

American with Disabilities (ADA) Act Requirements and Considerations For Public Involvement

This is a summary of basic ADA items to consider related to public involvement.

- **Public Meeting Location Selection**
Ensure that the meeting location is accessible to all individuals. This includes selecting locations that provide accessible parking, an accessible route to the building, accessible restrooms, companion seating, etc. as outlined in the 2010 ADA Standards.
- **Advertising**
Obtain current accommodation request language from Community Relations and add to all advertising documents and web listings to allow participants to request accommodations/modifications in advance of the meeting.
- **Accommodation/Modifications**
Accommodations and modifications may include, but are not limited to, requests for Braille or large format text in printed materials, an American Sign Language Interpreter, Communication Access Real-Time Captioning (CART), a notetaker and handset amplifiers. The individual “Facilitator” responsible for facilitating accommodations/modifications for the meeting will work with the requestor to determine a solution that works well for the requestor in the event type that is being hosted by DelDOT. The requestor will be provided with the name and contact number of the individual “Facilitator” that they will be assisted by on the day of the meeting for their accommodation/modification.
- **Visualizations**
Visualizations such as design drawings, artists renderings, and images can be included in the presentation but will have a verbal description by the presenter as outlined in the Meeting section below. For videos such as traffic animations, 3-D flythroughs, or other animated presentations, narration will be included in the animation and will describe the scene and key features that are displayed.
- **Meeting**
The presenter will be aware of accommodation/modification requests and will have an individual “Facilitator” assigned to assisting with the accommodation/modification (if necessary). Presenter will ensure that any event or audience specific instructions including site specific features and amenities are appropriately shared by the “Facilitator” with individuals that may have requested accommodation or modification. The presenter will provide a verbal description of all images that are included in the meeting handouts, slides, etc. The verbal description will clarify the scene and key features that are displayed.
- **Virtual Meeting**
Virtual meetings will provide closed captioning and provide a call-in number. An individual will be tasked with reviewing comments and questions that are received through the virtual platform or from individuals who have called in.

- **Materials Available to the public**

Materials will be provided in PDF format and images will have alternative text that describes the image. For video materials, narration will be included in the version that is made available to the public. PDF versions of materials will be reviewed for 'read order' upon request.

- **Submitting Comments**

Provide accommodations/modifications for how comments can be submitted to ensure that individuals can provide comments in a format that is accessible to them. For example, if comments are required to be sent via mail, or on-line, allow for comments to be provided in other formats as needed by the patron (without altering the function of the program).

This list is a summary. Additional measures may be necessary for certain events/types of public involvement. Questions about ADA requirements should be sent to DelDOT's ADA Title II Coordinator.

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