L	\$7,500	See correction.	09/30/2015
2 Eastern Caribbean Center													
P2 Warning Signals	Fire alarm	Broken fire alarm on Level 1		X		215	Existing facility. Replace broken smoke detector	H	M	L	\$100	Replace broken smoke detectors	09/30/2014
3 UVI CELL/RTPark													
P1 Ramps	Access Route	Step up to the entrance door		X		405	Reasonable accommodation					Reasonable accommodation	N/A
P2 Warning Signals	Fire alarm	Missing fire alarm on level 1 of UVI CELL		X		215	Existing facility. Replace broken smoke detector	H	M	L	\$100	Replace broken smoke detectors	09/30/2014
4 EPSCoR/Faculty East Dorms													
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Designate a handicap space in parking lot	M	L	L	\$500	See correction	09/30/2014
P1 Ramp - EPSCoR	Access Route	Uneven access ramp		X		405.2	Repair access ramp	M	L	L	\$2,500	Repair access ramp.	09/30/2015
P1 Ramp - Housing Units	Access Route	Step down to access route from the driveway.		X		405.2	Reasonable accommodation					Reasonable accommodation	N/A
P2 Warning Signals	Fire alarm	Missing fire alarm on level 1		X		215	Existing facility. Replace broken smoke detector	H	M	L	\$100	Replace broken smoke detectors	09/30/2014



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
5 CMES Annes & CGTC													
P1 Ramp - Ground Floor	Access Route	Drop in level of ramp to the entrance door		X		405.2	Repair access ramp	M	M	M	\$1,000	See correction	09/30/2015
P1 Ramp - Second Floor	Access Route	No designated accessible route to second floor.		X		405.2	Undue harship. Reasonable accommodation.					Reasonable accommodation	N/A
6 Recreation Center													
P1 Ramps	Access Route	Drop in level of ramp.		X		405.2	Repair access ramp.	M	M	M	\$2,000	Repair access ramp.	09/30/2015
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Unimproved parking lot.					Reasonable accommodation	N/A
P2 Warning Signals	Fire alarm	Missing fire alarms		X		215	Existing facility. Install fire alarm system.	H	M	L	\$200	See correction	09/30/2014
P3 Toilet Rooms (4)	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.		X		604.5; 604.8	Existing facility. Construction Exempt. Small footprint.					Existing facility construction exemption.	N/A
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Not ADA compliant (grab bars). Existing facility. Construction Exempt. Small footprint.		X		608.2 & 608.3	Existing facility. Install grab bars in shower stall.	M	M	L	\$1,000	See correction	09/30/2014
7 East Hall													
P1 Parking	Signage	Signage of accessibility not visible.		X		502.6	Repaint signage and stripes on the two handicap spaces.	M	L	L	\$300	See correction.	09/30/2014
8 North Hall													
P1 Accessible Route	Access Route	No access route to North A, B, C, D, & E dorm suites. Flight of steps.		X		206.2.2	Reasonable accommodation in alternate accessible dormitory					Reasonable accommodation	N/A
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Designate a handicap space in the North Dorm parking lot	M	M	M	\$1,500	See correction.	09/30/2014
P1 Ramps	Access Route	No ADA access routes to the building		X		405.2	Existing facility. Reasonable accommodation in West residence hall.					Reasonable accommodation	N/A
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Not ADA compliant (grab bars). Existing facility. Construction Exempt. Small footprint.		X		608.2 & 608.3	Existing facility. Reasonable accommodation in West residence hall.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.		X		604.5; 604.8	Existing facility. Reasonable accommodation in West residence hall.					Reasonable accommodation	N/A



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria:				Finalized Actions:		
			Yes	No	NA			Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction
9 Student Activities Center														
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Designate a handicap space in the North Dorm parking lot	M	M	M	-		See North Hall correction above.	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Small footprint.		X		604.5; 604.8	Reconfigure female toilet stalls into one ADA compliant stall. Remodel male restroom.	M	H	L		\$5,000	See correction	09/30/2016
10 Middle Hall														
P1 Ramps	Access Route	No ADA access routes to the building		X		206.2.2	Impractical. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars).		X		604.5; 604.8	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
P3 Bathing Facilities and Shower Rooms	Shower Stalls	Not ADA Compliant (Size of Stall & Grab Bars)		X		608.2; 608.3	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
10 A Middle Hall Annex														
P1 Accessible Route	Access Route	No ADA access routes to the building		X		206.2.2	Impractical. Reasonable accommodation in West residence hall						Reasonable accommodation	N/A
P1 Ramps	Access Route	No ADA access routes to the building		X		405.2	Impractical. Reasonable accommodation in West residence hall						Reasonable accommodation	N/A
P3 Toilet Rooms	Grab bars	No grab bars available.				604.5	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
P3 Bathing Facilities and Shower Rooms	Shower stalls and grab bars	Not ADA Compliant (Size of Stall & Grab Bars)		X		608.2; 608.3	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
11 Dining Pavilion														
No barriers identified														
12 South Hall														
P1 Parking	Number	No designated handicap space		X		208.3.1 & 502	Reasonable accommodation made in West residence hall.						Reasonable accommodation	N/A
P1 Ramps	Access Route	No ADA access routes to the building.		X		405.2	Undue hardship. Reasonable accommodation made in West residence hall.						Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A
P3 Bathing Facilities and Shower Rooms	Grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.				608.2; 608.3	Existing facility. Reasonable accommodation in West residence hall.						Reasonable accommodation	N/A



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date	
13 Bookstore													
No barriers identified													
14 Paiewonsky Library													
No barriers identified													
15 School of Business													
No barriers identified													
16 School of Education													
No barriers identified													
17 School of Nursing													
No barriers identified													
18 College of Science and Math													
P3 Toilet Rooms	Toilet Stalls and grab bars	Restrooms not ADA compliant on accessible level - (size and grab bars). Existing facility.		X		604.5; 604.8	Combine the male and female toilets on the main accessible level to create one accessible toilet room.	M	H	L	\$3,500	See correction	09/30/2016
19 Quarters B													
P1 Accessible Route	Access Route	No accessible route to Building entrance. Existing Facility.		X		206.2.2	Existing facility. Construction exemption. Reasonable accommodation provided.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Small footprint.		X		604.5; 604.8	Existing facility. Construction exemption. Reasonable accommodation provided.					Reasonable accommodation	N/A
20 West Hall													
No barriers identified													
21 CLASS- Social Science													
No barriers identified													
22 Health Services													
P1 Parking	Number and signage	No designated handicap space. Existing facility, unimproved parking lot on lower topographical grade.		X		208.3.1 & 502	Reasonable accommodation. Assistance provided as necessary for access to the facility ramp.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls, grab bars and signage	Not ADA compliant (size and grab bars). Existing facility.		X		604.5; 604.8; 703	Existing facility. Reconfigure toilet and lavatory. Install grab bars and signage.	M	H	L	\$2,500	See correction	09/30/2016
P3 Bathing Facilities and Shower Rooms	Shower stall and grab bars	Access to infirmery shower stall blocked by storage. Leaking plumbing.		X		608.3, 609.4	Remove obstructions and repair plumbing. Install grab bars	L	L	L	\$1,500	See correction	09/30/2015
23 Music Center													
No barriers identified													
24 Roup House													
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8; 703	Existing facility. Reconfigure toilet and lavatory. Install grab bars and signage.	M	H	L	\$3,000	See correction	09/30/2014



University of the Virgin Islands

2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date	
25 Cooperative Extension Service													
P1 Parking	Number and signage		X		208.3.1 & 502	Reasonable accommodation. Inability to create compliant turn space due to major plumbing arteries at site.					Reasonable accommodation	N/A	
26 Penha House													
P1 Parking	Number and signage		X		208.3.1 & 502	Create compliant handicap parking space adjacent to the access ramp.	M	M	M	\$2,000	See correction	09/30/2016	
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.		X		604.5; 604.8; 703	Existing facility. Reconfigure toilet and lavatory. Install grab bars and signage.	M	L	L	\$5,000	See correction	09/30/2015	
P3 Bathing Facilities and Shower Rooms	Shower Stall		X		608.2, 608.3; 703	Redesign shower stall and install grab bars and signage.	M	L	L	\$3,000	See correction.	09/30/2015	
27 Sports & Fitness Center													
No barriers identified													
28 Wellness Center													
No barriers identified													
29 CLASS (Humanities)													
P1 Accessible Route	Level changes		X		206, 303.3, 405.2	Repair access route.	M	M	M	\$5,000	See correction	09/30/2015	
P1 Parking	Location		X		208	Relocate two handicap spots to a more suitable location with a level grade	M	M	M	\$3,000	See correction	09/30/2015	
P3 Toilet Rooms	Toilet Stalls and grab bars and signage.		X		604.3.1, 609.4, 703	Existing facility. Reconfigure toilet and lavatory. Install grab bars and signage.	M	H	L	\$5,000	See correction	09/30/2016	
30 CA Building													
No barriers identified													
31 Center for Marine & Environmental													
No barriers identified													
32 Administration & Conference Center													
P1 Accessible Route	Automatic ADA entrance door inoperable		X		404.3	Repair automatic control mechanism.	L	M	L	\$1,500	See correction	09/30/2014	
P2 Service Counters	Height at Lobby, Human Resources & Cashier Counters		X		904.4	Reasonable accommodation					Reasonable accommodation	N/A	



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Frec	Cost	Finished Correction	Correct. Date
33 Institutional Advancement													
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.		X		206.2.2	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation.	N/A
34 Faculty & Staff Residential Housing													
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.		X		206.2.2	Undue hardship. Existing facilities. Construction exempt.					Reasonable accommodation if necessary.	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation if necessary.	N/A
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		608.2; 608.3	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation if necessary.	N/A
35 Guest House													
P1 Accessible Route	Access Route	No designated accessible route to building entrance and maintenance workshop		X		206.2.2	Undue hardship. Existing facility. Construction exemption. Reasonable accommodations made.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.		X		604.5; 604.8	Undue hardship. Existing facility. Construction exemption. Reasonable accommodations made.					Reasonable accommodation.	N/A
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		608.2; 608.3	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation if necessary.	N/A
36 Executive Housing #1													
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.		X		206.2.2	Reasonable accommodation.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.		X		609.1	Undue hardship. Existing facility. Construction exemption. Reasonable accommodations made.					Reasonable accommodation.	N/A
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		608.2; 608.3	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation if necessary.	N/A



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description	Description	Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
37 Executive Housing (#2)													
P1 Accessible Route	Access Route	No designated accessible route to building entrance. Step down stairs.		X		206.2.2	Undue hardship. Existing facility. Construction exemption. Reasonable accommodations made.					Reasonable accommodation	N/A
P3 Toilet Rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility. Construction Exempt. Small footprint.		X		604.5; 604.8	Undue hardship. Existing facility. Construction exemption. Reasonable accommodations made.					Reasonable accommodation.	N/A
P3 Bathing Facilities and Shower Rooms	Shower Stall	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		608.2; 608.3	Existing facility. Construction exempt. Reasonable accommodations made.					Reasonable accommodation if necessary.	N/A
38 Brewers Bay Beach & Restrooms													
P1 Parking	Number	No designated handicap space		X		208.3.1, 703	Parking on public roadway. Unimproved remote parking at Reichhold Center.						
39 Reichhold Center for the Arts													
P1 Ramp	Access Ramp	No accessible route to public restrooms on the main terrace (Male and Female)		X		206.2.2	Install accessible ramp to the female and male public restrooms on the main terrace.	M	M	M	\$10,000	See correction	09/30/2016
P1 Parking	Number and Signage	Two illegible handicap signage in unimproved parking area. Inadequate number of designated handicap parking spaces.		X		208.3.1, 703	Replace handicap signage in unimproved parking area outside the fence and add two additional spaces in the vicinity of the roundabout near the entrance gate.	M	M	M	\$1,000	See correction	09/30/2016
P1 Parking	Signage	No ADA handicap signage on parking areas utilized for handicap parking on gangway.		X		208.3.1, 703	Install two handicap signage in the designated areas	M	M	M	\$500	See correction	09/30/2015



University of the Virgin Islands
2014 ADA 504 Self-Evaluation and 3-Year Transition Plan

UVI Self-Evaluation & Transition Plan			Assessment			2010 ADASAD	Correction	Criteria: L=Low; M=Medium; & H=High				Finalized Actions: To be determined by Univ. President	
Facility Name & Description		Barrier	Yes	No	NA	Reference	Recommended Correction	Prim	Pub	Freq	Cost	Finished Correction	Correct. Date
39 Reichhold Center for the Arts (Cont'd)													
P2 Drinking fountain	Height, inoperable	Non ADA compliant and inoperable drinking fountain.		X		211.2	Remove the inoperable drinking fountain. Water coolers currently substituted.	M	M	M	\$250	See correction	09/30/2015
P3 Toilet Rooms - Lower level - Staff	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Construction Exempt. Install grab bars to the extent possible.	M	H	L	\$1,000	See correction	09/30/2016
P3 Toilet Rooms - Artists changing rooms	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Construction Exempt. Install grab bars to the extent possible.	M	M	L	\$1,000	See correction	09/30/2016
P3 Bathing Facilities and Shower Rooms - Artists changing rooms	Size and grab bars	Shower facility not ADA compliant. Existing facility, small footprint.		X		608.2; 608.3; 609.1	Existing facility. Construction Exempt. Install grab bars to the extent possible.	M	M	L	\$1,000	See correction	09/30/2016
P3 Toilet Rooms - Green rooms (2)	Toilet Stalls and grab bars	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		604.5; 604.8	Existing facility. Construction Exempt. Install grab bars to the extent possible.	M	H	L	\$1,000	See correction	09/30/2016
P3 Bathing Facilities and Shower Rooms - Green rooms (2)	Shower stalls	Not ADA compliant (size and grab bars). Existing facility, small footprint.		X		608.2; 608.3	Existing facility. Construction Exempt. Install grab bars to the extent possible.	L	L	L	\$1,000	See correction	09/30/2016
P3 Toilet Rooms - Main terrace - Male	Grab bars, lavatory counter height and signage.	Existing handicap stall lacks grab bars. Signage is outdated.		X		609.4, 703.2, 703.3	Install grab bars and update signage. Install ADA compliant lavatory.	M	M	M	\$2,500	See correction	09/30/2016
P3 Toilet Rooms - Main terrace - Female	Grab bars, lavatory counter height and signage.	Existing handicap stall lacks grab bars. Signage is outdated.		X		609.4, 703.2, 703.3	Install grab bars and update signage. Install ADA compliant lavatory.	M	M	M	\$2,500	See correction	09/30/2016
P2 Service Counters	Height at Box Office Ticket Counter	Non compliant height of ticket counter.		X		904	Reasonable accommodation					Reasonable accommodation	N/A